

Trustees' Annual Report for the period

From (start date) 01/04/23

To (end date) 31/03/24

Reference and Administrative details

Charity name	Exmouth Unit 395 of the Sea Cadet Corps
Other name the charity uses	Exmouth Sea Cadets
Registered charity number	300830
Charity's principal address	6 Camperdown Terrace Exmouth EX8 1EJ

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charitable purpose of the Unit (the Purpose) is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	a. offer young people a structured environment in which to develop b. provide access to education and training including (but not restricted to): sailing, (inshore and offshore), paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public service c. provide opportunities for young people to obtain a range of qualifications; and d. provide opportunities for community involvement.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees hereby confirm that they are aware of the Commission's guidance on public benefit, and that they have taken it into account when making a decision to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	The charity has no paid employees and is reliant entirely on the dedication of its volunteers. These include the uniformed staff of instructors and their assistants who interact directly with the cadets, and the 'background team' of the Unit Management Team of trustees who are responsible for the day-to-day management and functioning of the Unit and its premises, and securing of funding and grants for particular purposes.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Another successful Annual Unit Review by Area, following which we were awarded a Burgee and a Captain's Commendation. Cadets attended a number of boating events and regattas, as well as District and Area Drill and Piping competitions and performed extremely well. The Unit hosted 2 District Weekends and cadets attended a District Week at Weymouth National Boating Centre. Cadets assisted at the Trafalgar Day service held at Exeter Cathedral.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Sea Cadet Standard Constitution 2017
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees hold office on the UMT for 1 year and then stand down at the AGM, but can apply for re-election. Invitations for Trustee nominations are sent out as part of the AGM invitations which are widely distributed and displayed locally. The Constitution requires that: <i>UMT members should be members of the local community, known to the Unit, sympathetic to the aims of the SCC, with appropriate management experience, knowledge and skills, and with the ability to commit the time necessary to manage a Sea Cadet unit and fully understand their responsibilities as a charity trustee of the Unit.</i> No person can stand for election to the UMT unless he or she is eligible in accordance with clause 7 of the Constitution and has been proposed and seconded by at least two other voting members of the Unit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Induction & training is undertaken following the requirements of MSSC. After an initial interview at the Unit, they are required to complete a P1 Form with the help of either the Chair or CO,
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		which is followed by a DBS criminal records check. Following satisfactory clearance of the DBS check, volunteers undertake a Virtual Induction course via the Defence Learning Environment (DLE), followed by online learning courses in Health & Safety, Safeguarding & Responsible for Information.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is affiliated to the Marine Society and Sea Cadets (MSSC) organisation. The Unit is part of Devon District within the South West Area of the MSSC.
Relationship with any related parties	Para 1.51	Not applicable
Other		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Jolley	Chair		
2	Sarah Andrews	Officer in Charge		
3	Anthony Griffin	Treasurer	Resigned 25/10/23	
4	Jeanne Volschenk	Secretary	Left 24/05/23	
5	Elizabeth Deasy		Resigned 22/08/23	
6	Hedley Saunders	Treasurer	Joined 24/05/23	
7	Robert Mew		Joined 25/10/23	
8	Stephen Nott		Joined 01/02/24	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	Property
Anthony Roy Griffin		Lease of main premises
David Marino		Lease of main premises
Anthony Roy Griffin		Garage at Foxholes Hill
David Marino		Garage at Foxholes Hill

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Other optional information

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The income for the period was £43,482.69 with expenditure of £47,717.20 resulting in an excess of expenditure over income of £4,234.51. On the income side we received grants from Area of £14,996.25 as a contribution towards the cost of a new fire escape, and £4,024.80 towards the internal repainting of the building. We received a grant of £2,000 from the Norman Family Trust towards the cost of s replacement defibrillator and sets of oars. Other donations and fundraising during the year raised £3,105.92. Donations from letting parts of the premises to other community groups raised £8,590.00. Gift Aid reclaimed from HMRC amounted to £1,203.28 Apart from the normal ongoing running costs our expenses over the year included £15,011.12 on the construction of a new fire escape (to be completed next year), £5,400 on internal decorating, and purchase of new and replacement equipment at a cost of £2,097.16. At the end of the financial year we had a balance of £8,252.92 in our current account and £17,285.15 in our savings account.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	See 'Reserves Policy' document.
Amount of reserves held	Para 1.22	£5000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

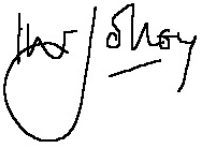
The charity's principal sources of funds (including any fundraising)	Para 1.47	Cadet subscriptions Rental income from a private garage bequest Donations from community groups for use of the premises Income from MSSC for the use of our premises by other cadets units and management Gift Aid on subs and donations from HMRC
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	We have a waiting list of cadets wanting to join, but are unable to take more on until we have recruited additional volunteer instructors. We also require more trustees to join the management team in order to distribute the workload, and also to increase our fundraising activities.
Other		

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		<i>S Andrews</i>
Full name(s)	Mr Ian William Jolley	Lt. (SCC) Sarah Jane Andrews
Position (eg Secretary, Chair, etc)	Chair	Commanding
Date	16/05/24	20/06/2024

EXMOUTH UNIT 395 OF THE SEA CADET CORPS ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

INCOME

Subscriptions	£5,303.00
Uniform Deposits	£150.00
Donations	£3,105.92
Grants	£21,121.05
Fundraising	£7.11
Gift Aid	£1,203.28
Rental Income (Garage)	£1,500.00
Rental Donations (Premises)	£8,590.00
MSSC Reimbursements	£2,219.16
Training Courses & Camps	£0.00
Interest Received	£259.99
Misc Income	<u>£23.18</u>
<u>TOTAL INCOME</u>	<u>£43,482.69</u>

EXPENDITURE

Ground Rent	£1,500.00
Water Rates	£513.00
Premises: Insurance	£2,359.30
Electricity	£901.64
Gas	£713.04
Telephone, Fax & Internet	£617.22
Premises: Repairs & Maintenance	£6,373.20
Cleaning	£2,341.98
H&S Checks & Maintenance Contracts	£1,530.81
Fuel & Charges: Vehicles & Boats	£1,225.47
Vehicle: Insurance	£1,436.00
Vehicle: Repairs, Maintenance & MOT	£1,978.05
Vehicle: Road Tax	£612.50
Boats: Marina & Mooring Fees	£3,224.26
Boats & Moorings: Repairs & Maint.	£3,187.11
Training Courses & Camps	£221.75
Exmouth SCC Bursary Account	£0.00
Uniforms & Badges	£465.41
Fundraising Expenses	£16.79
Printing, Postage & Stationery	£43.63
Advertising	£0.00
AGM/Inspection/Entertainment/Mess	£949.21
Unit Toiletries	£91.21
Licences: GDPR & Others	£169.80
Gifts	£137.54
Petty Cash/Miscellaneous Expenses	£0.00
Equipment: Repairs, Replacements, Hire	£1,242.18
Equipment: New	£854.98
Fire Escape Project	<u>£15,011.12</u>
<u>TOTAL EXPENDITURE</u>	<u>£47,717.20</u>
<u>EXCESS OF EXPENDITURE OVER INCOME</u>	<u>-£4,234.51</u>

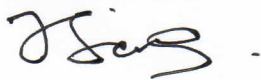
BALANCE SHEET

Excess of Expenditure over Income 2023/2024	-£4,234.51
B/Fwd Bank Current Account	£9,592.11
B/Fwd Bank Savings Account	£25,025.16
B/Fwd Monies owed by Cadets: Subscriptions	£0.00
B/Fwd Monies owed by Cadets: Uniforms	£0.00
B/Fwd Monies owed by MSSC	£527.50
B/Fwd Monies owed by HMRC: Gift Aid	£2,117.34
B/Fwd In Advance: Fire Escape Planning Fees	£714.99
B/Fwd in Advance: Fire Escape Project Grant	-£6,000.00
B/Fwd in Advance: Donation for 23/24 Marina Fees	-£3,000.00
B/Fwd Creditors	-£556.58
B/Fwd Petty Cash	£2.52
B/Fwd Float held by Fundraising Team	<u>£20.00</u>
	<u>£24,208.53</u>

Bank Current Account	£8,252.92
Bank Savings Account: Reserve Account	£17,285.15
Monies owed by Cadets: Subscriptions	£0.00
Monies owed by Cadets: Uniforms	£0.00
Monies owed by MSSC	£319.89
Monies owed by Gift Aid	£0.00
Deposit Marina Fees 2024/2025 Season	£250.00
Creditors	-£1,921.95
Petty Cash	£2.52
Cash Float held by Fundraising Team	<u>£20.00</u>
	<u>£24,208.53</u>

I HAVE REVIEWED THE FIGURES AND, WITH ANY EXPLANATIONS REQUESTED,
I FEEL THAT THE ACCOUNTS ARE IN GOOD ORDER.

Signed



JASON SIMONS FCA

Date

25/05/24.

EXMOUTH UNIT 395 OF THE SEA CADET CORPS

TRUSTEES REPORT

ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

The income for the period was £43,482.69 with expenditure of £47,717.20 resulting in an excess of expenditure over income of £4,234.51.

On the income side, we were very fortunate to receive grants of £21,121.05, which included £14,996.25 towards the construction of a fire escape, £4,024.80 towards the internal painting of the premises and £2,000.00 for a Defibrillator and replacement oars. Other donations and fundraising raised £3,105.92 which included £3,000.00 for the 2023/2024 Marina fees. Donations from letting the ground floor premises to other groups, when not in use by the Sea Cadets, raised £8,590.00.

As far as expenditure is concerned, apart from the normal running costs, we spent £15,011.12 on the construction of a fire escape and £5,400.00 on the internal decorating of the premises. We also purchased new and replacement equipment for £2,097.16.

I W Jolley

Ian Jolley CEng, FStructE, MICE
Chair of the Trustees
Exmouth Unit 395 of the Sea Cadet Corps

EXMOUTH UNIT 395 OF THE SEA CADET CORPS ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024**INCOME**

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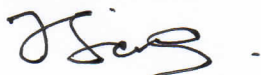
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JASON SIMONS FCA

Date 25/05/24.

EXMOUTH UNIT 395 OF THE SEA CADET CORPS

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