

BIGGLESWADE UNIT (T.S. DUCHESS) CHAIRMAN'S ANNUAL REPORT 2024/25

This is my report as Chairman of the Biggleswade Unit Management Committee for the year 2024/25.

For those of you that are new to the Sea Cadet organisation I will give a brief explanation as to how the Unit Management Committee fits into the Unit's organisation. The UMC consists of local people, parents, ex cadets and interested others, elected at these AGM's, and is responsible for the management of the Unit and all its financial, legal, regulatory and charity aspects. We help the Unit staff that you see working with your cadets run the Unit, although most of our work is carried out in the background as we deal with matters such as making sure that the Unit is compliant with legal matters, licences etc, that the facilities are kept maintained and health and safety such as fire checks are complied with.

The main person that you will all see running the parade nights and activities is the Unit's Commanding Officer, Chief PO Charlotte Warren, and it is very much a partnership between Chief and myself with keeping TS Duchess on an even keel.

Chief PO Warren and all the instructional staff, both in uniform and not, put far more hours into the running of the activities for the cadets, than any of us can imagine, or they probably signed up for as volunteers. I would like us to take a moment to demonstrate our thanks to them all for the many hours of unpaid time that they give to the Corps every week, week in week out for parade nights and events and also the time that they give to become qualified to do what they do. Without them, the cadets and therefore the Unit would not achieve what it does.

This year has been the first full year with Chief PO Warren as the Commanding Officer of the Unit and I think that you, Charlie, have done a marvellous job. Well done.

The Ship's Company has been averaging around the 40 cadet mark for this past year, and now with the instructional staff at the optimal level to do so, we are embarking on another recruitment exercise by PO Jason Barratt with our next Open Evening planned for 24th June.

This year has also been our first year within the new Western District which has meant that we have been parading, working and competing with our 'new' District Units, Market Harborough, Broughton Astley, Bedford, Wellingborough, Rushden, Hinckley, Northampton and Kettering. This has meant that the competitions that we have entered such as drill and rowing have been a little more competitive particularly with the bigger units such as Northampton, but we have shown that we can hold our own! Also we have paraded with the other Units in a couple of events through the town's of Market Harborough and, just this last Sunday, Kettering. Both being fantastic experiences for the cadets, particularly for those that are not part of our Unit band and do not usually get those experiences.

Regarding our financial status, the Treasurer Colin will present the finer details to you in a while; but I would like to talk about the grant funding that we have been very successful in accessing this last year with the purpose of giving the Unit building some very much needed TLC. The monies that we were able to obtain have enabled us to complete the painting needed on the front Grade II Listed building façade and also to repair the gutting and the various building roofs and this has meant that we are now watertight and it is planned to complete some internal decoration soon. However, first, we will be replacing the Main Deck roof this summer which will sort out some leaks but also give more insulation to that area which we hope will assist with our heating costs in the coming winter.

Due to the loss at the end of May last year with the Emily Thornton School of Dance ending their rental of our building, we have needed to look to find other means by which to make

use of our main asset, the Unit building. It was concluded that we could hire out again to other businesses/organisations but this time just the offices at the front of the building which would mean less disruption to any cadet activities, which when the dance school was in the building did at times.

With the grant monies we have made the two front offices suitable for office hire and I am pleased to report that we have two regular hires which nearly cover our outgoings together with other ad hoc hire fees. It would be good to get another regular business hire to ensure that we have got our utilities, insurance and bus costs covered and we will continue to work towards this.

In conclusion 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. Currently we have a small Unit Management committee and we would welcome anyone who would like to be part of it. 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, come and talk to either myself or Chief Warren as you would be very welcome.

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

Mandy Holmes
Chairman
10th June 2025

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 2025			
(*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		31/03/2025 300005	
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR £	LAST YEAR £
REVENUE RECEIPTS –	Notes		
HQ-GRANTS:			
- CAPITATION			
- TRAVEL EXPENSE REFUNDS			
- DIRECT			27.00
- SCVA (Sea Cadet Victualling Allowance)			
OTHER GRANTS		12,190.00	
CADET CONTRIBUTIONS		4,270.51	3,138.27
OTHER DONATIONS		2,538.02	9,372.00
LEGACIES			
MOD - BOAT REPAIR GRANT			
FUNDRAISING PROCEEDS (not: Special Events as below)			
SPECIAL EVENTS PROCEEDS (as charitable activity only)			
OTHER CHARITABLE ACTIVITIES:			
- COMPETITION RECEIPTS			
- COURSE FEES			
SUNDRY SALES RECEIPTS			
INVESTMENT INCOME RECEIVED			
BANK DEPOSIT INTEREST		430.21	53.99
PROPERTY RENTS (includes any occasional lettings/hirings)		12,053.00	19,175.00
OTHER REVENUE RECEIPTS			
TOTAL REVENUE RECEIPTS	A	31,481.74	31,766.26
NON-REVENUE RECEIPTS –			
INVESTMENT SALES PROCEEDS			
PROCEEDS FROM SALES OF OTHER FIXED ASSETS			
LOANS RECEIVED/RECOVERED (include grants per contra*)		17,310.00	
TRANSFERS FROM ANY OTHER* FUND OF THE UNIT			
ANY OTHER RECEIPTS			
TOTAL NON-REVENUE RECEIPTS	B	17,310.00	
TOTAL RECEIPTS (=A+B) C		48,791.74	31,766.26
Reconciliation:-			
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-			
- REVENUE ITEMS (= A – D from page AC2)	G	32.37	8,493.04
- NON-REVENUE ITEMS (= B – E from page AC2)	H	12,905.12	-4,394.88
- COMBINED (=G+H)		12,937.49	4,098.16
CASH/BANK BALANCE FROM LAST YEAR-END		25,666.60	21,568.44
CASH/BANK BALANCE AT THIS YEAR-END		38,604.09	25,666.60

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 2025

(*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		31/03/2025 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)			
DIRECT CHARITABLE ACTIVITY COSTS:			
- SPECIAL EVENTS COSTS			
- COMPETITION COSTS			
- TRAVEL COSTS			
- CATERING COSTS			600.00
- TRAINING COURSES COSTS			997.00
- GRANTS (including any charitable loans written off)			
ARTICLES PURCHASED FOR RESALE			
OVERHEAD COSTS FOR:			
- RENT / COUNCIL TAX			
- HEAT, LIGHT & WATER		3,561.99	7,387.40
- TELEPHONE		2,123.11	929.15
- POSTAGE			
- PRINTING & STATIONERY			
MAINTENANCE COSTS FOR:			
- BUILDINGS		17,556.28	799.36
- BOATS			1,250.00
- VEHICLES		945.00	799.65
- COMPUTERS			
- OTHER EQUIPMENT			
FUEL COSTS		526.69	610.94
INSURANCE COSTS		3,870.91	3,687.90
BANK INTEREST & CHARGES			
CHARITY GOVERNANCE COSTS:			
- FOR AUDIT OR INDEPENDENT EXAMINATION			
- FOR ACCOUNTS PREPARATION			
- FOR LEGAL ADVICE (for constitution or trustees)			
OTHER REVENUE COSTS		2,865.39	6,211.82
TOTAL REVENUE PAYMENTS		D	31,449.37 23,273.22
NON-REVENUE PAYMENTS –			
FOR INVESTMENTS PURCHASED			
FOR OTHER FIXED ASSETS (including any improvements)			
LOANS MADE/REPAID			
TRANSFERS FROM ANY OTHER* FUND OF THE UNIT			
ANY OTHER PAYMENTS - MINIBUS LEASE		4,404.88	4,394.88
TOTAL NON-REVENUE PAYMENTS E		4,404.88	4,394.88
TOTAL PAYMENTS (=D+E) F		35,854.25	27,668.10

(*Attach that Fund's similar Account of Payments as page AC2A. and so on)

THE SEA CAJETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form BCC A3 (R&P) Mar 2010
STATEMENT OF BALANCES & ACCOUNTS NOTES for year ended 31 March 2025 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI (XXX)18) (also to be forwarded to Area Business & Management (Treasurer and as otherwise directed) no later than 1 November each year)		
Unit Name: <u>Richmond</u>		21/03/2025 300005
In England & Wales: STATEMENT OF ASSETS & LIABILITIES (English/Welsh/No Units: No valuations/costs or accounts notes required)	Name of Fund 	THIS YEAR £
ASSETS:		LAST YEAR £
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		38,804.00 25,888.60
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)		
OTHER FIXED ASSETS:		
- LAND & BUILDINGS		191,057.49 191,057.49
- BOATS		2,551.23 3,441.64
- VEHICLES		4,297.73 5,372.16
- COMPUTERS		
- OTHER EQUIPMENT		527.80 659.87
*For all these items (including any gifts at estimated value when given) state their total present value here if lower than as above		
LIABILITIES		
LOANS REPAYABLE		
OTHER CREDITORS (total payable – exclude any "accruals")		
CONTINGENT LIABILITIES (estimated total amount)		
Signed as authorised by the Unit's Management Committee - Date:		
Unit Treasurer Unit Chairman		
Note: The statutory audit or independent examination report on this Statement of Account must be attached.		



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

THE SEA CADETS (BIGG LESDADE)

On accounts for the year
ended

31st MARCH 2025

Charity no
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31st MARCH 2025.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation
of the accounts in accordance with the requirements of the Charities Act
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have
come to my attention (other than that disclosed below*) in connection with
the examination which gives me cause to believe that in any material
respect:

- accounting records were not kept in accordance with section 130 of
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection
with the examination to which 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:

Susan Bannin

Date: 20/12/25

Name:

SUSAN BANNIN

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

ACMA

Address:

32 DROVE ROAD

BIGG LESDADE

BEDFORDSHIRE SG18 8HD