

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 uniformed 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
- Enovert 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



Balance Sheet 31 March 2022

Fixed Assets		£	
Outside Space refurbishment	HFN		40,319.45
	Keops		18,550.00
	Lights		163.43
	Sink		672.00
	Racking etc		1,151.92
	Less depreciation	-	18,117.27
	Yole		2,860.00
	2 x Zest		4,652.64
	Trailor		1,789.21
	2 trailors		150.00
	Yole from Cheltenham		1,500.00
	Paddleboards		7,077.60
	Rack for paddleboards		336.92
	Accumulated depreciation	-	14,078.15
	Total purchase price for new Rigidflex boat Mar 2022 inc deposit		7,689.00
	Minibus inc towbar		15,834.00
	Trailer		5,100.00
	Less depreciation	-	10,690.40
Galley Project	Kitchen from Homebase		13,134.63
	White goods		2,655.99
	Vincent and Sons builders		20,400.00
Current assets	Current account		15,761.44
	Deposit acc inc interest to 31/03/22		5,001.49
	Staff courses training fund club		
	Cash in galley		7.85
Less Current liabilities			
Creditors	nil		
Net Assets			
Reserves	B/fwd		98,739.42
Surplus this year	Year to 31 Mar 2022		22,864.76
			<hr/>
			121,921.75
			121,921.75

Tewkesbury Sea Cadets Accounts year ending 31 March 2022

	2022	£	2021	£
Income				
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			
Sub-total income	52303.74		40136.16	
Expenses				
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			
Sub-total expenses	29438.98		23349.56	
Surplus for year	22864.76		16786.60	

Prepared by Treasurer, C Hunter



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.