

Charity Number: 303130

**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**ANNUAL REPORT**  
**31 MARCH 2024**



## KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS

### TRUSTEES' ANNUAL REPORT for the year ended 31 March 2024

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The Trustees present their report and the financial statements of Kingston and District Unit 203 of the Sea Cadet Corps for the year ended 31 March 2024.

#### REFERENCE AND ADMINISTRATIVE DETAILS

The Trustees who have held office since 1 April 2023 are as follows:

##### Conveyancing Trustees

Mr Tony Anstee	
Mr Edward Bentall	<b>Life President</b>
Mr Rowan Cole	<b>Chairman</b>
Mr Alan Skinner	

##### Unit Management Team (UMT)

###### Trustees

Mr David Ansell (died 5 February, 2024)  
Mr David Brock  
Mr James Duffy  
Mr Tim Hope-Wynne  
Mr Keith Lemon (appointed 2 October, 2023)  
Mr Peter Mould **Chairman**  
Ms Karin Rattray (appointed 2 August 2023)

The principal address of the charity is T.S.Steadfast, Thameside, Kingston upon Thames, Surrey KT1 1PX. The address of Mr Rowan Cole, the charity correspondent of the Trustees, is Pyne House, Ditton Grange Drive, Long Ditton, Surbiton, Surrey KT6 5HG.

The charity is registered under charity number 303130.

The Trustees have made the following professional appointments:

Solicitor:	Moore Barlow, The Oriel, Sydenham Road, Guildford Surrey GU1 3SR
Treasurer:	Mr James Duffy, 47 Bazalgette Gardens, New Malden, Surrey KT3 5HF
Accountant :	Mr Clive Barger, MAAT, 12 Hartley Way, Purley, Surrey. CR8 4EG
Independent Examiner:	Mr Raymond Barger, 43 Erpingham Road, Putney, London, SW15 1BQ
Bankers:	CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

The day-to-day responsibility for the running of the Sea Cadet Unit rests with the elected Unit Management Team ("UMT") comprising the following members:

Mr Peter Mould – **Chairman**  
Mr David Ansell – Deputy Chairman  
Mr David Brock  
Mr James Duffy – **Treasurer**  
Mr Tim Hope-Wynne  
Ms Karin Rattray  
Mr Keith Lemon



## KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS

### TRUSTEES' ANNUAL REPORT for the year ended 31 March 2024

#### FINANCIAL REVIEW

##### Review of the results for the year

<u>Results overview</u>	<u>2024</u>	<u>2023</u>
Income	£	£
Misc. income	25,454	22,609
Less:-		
Operating costs	<u>34,892</u>	<u>44,511</u>
Surplus/ (Deficit) for year	(9,438)	(21,902)
Gain/(Loss) on COIF Investment	<u>24,713</u>	<u>(2,385)</u>
Net surplus/(Deficit) for year	<u>15,275</u>	<u>(24,287)</u>

The unit made an operating loss in the year of £ 9,438 (2023 £ 21,902) to which the gain on the COIF investment fund of £24,713 (2023 – loss of £2,385) was added making an overall surplus for the year of £15,275 (2023 – deficit of £24,287).

Overall operating costs during the year fell by £9,619 largely due to savings in cadet direct expenditure as a result of the introduction by CO Luke Ball of new and more efficient processes and procedures following his appointment in August, 2023.

Donated subscription income increased by £1,476 over the previous year as a result of a decision taken by CO Luke Ball to increase the rate of subscription from £13 per month/£156 pa to £18 per month/£216 pa.

#### Capital Expenditure

There was no capital expenditure during the year (2023 - £1,718) within the definition set out in the notes to the accounts on page 13.

#### Reserves Policy

It is the policy of the Trustees to maintain sufficient reserves to enable the charity to continue to provide services to young people in accordance with the objectives of the charity and to maintain the fabric, equipment and services of the building to a high standard. For the above reasons, the Trustees believe that the reserves held by the charity are not excessive and are likely to be required in the future.

#### Investments Policy

It is the policy of the Trustees to minimise financial risk and to maintain funds either in cash or in investments which can be easily and inexpensively realised.

#### Internal Control

The Trustees believe that the continual focus on costs is essential if the charity is to maintain an adequate level of reserves to meet the ever-changing financial challenges presented by climate change, ever increasing legislation, the educational needs of the cadets and the costs of maintaining the unit building to a high standard.



## KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS

### UMT CHAIRMAN'S REPORT for the year ended 31 March 2024

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#### IN MEMORIAM

##### **UMT Vice Chairman – David Ansell**

After a long and protracted illness, our Vice Chairman Dave Ansell died of pancreatic cancer in February 24.

As a character and working member of Unit Management Team (UMT) Dave is sorely missed. As a Marine Cadet, member of Staff and subsequently a member of the UMT, his 45 years+ service to Steadfast was invaluable. Over those years, his skill and dedications saved us thousands of pounds.

The Units Staff, Cadets and all UMT Members attended Dave's funeral, as did representatives from the Corps and our 'chummy' Units.

##### **Petty Officer – Phil Webb**

Phil was a big man physically and he had a powerful presence. He was however brilliant with the cadets. Large and imposing as he was, he always had a way of telling cadets what to do and how to do it, without imposing his stature. I witnessed the respect he had from the cadets and I saw him control large parties of cadets without formal drill and lots of shouting.

Phil was a professional driver and body guard but whenever he was available, he volunteered to drive cadets to and from events in hired vehicles.

He died in hospital soon after a heart attack in October 2023 and many members of the UMT, Unit Staff and several senior cadets attended his funeral.

#### GENERAL

##### **UMT Vice Chairman – David Ansell (in memorium)**

After a long and protracted illness, our Vice Chairman Dave Ansell died of pancreatic cancer in February 24.

As a character and working member of Unit Management Team (UMT) Dave is sorely missed. As a Marine Cadet, member of staff and subsequently a member of the UMT, his 45 years+ service to Steadfast was invaluable. Over those years, his skill and dedication saved us thousands of pounds.

The Units Staff, Cadets and all UMT Members attended Dave's funeral, as did representatives from the Corps and our 'chummy' Units.

##### **UMT Responsibilities**

In addition to "the Team's" general and regular communications, each member of the UMT has accepted specific responsibilities.

These are –

- Peter Mould (Chairman)
  - Day-to-day liaison with the Commanding Officer.
  - All UMT communications with Sea Cadet HQ and/or London Area Office.
  - Monitoring of all insurances and maintenance/service contracts.
  - Communicating and/or discussing all important matters/issues to the UMT members.
- Tim Hope-Wynne (Secretary)
  - Recording and publishing the Notes/Minutes of all UMT meetings
- David Brock (ex - Chairman)
  - Legal advice
  - Insurance policies
- Jim Duffy
  - Monitoring of financial decisions/expenditure
  - Gangway – Staff & Cadets supervision



**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**CHAIRMANS' ANNUAL REPORT**  
**for the year ended 31 March 2024**

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Karin Rattray

- UMT fund raising planning & support

○ Keith Lemon

- General maintenance, Clothing Store management, Transport advisor

**Command**

Sub Lt N. Short resigned from her role as Commanding Officer in May 2023. Her family members, who were also Staff member, followed suit.

I therefore sought help from the Area Officer who immediately charged the District Officer (DO) – Lt. Cdr. Mark Purcell - with the task of co-ordinating District & Area assistance to ensure that Steadfast continued to operate as an efficient cadet training unit.

The DO soon arranged for himself to be appointed Temp Commanding Officer and, having co-opted assistance mainly from Wandsworth Unit, Steadfast immediately began to rebuild.

Within two months, Lt. Cdr Purcell had produced a shortlist of candidates volunteering to assume Command of Steadfast, our cadet numbers were retained and the level of organised training had been increased.

All that assistance from the Area & District (mainly from Wandsworth & Chiswick Units) proved both vital and successful for Steadfast.

During the summer of 2023, I and other members of the UMT met with two of the 'volunteer candidates' for Commanding Officers. After a second interview, we selected PO Luke Ball, who was then the Executive Officer of Chiswick Unit from which he was transferred to Kingston to assume Command in August 23.

Petty Officer Ball's performance since August 23 has impressed us all. He is continually introducing new ideas and updating the Units operational methods.

**ACHIEVEMENTS & PERFORMANCE**

The Commanding Officer's Report provides detail on specific cadet achievements since Aug23. However, it is clear to the UMT that the excellent work done by the DO and Staff from Wandsworth Unit during May to August 23 plus that subsequently introduced by PO Ball – has stabilised Steadfast's training programme, the cadet's involvement, enjoyment and advancements (promotions).

**IMPROVEMENTS**

**Water Heater**

In February 23 our gas-fired hot water heater burst and was effectively obsolete. That unit had provided the hot water to all the toilets, showers, the Galley and Wardroom. We then had to produce hot water via electric urns and kettles. However, by early April we had selected, installed & commissioned an electrically powered water heating system. In 2025, we plan to seek fund-matching support for the supply, installation & commissioning of efficient solar panels on our flat roof to provide power to the new water heater and possibly some of our lighting.

**Transport**

With the lack of approved hired minibus drivers available and our previous in-house problems with the use of RAKAT (Richmond and Kingston Accessible Transport), we have relied heavily on vehicles loaned from other Units and Parents driving our teams to & from Cadet activities.

Responding to this issue, the UMT has recently agreed to source and arrange the purchase of our own minibus. To do so, we have created a sub-committee to search for a suitable vehicle. At the same time, I will seek Sea Cadet HQ advice and assistance with funding the purchase.

**COSTS & INCOME**

The Accountant's Financial statements within this Annual Report show that during the financial year 2023/24, we operated within our operation target of spending only our 'earned income' plus the interest from our investments. We actually achieved a surplus – which if continued, will help to



balance the increased expenditure in recent years. This will be an ongoing objective for the UMT to achieve.

I must take this opportunity to formally record my appreciation of all the work the Unit Staff, the UMT members and the Conveyancing Trustees do throughout every year. In particular, I thank our Life President, Edward Bentall for his long-term support of T.S. Steadfast.

This Report was approved by the UMT on 12 October 2024 and was signed on their behalf by the Chairman.

..... UMT Chairman – 12 October 2024  
**Peter Mould**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**

I report on the accounts of Kingston and District Unit 203 of The Sea Cadet Corps for the year ended 31 March 2024, which are set out on pages 11 to 17.

### **Respective responsibilities of trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.....

**Raymond Barger**  
Putney, London, SW15 1BQ

Date: 12 October



**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**INCOME & EXPENDITURE ACCOUNT (Statement of Financial Activities (SOFA))**  
**for the year ended 31 March 2024**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>INCOME</b>					
<b>Charitable activities</b>					
Fund raising - Canbury Gardens project	1	1,050	-	1,050	1,100
Donations, uniform sales, deposits and Gift Aid		17,328	-	17,328	13,572
Rental income		5,980	-	5,980	6,000
Parking space rental		1,125	-	1,125	1,500
Bank interest		149	-	149	66
		<b>25,632</b>	<b>-</b>	<b>25,632</b>	<b>22,238</b>
<b>Investment income</b>					
Gain/(deficit) on sale of investment		(178)	-	(178)	371
<b>TOTAL INCOME</b>		<b>25,454</b>	<b>-</b>	<b>25,454</b>	<b>22,609</b>
<b>EXPENDITURE</b>					
<b>Charitable activities</b>					
Cadet direct costs	2	1,539	-	1,539	7,717
Unit building repairs, maintenance and safety costs		3,315	-	3,315	2,242
General services		26,805	-	26,805	26,549
Depreciation		3,173	500	3,673	7,822
Bank charges		60	60	120	181
<b>TOTAL EXPENDITURE</b>		<b>34,892</b>	<b>560</b>	<b>35,452</b>	<b>44,511</b>
<b>NET INCOME/(EXPENDITURE) BEFORE GAINS/(LOSSES) ON INVESTMENTS</b>					
		(9,438)	(560)	(9,998)	(21,902)
Gain/(Loss) on revaluation of investments	5	24,713	-	24,713	(2,385)
<b>NET MOVEMENT IN FUNDS FOR YEAR</b>		<b>15,275</b>	<b>(560)</b>	<b>14,715</b>	<b>(24,287)</b>
<b>FUND BALANCES BROUGHT FORWARD AT 1 APRIL 2023</b>		<b>221,179</b>	<b>725</b>	<b>221,904</b>	<b>246,191</b>
<b>FUND BALANCES CARRIED FORWARD AT 31 MARCH 2024</b>		<b>236,454</b>	<b>165</b>	<b>236,619</b>	<b>221,904</b>



**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**BALANCE SHEET**

**31 March, 2024**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>FIXED ASSETS</b>					
Tangible assets	4	6,097	-	6,097	9,770
Investment	5	224,458	-	224,458	209,923
		<b>230,555</b>	<b>-</b>	<b>230,555</b>	<b>219,693</b>
<b>CURRENT ASSETS</b>					
Debtors and prepayments	6	3,381	-	3,381	2,056
Cash at bank and in hand		5,217	165	5,382	8,310
		<b>8,598</b>	<b>165</b>	<b>8,763</b>	<b>10,366</b>
<b>CURRENT LIABILITIES</b>					
Creditors: amounts falling due within one	7	2,699	-	2,699	7,030
Car parking rental received in advance		-	-	-	1,125
		<b>2,699</b>	<b>-</b>	<b>2,699</b>	<b>8,155</b>
<b>NET CURRENT ASSETS</b>		<b>5,899</b>	<b>165</b>	<b>6,064</b>	<b>2,211</b>
<b>TOTAL NET ASSETS</b>		<b>236,454</b>	<b>165</b>	<b>236,619</b>	<b>221,904</b>
<b>THE FUNDS OF THE CHARITY</b>					
<b>Restricted income funds</b>					
Parents and supporters fund	8	-	165	165	225
Galley equipment fund		-	-	-	500
		<b>-</b>	<b>165</b>	<b>165</b>	<b>725</b>
<b>Unrestricted income funds</b>					
General Fund		146,454	-	146,454	131,179
Building repairs fund		90,000	-	90,000	90,000
		<b>236,454</b>	<b>-</b>	<b>236,454</b>	<b>221,179</b>
<b>TOTAL CHARITY FUNDS</b>		<b>236,454</b>	<b>165</b>	<b>236,619</b>	<b>221,904</b>

The financial statements on pages 11 to 17 were approved by the Trustees and authorised for issue on 12 October 2024 and are signed on their behalf by :

.....  
**Peter Mould**



**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2024**

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>1. INCOME</b>				
<b>Miscellaneous activities</b>				
Fund raising event - Canbury Gardens	1,050	-	1,050	1,100
<b>2. EXPENDITURE</b>				
<b>Cadet direct costs</b>				
Uniforms and badges	95	-	95	1,462
Uniform deposits repaid to parents	685	-	685	665
Training courses	-	-	-	109
Training materials and aids	141	-	141	618
Transport	496	-	496	2,508
Welfare health and safety	7	-	7	335
Boat fuel	-	-	-	10
Boat repairs	300	-	300	-
Equipment additions and replacements	190	-	190	469
Staff training	160	-	160	720
MSSC affiliation fees	100	-	100	100
Miscellaneous event costs	(635)	-	(635)	721
<b>TOTAL</b>	<b>1,539</b>	<b>-</b>	<b>1,539</b>	<b>7,717</b>
<b>Unit building repairs, maintenance and safety checks</b>				
Miscellaneous repairs, renewals and maintenance	572	-	572	500
Equipment additions and replacements	94	-	94	107
Maintenance of:				
- Fire extinguishers	795	-	795	1,006
- Fire alarm and emergency lighting	234	-	234	466
- Intruder alarm for armoury	-	-	-	150
- Boiler and heating system	1,620	-	1,620	-
Maintenance of foreshore	-	-	-	13
<b>TOTAL</b>	<b>3,315</b>	<b>-</b>	<b>3,315</b>	<b>2,242</b>



**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2024**

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>General Services</b>				
Insurance	5,675	-	5,675	4,333
Telephone	173	-	173	174
Staff travel and subsistence	445	-	445	1,364
Staff car parking costs	12	-	12	46
Cleaning materials	129	-	129	442
Gas supply	5,471	-	5,471	5,728
Electricity supply	3,978	-	3,978	4,459
Rates	1,129	-	1,129	1,752
IT support and maintenance	83	-	83	295
Internet	144	-	144	145
Zoom subscription	16	-	16	228
Stationery, printing and postage	439	-	439	767
Legal advice	4,581	-	4,581	3,166
Accountancy charges	4,320	-	4,320	3,600
Rakat membership fee	50	-	50	50
Wreaths	160	-	160	-
<b>TOTAL</b>	<b>26,805</b>	<b>-</b>	<b>26,805</b>	<b>26,549</b>
<b>Depreciation</b>				
- Boats	564	-	564	1,316
- IT Equipment	487	-	487	487
- Office/cadet equipment	1,748	-	1,748	1,723
- Galley storage facilities	374	500	874	4,296
<b>TOTAL</b>	<b>3,173</b>	<b>-</b>	<b>3,673</b>	<b>7,822</b>

### 3. TRUSTEE'S REMUNERATION AND EXPENSES

None of the Trustees or members of the UMT received any remuneration for their services.

( Mr Clive Barger receives a contribution towards the accountancy service he provides of £4,320 pa (2023 - £3600 pa) . He is not a Trustee.)



**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2024

**4. TANGIBLE FIXED ASSETS**

	Storage facilities	Boats	Office/cadet Equipment	IT equipment	Total
	£	£	£	£	£
<b>COST</b>					
1 April 2023	42,452	19,148	13,695	4,290	79,585
Additions	-	-	-	-	-
31 March 2024	42,452	19,148	13,695	4,290	79,585
<b>DEPRECIATION</b>					
1 April 2023	41,578	17,748	8,035	2,454	69,815
Charge for the year	874	564	1,748	487	3,673
31 March 2024	42,452	18,312	9,783	2,941	73,488
<b>NET BOOK VALUE</b>					
31 March 2024	-	836	3,912	1,349	6,097
31 March 2023	874	1,400	5,660	1,836	9,770

**5. INVESTMENT**

COIF investment managed by the CCLA

Investment listed on a recognised stock exchange in the UK at market value - 1 April 2023

Cost of investment units purchased  
Sale proceeds from investment units sold

Unrealised gain/(loss)

Gain/(loss) on sale of units

Valuation - 31 March 2024

2024	2023
£	£
209,923	221,937
-	-
(10,000)	(10,000)
199,923	211,937
24,713	(2,385)
(178)	371
224,458	209,923



**KINGSTON AND DISTRICT UNIT 203 OF THE SEA CADET CORPS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2024**

	2024	2023
	£	£
<b>6. DEBTORS AND PREPAYMENTS</b>		
<b>Prepaid insurance</b>		
Gift Aid - 2021/22	809	809
Gift Aid - 2022/23	1,080	-
Potential grant for installation of gallery lockers	1,247	1,247
Miscellaneous debtors	245	-
	<b>3,381</b>	<b>2,056</b>

	£	£
<b>7. LIABILITIES</b>		
Creditors - Amounts falling due within one year		
Provision for refunds of uniform deposits	1,200	1,200
Miscellaneous accruals	1,499	5,830
	<b>2,699</b>	<b>7,030</b>

**8. THE RESTRICTED FUNDS OF THE CHARITY**

	1 April 2023	Income	Expenditure	31 March 2024
	£	£	£	£
<b>Restricted Income Funds</b>				
Parents and Supporters fund (note 1)	225	-	(60)	165
Galley Equipment fund (note 2)	500	-	(500)	-
	<b>725</b>	<b>-</b>	<b>(560)</b>	<b>165</b>

**Notes**

1. This money was raised by parents and supporters in order to finance specific projects for the benefit of the cadets as determined by the UMT.

2. This fund represents an MSSC donation of £5000 towards the cost of refurbishing the galley which has been released over 10 years in line with the depreciation charge of the underlying assets.

**9. RELATED PARTY TRANSACTIONS**

During the financial year, there were no sea cadets who were the children of Trustees or otherwise related to Trustees.