



Eastern Region

Biggleswade Sea Cadets
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Charity Number:300005

MINUTES OF ANNUAL GENERAL MEETING - 8 November 2021 held via Zoom

Present: H Robinson, T Kimberley, J Stead, S Kimberley, R Wendon, S Gibbens, D Gibbens, A Griffiths, S Stead, C Sparshott, M Holmes, M Wendon, K Atkins, M Atkins, J Ditchburn

Apologies: A Burt, J Hagger

Minutes of Last Meeting: Accepted as a true record and carried unanimously
Proposed R Wendon Seconded S Kimberley

Matters Arising: None

Chairman's Report See attached

Co Report See Attached

Parents and Friends Report See attached

Treasurers Report See attached

Unit Accounts See attached

Elections

President Mr Alistair Burt MP
Proposed T Kimberley Seconded M Wendon

Vice President Mrs Judith Hagger - standing down

Civilian Committee
Re-Elected en bloc Proposed S Gibbens Seconded A Griffiths

P & F Committee
Re-Elected en bloc Proposed M Holmes Seconded R Wendon

The meeting was brought to a close at 7.30pm

Signature H Robinson Chair Date

Signature C Sparshott Date
UMT Member

Agreed via Zoom

BIGGLESWADE UNIT (T.S. DUCHESS) CHAIRMAN'S ANNUAL REPORT 2020/21

This report is my third as the Chairman of the Unit Management Committee for the year period 2020/21.

We are currently still operating in a covid secure manner and have had to return back to online training a couple of times, the majority of the time the unit has been able to do face to face training.

However this is not the case for the UMT we are not allowed to meet face to face yet and this proving to be very frustrating and hopefully this will change in the very near future. As part of a team effort in the running of the Unit, the Unit Management Committee helps the unit staff run the Unit, although most of its work is in the background. The staff in uniform are the ones seen by yourselves, as parents, supporters and cadets, running the parade nights, events and activities led by the Commanding Officer. However, the Committee works together with the CO and is equally as important in keeping it safe, secure and viable with funding for all the activities held. This year in particular the team has worked exceptionally hard to keep Biggleswade Sea Cadets running in very trying times, I am extremely proud of our team and everything we have achieved during this challenging period of time.. Fundraising is carried out by the subcommittee of the UMT, which here in Biggleswade, we call the Parents and Friends Committee. Their efforts ensure the success and onward progression of the Unit facilities for our ship's company by providing the fundamental monetary resources for the running of the Unit. Altogether we are all responsible to the relevant charitable authority and the Marine Society and Sea Cadets Corps for the Unit as a whole. Due to covid restrictions they have been unable to fundraise this reporting year. We are inspected by a representative of the Royal Navy every year to make sure that as a unit we are following the rules and all parts of the unit structure are working correctly together (the sea cadets equivalent of Ofsted). We are awaiting the result of our inspection. I would like to say a big thank you once again to all the uniformed staff for the unpaid voluntary time that they give to the Corps every week for parade nights, and the additional time that they are required to also give on top of that to become qualified to do what they do. Without them, the Unit would not achieve what we have. My sincere thanks to each of you for yet another, at times I'm sure, challenging year as a Sea Cadet volunteer. Regarding financial matters I am pleased to report that the finances of the Unit have still been fairing reasonably well this year, of which the Treasurer will present the finer details to you in a little while.

The Emily Thornton School of Dance is still with us, due to covid and restrictions we have been unable for most of the year to rent out to other parties. Although some of our regular hirers are starting to come back.

The band have been able to train again after getting the relevant permissions and were able to appear at the local church fete in September, I have to say it was very nice to see them back out and about again and hope that they are able to continue with this as things start to return to normal.

The activities and events that the cadets have taken part in this year will have been very limited, I'm sure, will be mentioned in the CO's report so I won't anticipate them here. However, I would just like to say for the record that the Unit has an excellent reputation for being excellent representatives of the Sea Cadet Corps wherever they go.

Finally, for my report I bring us back to the subject of the committees and the requirement for volunteers to be part of them. They are essential to the running of this Unit, to ensure that it is an effective and safe environment for the cadets and staff to use and although we have a committee, we could still welcome anyone who would like to be part of it, we are looking for various roles to be filled. We are running on the barest minimum of numbers and we do struggle at times to hold effective meetings because of this.

Therefore, if anyone would be interested in joining this committee, or the Parents and Friends as part of the fund-raising crew, then please come and talk to either myself or Theresa Kimberley.

Finally, thank you all for taking time to attend tonight, and this concludes my report for the year.

Helen Robinson
Chairman
8 November 2021

REPORT FOR THE TS DUCHESS 2021 AGM - 8th November 2021

BY PPO SCOTT KIMBERLEY OIC

We have been back parading for the best part of the year now and although we are still governed by some restrictions we are doing well. As we predicted last year we have emerged even stronger from this virus than even we could have planned, we have seen the unit grow in numbers from 25 to almost 40 cadets and although not all courses are back on the agenda as yet our cadets are making full use of what is available. We have had cadets on a shooting course, peer educator course, and more recently a Power Boat level 2 course which was conducted by our very own Po Warren, more cadets are booked on course for the near future

Although we were the first Unit in the district to gain Lime status we didn't really bother too much about the boating aspect as this just wasn't feasible at that time, however we have now got lime status for boating and have been taking advantage of this fully and will continue to do so as long as the weather allows

With the help from the UMC and parents we have managed to complete some much needed work around the unit, this includes damp proofing the exterior walls in the wardroom, fixing all the roof flashings on the main deck roof, we have also refurbished the main deck area which was well over due and looks fantastic, so thanks to all involved

The unit band has been working extremely hard and even fitting in some engagements ie: St Andrews church fete saw the band perform its first public show for almost 2 years, some cadets were also involved in the field gun run and we also had cadets manning the recruitment stall with Po Barrett and PPO Pestel .More recently we had our Corp of Drums perform at RAF Wyton for Trafalgar night and Pickle night which was a resounding success

In my report last year I mentioned that we had only just had our annual inspection and although we thought it went very well we didn't have the results as yet, we now know that in fact it went better than we thought and that we got awarded a burgee for our efforts. This really is top honours and just doesn't get much better, this is an award for everyone involved in Biggleswade sea cadets well done!

Summary:

So just to summarise the last 12 months at Biggleswade sea Cadets. The UMC the P&F the Uniformed and uniformed staff and just those people that turn up and say " Don't worry I'll do that " are all so important and I just want to thank every single one of you for the time, support and passion you give to our Unit, thank you all.

Obviously, this is something which none of us have had to deal with before so a meeting was held, it was decided that we would continue our training via zoom, this was a challenge but all the staff ran with it and in my opinion done a fantastic job.

In late August with a lot of hard work from the unit chair and other members of staff we managed to reach Lime status which basically means the unit is ready to conduct face to face training which with the help of the uniformed staff/civilian Instructors and the P&F Ladies is now happening in a very successful way.

There are some district courses happening now on a small scale, ie, we had 6 cadets involved in a 2 day shooting course just this week, we also have 4 cadets involved in a peer educator course at Stevenage unit next week

Due to the structured training which was conducted on zoom we have been able to award advancements such as 2 Able Cadets last week and there will be more very soon

The Band are also conducting face 2 face training with restrictions but this is proving popular, unfortunately we are unable to attend any parades for the foreseeable future but we will continue working hard for when we can

Summary:

I would just like to say that our unit is going through some of the most difficult times it has ever faces and due to the hard work, attitude and good old fashioned Biggleswade sea Cadet spirit of everyone involved, the staff, the Army of CIs ,the P&F Ladies ,the UMC, the cadets and their parents who every now and then send a message or text of thanks which makes a huge difference ,we are going come out the other end stronger than ever.

This concludes my report.
PPO S Kimberley
Officer in Charge

P & F FUNDRAISING REPORT **Theresa Kimberley**

It has been a strange year for the P&F team, we have focussed our efforts on helping the unit wherever we possibly can with providing tuck baskets in each classroom so that cadets don't have to travel around the unit etc. At the early stages we ran the Covid desk at the front of the unit taking temperatures and managing the cadets entrance into the unit. Ardene has been supplying tea, coffee and biscuits to staff at standeasy and also at band and practising up the yard.

We have however, managed a small amount of fund raising this includes the raffle tickets from the Round Table which cadets sold on their behalf we are still waiting to see how much we made. Ardene gladly handed out some small jars which were nicely filled with spare change and they were returned, so far we have raised £120.00 and that is still ongoing.

Unfortunately, we cannot re-open the bar which we would normally do for Remembrance Day but obviously this is a good fund raiser for us. We are hoping that this will change before June when we hope to be ready to open for Carnival.

If you would like to join our team or can just help out at the events please speak to one of the team and they will help you.

I would like to thank Ardene for holding the fort so tremendously as I have not been down the unit very often, so she has been manning everything by herself. This is a big thank you from me to her. I would like to thank Mrs Gibbons for supplying the small jars for our money collection pots.

This concludes my report.

Mrs T Kimberley
Chair of the P&F

Treasurers Report

- The accounts are fairly self-explanatory but feel free to ask any questions.
- Healthy year in isolation made up mainly with council grants, donations and hall hire etc.
- Main costs have been the purchase of a new mini bus, building maintenance
- Utilities are still our biggest expense

Colin Sparshott
Treasurer

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form SCC A3 (R&P) Mar-2010	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021			
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)			
(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)			
Unit Name: Biggleswade		31/03/2021 300005	
Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-		THIS	LAST
		YEAR	YEAR
		£	£
REVENUE RECEIPTS –	Notes		
HQ-GRANTS:			
- CAPITATION			
- TRAVEL EXPENSE REFUNDS			
- DIRECT		322.84	655.40
- SCVA (Sea Cadet Victualling Allowance)			
OTHER GRANTS		30,240.93	1,000.00
CADET CONTRIBUTIONS		2,367.00	2,258.00
OTHER DONATIONS		7,750.00	150.00
LEGACIES			
MOD - BOAT REPAIR GRANT			
FUNDRAISING PROCEEDS (not: Special Events as below)			
SPECIAL EVENTS PROCEEDS (as <u>charitable</u> activity only)			
OTHER CHARITABLE ACTIVITIES:			
- COMPETITION RECEIPTS			
- COURSE FEES			
SUNDRY SALES RECEIPTS			
INVESTMENT INCOME RECEIVED			
BANK DEPOSIT INTEREST		5.67	22.89
PROPERTY RENTS (includes any occasional lettings/hirings)		7,655.00	20,385.00
OTHER REVENUE RECEIPTS			216.00
TOTAL REVENUE RECEIPTS	A	48,341.44	24,687.29
NON-REVENUE RECEIPTS –			
INVESTMENT SALES PROCEEDS			
PROCEEDS FROM SALES OF OTHER FIXED ASSETS			
LOANS RECEIVED/RECOVERED (include grants per contra*)			
TRANSFERS FROM ANY OTHER# FUND OF THE UNIT			
ANY OTHER RECEIPTS			
TOTAL NON-REVENUE RECEIPTS	B		
TOTAL RECEIPTS (=A+B) C		48,341.44	24,687.29
Reconciliation:-			
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-			
- REVENUE ITEMS (= A – D from page AC2)	G	28,151.27	2,703.27
- NON-REVENUE ITEMS (= B – E from page AC2)	H	-9,846.98	-1,700.00
- COMBINED (=G+H)		18,304.29	1,003.27
CASH/BANK BALANCE FROM LAST YEAR-END		21,752.42	20,749.15
CASH/BANK BALANCE AT THIS YEAR-END		40,056.71	21,752.42

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RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)				
Unit Name: Biggleswade		31/03/2021 300005		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR £		LAST YEAR £
		Notes		
REVENUE PAYMENTS –				
FUNDRAISING COSTS (not: Special Events as below)				
INVESTMENT MANAGEMENT COSTS (if any)				
<u>DIRECT CHARITABLE ACTIVITY COSTS:</u>				
- SPECIAL EVENTS COSTS				
- COMPETITION COSTS				
- TRAVEL COSTS				3,926.93
- CATERING COSTS				
- TRAINING COURSES COSTS				442.00
- GRANTS (including any charitable loans written off)				
ARTICLES PURCHASED FOR RESALE				
<u>OVERHEAD COSTS FOR:</u>				
- RENT / COUNCIL TAX				
- HEAT, LIGHT & WATER			7,338.96	11,778.75
- TELEPHONE			708.86	732.00
- POSTAGE				
- PRINTING & STATIONERY			180.00	
<u>MAINTENANCE COSTS FOR:</u>				
- BUILDINGS			9,192.50	1,856.68
- BOATS				
- VEHICLES				
- COMPUTERS				
- OTHER EQUIPMENT				
FUEL COSTS			383.05	1,326.41
INSURANCE COSTS			1,265.00	575.00
BANK INTEREST & CHARGES				
<u>CHARITY GOVERNANCE COSTS:</u>				
- FOR AUDIT OR INDEPENDENT EXAMINATION				
- FOR ACCOUNTS PREPARATION				
- FOR LEGAL ADVICE (for constitution or trustees)				
OTHER REVENUE COSTS			1,121.80	1,346.25
TOTAL REVENUE PAYMENTS		D	20,190.17	21,984.02
NON-REVENUE PAYMENTS –				
FOR INVESTMENTS PURCHASED				
FOR OTHER FIXED ASSETS (including any improvements)				1,700.00
LOANS MADE/REPAID				
TRANSFERS FROM ANY OTHER [#] FUND OF THE UNIT				
ANY OTHER PAYMENTS - MINIBUS LEASE			9,846.98	
TOTAL NON-REVENUE PAYMENTS		E	9,846.98	1,700.00
TOTAL PAYMENTS (=D+E)		F	30,037.15	23,684.02
[#] Attach that Fund's similar Account of Payments as page AC2A, and so on)				

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form SCC A3 (R&P) Mar-2010	
STATEMENT OF BALANCES & ACCOUNTS NOTES for year ended 31 March 2021 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)			
Unit Name: Biggleswade		31/03/2021 300005	
In England & Wales: STATEMENT OF ASSETS & LIABILITIES (English/Welsh/NI Units: <u>No</u> valuations/costs or accounts notes required)	Name of Fund if <u>restricted</u>	THIS YEAR £	LAST YEAR £
<u>ASSETS:</u>			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		40,056.71	21,752.42
BANK DEPOSITS (if any) not included above			
LOANS RECOVERABLE			
OTHER DEBTS (total recoverable – exclude any “accruals”)			
*STOCKS OF ITEMS FOR RESALE (total cost)			
INVESTMENTS (present value of securities &c)			
INVESTMENTS (ditto – belonging to a Restricted Fund, if any)			
<u>*OTHER FIXED ASSETS:</u>			
- LAND & BUILDINGS		191,057.49	191,057.49
- BOATS			1,216.32
- VEHICLES			
- COMPUTERS			
- OTHER EQUIPMENT			
*For all these items (including any gifts at estimated value when given) state their total <u>present value</u> here if lower than as above			
<u>LIABILITIES</u>			
LOANS REPAYABLE			
OTHER CREDITORS (total payable – exclude any “accruals”)			
CONTINGENT LIABILITIES (estimated total amount)			
Signed as authorised by the Unit's Management Committee - Date: 08 November 2021			
.....Unit Treasurer			
..... Unit Chairman			
Note: The statutory audit or independent examination report on this Statement of Account must be attached.			

Independent examiner's
report on the accounts

Report to the trustees/
members of BIGGLESWADE SEA CADETS

On accounts for the year
ended 31 MARCH 2021 Sea Cadet Unit no 36
(if any)

Set out on pages AC1 TO AC3

Respective
responsibilities of
trustees and examiner

The Charity trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention.

Basis of Independent
examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention (other than that disclosed below)

Independent
examiner's statement

1. which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature] Date: 7.6.2021

Name: CHRIS JOHN ABBOTT

Relevant professional
qualification(s) or body
(if any):

Address: 110 EAST ROAD
LANGFORD
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