

# TEWKESBURY UNIT 333 OF THE SEA CADET CORPS

England & Wales · Charity number 301637

## Details

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Other names	UNIT 333, SEA CADET CORPS, T.S OTTER, TS OTTER TEWKESBURY SEA CADET UNIT
Status	Registered
Legal form	Other
Registered	1964-02-25
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Tewkesbury Sea Cadets Trinity Walk Tewkesbury GL20 5NP
Phone	01684298991
Email	<a href="mailto:chair@tsotter.org">chair@tsotter.org</a>
Website	<a href="http://www.sea-cadets.org/tewkesbury">www.sea-cadets.org/tewkesbury</a>

## Activities

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**Objects:** 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).

**Activities:** We aim to give young people the best possible head start in life through nautical adventure and fun, based on the traditions and customs of the Royal Navy.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People

## Geography

- **Area of benefit:** TEWKESBURY AND DISTRICT
- Gloucestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£15,795	£12,768	-	-
2024-03-31	£9,419	£21,378	-	-
2023-03-31	£22,690	£34,458	-	-
2022-03-31	£52,303	£29,438	-	-
2021-03-31	£40,136	£23,350	-	-

## Trustees

Name	Role	Appointed
Claire Silvester		2024-12-01
Dr Richard Moore		2021-11-18
Gillian Anne Kearns		2026-01-21
Sharon Mercer		2015-06-10

**TEWKESBURY UNIT 333 OF THE SEA CADET CORPS**

England & Wales - Charity number 301637

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# Accounts

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**TRUSTEES ANNUAL REPORT &  
ACCOUNTS FOR 2021-2022**

**Tewkesbury TS Otter (Unit 333) of the Sea Cadet  
Corps**

**Registered Charity Number : 301637**

**TRUSTEES 2021 - 2022**

Mr Nathan Thomas- Roberts	Chair
Mr Mark Adams	Trustee Vice Chair
Ms Caroline Hunter	Trustee Treasurer
Dr Richard Moore	Trustee Secretary
Mrs Sharon Mercer	Trustee
Mrs Amanda Evans	Trustee
Mr David Anderson	Trustee Unit Commanding Officer
Mr Darren Lutton	Trustee Health & Safety Rep

## **NAMES AND ADDRESSES OF :**

### **Bankers**

Lloyds Bank Plc

Tewkesbury

### **Independent Examiner**

Aidan Melarkey ACCA

60 Rainbow Hill

Worcester

WR3 8NL

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Type of Governing Document :** Constitution

**How the charity is constituted:** Registered Charity

**Trustee selection methods :** Trustees are elected annually at the Annual General Meeting.

The Chairman, Secretary, Treasurer and Commanding Officer are actively involved in the day-to-day running of the organisation. They are actively supported by the wider trustee team and

volunteer unformed staff.

### **OUR AIM**

To give young people the best possible head start in life through nautical adventure and fun based on the customs and traditions of the Royal Navy.

### **HOW**

We are passionate about investing in all young people. We offer a unique mix of activities and

experiences, delivered locally, regionally, nationally and off shore, which improve life chances at school, in work and for the community. Our trained and experienced volunteers and staff support and deliver learning through nautical adventure and challenge, with the customs and traditions of the Royal Navy at the core. Through this we create a sense of belonging and identity where young people flourish, gaining confidence, skills for life, values and qualifications, which help them seize a better future.

## **SEA CADET VALUES**

**Respect** To appreciate and be considerate to others

**Loyalty** To be faithful to all who invest in me

**Self-discipline** To do what I must

**Commitment** To do what I say I will

**Honesty & integrity** To tell the truth and be a good person

**Courage** To do what we feel is right

## **SEA CADET LIFE SKILLS**

**Teamwork**

**Leadership**

**Communication**

**Motivation**

**Self-Confidence**

**Citizenship**

## **RISK POLICY**

The current trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have now been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

## **POLICIES AND PROCEDURES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Always looking for Trustees to help with the Unit Management.

The recruitment process is the start of a volunteer's journey with Sea Cadets, including Trustees. It includes an initial interview conducted at the charities premises but officially begins at the point that an adult Westminster record (Management Database) is created. New volunteers should complete an application form, disclosure application, and complete three Sea Cadet e-learning modules within the first two months of their Westminster record being created. These being, Safeguarding, Health & Safety and Responsible for Information (Data Protection).

Once their application is approved by the Marine Society and Sea Cadets (MSSC) Volunteer Support Team, and their disclosure submitted for external processing. Enrolments will be cancelled by Volunteer Support where any element of the initial enrolment process is not completed within two months of the Westminster record being created.

Units must provide two reference forms to Volunteer Support no later than one month after the disclosure clears (unless the volunteer is applying for a Unit Management Team position (Trustee) where they must complete a trustee declaration.

The new volunteer must wait for their disclosure and references (if required) to be cleared by Volunteer Support before they can book onto an Induction Day course. Once cleared by Volunteer Support they receive an email confirming that their disclosure has cleared, and asking them to book onto an Induction Day, this includes a face to face safeguarding session, information about the roles of sea cadets and its history and details of the structure of the organisation, an overview of here to find policies and procedures applicable to their role. The new volunteer can now attend Sea Cadet activities unsupervised. New volunteers who do not attend the Induction Day within six months of their disclosure clearing will have their membership of Sea Cadets cancelled.

## **OBJECTIVES AND ACTIVITIES**

Our vision and objectives remain as always to ensure our cadets are equipped with the means to achieve the high standards and personal attributes necessary to succeed in their future endeavours whilst learning new skills and always having fun!

Our organisation works hard to give young people the best possible head start in life through nautical adventure and fun, based on the customs of the Royal Navy. Our objectives are to provide young people aged between the ages of 10 and 18 opportunities that promote the Sea Cadet Values whilst developing valuable life skills that improve our young people's life chances.

We do this through a combination and variety of activities of outdoor and adventure, team building, waterborne and self-learning-based activities, such as Duke of Edinburgh, NVQ Public Services and other nationally recognised waterborne qualifications.

This period of time saw major changes to the Unit Trust with all the previous Trustees time being served new ones were appointed. The New Trustees now govern the charity and keep TS Otter a well managed and trusted organisation for young people in the local community.

### **TS Otter is positive and forward thinking.**

We are continuing to work to keep our Sea Cadet Unit modernised and minor refurbishment combined with a wish for a larger boat fleet, Canoes capable of entering District and National events plus maintain our very healthy past successes in Swimming, Drill and Sailing National Events producing Gold achievements.

The fundraising campaigns that we will embark upon will enable us to continue to offer a broader spectrum of activities and opportunities to our members and furthermore expand on what we can offer as part of the Sea Cadet Experience for local young people.

## ACHIEVEMENTS AND PERFORMANCE

Too Many to list.

The Trustees continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by:

- **Regular and structured activities with a nautical theme.**
- **Allowing young people to take part in activities connected with the wider Sea Cadet movement such as seaborne activities, events and competitions at district, area and national levels.**
- **Availability of formal educational achievements whilst taking courses to earn badges and promotions. Contributions are kept affordable in order to ensure all those who wish to take part in the activities provided may do so.**

Cadet training for Sea Cadets follows the Cadet Training Programme (CTP). The Commanding Officer encourages feedback with what worked and what doesn't, to keep our cadets engaged and having lots of fun. We have managed to get more cadets away on District, Area, National, SCC Exchange and offshore (Sailing a variety of ships).

We are fortunate to have an active, forward thinking and stable team in management of the Unit, both Trustees and Unit Staff, and this the reason for our success.

Long may it continue.

## **FINANCIAL REPORT**

### **Financial Review**

- Income Receipts during the year was £52,303.74 and includes cadet membership fees, training course fees and other donations plus Covid and other Grants
- Payments made during the year was £29,438.98

### **Notes regards the accounts**

- Accounts are lodged both with the MSSC and with the Charity Commission
- Cadet contributions are only £15.00 per month per cadet or £10.00 for our Junior Cadets
- Building overheads includes Council rates, Heat, light and power, telephone and other administrative costs
- Vehicle operations covers Road Fund License and MOT, servicing, insurance, maintenance
- Boating operations includes servicing costs of the Safety Boats, annual maintenance of the boats and spares plus Sailing club fees
- Other operating costs include annual contents insurance

### **RESERVES POLICY**

The charity trustees' policy aims to maintain unrestricted reserves at a level equal to three months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected

### **ACKNOWLEDGEMENTS**

TS Otter would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2021/2022.

- MSSC
- Parents and Supporters for their Cadet Contributions
- Covid Grant Supports
- Enover for the Galley refurbishment Grant
- Roses Theatre

Finally, we would like to acknowledge the support provided by all of the Staff and volunteers who dedicate their time free of charge. The unit is run purely on this support provide, without it, we could not operate and we could not support our young cadets.

Thank you for your commitment and continued support.

*Darren Lutton*

Darren Lutton

Trustee 2021 - 2022



Tewkesbury Sea Cadets Accounts year ending 31 March 2022

	2022	£	2021	£
<b>Income</b>				
Cadet subscriptions	4839.01		3797.62	
Hall hire & fundraising events	3172.50		25.00	
Courses	240.00		27.00	
Covid support grants	11970.53		22469.00	
Grants	29649.32		10240.00	
Donations	928.36		1775.94	
Sale of equipment	650.00		25.00	
Gift aid reclaim	784.43		1773.45	
Interest received	1.49		3.15	
Misc income	68.10			
<b>Sub-total income</b>	<u>52303.74</u>		<u>40136.16</u>	
<b>Expenses</b>				
Boating expenses			270.48	
Classroom supplies	8.00			
Trophies, wreaths, photograph of Monarch	40.75			
Uniform and badges	151.68			
Training	0.00		63.40	
Memberships and subscriptions	886.95		704.00	
Repairs and renewals	90.00		2766.58	
Fire and boiler maintenance and PAT tests	0.00		262.40	
Utilities	3329.03		1881.20	
Insurance	1637.36		1562.10	
Cleaning	369.47		20.00	
Covid hygiene supplies & 1st aid	132.65		793.30	
Sundry expense /refreshment/log books etc	121.79		7.00	
Post and stationery	18.50			
Travel & parking costs	49.15			
Minibus costs	2418.89		928.31	
Entertaining and gifts	0.00		160.95	
Small equipment inc boating equip	3000.47			
Depreciation	14065.30		13929.84	
Fuel for boats	48.96			
Galley project	2898.91			
Signwriting on trailer	171.12			
<b>Sub-total expenses</b>	<u>29438.98</u>		<u>23349.56</u>	
<b>Surplus for year</b>	<u>22864.76</u>		<u>16786.60</u>	



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  
TEWKESBURY UNIT 333 OF THE SEA CADET CORP

**On accounts for the year  
ended**

31 MARCH 2022

**Charity no  
(if any)**

301637

**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 31/03/2022.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**



**Date:**

24/11/22

**Name:**

AIDAN MELARKEY

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

ACCA

**Address:**

60 RAINBOW HILL, WORCESTER, WR3 8NL

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**TEWKESBURY UNIT 333 OF THE SEA CADET CORPS**

England & Wales - Charity number 301637

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# Accounts

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**Annual General Meeting  
of The Unit Management Committee of  
Tewkesbury Sea Cadet Unit  
on Tuesday 28<sup>th</sup> October 2021**

**Present:**

Lt Col A Tabor	<b>President</b>
Mr A Emmett	<b>Chairman</b>
PO D Anderson	<b>Commanding Officer</b>
Ms G Liddy	<b>Treasurer</b>
Mrs S Cooper	<b>Secretary</b>
Mrs E Buchanan	<b>UMT</b>
Mrs A Evans	<b>UMT</b>
Mrs S Mercer	<b>UMT</b>
Mr D Lutton	<b>UMT</b>
Carol Tiley MBE	<b>South West Area Chair</b>
Wendy Hazelwood	<b>Severn District Chair</b>
Rev R Grey (Padre)	
Rev J West (Padre designate)	
AM Sir Dusty Miller KBE	
Lt (SCC) C Harrison	
Mr D Lutton	
Lt (SCC) R Matthews	
Mr N Thomas-Roberts	

**Apologies for absence**

Apologies were received from

Col M Bennett OBE	<b>Vice President</b>
Mr S Harrison	
Mr & Mrs James	
Mrs Andrew Osborne	

**1. Welcome by Chairman and opening address by Unit President**

President Andrew Tabor welcomed everyone to the meeting, then spoke about the requirement for new members of the UMT. His address is at Appendix A.

**2. Minutes of last AGM on 3 Nov 2020 for adoption and matters arising**

The President proposed that the minutes from last year's AGM be duly adopted to which all agreed. The minutes were signed off by Col Tabor, President and Mr Emmett, Chairman.

**Proposed by David Anderson**

**Seconded by Sir Dusty Miller**

**3. Matters Arising**

There were no matters arising.

**4. Unit Chairman's Report - full report attached**

The President invited the Chairman, Mr Emmett, to present his report, attached as Appendix B.

**Questions:** Following the presentation of his report, the President asked if there were any questions for the Chairman. There were none.

**5. Commanding Officer's Report – full report attached.**

The President invited the Commanding Officer, PO (SCC) D Anderson, to present his report, which is attached as Appendix C.

**Questions:** Following the presentation of his report, the President asked if there were any questions for the Commanding Officer. There were none.

**6. Treasurer's Report and adoption of accounts – full report attached**

The President invited the Treasurer, Geraldine Liddy, to present the full year's accounts, as attached. Total available funds stood at:

Saving Account:	£5,001.29
Current Account:	£9,283.94
Petty Cash:	£19,17
<b>Total</b>	<b>£14,304.40</b>

**Questions:** Following the presentation of her report, the President asked if there were any questions for the Treasurer. There were none.

**7. Election/Re-election of the Unit Management Team (UMT) - individually plus any new nominations**

The President spoke of the need for new members of the Unit Management Team and reported that Sharon Mercer and Darren Lutton has agreed to stand for another year.

The proposals for election/re-election to the Unit Management Team were as follows:

Sharon Mercer:	Proposed by Andrew Emmett and seconded by Eve Buchanan
Darren Lutton	Proposed by Christine Harrison and seconded by Padre Roger Grey
Nathan Thomas-Roberts	Proposed by Geraldine Liddy and seconded by Padre Roger Grey

Carol Tiley stressed that without further volunteers for the UMT there was a real risk that the unit might have to close. The President reinforced this view and urged all present to find volunteers. He would write to all those associated with TS Otter (staff, parents and supporters) to encourage people to put themselves forward for the UMT.

**8. Any other business**

There being no other business, the President thanked everyone for attending and declared the meeting closed.

**Enclosures:**

Appendix A:	Presiden'ts Report
Appendix B:	Chairman's Report
Appendix C:	Commanding Officer's Report
Appendix D:	Treasurer's Report & Treasurer's Accounts

## **Appendix 1**

### **TS OTTER AGM 2021**

#### **PRESIDENT'S ADDRESS**

Good evening and welcome to the 2021 Annual General Meeting of Tewkesbury Sea Cadets. Those of you who attended last year's meeting will remember that I hoped that the 2021 meeting would be held in person – sadly this has not been possible as the spectre of Covid-19 still lurks around us and we still have to take sensible precautions to keep Covid at bay. Whilst Zoom gives the opportunity to continue to have our meetings it is not the same as an actual meeting and I believe doesn't achieve as much.

You will from both the Chair of the Unit Management Team and the Commanding Officer about the extraordinary things which have been achieved despite everything else which has been going on. At last year's meeting we had high hopes that everything would return to normal but we still had a couple of lockdowns to go when training ground to a halt once more. However, the unit has again risen to the occasion and training has swung back into action ably directed by David Anderson and his excellent staff. They have delivered an extraordinarily good cadet experience. My heartfelt thanks to them.

The Unit Management Team has also achieved a huge amount over the period, ensuring that TS Otter was a safe and welcoming place for the cadets to return to. I know the UMT Chair will go into detail so I won't steal his thunder. But what has been achieved brings into sharp focus the importance of the UMT. We have been incredibly lucky over the last few years to have a strong team but circumstances change and people move on. Last year I paid tribute to Jane Montpellier who retired having held the role of Secretary for many years. This year it is my sad duty to thank Andy Emmett for fulfilling the role of Chair for the last 3 years and to Geraldine Liddy who has been our Treasurer for as long as I can remember. You can imagine that chairing the UMT over the last 18 months has not been an easy task but Andy has done this with quiet authority and perseverance. His work is now taking him away from Gloucestershire more often than is compatible with continuing on the UMT – so thank you Andy for everything you have done. And, Geraldine, what can I say? I have never met anyone who is so good at finding funders and successfully applying for grants. As this year's accounts show (and those of previous years for that matter) she has gone above and beyond the call of duty in securing grants. A huge thank you from all at TS Otter for all you have done to keep the unit on the straight and narrow finance wise.

It will not have escaped your notice that the balance sheet on the UMT is in a negative position with two stalwarts retiring. I look to you, parents and friends of the Tewkesbury Sea Cadets to stand up the challenge and help with the running of the unit by serving on the UMT. I am not being dramatic when I say that if we cannot find sufficient people for the UMT the unit will have to close – not immediately but in the not too distant future. If you know of anyone who can help please contact them so that they can get involved. TS Otter is a jewel not only in Tewkesbury but also in the South West and it would be a tragedy if it was to close. Please rest assured that we are trying many avenues to resolve this but we do need your help. And remember our priority in all of this must be the cadets themselves.

Finally and on a more positive note I wanted to thank the parents who entrust their children to the care of the unit. The cadets have made light of the problems they have encountered over the last 18 months and have returned to training raring to go. Much has been achieved by all of them so a big thank you to them for their enthusiasm.

Finally Leading Cadet Molly featured in last year's address having been appointed Lord Lieutenant's Cadet, a singular achievement. This year some might consider she has gone one better by winning the Honourable Company of Gloucestershire's Best Cadet Award. She really is an inspiration.

## Appendix 2

### Chairman's Report AGM

**28 October 2021**

When I reported last in 2020 I was hopeful of a better 2021. I think we can all see that has been the case. The unit continues to function as a well-oiled machine. The UMT have continued to provide the resources for our staff to deliver the first class training we are known for.

Our resources have grown with:

- A new 12" Box Trailer, large enough to accommodate the paddleboards and paddles in safety.
- We have increased our power boating capability by 100% with one RIGIFLEX boat – donated by Cheltenham unit that needed significant repair now back on the water and has been used, and we ordered a brand new Rigiflex that we are just awaiting confirmation of delivery date.
- Maintaining an old building in a fit for purpose state is not an easy task. Our Galley project is now completed and has been opened for the unit to use. We are planning on having an official opening, but this will be a small scale affair due to the ongoing covid risk. This refurbishment has been a major task, over a year in the planning and several false starts, it required walls to be taken down and moved to allow for a galley almost three times the size, this now means we can accommodate up to 8 cadets / juniors in a safe environment whilst undertaking catering and steward aspects of their training. It is envisaged that this will also provide a good source of income. As a bonus we now also have a larger more flexible staff office

This year has been very hard with no fundraising events being undertaken so far. But more on where our funding has come from. More from the treasurer later. However, I would like to pass on is my heartfelt gratitude for our treasurer (Geraldine Liddy), Geraldine deserves special mention as without her support and diligence we would not be able to provide the facilities and training equipment we do.

Our 5 year plan is well established with ideas for both manpower and facilities, as examples within the building, replacing all the strip lighting with LED lights to reduce the electricity bill and having the main deck refurbished are all large requirements. IT equipment for the ME classroom is also on the list.

My thanks to all the staff, those in the front of cadets and those hidden behind the scenes for their hard work and commitment. They really do go above and beyond to give the Cadets both a wonderful experience and valuable life skills.

As I end my time as Unit Chair, I would like to thank the rest of the UMT Eve Buchanan (Vice Chair) and Geraldine Liddy who has been my rock and financier over the last 3 years. Sarah Cooper and Amanda Evans constantly making me laugh and always so positive, Sharon Mercer the voice of reason and more recently Darren Lutton, magically fixes our infrastructure when required – Thankyou to you all.

Thank you to the trustees for their continued support of the unit and the work they put in behind the scenes. and to our President Andrew Tabor and Vice President Mike Bennett.

I would like to use this address to request you help us find volunteers for our Unit Management Committee. We urgently need help, if we are to continue to provide the resources and a safe environment for our cadets.

Last but by no means least thank you to the cadets and parents for staying with Tewkesbury Sea Cadets and continuing to support us throughout the last year.

Good luck to everyone in the unit going forward, I wish you all the best.

## **Appendix 3**

### **Tewkesbury Sea Cadets AGM. 3rd November 2020.**

#### **Commanding Officers' Report**

PO (SCC) David Anderson MBCS, CITP, Bsc (Hons)

The investment of hard work through lock down and through the social distancing has paid off for TS Otter. Where other youth organisations have struggled to keep cadet numbers up, or so I'm reliably informed, Tewkesbury Sea Cadets have not only kept ticking over, but have remained, if not almost full, actually full, throughout the period.

Between November '20 and early March '21, all training was virtual. Cadets were encouraged to attend virtual courses and competitions as much as possible.

In late 2020, the district ran the only two competitions, marine engineering and piping. Both were virtual competitions and TS Otter cadets were very much up for the challenge. We entered both and won both. BZ cadets of TS Otter.

From March to May, face to face training resumed, however the number of cadets allowed at the unit was severely restricted to roughly half the normal capacity due to social distancing regulations. With the help of parents providing notifications of cadet availability and a lot of planning by our Training Officer, cadets were offered as many opportunities as possible to continue with face-to-face training. Only a few would miss training each week.

Following our Unit Management Audit (UMA) in April, we started waterborne activities, but again were restricted by social distancing. Every available waterborne activity\* has been delivered to the cadets with the notable addition of paddle boarding this year.

The waterborne training approach was for continuity. Cadets that began training for a qualification or badge, should continue that training until complete, when the next cadet would take a turn to earn a qualification or badge. This has resulted in significant success where cadets have not only had fun and learnt a lot, but have been awarded over 70 qualifications or badges this season and spent an average of 27 hours per cadet on the water.

It has been disappointing, of course, that with only the two virtual competitions on offer during this reporting period, we were unable to compete in the usual, face to face competitions, such as drill and piping, rowing regatta, sailing regatta and others. Also, we could not arrange the usual popular events such as Pickle night, Trafalgar and medieval parade and other community activities.

Staff commitment remains strong and I am grateful to them for their support throughout. Several have renewed their first aid qualifications; this was a big relief as many first aid qualifications were expiring in early 2021. I would also like to extend my hearty congratulations to Lt Christine Harrison, who has been presented an award from the Lords Lieutenant of Gloucestershire for services through lockdown that have

helped keep this unit strong. I would also like to welcome the return of CPO Lindsay Harper from her rather long sabbatical (10 yrs) and CPO Paul White, transferred from Stroud unit.

As TS Otter proceeds into the winter of 2021 we hope to take part in the Tewkesbury Remembrance Parade and sell poppies for Royal British Legion, dependent upon Area Officer approval. We are also very excited to make use of our new office and galley (kitchen) and cannot wait to run our first catering course. Our massive thanks go to the Unit Management Committee once again for their magnificent achievement in bringing these projects to a conclusion and making these outstanding resources available to the cadets.

Whilst COVID remains a challenge for the unit and staff to manage, we continue to strive to deliver the best experience to our cadets, both on and off the water. If the past is any indication of the future, then I believe TS Otter is in a strong position to rise to that challenge, beat COVID and give a great experience to our cadets through nautical adventure and fun. Fair winds and stay safe.

\*Current waterborne activities available: Powerboating, rowing (Trinity, fixed seat), rowing (Yole, sliding seat), dinghy sailing, kayaking, paddle boarding

## Appendix 4

### Tewkesbury Sea Cadets AGM. 3rd November 2020.

#### Treasurer's Report

We have come through 2020/21 relatively well, financially speaking. Parents were given the option to cancel their subs while the unit was closed and most training online but 70% continued to pay and our receipts were £3,798 compared to £5,388 in the previous year. Receipts from hiring the hall were only £25 compared to £1,115 previously. We received £9,610 from Sport England for paddleboards and a trailer and £300 from the town council. We were eligible for Covid support grants from Tewkesbury Borough Council receiving £22,469 in the year and a further £8,000 in April. Gift aid came to £1,773 from the year to March 20 but only £784 for the year to March 21 as we had no fundraisers in the year. Donations came from the honourable Company of Gloucestershire and the George Cadbury Trust who thought we might be in need during Covid and sent a surprise £1,000.

Expenses included routine boat maintenance and the sailing club membership. Utilities were reduced from £2,835 to £1,881 mostly due to reduced electricity and water rates. Insurance increased slightly. We spent £793 on Covid related supplies. Repairs and renewals increased as we had repairs to the guttering at the back of the building and repairs to the entrance and repointing of the outbuildings with proper lime mortar plus the usual boiler and alarm services and recalibration of the pat tester. Minibus expenses came to £928 being insurance and tax but only £9 on fuel!

New fixed assets included £7,078 for the new paddleboards and the retention on the outside space of £1,398 and £5,100 on a new box trailer. Depreciation for the year was £13,930.

We made a surplus of £16,787 during the year thanks to the Covid grants offsetting our running costs in a year when we weren't able to hold any of our usual fundraisers. Since April we've also received £6,000 from the Postcode Lottery Trust towards a new Rhib (being delivered later in September) and £17,750 from the Enover Trust towards our galley renovation project currently underway.

We are keeping back higher reserves than usual until we are able to resume our usual fundraisers but the runners are due to start back soon and a choir are interested in renting the hall on our free Thursday evenings and we hope the new galley facilities will make it an attractive space for other hirers and for internal courses. Tewkesbury Christmas Lights (assuming they can hold it) have offered us the opportunity to bucket rattle at one of the entrances to the event- one of 3 youth groups.

After 5 years as treasurer, I have decided to stand down once the galley project is completed next month although I'm happy to spend time with a new treasurer handing over the reins. Geraldine

## Appendix 4

### Tewkesbury Sea Cadets Accounts 2021

	2021	2020
<b>Income</b>		
Cadet subscriptions	3,797.62	5,387.50
Hall hire	25.00	1,115.60
Courses	27.00	
Covid support grants	22,469.00	
Grants	10,240.00	7,500.00
Donations	1,775.94	3,921.74
Sponsorship of UMT prize		500.00
MSSC- refunded travel		729.63
Standeasy		870.00
Fundraising events		2,433.59
Equipment hired out		90.00
Regatta/ course profit		288.59
Sale of equipment	25.00	346.01
Gift aid reclaim	1,773.45	1,569.41
Insurance payout		1,100.00
Interest received	3.15	5.33
	40,136.16	25,857.40
<b>Expenses</b>		
ME classroom fit out		4,023.67
Boating expenses	270.48	1,036.00
Classroom supplies		61.03
Trophies		393.19
Secure locker		250.00
Uniform and badges		424.79
Staff training	63.40	
Memberships and subscriptions	704.00	681.56
Repairs and renewals	2,766.58	1,546.38
Fire and boiler maintenance and Pat tests	262.40	636.60
Utilities	1,881.20	2,835.03
Insurance	1,562.10	1,467.80
Cleaning	20.00	390.55
Covid hygiene supplies	793.30	
Standeasy supplies		647.04
Sundry expenses	7.00	215.79
Post and stationery		51.81
Unit skating night		416.40
Travel costs		337.85
New laptops for office		1,080.00
Minibus costs	928.31	619.50
Entertaining and gifts	160.95	457.12
Small equipment		443.85
Professional fees (Outside Space)		1,125.00
Depreciation	13,929.84	11,850.67
	23,349.56	30,991.63
Loss/ Surplus for year	16,786.60	- <b>5,134.23</b>

	2021	2020
<b>Balance Sheet</b>		
<b>Fixed Assets</b>		
Outside space	60,856.80	59,459.05
Boats	16,090.24	9,012.64
Trailers	7,039.21	1,939.21
Minibus	15,834.00	15,834.00
Depreciation	- 28,820.52	- 14,890.67
<b>Current assets</b>		
Current account	7,955.52	6,613.25
Deposit account	20,000.00	4,023.70
Cash	19.17	324.28
Debtors		50.00

Current liabilities				
Creditors		235.00	Trade creditors	147.54
			Foodbank collection	265.00
Reserves		81,952.82	B/fwd	87,087.15
Surplus this year		16,786.60	Year to date	- 5,134.23
		<hr/>		<hr/>
		98,974.42		82,365.46
		<hr/>		<hr/>
		98,974.42		82,365.46
<b>Restricted/ reserved</b>				
Standeasy	-	13.48	-	13.48
UMT Prize		410.00		410.00
Galley project		10,000.00		
Outside space				1,233.10
Grant towards motor boat		500.00		500.00
		<hr/>		<hr/>
<b>Total restricted</b>		10,896.52		2,129.62
<b>Net book value of assets</b>		70,999.73		71,354.23
<b>Actual funds available</b>		16,843.17		8,469.07
		<hr/>		<hr/>
		98,739.42		81,952.92
		<hr/>		<hr/>

Prepared by \_\_\_\_\_ Geraldine Liddy

Approved by \_\_\_\_\_ Chris Saunders

Agreed by \_\_\_\_\_ Andrew Emmett

Date \_\_\_\_\_



Sundry	First aid supplies		11.38					11.38
	Signwriting on trailer			171.12				171.12
	Tablet for cadet				79.69			79.69
	Tea/ coffee for builders					7.50		7.50
	Photo of Queen						20.75	20.75
Gifts								-
								-
		1,115.26	2,063.94	474.04	2,373.16	459.60	1,307.52	2,395.05
Surplus for month		<u>14,361.84</u>	-	<u>1,731.72</u>	-	<u>34.29</u>	-	<u>3,767.41</u>
						<u>63.11</u>	<u>24,542.11</u>	-
							<u>1,580.45</u>	<u>31,853.19</u>
<b>Balance Sheet 31/07/21</b>								
Outside Space refurbishment	HFN		40,319.45					
	Keops		18,550.00					
	Lights		163.43					
	Sink		672.00					
	Racking etc		1,151.92					
	Less depreciation		- 12,031.59					
Fixed Assets	Yole		2,860.00					
	2 x Zest		4,652.64					
	Trailer		1,789.21					
	2 trailers		150.00					
	Yole from Cheltenham		1,500.00					
	Paddleboards		7,077.60					
	Rack for paddleboards		161.00					
	Deposit for new Rigiflex		1,537.80					
	Accumulated depreciation		- 10,285.33					
	Minibus inc towbar		15,834.00					
	Trailer		5,100.00					
	Less depreciation		- 6,503.60					
Galley Project	Kitchen from Homebase		13,134.63					
	White goods		2,655.99					
	Vincent and Sons builders		20,400.00					
Current assets	Current account		10,804.43					
	Deposit account		5,001.29					
	Cash		65.00					
	Cash in kitchen jam jar		15.86					
	Debtors- Premises fund grant		7,500.00					
Trade creditors	Blinds			180.00				
Other creditors	Roses Theatre			185.00				
	Paul White fund			317.57				
	Owed to Geraldine			1,000.55				
Reserves	B/fwd			98,739.42				
Surplus this year	Year to date			31,853.19				
		132,275.73	132,275.73					-
<b>Restricted/ reserved</b>								
	Standeasy		- 13.48					
	Balance of Rigiflex		6,151.20					
	Training for 2 paddleboard instructors (per grant)		300.00					
	Paddles from donation		100.00					
	Leaves available to spend			<u>15,165.74</u>				



**TEWKESBURY SEA CADETS**  
**ANNUAL ACCOUNTS FOR THE YEAR ENDING 31**  
**MARCH 2021**

Prepared by: Geraldine Liddy – Unit Treasurer

Approved by: Chris Saunders – External Verifier

Agreed by: Andrew Emmett – Unit Chairman

**Tewkesbury Sea Cadets Accounts 2021**

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<b>Actual funds available</b>	16,843.17	8,469.07
	<u>98,739.42</u>	<u>81,952.92</u>

Prepared by Geraldine Liddy Geraldine Liddy

Approved by Chris Saunders Chris Saunders

Agreed by Andrew Emmett Andrew Emmett

Date 27/10/21



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

On accounts for the year ended

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 DD / MM / YYYY.

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:

[Signature]

Date:

30/7/21

Name:

CHRIS SAUNDERS

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

A.C.M.A

Address:

15 Peach Close, Walton Corduff, Tewkesbury, GL20 7RG

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

