

# MALVERN UNIT 582 OF THE SEA CADET CORPS

England & Wales · Charity number 511618

## Details

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**Other names** MALVERN SEA CADET CORPS, TS DUKE OF YORK

**Status** Registered

**Legal form** Other

**Registered** 1981-07-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Malvern Sea Cadet Corps  
Spring Lane South  
Malvern  
WR14 1AT

**Phone** 01684 565740

**Email** [uaomalvern@gmail.com](mailto:uaomalvern@gmail.com)

**Website** [www.sea-cadets.org/malvern](http://www.sea-cadets.org/malvern)

## 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:** 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:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Herefordshire
- Worcestershire

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £51,128 | £25,758     | -      | -         |
| 2024-03-31 | £44,659 | £48,324     | -      | -         |
| 2023-03-31 | £28,752 | £19,218     | -      | -         |
| 2022-03-31 | £28,606 | £24,486     | -      | -         |
| 2021-03-31 | £30,746 | £15,237     | -      | -         |

## Trustees

| Name                                     | Role  | Appointed  |
|--|-------|------------|
| David Hugh Black                         | Chair | 2021-05-20 |
| Captain Jonathan Holloway RN             |       | 2023-07-27 |
| Graham Thomas Charles Rowberry           |       | 2025-07-27 |
| Jeffrey John Belcher                     |       | 2026-03-02 |
| Jonathan Colin Servante                  |       | 2025-03-17 |
| Keith John Bredin                        |       | 2026-03-12 |
| Sub Lt Alleisha Jean Elizabeth Lewin RNR |       | 2024-07-01 |
| WAI SZE CHAN                             |       | 2025-12-12 |

**MALVERN UNIT 582 OF THE SEA CADET CORPS**

England & Wales - Charity number 511618

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# Accounts

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**MALVERN UNIT NO 582 OF THE SEA CADET CORPS**  
**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**REGISTERED CHARITY NUMBER: 511618**

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## **REPORT OF THE TRUSTEES OF MALVERN (UNIT 582) OF THE SEA CADET CORPS**

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2025. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

### **Mission of the Sea Cadet Corps**

The MSSC Strategic Plan published in 2003, defines the Mission for the Sea Cadet Corps as: "Inspiring young people to achieve their potential through challenge and nautical adventure guided by the customs and traditions of today's Royal Navy".

### **Charitable Purpose**

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual, and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

### **Public Benefit**

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps (SCC)
- Providing access to waterborne activities, events and competitions at district, area, and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions.

## **Malvern Unit (Unit 582) of the Sea Cadet Corps Structure, Governance and Management**

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 10<sup>th</sup> July 1981 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> December 2017.

### **Recruitment and Appointment of the Trustees**

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. Unit Management Team (UMT) office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

### **Responsibilities of the Trustees**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Organisational Achievements and Performance**

### **Trustees Report – MALVERN UNIT**

#### **Chairmans Statement, Report & Headlines**

##### **Welcome and Introductions.**

AGM Held on Tuesday 28<sup>th</sup> October 2025 at 19:00h

Good evening, and welcome to our Annual General Meeting (AGM).  
Thank you for joining us tonight.

The purpose of the AGM is to review how the Unit, and the Malvern Sea Cadets Charity that manages it, has performed during the financial year from 1<sup>st</sup> April 2024 until 31<sup>st</sup> March 2025.

Malvern Sea Cadets is a registered charity in England and Wales and is wholly financed through the income it raises from subscriptions and dues, grants and donations, plus rental and other sundry income.

##### **THE UNIT MANAGEMENT TEAM (UMT)**

The Unit Management Team, as well as being Trustees of the Charity, are responsible for the effective management of the Unit and meeting their obligations to the charity regulators and Marine Society and Sea Cadets (MSSC). We generally meet once per month to do so.

Apologies have been received from Jonathan Servante, Trustee (Full Voting Member).

##### **THE UNIT MANAGEMENT TEAM HERE TONIGHT ARE: (FULL VOTING MEMBERS)**

1. Myself/David Black (DB) – Trustee and Chair of the Unit.
2. Jonathan Holloway (JH) – Trustee and Unit Treasurer
3. Natasha Adams (NA) – Trustee and Unit Secretary
4. Graham Rowberry (GR) – Trustee

##### **(OTHER UMT MEMBERS)**

5. Lt Alleisha Lewin (SCC) RNR (AL) – Trustee and Unit Commanding Officer (CO)
6. Lt Alex Malm (SCC) RNR (AM) – First Lieutenant and Staff Representative
7. Sarah Pullin (SP) – Unit Assistant (Grant Funding) - (Virtual attendee)

##### **ALSO, HERE THIS EVENING:**

Margaret Blizzard – District Chair (Warwickshire), who will act as the Returning Officer for the voting section later in the AGM.

#### **Resolutions for the Meeting**

##### **1. MINUTES OF THE LAST AGM FOR APPROVAL**

The minutes of the last AGM were circulated following that meeting and copies made available to all attendees here this evening. Can I have a proposer and seconder for approval please.

#### **Approval of previous AGM Minutes - AL proposed, JH seconded.**

MATTERS ARISING FROM THE MINUTES OF THE LAST AGM HELD 24<sup>th</sup> SEPTEMBER 2024  
No matters raised.

##### **2. OTHER RESOLUTIONS FOR APPROVAL**

There are no further resolutions for approval.

## Chairs Report and Headlines

Apr '24 – Mar '25:

The last financial year ended 31<sup>st</sup> March 2025 saw strong progress continue across our updated strategic and tactical objectives as well as our day-to-day operating priorities.

Key performance achievements during the financial year include:

- the Unit being awarded a prestigious Gold burgee flag along with a Captains Commendation following the annual RNP (Royal Navy Parade) review
- achieving a strong performance for the annual UMA (Unit Management Assurance) review
- winning the Area 'Chair of the Year' award and 2 other staff commendations at Southwest Area Conference
- Congratulations are also due to many cadets as well as our volunteer staff who have achieved qualification successes and rank promotions during the period – this includes our Commanding Officer, who was promoted from Sub Lieutenant to Lieutenant during the period. Well done to all.

Other key achievements during the period include:

- Launch of a new "Archers" Section for 9-year-old junior cadets
- Steady growth of overall cadet numbers
- Strong community engagement across multiple events throughout the year
- Continued solid financial position, enabling the Unit to maintain subsidised cadet subscriptions/cues at the level set in 2021, and subsidise other cadet activities
- Increased success in obtaining grant funding towards specific strategic goals, enabling replacement of kayaks/canoes/general kit, purchase of an outboard motor to support our cadet boating activities and start building up funds to purchase a new minibus to replace our existing ageing vehicle (which has significant driver licence constraints and increasing maintenance overheads)
- Upgrade to superfast broadband as a pre-cursor to implementing a wider technology improvement strategy plus deployment of large display screens to classrooms
- Other expenditure included a new dishwasher for the Unit galley, a new washing machine, a branded gazebo for use at public and other events, branded feather flags
- A focus was maintained on addressing general maintenance issues, in particular any affecting areas of health, safety and compliance

Looking ahead, our strategic priorities remain growth of cadet and staff numbers, replacement of our minibus and beyond this, technology enhancements, and improvements to the façade and entrance lobby area of the Unit.

### Challenges

Despite significant effort including excellent direct support from the MSSC Area Growth & Development Team during the financial year under review, we continue to face challenges around volunteer recruitment and/or retention of Trustees, instructional staff and Unit assistants. We will continue our efforts to resolve.

Finally, I would like to take this opportunity to thank everyone who supports us in whatever capacity and especially all our dedicated staff volunteers for their loyalty and commitment to the Unit

Our returning officer confirmed the challenges we are facing as a unit, are being faced by all units across the board.

**David Black**  
**Trustee and Chairman**  
**Malvern Sea Cadet Corps**  
**28<sup>th</sup> October 2025**

## Commanding Officer's Report

Apr '24 – Mar '25

### Opening Statement

Following a year of consolidation and structural growth within the unit, the focus for the 2024/25 financial year was stability, development, and re-engagement — both within the ship's company and the wider community. Having returned from maternity leave in July 2024, I resumed my role as Commanding Officer, supported by Lt (SCC) Alex Malm RNR, who provided continuity and strong leadership throughout my absence.

This year has been defined by progress and resilience. Despite the ongoing challenges of volunteer recruitment and staff turnover, the ship's company has delivered an excellent standard of training, demonstrated by an average of 38.28 boating hours per cadet — well above the national target of 30 — and a Burgee score of 85, continuing our upward trend from 79 in 2023/24 and 65 in 2022/23. This achievement, alongside the award of an Area Officer's Commendation for our work with 9-year-old juniors, reflects the commitment, enthusiasm, and professionalism of both our cadets and volunteers.

### Staffing Overview

| 2025                 |   | Change |
|----------------------|---|--------|
| Unit Assistants      | 3 | +1     |
| Civilian Instructors | 1 | -      |
| Senior Rates         | 3 | -2     |
| Officers             | 3 | -      |
| Unit Management      | 5 | +1     |
| Trustees             |   |        |
| Serving Armed Forces | 1 | -      |
| Volunteers           |   |        |

### Cadet Numbers

|                | 2024/25   | 2023/24   | 2022/23   | 2021/22   | 2020/21   |
|----------------|-----------|-----------|-----------|-----------|-----------|
| Cadets (12–17) | 13        | 12        | 11        | 14        | 18        |
| New Entries    | 0         | 1         | 0         | 1         | 2         |
| Junior Sea     | 8         | 8         | 8         | 8         | 4         |
| Cadets (10–11) |           |           |           |           |           |
| Archers (9)    | 4         | N/A       | N/A       | N/A       | N/A       |
| <b>Total</b>   | <b>25</b> | <b>21</b> | <b>19</b> | <b>23</b> | <b>24</b> |

As a result of these numbers, the unit is operating at roughly 84% capacity. We continue to advertise and aim to improve our levels of active recruitment, benefitting from the support of the Growth and Development Team as well as the successful launch of our new 9-year-old Junior Section, Archer Division. Our aim remains to reach 30 cadets on strength — a target we have achieved intermittently but are working to be better positioned to sustain.

The table below highlights the number of cadets and adults joining the sea cadets (TOS) and leaving the sea cadets (SOS) in the unit between April 1<sup>st</sup> 2024 and March 31<sup>st</sup> 2025.

### Cadet and Adult Turnover (TOS/SOS)

| Category                   | Number | Comparison to Previous Year Cadets |
|----------------------------|--------|------------------------------------|
| Taken on Strength          | 21     | +6                                 |
| Cadets Struck off Strength | 17     | +6                                 |
| Adults Taken on Strength   | 3      | -6                                 |
| Adults Taken off Strength  | 6      | +1                                 |

During the year a wide variety of qualifications were attained by cadets and adults as evidenced below:

### Qualifications Gained

| Qualification                                       | Number |
|---|--------|
| 1st Good Conduct Badge                              | 5      |
| Basic Campcraft                                     | 2      |
| Basic Communication and Information Systems - Radio | 1      |
| Basic First Aid                                     | 7      |
| Basic Mountain Biking                               | 8      |
| Basic Physical Training                             | 2      |
| Basic Seamanship                                    | 1      |
| Basic Stewarding                                    | 2      |
| British Canoeing Paddle Start Award                 | 7      |
| Cadet Forces Swimming Test                          | 12     |
| Cadet Forces Water Safety Test                      | 22     |
| Commodores Broad Pennant                            | 5      |
| Core Drill  | 3      |
| Core Seamanship                                     | 3      |
| Coxswain Award                                      | 1      |
| Eligible for BTEC Level 1                           | 6      |
| First Aid at Work                                   | 5      |
| First Aid for Mental Health                         | 1      |
| First Aid Instructor                                | 2      |
| Food Safety in Catering Level 2                     | 4      |
| Go Row 1 (Fixed)                                    | 5      |
| Intermediate First Aid                              | 7      |
| Intermediate Seamanship                             | 1      |
| Junior Sea Cadet Blue Module                        | 4      |
| Junior Sea Cadet Green Module                       | 4      |
| Junior Sea Cadet Red Module                         | 3      |
| Junior Sea Cadet STEM Proficiency                   | 2      |
| Junior Sea Cadet Yellow Module                      | 1      |
| Leadership at Sea Cadets                            | 2      |
| Master Coxswain                                     | 1      |
| National Indoor Climbing Award Scheme Level 1       | 1      |
| Offshore Power Grade 1                              | 2      |

|   |    |
|---|----|
| Offshore Power Grade 2                      | 1  |
| Offshore Sail Grade 1                       | 1  |
| Rowing Competent Crew                       | 8  |
| Rowing Coxswain                             | 1  |
| Rowing Taster Certificate                   | 22 |
| RYA Start Motor Cruising                    | 1  |
| Safeguarding at Sea Cadets                  | 8  |
| Safeguarding at Sea Cadets Instructor       | 1  |
| Sea Cadet Corps Health and Safety           | 3  |
| Sea Cadet Corps Responsible for Information | 5  |
| Sea Cadet Corps Row 2                       | 5  |
| Seamanship Instructor                       | 1  |
| Working with Young People                   | 2  |
| WSE Authorised Maintainer                   | 1  |

192 qualifications were awarded (+18% in comparison to 2023/24). In addition, promotion levels can be seen below:

### Promotions

| Rank                     | Number |
|--------------------------|--------|
| Petty Officer            | 2      |
| Chief Petty Officer      | 1      |
| Ordinary Cadet           | 5      |
| Cadet                    | 4      |
| Cadet First Class        | 3      |
| Junior Cadet First Class | 1      |

In addition to the qualifications gained above, the unit's adults provided plentiful support and participation at District and Area level in particular, not to mention the weekly parade nights, general day-to-day running and training weekends not captured in these statistics.

The unit has also been involved in a number of community events throughout the year, fundraising and raising the profile for both the unit and other charities:

### Community Events

| Event                                 | Cadets | Adults |
|---------------------------------------|--------|--------|
| RHS Spring Show 2024                  | 5      | 9      |
| Worcester Marathon Water Station 2024 | 3      | 6      |
| Armed Forces Day Event 2024           | 5      | 5      |
| Sara Open Day                         | 3      | 3      |
| Litter Pick                           | 8      | 3      |
| RHS Autumn Show 2024                  | 5      | 7      |
| Open Evening                          | 4      | 4      |
| Poppy Selling 2024                    | 10     | 5      |
| Remembrance Parade 2024               | 9      | 6      |

### Closing Statement

This year's Area Officer's Summary commended TS Duke of York as "developing to be a top performing unit across the South West Area", highlighting our clear vision, effective leadership, and the positive, engaged atmosphere within the ship's company. Captain Sea Cadets echoed this sentiment, congratulating the team on our progress and endorsing the Burgee award and commendation.

These achievements are the result of collective effort. I would like to express my sincere thanks to our Unit Management Team, staff volunteers, cadets, and parents for their loyalty, dedication, and enthusiasm. Every person who contributes to this unit plays a vital role in maintaining the high standards and spirit that define Malvern Sea Cadets.

BZ to all — and thank you for making 2024/25 another year of excellence and progress.

**Lt. (SCC) Alleisha Lewin RNR**  
**Commanding Officer**  
**Malvern Sea Cadet Corps**  
**28<sup>th</sup> October 2025**

## **Treasurers Report**

Apr '24 – Mar '25

### **Headlines:**

This has been a successful year for the unit, with new kayaks purchased for the boating station at Upton-on-Severn and good progress made towards raising funds for a new minibus. This is reflected in the significant increase in the unit's cash reserves, with net income of over £25,000 (compared with net expenditure of £3,665 in the last Financial Year), although it should be noted that £26,681 is held in a separate savings account as Restricted funds for the purchase of a new minibus.

This was a good year for donations and grants, the key achievements being:

- £15,000 in two donations from the Spectris Foundation and the 29th May 1961 Charitable Trust; these are being held as Restricted Funds for the purchase of a new minibus.
- £1667 in two donations from John Lewis PLC and the Upton Blues Festival for the purchase of seven new kayaks (completed in August 2024).
- £1000 grant from MSSC for the establishment of the new Archer Division for nine-year-old Junior Cadets.
- £1500 donation from the Hawthorne Trust.

Cues (subscription) income was broadly similar to the previous year, with most payments being made on time, although a small number of bad debts were incurred and had to be written off when cadets left the unit. A system for reclaiming Gift Aid from HMRC has been established, with the first claim being made in December 2024. Take up by parents/guardians has been patchy and more effort will be put into this area in the coming months.

Fundraising is now being led by the UMT, under the leadership of the Unit Chair. Although fundraising opportunities at the Upton Blues Festival and the Three Counties Show have been lost, the remaining major efforts at the Three Counties Showground – the RHS Spring Show and the Autumn Show – continue to raise significant amounts for the unit. Of particular note is the £6,440 received from the Lloyds Bank Foundation as matched giving donations following volunteering at these events by Lloyds Bank employees. When added to the £3,000 received from the Three Counties Showground for providing the porter service and the £3,897 raised from public donations, it is clear that these events play a key role in the financial viability of the unit.

The amount spent on repairs and maintenance was considerably lower than in the previous year, which was dominated by the Main Deck refurbishment programme, but significant sums were spent on an ongoing programme of improvements to the unit, especially relating to fire safety. The need to have the ageing minibus checked every six weeks has been a financial burden, but this should be reduced once a new vehicle has been purchased.

Total bank balances rose from £51,101 on 31<sup>st</sup> March 2024 to £68,579 on 31<sup>st</sup> March 2025. A Reserves Policy has now been agreed that will ensure that the unit will be able to weather any likely financial shocks and to continue to provide a great Sea Cadet experience to our young people.

The aim for the forthcoming year will be to complete the purchase of a new minibus and then to turn our attention to a facelift for the front of the unit so that its current tired appearance can be updated to better reflect the modern Sea Cadet Corps.

#### Financial Accounts

The Independent Examiner's report of our Final Year End Accounts to 31<sup>st</sup> March 2025 (presented here for adoption at the meeting) was carried out by Cecile Hunt and signed off as in-order on 24<sup>th</sup> October 2025

**Resolution for Adoption of finances: AL proposed, NA seconded.**

**Jonathan Holloway**  
**Trustee & Treasurer**  
**Malvern Sea Cadet Corps**  
**28<sup>th</sup> October 2025**

#### Election of Management Trustees – Margaret Blizzard (Returning Officer)

MB explained the election protocols to all in attendance. All full Trustees were stood down and asked if they wished to re-stand / had notified intention to stand / re-stand. The following outcomes were confirmed:

1. David Black is re-standing as a Trustee. **JH proposed, GR seconded.**
2. Graham Rowberry is re-standing as a Trustee. **DB proposed, JH seconded**
3. Jonathan Servante is re-standing as a Trustee. **JH proposed, DB seconded**
4. Jonathan Holloway is re-standing as a Trustee. **DB proposed, GR seconded.**
5. Natasha Adams is not re-standing as a Trustee.
6. No other nomination submissions were made to the Chair prior to the meeting taking place.

All parties agreed to continue the meeting, and it was confirmed:

1. David Black will stand as Chair.
2. Jonathan Holloway will stand as Treasurer.
3. No nomination for a secretary and the position will now be advertised.

#### Any Other Business

No other business raised.

**Thank you all for attending this years' AGM.**  
**The meeting was closed.**

**Approved by the trustees and signed on their behalf on 12<sup>th</sup> November 2024**



**David Black, Chair of the Board of Trustees**  
**Malvern Unit (Unit 582) of the Sea Cadet Corps**

## Legal and Administrative Information

### Charity Details:

Charity Name: MALVERN (Unit 582) of the Sea Cadets Corps

Charity Status: Unincorporated

Registered Charity No: 511618

Registered Office and Operational Address: Spring Lane South, MALVERN, WR14 1AT

Telephone Number: 01684 565740

Email: ShipsOffice@malvernseacadets.org

Website: <https://www.sea-cadets.org/malvern>

### Trustees:

Chair: Mr. David H Black

Treasurer: Captain. Jonathan Holloway RN (Retd)

Secretary: Vacancy under active recruitment

Trustees: David H Black  
Jonathan Holloway  
Jonathan Servante  
Graham Rowberry  
Sub Lt. (SCC) Alleisha Lewin RNR

**Holding (Custodian) Trustees:** The Marine Society & Sea Cadets (MSSC)  
Mr. John Brook  
Mr. Gareth Thomas

**Independent Examiner:** Cecile Hunt, FMAAT Licensed Accountant.

**Bank:** Lloyds Banking Group

## Acknowledgements

Malvern Sea Cadets (Unit 582 of the Sea Cadet Corps) would like to publicly acknowledge and thank the following organisations and donors for their financial and/or non-financial support during the financial year ending 31<sup>st</sup> March 2025:

- Marine Society and Sea Cadets (MSSC)
- Spectris Foundation
- 29<sup>th</sup> May 1961 Charitable Trust
- Hawthorne Trust
- John Lewis PLC
- Malvern Panalytical Ltd, Malvern
- Lloyds Banking Group (West Midlands and South Regions)
- Three Counties Showground
- Upton Blues Festival Charity

Our sincere thanks also go to all our adult volunteers, uniformed and civilian instructors, management team, unit assistants, P&SA volunteers as well as other supporters, District, Area and MSSC staff for their dedication, time commitment, teamwork and general support in helping us to successfully deliver the Sea Cadet experiences to all our cadets and juniors.

We are indebted to you all.

END.





**Section A Independent Examiner's Report**

|                                       |  |                            |        |
|---------------------------------------|--|----------------------------|--------|
| <b>Report to the trustees</b>         | Malvern Unit No 582 of the Sea Cadet Corps |                            |        |
| <b>On accounts for the year ended</b> | 31 March 2025                              | <b>Charity no (if any)</b> | 511618 |
| <b>Set out on pages</b>               | 1 & 2                                      |                            |        |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

**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:**

**Name:**

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

|                 |                          |
|-----------------|--------------------------|
| <b>Address:</b> | 45 Allaston Road         |
|                 | LYDNEY                   |
|                 | Gloucestershire GL15 5SS |

**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.**

## Receipts & Payments Account

### Statement of Activity Comparison

#### Malvern Sea Cadets

April 1, 2024-March 31, 2025

| Distribution account                                   | Total                    |                               |
|--|--------------------------|-------------------------------|
|  | Apr 1 2024 - Mar 31 2025 | Apr 1 2023 - Mar 31 2024 (PY) |
| Income   |                          |                               |
| Charitable activities - <b>Note 1</b>                  | 4,037.78                 | 14,316.09                     |
| Course and Activity Fees                               | 369.25                   |                               |
| Cues - monthly subscriptions                           | 3,741.60                 | 3,711.77                      |
| Donations and legacies - <b>Note 2</b>                 | 34,138.44                | 18,625.00                     |
| HMRC - Gift Aid Refunds                                | 630.12                   |                               |
| Interest Received                                      | 230.48                   |                               |
| Rental Income - <b>Note 3</b>                          | 4,628.00                 | 6,505.91                      |
| Services - <b>Note 4</b>                               | 671.66                   | 632.54                        |
| Solar Panel Income                                     | 1,894.13                 |                               |
| Travel Refunds   | 616.04                   | 785.21                        |
| Uniforms   | 170.50                   | 82.20                         |
| <b>Total for Income</b>                                | <b>£51,128.00</b>        | <b>£44,658.72</b>             |
| Cost of Sales  |                          |                               |
| <b>Gross Profit</b>                                    | <b>£51,128.00</b>        | <b>£44,658.72</b>             |
| Expenses   |                          |                               |
| Advertising/Promotional - <b>Note 5</b>                | 632.54                   | 15.00                         |
| Cadet & Volunteer Welfare                              | 123.21                   | 386.03                        |
| Fundraising cost - <b>Note 6</b>                       | 1,133.32                 | 940.00                        |
| Unit Insurance   | 2,117.90                 | 2,079.50                      |
| Motor Vehicles - MoT/Licence/Insurance                 | 891.13                   |                               |
| Motor Vehicles - Repairs/Checks/Maintenance            | 1,959.72                 | 77.08                         |
| MSSC Annual Subscription                               | 250.00                   |                               |
| Nutty Purchase   | 516.05                   | 405.66                        |
| Office/General Administrative Expenses - <b>Note 7</b> | 2,404.55                 | 1,175.12                      |
| Other Miscellaneous Service Cost                       | 256.76                   | 513.10                        |
| Other Professional Services - <b>Note 8</b>            | 1,292.60                 | 150.00                        |
| Printing, Postage and Stationery                       | 65.89                    | 451.47                        |
| Repair and maintenance - <b>Note 9</b>                 | 6,295.10                 | 31,815.99                     |
| Training Costs - <b>Note 10</b>                        | 1,116.71                 | 563.63                        |
| Travel and Accommodation - <b>Note 11</b>              | 661.84                   | 2,406.93                      |
| Utilities - <b>Note 12</b>                             | 6,041.08                 | 4,332.54                      |
| Badges   |                          | 12.25                         |
| Cadet course payment to MSSC                           |                          | 121.00                        |
| Computer Costs   |                          | 299.97                        |
| Phone Costs  |                          | 1,378.47                      |
| Raising funds  |                          | 1,200.00                      |
| <b>Total for Expenses</b>                              | <b>£25,758.40</b>        | <b>£48,323.74</b>             |
| <b>Net Operating Income</b>                            | <b>£25,369.60</b>        | <b>-£3,665.02</b>             |

## Statement of Assets & Liabilities

### Statement of Financial Position Comparison Malvern Sea Cadets As of March 31, 2025

| Distribution account                                    | Total                |                           |
|---|----------------------|---------------------------|
|   | As of March 31, 2025 | As of March 31, 2024 (PY) |
| Called up share capital not paid                        |                      |                           |
| Fixed Asset   |                      |                           |
| Tangible assets   |                      |                           |
| Machinery and equipment - Note 1                        | 8,510.94             | 910.00                    |
| Malvern Sea Cadet Unit Building                         | 200,000.00           | 200,000.00                |
| <b>Total for Tangible assets</b>                        | <b>£208,510.94</b>   | <b>£200,910.00</b>        |
| Non-current Assets                                      |                      |                           |
| <b>Total for Fixed Asset</b>                            | <b>£208,510.94</b>   | <b>£200,910.00</b>        |
| Cash at bank and in hand                                |                      |                           |
| COIF Charity Funds                                      | 21,052.03            | 20,058.35                 |
| Deposit Account   | 14,738.33            |                           |
| Main account 01186031                                   | 5,917.83             | 30,882.24                 |
| Minibus Deposit Account                                 | 26,681.15            |                           |
| Petty Cash - Admin                                      | 8.58                 | 8.58                      |
| Petty Cash - Nutty                                      | 180.69               | 152.08                    |
| <b>Total for Cash at bank and in hand</b>               | <b>£68,578.61</b>    | <b>£51,101.25</b>         |
| Debtors   |                      |                           |
| Debtors   | 53.30                | 62.00                     |
| <b>Total for Debtors</b>                                | <b>£53.30</b>        | <b>£62.00</b>             |
| Current Assets  |                      |                           |
| <b>NET CURRENT ASSETS</b>                               | <b>£68,631.91</b>    | <b>£51,163.25</b>         |
| Prepayments and accrued income                          |                      |                           |
| Creditors: amounts falling due within one year          |                      |                           |
| Trade Creditors   |                      |                           |
| Creditors   | 0.00                 | 0.00                      |
| <b>Total for Trade Creditors</b>                        | <b>£0.00</b>         | <b>£0.00</b>              |
| Credit Cards  |                      |                           |
| Current Liabilities                                     |                      |                           |
| <b>year</b>   | <b>£0.00</b>         | <b>£0.00</b>              |
| <b>NET CURRENT ASSETS (LIABILITIES)</b>                 | <b>£68,631.91</b>    | <b>£51,163.25</b>         |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>            | <b>£277,142.85</b>   | <b>£252,073.25</b>        |
| Creditors: amounts falling due after more than one year |                      |                           |
| Provision for liabilities and charges                   |                      |                           |
| Accruals and deferred income                            |                      |                           |
| <b>TOTAL NET ASSETS (LIABILITIES)</b>                   | <b>£277,142.85</b>   | <b>£252,073.25</b>        |
| Capital and Reserves                                    |                      |                           |
| Called up share capital                                 |                      |                           |
| Retained Earnings                                       | -3,665.02            |                           |
| Net Income  | 25,069.60            | -3,665.02                 |

## **Notes on Statement of Activity (Receipts & Payments)**

| <b>1. Charitable Activities</b>  | <b>2025</b> | <b>2024</b>  |
|--|-------------|--------------|
| Interest from COIF Charity Funds Account   | 994         | 858          |
| Fee from Three Counties Showground for Porter Service at Spring and Autumn Shows   | 3000        | 3000         |
| Income from Clothes Bank   | 44          | 0            |
| Other income from PSA fundraising activities (Upton Blues Festival, Three Counties Show, etc). Includes cash collections shown under Donations and Legacies for 2025 | 0           | 10458        |
|  | <b>4038</b> | <b>14316</b> |

| <b>2. Donations and Legacies</b>   | <b>2025</b>  | <b>2024</b>  |
|--|--------------|--------------|
| John Lewis PLC (Restricted funds for kayaks)   | 667          | 0            |
| Disposal of old boating equipment  | 510          | 0            |
| Collections at RHS Spring Show   | 2950         | 0            |
| Upton Blues Festival (Restricted funds for new kayaks)   | 1000         | 0            |
| Refund due to incomplete contractor work package   | 3995         | 0            |
| Lloyds Bank Foundation (Matched giving donations from volunteering at Spring and Autumn Shows) | 6440         | 0            |
| Collection at Autumn Show  | 947          | 0            |
| Spectris Foundation (Restricted funds for minibus)   | 5001         | 0            |
| 29 <sup>th</sup> May 1961 Charitable Trust (Restricted funds for minibus)                      | 10000        | 0            |
| Hawthorne Trust  | 1500         | 1500         |
| MSSC (grant for establishment of Archer Division)  | 1000         | 0            |
| MSSC grant for refurbishment of main deck  | 0            | 17000        |
| Other  | 129          | 125          |
|  | <b>34139</b> | <b>18625</b> |

| <b>3. Rental Income</b>                                   | <b>2025</b> | <b>2024</b> |
|---|-------------|-------------|
| Dukes Diner   | 4188        | 4188        |
| 2 <sup>nd</sup> Malvern Link Brownies                     | 330         | 390         |
| Solar panel income (shown under separate heading in 2025) | 0           | 1848        |
| Other   | 110         | 80          |
|   | <b>4628</b> | <b>6506</b> |

| <b>4. Services</b>  | <b>2025</b> | <b>2024</b> |
|---------------------|-------------|-------------|
| Nutty sales         | 545         | 422         |
| Sale of scrap metal | 127         | 0           |

|       |            |            |
|-------|------------|------------|
| Other | 0          | 211        |
|       | <b>672</b> | <b>633</b> |

| <b>5. Advertising/Promotional</b> | <b>2025</b> | <b>2024</b> |
|-----------------------------------|-------------|-------------|
| Branded polo shirts               | 329         | 0           |
| 2 x feather flags                 | 276         | 0           |
| Other                             | 28          | 15          |
|                                   | <b>633</b>  | <b>15</b>   |

| <b>6. Fundraising Cost</b>      | <b>2025</b> | <b>2024</b> |
|---------------------------------|-------------|-------------|
| New trollies for porter service | 611         | 0           |
| Catering at RHS Spring Show     | 364         | 0           |
| Catering at Autumn Show         | 158         | 0           |
| Van hire                        | 0           | 720         |
| Hi-viz vests                    | 0           | 120         |
| Other                           | 0           | 100         |
|                                 | <b>1133</b> | <b>940</b>  |

| <b>7. Office/General Administrative Expenses</b>          | <b>2025</b> | <b>2024</b> |
|---|-------------|-------------|
| Accounting software                                       | 415         | 269         |
| Unit cleaning   | 173         | 0           |
| TV licence  | 169         | 123         |
| Storage unit for Archer Division                          | 284         | 0           |
| MSSC annual subscription (shown as separate item in 2025) | 0           | 100         |
| Other   | 1363        | 683         |
|   | <b>2404</b> | <b>1175</b> |

| <b>8. Other Professional Services</b> | <b>2025</b> | <b>2024</b> |
|---------------------------------------|-------------|-------------|
| Legionella assessment                 | 630         | 0           |
| Alarm system                          | 200         | 0           |
| Annual fire safety inspection         | 313         | 0           |
| Review of annual accounts             | 150         | 150         |
|                                       | <b>1293</b> | <b>150</b>  |

| <b>9. Repair and Maintenance</b> | <b>2025</b> | <b>2024</b> |
|----------------------------------|-------------|-------------|
|----------------------------------|-------------|-------------|

|   |             |              |
|---|-------------|--------------|
| Electrical repairs, improvements and testing  | 2211        | 0            |
| Fire safety improvements  | 2363        | 0            |
| Materials for repair of flooding damage at Upton  | 1095        | 0            |
| Annual boiler service   | 110         | 105          |
| Maindeck refurbishment  | 0           | 27961        |
| Trailer inspection and maintenance (shown under Motor Vehicles – Repair/Checks/Maintenance in 2025) | 0           | 688          |
| Fire safety checks (shown under Other Professional Services in 2025)                                | 0           | 1308         |
| Shower repairs  | 0           | 710          |
| Other   | 516         | 1044         |
|   | <b>6295</b> | <b>31816</b> |

#### **10. Training Costs**

**2025**                      **2024**

|                                  |             |            |
|----------------------------------|-------------|------------|
| Hire of facilities at Upton      | 210         | 0          |
| Unit camp expenses               | 386         | 0          |
| Set up costs for Archer Division | 521         | 0          |
| Swimming pool hire               | 0           | 325        |
| Other                            | 0           | 238        |
|                                  | <b>1117</b> | <b>563</b> |

#### **11. Travel and Accommodation**

**2025**                      **2024**

|   |            |             |
|---|------------|-------------|
| Minibus fuel  | 565        | 605         |
| Minibus tax, insurance, maintenance and repairs (shown as separate items in 2025) | 0          | 1793        |
| Other   | 97         | 9           |
|   | <b>662</b> | <b>2407</b> |

#### **12. Utilities**

**2025**                      **2024**

|   |             |             |
|---|-------------|-------------|
| Telephone & broadband (shown under separate line in 2024)               | 1526        | 0           |
| Water, sewerage and sanitary services                                   | 897         | 765         |
| Electricity   | 2915        | 2944        |
| Heating oil   | 447         | 624         |
| Waste disposal (shown under Other Miscellaneous Services Costs in 2024) | 257         | 0           |
|   | <b>6042</b> | <b>4333</b> |

**Notes on Statement of Financial Position**

**(Assets & Liabilities)**

| <b>1. Machinery and Equipment</b>                          | <b>2025</b> | <b>2024</b> |
|--|-------------|-------------|
| Laptop computers   | 610         | 910         |
| Electric outboard motor (purchased in FY 24/25)            | 1875        | 0           |
| New kayaks (purchased in FY 24/25)                         | 3715        | 0           |
| Branded gazebo (purchased in FY 24/25)                     | 1548        | 0           |
| New dishwasher and washing machine (purchased in FY 24/25) | 763         | 0           |
|  | <b>8511</b> | <b>910</b>  |

**MALVERN UNIT 582 OF THE SEA CADET CORPS**

England & Wales - Charity number 511618

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# Accounts

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MALVERN UNIT NO 582 OF THE SEA CADET CORPS

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

REGISTERED CHARITY NUMBER: 511618

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## **REPORT OF THE TRUSTEES OF MALVERN (UNIT 582) OF THE SEA CADET CORPS**

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2024. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

### **Mission of the Sea Cadet Corps**

The MSSC Strategic Plan published in 2003, defines the Mission for the Sea Cadet Corps as: "Inspiring young people to achieve their potential through challenge and nautical adventure guided by the customs and traditions of today's Royal Navy".

### **Charitable Purpose**

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual, and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

### **Public Benefit**

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps (SCC)
- Providing access to waterborne activities, events and competitions at district, area, and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions.

## **Malvern Unit (Unit 582) of the Sea Cadet Corps Structure, Governance and Management**

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 10<sup>th</sup> July 1981 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> December 2017.

### **Recruitment and Appointment of the Trustees**

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. Unit Management Team (UMT) office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

### **Responsibilities of the Trustees**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Organisational Achievements and Performance

### Trustees Report – MALVERN UNIT

#### Chairmans Statement & Report

Good evening everyone and welcome to our Annual General Meeting (AGM).

Thank you for joining us tonight. The purpose of the AGM is to review how the unit, and the Malvern Sea Cadets Charity that manages it, has performed during the financial year from 1st April 2023 until 31st March 2024.

Malvern Sea Cadets is a registered charity in England and Wales and is wholly financed through the income it raises from subscriptions and CUES (Contribution to Unit Expenses), grants and donations, plus rental and other sundry income.

The Unit Management Team (UMT), as well as being the Trustees of the charity, are responsible for the effective management of the unit and meeting their obligations to the charity regulators and Marine Society and Sea Cadets (MSSC). We generally meet once per month to do so.

#### **THE UNIT MANAGEMENT TEAM HERE TONIGHT ARE: (FULL VOTING MEMBERS)**

1. Myself/David Black – Trustee and Chair of the Unit.
2. Carol Tiley MBE - Southwest Area Chair and Unit Treasurer
3. Jonathan Holloway – Trustee & Treasurer Designate
4. Natasha Adams – Trustee & Unit Secretary

#### **(OTHER UMT MEMBERS)**

5. SLt Alleisha Lewin (SCC) RNR – Trustee & Unit Commanding Officer (CO)
6. Lt Alex Malm (SCC) RNR – Staff Representative
7. Sarah Pullin – Unit Assistant (Grant Funding)

#### **(FORMER UMT MEMBERS WHO SERVED FOR ALL/PART OF THE FINANCIAL YEAR 1 APR 2023 – 31 MAR 2024)**

8. Angela Parker – Trustee. Stood down 5<sup>th</sup> December 2023
9. Steve Green – Trustee. Stood down 25<sup>th</sup> March 2024
10. Andy Gurnett – Trustee. Stood down 19<sup>th</sup> August 2024
11. Radhika Sagu – Trustee. Stood down 8<sup>th</sup> October 2024

#### **ALSO HERE THIS EVENING:**

Will Elliot – MSSC Volunteer & Business Support Manager – Southwest Area, who will act as the Returning Officer for the voting section later in the AGM.

#### **MINUTES OF THE LAST AGM FOR APPROVAL**

The minutes of the last AGM were circulated following that meeting and copies made available to all attendees here this evening. Can I have a proposer and seconder for approval please. *(Subsequently proposed and approved).*

## **Headlines:**

The last financial year ended 31<sup>st</sup> March 2024 saw the pace of change pick up and good progress made against many of the strategic and tactical objectives set at the start of that period.

The physical improvements to the Unit completed in that period were thanks to a generous grant from the Marine Society. Focus continued around improving safety, risk and compliance performance. We were able to replace several canoes and kayaks and purchase or renew other equipment. We improved our changing facilities at Upton Marina following earlier flood damage. Our financial position remained solid thanks to fundraising activity, enabling the Unit to maintain subsidised cadet subscriptions/cues at the level set in 2021, and subsidise a variety of other cadet activities. Cadet numbers stabilised during the period. Unit review outcomes improved against the previous year.

We have an ambitious agenda of improvements we have already begun making in the current financial year and subject to resources and finances, plan to continue making beyond.

Challenges remain around volunteer recruitment for Trustees, instructional staff and Unit assistants which is an impediment to the pace at which we can drive change and improvements. Nonetheless, I would like to thank all our dedicated volunteers for their loyalty and commitment which has enabled the ongoing operation of the Unit and delivery of the Sea Cadet activity curriculum and experiences to our cadets and juniors.

Special thanks this year to CAROL TILEY, our Area Chair who has supported us through challenging times over the past few years and without whom, we may have been unable to continue operating. Carol has advised she will step back from her role as Unit Treasurer and Unit Trustee following this meeting. I cannot thank her enough for her guidance and support throughout her period of involvement.

Thank you also to STEVE GREEN, who stood down as a Trustee and member of the Unit Management Team earlier this year after 26 years of invaluable support to the Unit in a variety of capacities.

Thanks also to ANDY GURNETT who stood down as a Unit Trustee in August 2024 having served in that capacity for the previous 18+ months.

Finally, I would like to thank you all for the support you already give and thank all the staff and volunteer team for their hard work throughout the year.

**David Black**  
**Trustee & Chair**  
**Malvern Sea Cadets**  
**24<sup>th</sup> September 2024**

## Commanding Officer Report

Following significant changes in the previous reporting period, the aim for the 2023/24 financial year was growth in a variety of areas. In April 2023, Sub Lieutenant (SCC) Alleisha Lewin RNR was appointed as Commanding Officer and during her maternity leave from December 2023, Lt (SCC) Alex Malm RNR was appointed as Officer in Charge.

Other staffing changes saw the appointment of PO (SCC) Sam Malm as Unit Training Officer and the successful onboarding of other uniformed and UMT volunteers.

| 2024                            |   |    |
|---------------------------------|---|----|
| Unit Assistants                 | 2 | +1 |
| Civilian Instructors            | 1 | -  |
| Senior Rates                    | 5 | -  |
| Officers                        | 4 | -  |
| Unit Management Trustees        | 4 | -3 |
| Honorary Supporters             | 1 | +1 |
| Serving Armed Forces Volunteers | 1 | -  |

We are always looking to increase the number of adult volunteers we have onboard in order to support both the instructional and unit management teams. If you or somebody you know might be interested, please feel free to have a chat with one of us.

See below how cadet numbers have trended over the last 5 years.

|                   | 2023/24   | 2022/23   | 2021/22   | 2020/21   | 2019/20   |
|-------------------|-----------|-----------|-----------|-----------|-----------|
| Cadets            | 12        | 11        | 14        | 18        | 15        |
| New Entries       | 1         | 0         | 1         | 2         | 2         |
| Junior Sea Cadets | 8         | 8         | 8         | 4         | 4         |
|                   | <b>21</b> | <b>19</b> | <b>23</b> | <b>24</b> | <b>21</b> |

As a result of cadets leaving the unit and many Junior Sea Cadets aging up, at year's end the unit was operating at roughly 70% capacity. We continue to advertise and aim to improve our levels of active recruitment, though again would appreciate your support in sharing our message. Our aim is to reach 30 cadets on strength.

The table below highlights the number of cadets and adults joining the sea cadets (TOS) and leaving the sea cadets (SOS) in the unit between April 1<sup>st</sup> 2023 and March 31<sup>st</sup> 2024.

| TOS / SOS                  | Number |     |
|----------------------------|--------|-----|
| Cadets Taken on Strength   | 15     | +3  |
| Cadets Struck off Strength | 11     | -11 |
| Adults Taken on Strength   | 9      | +7  |
| Adults Taken off Strength  | 5      | -1  |

During this time a wide variety of qualifications were attained by cadets and adults as evidenced below:

| <b>Qualification</b>  | <b>Number Gained</b> |
|---|----------------------|
| Advanced Peer Educator  | 2                    |
| Award in Young Sports Leadership                              | 5                    |
| Basic Handling  | 2                    |
| Basic Peer Educator   | 1                    |
| Basic Rock Climbing   | 2                    |
| British Canoeing Foundation Safety and Rescue Training (FSRT) | 2                    |
| British Canoeing Paddle Discover Award                        | 6                    |
| British Canoeing Paddle Explore Award                         | 2                    |
| British Canoeing Paddle Start Award                           | 9                    |
| Cadet Forces Swimming Test                                    | 17                   |
| Cadet Forces Water Safety Test                                | 6                    |
| Commodore's Broad Pennant                                     | 1                    |
| Communication Information Systems – Radio Basic               | 2                    |
| First Aid at Work   | 4                    |
| First Aid Emergency at Work                                   | 1                    |
| First Aid Instructor  | 2                    |
| Food Safety Level 2   | 5                    |
| Intermediate Campcraft  | 2                    |
| Junior Sea Cadet Blue Module                                  | 3                    |
| Junior Sea Cadet CREST Award                                  | 10                   |
| Junior Sea Cadet Green Module                                 | 3                    |
| Junior Sea Cadet Red Module                                   | 9                    |
| Junior Sea Cadet STEM Proficiency                             | 6                    |
| Junior Sea Cadet Yellow Module                                | 8                    |
| Meteorology Proficiency                                       | 2                    |
| MIAS Mountain Bike Leader Level 4                             | 1                    |
| MIAS Mountain Bike Leader Level 5                             | 1                    |
| NICAS Level 1   | 2                    |
| Offshore Sail Grade 1   | 1                    |
| Offshore Sail Grade 2   | 2                    |
| Peer Educator Instructor                                      | 1                    |
| Piping Basic  | 6                    |
| Piping Proficiency  | 5                    |
| Rowing Instructor   | 2                    |
| Rowing Taster Certificate                                     | 8                    |
| RYA Competent Crew  | 1                    |
| RYA Powerboat Level 1   | 2                    |
| RYA Powerboat Level 2 Displacement                            | 2                    |
| RYA Powerboat Level 2 Planing                                 | 2                    |
| Safeguarding at Sea Cadets Instructor                         | 1                    |
| Small Bore Advanced   | 1                    |
| Small Bore Basic  | 1                    |
| Stripping, Assembling, Cleaning and Maintaining               | 2                    |
| Weapon Handling Test  | 3                    |
| Zeroing and Sight Adjustment                                  | 2                    |

157 qualifications were awarded (127% in comparison to 2022/23). In addition, promotion levels can be seen below:

| Promotions               | Number |
|--------------------------|--------|
| Leading Cadet            | 2      |
| Cadet                    | 3      |
| Able Cadet               | 1      |
| Cadet First Class        | 5      |
| Leading Junior Cadet     | 3      |
| Junior Cadet First Class | 2      |

See below where cadets (both Juniors and Seniors) have represented the unit at District, Area and National level in a variety of competitions:

| Event                          | Cadets | Adults |
|--------------------------------|--------|--------|
| Southwest Area Band 2023       | 1      | 0      |
| District Combined Regatta 2023 | 7      | 2      |
| Area Combined Regatta 2023     | 7      | 2      |
| National Combined Regatta 2023 | 1      | 0      |
| District Swimming 2023         | 8      | 4      |
| Area Swimming 2023             | 5      | 1      |
| District Football 2023         | 7      | 2      |
| Area Football 2024             | 6      | 2      |
| District Drill and Piping 2024 | 8      | 5      |
| Area Drill and Piping 2024     | 0      | 2      |

In addition to the events above, the unit's adults provided plentiful support and participation at District and Area level in particular, not to mention the weekly parade nights, general day-to-day running and training weekends not captured in these statistics.

The unit has also been involved in a number of community events throughout the year, fundraising and raising the profile for both the unit and other charities:

| Event                          | Cadets | Adults |
|--------------------------------|--------|--------|
| RHS Spring Show 2023           | 7      | 7      |
| Worcester Marathon 2023        | 4      | 2      |
| Royal Three Counties Show 2023 | 0      | 6      |
| Armed Forces Day 2023          | 4      | 3      |
| Upton Blues Festival 2023      | 0      | 7      |
| Worcester City Run 2023        | 7      | 2      |
| RHS Autumn Show 2023           | 6      | 6      |
| National Trafalgar Parade      | 0      | 1      |
| Poppy Collection 2023          | 14     | 5      |
| Remembrance Parade 2023        | 15     | 5      |

We are incredibly lucky to have access to the facilities and fundraising activities that we do, and that have allowed us to achieve impressive changes such as the overhaul of our main deck. We have been supported by local businesses including Malvern Panalytical and the relationship with Lloyds Bank continues to prove fruitful for us.

I feel it is important to highlight the efforts made by the unit and particular individuals in their work to maintain a safe and effective training atmosphere for cadets and staff alike. I know that

this continues to be an area of intense focus within the UMT / instructional team, and I am grateful to those of you that work so hard to ensure we are following policy and procedure and offering the safest possible environment for our adults and young people.

**SLt (SCC) Alleisha Lewin RNR**  
**Commanding Officer & Trustee**  
**Malvern Sea Cadets**  
**24<sup>th</sup> September 2024**

## Treasurers Report

### Headlines:

Receipts and payments were considerably greater than in the previous financial year, with a nett expenditure of £3665; this outflow is considered to be manageable given the relatively healthy state of the charity's reserves.

The main reason for the increased inflow and outflow of funds was the receipt and spending of a very generous grant of £17K from **MSSC** for the Main Deck refurbishment project, which is now complete, and which has made a very significant difference to the appearance and habitability of the unit. As in previous years the charity also received a much-appreciated donation of £1.5K from the **Hawthorne Trust**.

Cues (Contribution to Unit Expenses) income fell by £1K compared with the previous year. The main reason is continued problems with timely payments and action is being taken to correct this.

Fundraising by the Parents & Supporters Association (P&SA) was slightly higher than last year, with just under £13K being received following sterling efforts at four events throughout the summer months. The P&SA leadership has now decided to step back from routine fundraising efforts and in future these will be coordinated by the UMT; the UMT would like to thank all past and present P&SA members for their vital contribution to the financial health of the charity.

The increase in interest rates resulted in a healthy increase in income from our reserve funds held on deposit.

There was a significant increase in expenditure on overheads during the reporting period, but a large proportion of this was due to planned expenditure on the Main Deck refurbishment project, together with essential expenditure on correcting problems identified by health and safety inspections, e.g., fire safety. The unit's ageing minibus is also becoming increasingly expensive to maintain, and a more cost-effective replacement is being investigated.

Total bank balances fell from £54.8K on 31st March 2023 to £51.1K on 31st March 2024, but the unit is a brighter, safer place as a result and total reserves remain strong. £41K of these reserves remain ringfenced for possible future expenditure, including £5K as a unit contribution towards a new minibus if grant funding can be obtained for the remaining cost; this leaves £10K available for general expenditure.

The aim for the forthcoming year is to seek additional grant funding wherever possible to assist with major purchases and to complete all outstanding health and safety related work using the ringfenced funds referred to above.

**Jonathan Holloway**  
**Trustee & Treasurer**  
**Malvern Sea Cadet Corps**  
**24<sup>th</sup> September 2024**

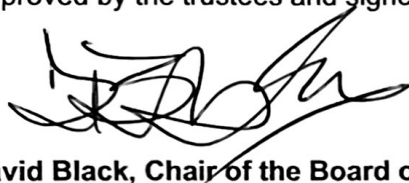
**Election/Re-election of the Unit Management Team (UMT) Trustees**

As is customary, all UMT members/Trustees stood down and those happy to re-stand/stand were confirmed as:

David Black; Jonathan Holloway; Natasha Adams; Alleisha Lewin

**AGM Meeting closed at 19:45h.**

Approved by the trustees and signed on their behalf on 25<sup>th</sup> November 2024

A handwritten signature in black ink, appearing to be 'David Black', written over a horizontal line.

**David Black, Chair of the Board of Trustees**

**Malvern Unit (Unit 582) of the Sea Cadet Corps  
Legal and Administrative Information**

**Charity Details:**

|  |   |
|--|---|
| Charity Name:                              | MALVERN (Unit 582) of the Sea Cadets Corps  |
| Charity Status:                            | Unincorporated  |
| Registered Charity No:                     | 511618  |
| Registered Office and Operational Address: | Spring Lane South, MALVERN, WR14 1AT  |
| Telephone Number                           | 01684 565740  |
| Email:                                     | uaomalvern@gmail.com  |
| Website                                    | <a href="https://www.sea-cadets.org/malvern">https://www.sea-cadets.org/malvern</a> |

**Trustees:**

Chair:  
Mr. David H Black

Treasurer:  
Captain. Jonathan Holloway RN (Retd)

Secretary:  
Mrs. Natasha Adams

Trustees:  
David H Black  
Jonathan Holloway  
Natasha Adams  
SubLt.(SCC) Alleisha Lewin RNR

**Holding (Custodian) Trustees:** The Marine Society & Sea Cadets (MSSC)  
Mr. John Brook  
Mr. Gareth Thomas

**Independent Examiner:** Cecile Hunt, FMAAT Licensed Accountant.

**Bank:** Lloyds Banking Group

## **Acknowledgements**

Malvern Sea Cadets (Unit 582 of the Sea Cadet Corps) would like to publicly acknowledge and thank the following organisations and donors for their financial and/or non-financial support during the financial year ending 31<sup>st</sup> March 2024:

- Marine Society and Sea Cadets (MSSC)
- Hawthorne Trust
- Malvern Panalytical Ltd, Malvern
- Lloyds Banking Group (West Midlands and South Regions)
- Three Counties Showground
- Upton Blues Festival Charity
- Graham Kearney, SGT Services

Our sincere thanks also go to all our adult volunteers, uniformed and civilian instructors, management team, unit assistants, P&SA volunteers as well as other supporters, District, Area and MSSC staff for their dedication, time commitment, teamwork and general support in helping us to successfully deliver the Sea Cadet experiences to all our cadets and juniors.

We are indebted to you all.

**Malvern Unit (Unit 582) of the Sea Cadet Corps  
Report of the Independent Examiner**

The Independent Examiner's report of our Final Year End Accounts to 31st March 2024 (presented here for adoption at the meeting) was carried out by Cecile Hunt and signed off as in-order on 2nd September 2024.

Adoption of these was proposed by SLt. (SCC) Alleisha Lewin RNR, (Trustee & CO) & seconded David Black (Trustee & Chair).

**Cecile Hunt FMAAT**  
**Guiding Businesses to Success**

45 Allaston Road, Lydney, Gloucestershire, GL15 5SS  
Tel: 01594 842164 Mob: 07963 892 439  
Email: cecilehunt@btinternet.com

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**Malvern Unit No 582 of the Sea Cadet Corps**  
**CHARITY No: 511618**

I report on the accounts of Malvern Unit No 582 of the Sea Cadet Corps for the year ended 31<sup>st</sup> March 2024.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for:

- The preparation of the accounts.
- The Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to:

- Examine the Accounts under Section 145 of the Charities Act
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) of the Charities Act), and
- To state whether particular matters have come to my attention

**Basis of Independent Examiner's Report**

My examination included a review of the accounting records kept by the Charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures I undertake 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 Statements**

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

- (1) Which give me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 financial statements to be reached.

Cecile Hunt FMAAT



Date: 02 September 2024

**aat** AAT Licensed  
Accountant  
Licensed and regulated by AAT  
under licence number 3129

**Malvern Unit (Unit 582) of the Sea Cadet Corps**  
**Receipts & Payments Account for the Period 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**

|  | Note | Unrestricted  | Restricted   | 2024          | 2023         |
|--|------|---------------|--------------|---------------|--------------|
| <b>RECEIPTS</b>                          |      | £             | £            | £             | £            |
| Donations                                | 1    | 1625          | 0            | 1625          | 1050         |
| Fundraising                              | 2    | 13458         | 0            | 13458         | 12408        |
| Generated                                | 3    | 3712          | 0            | 3712          | 4769         |
| Grants                                   | 4    | 0             | 17000        | 17000         | 2032         |
| Other                                    | 5    | 8006          | 0            | 8006          | 8276         |
| Investments                              | 6    | 858           | 0            | 858           | 217          |
| <b>TOTAL RECEIPTS</b>                    |      | <b>27659</b>  | <b>17000</b> | <b>44659</b>  | <b>28752</b> |
| <b>PAYMENTS</b>                          |      |               |              |               |              |
| Overheads                                | 7    | 28349         | 17000        | 45349         | 13968        |
| Operating                                | 8    | 685           | 0            | 685           | 1566         |
| Charitable Activity                      |      | 0             | 0            | 0             | 0            |
| Fundraising                              | 9    | 2140          | 0            | 2140          | 2274         |
| Professional Fees                        | 12   | 150           | 0            | 150           | 150          |
|  |      | <b>31324</b>  | <b>17000</b> | <b>48324</b>  | <b>17958</b> |
| <b>ASSETS &amp; INVESTMENTS</b>          |      |               |              |               |              |
| Fixed Assets                             |      | 0             | 0            | 0             | 1260         |
| Investment                               |      | 0             | 0            | 0             | 0            |
|  |      | <b>0</b>      | <b>0</b>     | <b>0</b>      | <b>1260</b>  |
| <b>TOTAL PAYMENTS</b>                    |      | <b>31324</b>  | <b>17000</b> | <b>48324</b>  | <b>19218</b> |
| <b>Net Income / (outgoing) resources</b> |      | <b>(3665)</b> | <b>0</b>     | <b>(3665)</b> | <b>9534</b>  |
| <b>Transfer between funds</b>            |      | <b>0</b>      | <b>0</b>     | <b>0</b>      | <b>0</b>     |
| <b>Cash Funds From Last Year</b>         |      | <b>54828</b>  | <b>0</b>     | <b>54828</b>  | <b>45294</b> |
| <b>TOTAL CASH FUNDS</b>                  |      | <b>51163</b>  | <b>0</b>     | <b>51163</b>  | <b>54828</b> |

**Malvern Unit (Unit 582) of the Sea Cadet Corps**  
**Statement of Assets and Liabilities as at 31<sup>st</sup> March 2024**

| <b>ASSETS &amp; LIABILITIES</b> |    | <b>Unrestricted</b> | <b>Restricted</b> | <b>2024</b>   | <b>2023</b>   |
|---------------------------------|----|---------------------|-------------------|---------------|---------------|
| <b>CASH FUNDS</b>               |    | <b>£</b>            | <b>£</b>          | <b>£</b>      | <b>£</b>      |
| Business Accounts               |    | 30882               | 0                 | 30882         | 42146         |
| Petty Cash                      |    | 161                 | 0                 | 161           | 238           |
| <b>NET CURRENT ASSETS</b>       |    | <b>31043</b>        | <b>0</b>          | <b>31043</b>  | <b>42384</b>  |
|                                 |    |                     |                   |               |               |
|                                 |    |                     |                   |               |               |
| <b>OTHER MONETARY ASSETS</b>    |    | <b>20058</b>        | <b>0</b>          | <b>20058</b>  | <b>12444</b>  |
|                                 |    |                     |                   |               |               |
| <b>INVESTMENT ASSETS</b>        |    | <b>0</b>            | <b>0</b>          | <b>0</b>      | <b>0</b>      |
|                                 |    |                     |                   |               |               |
| <b>ASSETS RETAINED FOR</b>      |    |                     |                   |               |               |
| <b>CHARITY'S OWN USE</b>        |    |                     |                   |               |               |
| Land & Buildings                |    | 200000              | 0                 | 200000        | 200000        |
| Boats                           |    | 0                   | 0                 | 0             | 0             |
| Vehicles                        | 10 | 0                   | 0                 | 0             | 0             |
| Computers & Other Equipment     | 11 | 910                 | 0                 | 910           | 1071          |
| <b>TOTAL FIXED ASSETS</b>       |    | <b>200910</b>       | <b>0</b>          | <b>200910</b> | <b>201071</b> |
|                                 |    |                     |                   |               |               |
|                                 |    |                     |                   |               |               |
| <b>LIABILITIES</b>              |    |                     |                   |               |               |
| Independent Examination         |    | 0                   | 0                 | 0             | 0             |
|                                 |    |                     |                   |               |               |

**Malvern Unit (Unit 582) of the Sea Cadet Corps****Notes to Accounts:**

|                              | <b>2024</b>  | <b>2023</b>  |
|------------------------------|--------------|--------------|
| <b>1. Donations</b>          |              |              |
| Small donations              | 125          | 1050         |
| Hawthorne Trust              | 1500         | 0            |
|                              | <b>1625</b>  | <b>1050</b>  |
| <b>2. Fundraising</b>        | <b>2024</b>  | <b>2023</b>  |
| P&SA (RHSSS)                 | 4808         | 4251         |
| P&SA (RTCS)                  | 2525         | 2504         |
| P&SA (UBF)                   | 3449         | 3512         |
| P&SA (MAS)                   | 2132         | 2141         |
| Other                        | 544          | 0            |
|                              | <b>13458</b> | <b>12408</b> |
| <b>3. Generated</b>          | <b>2024</b>  | <b>2023</b>  |
| Cues/Subscriptions           | 3712         | 4769         |
| <b>4. Grants</b>             | <b>2024</b>  | <b>2023</b>  |
| MSSC                         | 17000        | 0            |
| <b>5. Other</b>              | <b>2024</b>  | <b>2023</b>  |
| Rent                         | 4658         | 5749         |
| Eon Solar Panels             | 1848         | 1604         |
| Scrap Metal                  | 0            | 49           |
| Sundry                       | 1500         | 874          |
|                              | <b>8006</b>  | <b>8276</b>  |
| <b>6. Investments</b>        | <b>2024</b>  | <b>2023</b>  |
| Interest                     | 858          | 217          |
| <b>7. Overheads</b>          | <b>2024</b>  | <b>2023</b>  |
| Heat and Light               | 3437         | 3199         |
| Water                        | 895          | 646          |
| Telephone                    | 1378         | 1178         |
| Building Maintenance         | 3146         | 645          |
| Main Deck Refurbishment      | 27961        | 0            |
| Vehicle Maintenance          | 1888         | 276          |
| Equipment Maintenance        | 22           | 604          |
| Insurance                    | 2758         | 2383         |
| Catering                     | 406          | 206          |
| Fuel                         | 606          | 1910         |
| Marketing/Postage/Stationery | 466          | 1797         |
| Sundries                     | 2386         | 1124         |
|                              | <b>45349</b> | <b>15101</b> |

**Malvern Unit (Unit 582) of the Sea Cadet Corps**

**Notes to Accounts cont:**

|  |             |             |
|--|-------------|-------------|
| <b>8. Operating</b>  | <b>2024</b> | <b>2023</b> |
| Courses  | 685         | 1566        |
| <b>9. Fundraising</b>  | <b>2024</b> | <b>2023</b> |
| P&SA Show Costs  | 1200        | 2274        |
| Van Hire & Clothing  | 940         | 0           |
|  | <b>2140</b> | <b>2274</b> |
| <b>10. Assets (Vehicles after Depreciation)</b>                    | <b>2024</b> | <b>2023</b> |
| Minibus  | 0           | 0           |
| <b>11. Assets (Computers &amp; Other Equip after Depreciation)</b> | <b>2024</b> | <b>2023</b> |
| Laptops  | 910         | 1071        |
| <b>12. Professional Fees</b>                                       | <b>2024</b> | <b>2023</b> |
| Accounts – Independent Examiner                                    | 150         | 150         |

END.

**MALVERN UNIT 582 OF THE SEA CADET CORPS**

England & Wales - Charity number 511618

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# Accounts

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**MALVERN UNIT NO 582 OF THE SEA CADET CORPS**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**REGISTERED CHARITY NUMBER: 511618**

## **CONTENTS**

- Report of the Trustees
- Legal & Administrative Information
- Acknowledgements
- Report of the Independent Examiner
- Receipts and Payment Accounts
- Statement of Assets and Liabilities
- Notes to the Accounts

## **REPORT OF THE TRUSTEES OF MALVERN (UNIT 582) OF THE SEA CADET CORPS**

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2023. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

### **Aim of the Sea Cadet Corps**

The aim of the Sea Cadets Corps is to give young people the best possible head start in life, through nautical adventure and fun.

### **Charitable Purpose**

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual, and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

### **Public Benefit**

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps
- Movement such as waterborne activities, events and competitions at district, area, and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions.

## **Structure, Governance and Management**

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 10<sup>th</sup> July 1981 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> December 2017.

### **Recruitment and Appointment of the Trustees**

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. Unit Management Team (UMT) office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

### **Responsibilities of the Trustees**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Organisational Achievements and Performance

### Trustees Report – MALVERN

#### Chairmans Statement

If I had to describe the last 18 months in just a few words, I would say it's been a time of:

- CHANGE
- PROGRESS
- CHALLENGE
- ACHIEVEMENT
- PRIDE

As ever, everything we do here relies on the commitment and goodwill of our staff and other volunteers, all of whom give freely of what is often significant amounts of time and effort, to ensure the smooth operation of the Unit and provide the wide array of activities and experiences for our cadets and juniors in a safe and compliant manner.

Whilst I thank everyone involved, there are a few individuals I would specifically like to mention:

1. LT PAM HOLLOWAY our former CO, moved on at the start of the year having served as CO here at Malvern Unit for almost 8 years – her commitment, dedication, and achievements during that period, made a positive impact both at the Unit and to the lives of many cadets who were under her command in that period. We are hugely grateful for her legacy.
3. JOHN BROOK, our former President, stood down in Q1 of 2023 after several decades of support and commitment in a variety of capacities at this Unit – we are indebted to him for the contribution he has made to the success of the Unit.
4. CAROL TILEY MBE, our Area Chair who has supported us through some challenging times in the past 18 months and without whom, we may have been unable to continue operating. I cannot thank her enough for her continuing support of this Unit and the personal guidance and support she has given to me.
4. ANGELA PARKER has been the Chair of our Parent & Supporters (P&SA) group for many years, with the support of a dedicated team of volunteers, many of whom, including her Deputy Sarah Veale, have been involved in raising funds for the Unit over several decades. Angie and Sarah have decided to step aside for others to take the P&SA reins going forward. We are indebted to Angie, Sarah and all those members of the P&SA for their commitment and dedication, as well as the significant monies they have raised over many years. We do of course hope that we will continue to sustain our P&SA group, from whom we derive so much of our funding.
5. SLT ALLEISHA LEWIN our current CO, is shortly due to commence maternity leave until mid-2024. I would like to thank her for all she has achieved since being appointed and wish her well for her maternity, Lt Alex Malm has been appointed to act as Officer in Charge (OIC) for the duration of Alleisha's absence and again, I congratulate Alex and wish him well for this term of office.

#### THE CHANGE JOURNEY

Change is essential if we want to grow and develop our full potential at the Unit and within the community. In February of this year, we had a staff and volunteer input session to help shape some ideas on how we could improve what we do and the way in which we do it.

We were fortunate to win grant funding last December from MSSC to undertake physical improvements to the Unit Hall/Main Deck we are in – work which completed in July 2023. Apart from achieving a brighter look and feel, the new ceiling has improved Unit insulation and should help contain the impact from higher heating costs.

During the financial year, we benefited from heavily subsidised laptop costs and were able to purchase 15 new laptops which we are in the process of enabling for use in cadet training.

Many other changes have taken place in the background to ensure we make our operational activities safe and secure for our cadets and volunteers, and work is continuing on this and on various other areas.

As ever, our door is always open to anyone wishing to help us in a volunteering capacity and we will aim to be as flexible as possible around your skills, capabilities, and time constraints – as Parents and Supporters, please chat to us afterwards if you think you can spare a little of your time.

Finally, I would like to thank you all for the support you already give, and thank Alleisha, Alex and the whole staff and volunteer team for their hard work throughout the year, and the cadets and juniors who help make the Unit what it is.

### Commanding Officer Report

The 2022/23 financial year was a period of significant change for Malvern Sea Cadets. In January 2023 the unit said goodbye to Lt (SCC) Pamela Holloway RNR after over 7 years in charge. In her Unit Review report she noted that the UMT continued to work under the leadership of Mrs. Carol Tiley, and that during this time the UMT had been supportive in moving the unit forward. It was also noted that the unit now has the support of Chaplain (SCC) Ken Martin 2 nights a month.

Other staffing changes saw the District Officer (DO), Lt Cdr (SCC) Martyn Barber RNR take over as Commanding Officer from January to April and the transfer of staff to and from other units. At year's end the staffing numbers were as follows:

---

|                          |   |
|--------------------------|---|
| Unit Assistants          | 1 |
| Civilian Instructors     | 1 |
| Senior Rates             | 5 |
| Officers                 | 4 |
| Unit Management Trustees | 7 |

We are always looking to increase the number of adult volunteers we have onboard to support both the instructional and unit management teams. If you or somebody you know might be interested, please feel free to have a chat with one of us. No experience is necessary, and support will be given to get you to where you want and need to be.

In addition, cadet numbers and retention were an area identified for improvement throughout the year, and below you can see how numbers have trended over the last 5 years:

---

|                   | 2022/23   | 2021/22   | 2020/21   | 2019/20   | 2018/19   |
|-------------------|-----------|-----------|-----------|-----------|-----------|
| Cadets            | 11        | 14        | 18        | 15        | 18        |
| New Entries       | 0         | 1         | 2         | 2         | 2         |
| Junior Sea Cadets | 8         | 8         | 4         | 4         | 6         |
|                   | <b>19</b> | <b>23</b> | <b>24</b> | <b>21</b> | <b>26</b> |

---

As a result of cadets aging out, leaving the unit, and despite the uptick in Junior Sea Cadet enrolments, at year's end the unit was operating at roughly 64% capacity. We continue to advertise and aim to improve our levels of active recruitment, though again would appreciate your support in sharing our message.

The table below highlights the number of cadets and adults joining the sea cadets (TOS) and leaving the sea cadets (SOS) in the unit between April 1<sup>st</sup> 2022 and March 31<sup>st</sup> 2023.

| <b>TOS / SOS</b>           | <b>Number</b> |
|----------------------------|---------------|
| Cadets Taken on Strength   | 12            |
| Cadets Struck off Strength | 22            |
| Adults Taken on Strength   | 2             |
| Adults Taken off Strength  | 6             |

During this time a wide variety of qualifications were attained by cadets and adults as evidenced below:

| <b>Qualification</b>            | <b>Number Gained</b> |
|---------------------------------|----------------------|
| Water Safety Test               | 19                   |
| Swimming Test                   | 11                   |
| Rowing Taster                   | 12                   |
| Competent Crew                  | 11                   |
| British Rowing - Go Row 1       | 11                   |
| Rowing Coxswain                 | 1                    |
| Paddle Discover                 | 3                    |
| Powerboat Level 1               | 1                    |
| RYA YSS Sailing Stage 2         | 1                    |
| RYA Start Yachting              | 1                    |
| Offshore Sail Grade 1           | 1                    |
| Basic Seamanship                | 2                    |
| Basic Catering                  | 1                    |
| Basic Marine Engineering        | 5                    |
| Advanced Mechanical Engineering | 1                    |
| Basic First Aid                 | 2                    |
| Intermediate First Aid          | 5                    |
| Advanced First Aid              | 2                    |
| RYA Essential Navigation        | 1                    |
| Basic Campcraft                 | 7                    |
| Basic Mountain Biking           | 6                    |
| Intermediate Mountain Biking    | 2                    |
| Basic Piping                    | 3                    |
| BTEC Level 1                    | 4                    |
| BTEC Level 2                    | 1                    |
| Junior Green Module             | 1                    |
| Junior Blue Module              | 2                    |
| Junior Red Module               | 3                    |
| First Aid Instructor            | 2                    |
| Safeguarding Instructor         | 1                    |

It was noted by the DO that the unit had achieved an “excellent” level of boating hours, achieving 128% of the required average. He commented that boating qualifications had made a good improvement on last year with an 18% uplift. Promotion levels were also commented on and can be seen below:

| Promotions             | Number |
|------------------------|--------|
| Junior Cadet 1st Class | 2      |
| Cadet                  | 4      |
| Cadet First Class      | 3      |
| Able Cadet             | 2      |
| Leading Cadet          | 1      |

In addition to the above training, the unit was complimented on its “excellent competition activity” where cadets (both Juniors and Seniors) represented the unit at District, Area, and National level in a variety of competitions.

| Event                          | Cadets | Adults |
|--------------------------------|--------|--------|
| Area Drill and Piping 2022     | 3      | 1      |
| District Rowing 2022           | 13     | 4      |
| District Paddle sport 2022     | 6      | 4      |
| Area Paddle sport 2022         | 3      | 3      |
| Area Rowing 2022               | 9      | 3      |
| National Paddle sport 2022     | 1      | 1      |
| District Swimming 2022         | 6      | 3      |
| Area Swimming 2022             | 4      | 2      |
| District Football 2022         | 10     | 4      |
| Area Football 2023             | 4      | 3      |
| District Drill and Piping 2023 | 10     | 6      |
| Area Drill and Piping 2023     | 3      | 2      |

As you will see from the numbers above, the unit’s adults provided plentiful support and participation at District and Area level, not to mention the weekly parade nights, general day-to-day running and training weekends not captured in the statistics.

The unit has also been involved in several community events throughout the year, fundraising and raising the profile for both the unit and other charities:

| Event                          | Cadets | Adults |
|--------------------------------|--------|--------|
| RHS Spring Show 2022           | 5      | 9      |
| Worcester Marathon 2022        | 4      | 3      |
| Royal Three Counties Show 2022 | 0      | 3      |
| Armed Forces Day 2022          | 10     | 6      |
| Upton Blues Festival 2022      | 0      | 3      |
| Commonwealth Baton Event       | 6      | 7      |
| RHS Autumn Show 2022           | 3      | 10     |
| Poppy Collection 2022          | 7      | 4      |
| Remembrance Parade 2022        | 13     | 6      |

Lt (SCC) Holloway RNR also emphasised the efforts made by the unit and particular individuals in their work to maintain a safe and effective training atmosphere for cadets and staff alike. I know that this continues to be an area of intense focus within the UMT / instructional team, and I am grateful to those of you that work so hard to ensure we are following policy and procedure and offering the safest possible environment for our adults and young people.

Ultimately, whilst I was not appointed until after the reporting period, I hope that those of you involved with the unit in whatever capacity will agree that the unit has shown resilience, and determination in the face of continual unprecedented challenges. Whilst I am due to go on maternity leave this week, I am leaving the unit in the capable hands of my First Lieutenant, Lt (SCC) Alex Malm RNR, and am sure that he will continue all the good work we have set out to achieve going forward. May I also take this opportunity to thank you all for your continued support of Malvern Sea Cadets, and I look forward to showing you all how we will have grown and developed this time next year.

## **Treasurers Report**

2022/23 (to 31<sup>st</sup> March 2023) revenue was broadly on a par with the year prior, though the sources of funds significantly different:

Grant funding from MSSC was down c £7.5k from £9.5k in 21/22 to £2k in the last financial year. This was due to the unit receiving a heating system grant in 21/22 and no new grant application funds being paid out to the Unit in Financial year 22/23. (Grant funds for Main Deck/Hall improvements are included in the current year 23/24 accounts).

Govt. Covid grants reduced to nil from the previous year's figure of £2.7k coupled with a reduction in other donations down from £2.8k to £1.1k. Payment of a regular grant/donation from Hawthorne Trust for £2.5k was lost/delayed in the post and only received after the financial year end.

Cues/subscription income improved by around £2k due to improved payment and collection diligence, including recovery of arrears.

Rental income was ahead by £1.7k from the previous year due to payment and collection diligence.

The biggest revenue change came about with P&SA fundraising activities which returned to pre-COVID levels with revenue up from £2.9k in 21/22 to £12.4k in 22/23.

Interest rate increases for bank deposits meant an improved interest return on our reserve funds held on deposit.

Operating expenses for the year were down from £24.5k to £19.2k, largely because of the heating installation costs being met in 21/22.

Total bank balances increased from £45.2k on 31<sup>st</sup> Mar 2022 to £54.8k on 31<sup>st</sup> Mar 2023 of which £33.7k represents funds that are ring-fenced for reserves or planned/pending expenditure. This left £21.1k available for general expenditure on ad hoc and other cadet-related expenditure.

Going forward, we are aiming to increase our share of revenue from grant funding to maintain cues and other cost subsidies to cadets and their families, whilst also improving Unit facilities, boating facilities, general kit and enabling growth in our cadet numbers.

## **Financial Accounts**

The Independent Examiners report of our Final Year End Accounts to 31<sup>st</sup> March 2023 (presented here for adoption at this meeting), was carried out by Cecile Hunt and signed off as in order as of 26<sup>th</sup> November 2023

Adoption of these was proposed by Andy Gurnett (Trustee) & Seconded Alleisha Lewin (Commanding Officer/Trustee).

**P&SA Report**

None provided. Update included within Treasurers Report.

**Election/Re-election of the Unit Management Team (UMT) Trustees**

As is customary, all UMT members/Trustees stood down and those happy to re-stand/stand were confirmed.

**AGM Meeting closed at 19.30.**

Approved by the trustees and signed on its behalf on 5/12/2023

**David Black, Chair of the Board of Trustees**

## Legal and Administrative Information

### Charity Details:

|  |   |
|--|---|
| Charity Name:                              | MALVERN (Unit 582) of the Sea Cadets Corps  |
| Charity Status:                            | Unincorporated  |
| Registered Charity No:                     | 511618  |
| Registered Office and Operational Address: | Spring Lane South, MALVERN, WR14 1AT  |
| Telephone Number                           | 01684 565740  |
| Email:                                     | uaomalvern@gmail.com  |
| Website                                    | <a href="https://www.sea-cadets.org/malvern">https://www.sea-cadets.org/malvern</a> |

### Trustees:

Chair:  
David Black

Treasurer:  
Carol Tiley MBE

Secretary:  
Natasha Adams

Trustees:  
David Black  
Carol Tiley MBE  
Steven Green  
Jonathan Holloway  
Andrew Gurnett  
Natasha Adams  
Alexander V Malm

**Holding (Custodian) Trustees:** The Marine Society & Sea Cadets (MSSC)

**Independent Examiner:** Cecile Hunt, FMAAT Licensed Accountant.

**Bank:** Lloyds Banking Group

## **Acknowledgements**

Our thanks go to all our adult volunteers past and present / uniformed and civilian instructors, management team, unit assistants, our P&SA volunteers as well as other supporters, District and Area staff for their guidance/support and MSSC.

Thanks also to our cadets and juniors,

Without the dedication and commitment of everyone involved, we would not be here.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
MALVERN (UNIT 582) OF THE SEA CADET CORPS.**

**Cecile Hunt** *FMAAT Guiding Businesses to Success*

45 Allaston Road, Lydney, Gloucestershire, GL15 5SS Tel: 01594 842164 Mob: 07963 892 439  
Email: cecilehunt@btinternet.com

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
Malvern Unit No 582 of the Sea Cadet Corps  
CHARITY No:511618**

I report on the accounts of Malvern Unit No 582 of the Sea Cadet Corps for the year ended 31<sup>st</sup> March 2023.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for:

- The preparation of the accounts.
- The Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to:

- Examine the Accounts under Section 145 of the Charities Act
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) of the Charities Act), and
- To state whether particular matters have come to my attention

**Basis of Independent Examiner's Report**

My examination included a review of the accounting records kept by the Charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures I undertake 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 Statements**

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

- (1) Which give me reasonable cause to believe that in any material respect the requirements: to keep proper accounting records in accordance with section 130 of the Charities Act; to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 financial statements to be reached.

Cecile Hunt FMAAT

Date: 26 Nov 2023

Licensed and regulated by AAT  
under licence number 3129

Receipts & Payments Account for the Period 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

|  | Note     | Unrestricted | Restricted | 2023         | 2022         |
|--|----------|--------------|------------|--------------|--------------|
|  |          | £            | £          | £            | £            |
| <b><u>RECEIPTS</u></b>                   |          |              |            |              |              |
| Donations                                | 1        | 1050         | 0          | 1050         | 2792         |
| Fundraising                              | 2        | 12408        | 0          | 12408        | 2930         |
| Generated                                | 3        | 4769         | 0          | 4769         | 2794         |
| Grants                                   | 4        | 2032         | 0          | 2032         | 12263        |
| Other                                    | 5        | 8276         | 0          | 8276         | 7822         |
| Investments                              | 6        | 217          | 0          | 217          | 5            |
| <b>TOTAL RECEIPTS</b>                    |          | <b>28752</b> | <b>0</b>   | <b>28752</b> | <b>28606</b> |
| <b><u>PAYMENTS</u></b>                   |          |              |            |              |              |
| Overheads                                | 7        | 13968        | 0          | 13968        | 23140        |
| Operating                                | 8        | 1566         | 0          | 1566         | 1096         |
| Charitable Activity                      |          | 0            | 0          | 0            | 0            |
| Fundraising                              | 9        | 2274         | 0          | 2274         | 250          |
| Professional Fees                        | 12       | 150          | 0          | 150          | 0            |
|  |          | <b>17958</b> | <b>0</b>   | <b>17958</b> | <b>24486</b> |
| <b><u>ASSETS &amp; INVESTMENTS</u></b>   |          |              |            |              |              |
| Fixed Assets                             |          | 1260         | 0          | 1260         | 0            |
| Investment                               |          | 0            | 0          | 0            | 0            |
|  |          | <b>0</b>     | <b>0</b>   | <b>0</b>     | <b>0</b>     |
| <b>TOTAL PAYMENTS</b>                    |          | <b>19218</b> | <b>0</b>   | <b>19218</b> | <b>24486</b> |
| <b>Net Income / (outgoing) resources</b> |          | <b>9534</b>  | <b>0</b>   | <b>9534</b>  | <b>4120</b>  |
| <b>Transfer between funds</b>            |          | <b>0</b>     | <b>0</b>   | <b>0</b>     | <b>0</b>     |
| <b>Cash Funds From Last Year</b>         |          | <b>45294</b> | <b>0</b>   | <b>45294</b> | <b>41174</b> |
| <b>TOTAL CASH FUNDS</b>                  | <b>*</b> | <b>54828</b> | <b>0</b>   | <b>54828</b> | <b>45294</b> |

\* 2021/22 Total Cash Funds -£1 due to rounding

**Statement of Assets & Liabilities as at 31<sup>st</sup> March 2023**

| <b>ASSETS &amp; LIABILITIES</b>              |    | <b>Unrestricted</b> | <b>Restricted</b> | <b>2023</b>   | <b>2022</b>   |
|--|----|---------------------|-------------------|---------------|---------------|
|  |    | £                   | £                 | £             | £             |
| <b>CASH FUNDS</b>                            |    |                     |                   |               |               |
| Business Accounts                            |    | 20906               | 21240             | 42146         | 33068         |
| Petty Cash                                   |    | 238                 | 0                 | 238           | 0             |
| <b>NET CURRENT ASSETS</b>                    |    | <b>21144</b>        | <b>21240</b>      | <b>42384</b>  | <b>33068</b>  |
|  |    |                     |                   |               |               |
|  |    |                     |                   |               |               |
| <b>OTHER MONETARY ASSETS</b>                 |    | <b>0</b>            | <b>12444</b>      | <b>12444</b>  | <b>12227</b>  |
|  |    |                     |                   |               |               |
| <b>INVESTMENT ASSETS</b>                     |    | <b>0</b>            | <b>0</b>          | <b>0</b>      | <b>0</b>      |
| -  |    |                     |                   |               |               |
| <b>ASSETS RETAINED FOR CHARITY'S OWN USE</b> |    |                     |                   |               |               |
| Land & Buildings                             |    | 200000              | 0                 | 200000        | 200000        |
| Boats  |    | 0                   | 0                 | 0             | 0             |
| Vehicles                                     | 10 | 0                   | 0                 | 0             | 0             |
| Computers & Other Equipment                  | 11 | 1071                | 0                 | 1071          | 0             |
| <b>TOTAL FIXED ASSETS</b>                    |    | <b>201071</b>       | <b>0</b>          | <b>201071</b> | <b>200000</b> |
| -  |    |                     |                   |               |               |
|  |    |                     |                   |               |               |
| <b>LIABILITIES</b>                           |    |                     |                   |               |               |
| Independent Examination                      |    | 0                   | 0                 | 0             | 0             |
|  |    |                     |                   |               |               |

**Restricted Funds**

*These are ring-fenced funds for known/planned expenditure. Includes £8.5k contribution towards £25k Building refurbishment project, £7.5k towards mountain bikes and associated storage & maintenance,*

*£2k for additional storage unit, and various other approved smaller spend commitments.*

*"Other monetary assets" are reserve funds for operating cost contingency, on deposit with CCLA Investment Managers.*

## **Notes to Accounts:**

| <b>1. Donations</b> | <b>2023</b> | <b>2022</b> |
|---------------------|-------------|-------------|
| Small donations     | 1050        | 292         |
| Hawthorne Trust     | 0           | 2500        |
|                     | <b>1050</b> | <b>2792</b> |

| <b>2. Fundraising</b> | <b>2023</b>  | <b>2022</b> |
|-----------------------|--------------|-------------|
| P&SA (RHS SS)         | 4251         | 0           |
| P&SA (3CS)            | 2504         | 0           |
| P&SA (UBF)            | 3512         | 0           |
| P&SA (RHS AS)         | 2141         | 2930        |
|                       | <b>12408</b> | <b>2930</b> |

| <b>3. Generated</b> | <b>2023</b> | <b>2022</b> |
|---------------------|-------------|-------------|
| HQ Grants           | 0           | 0           |
| Cues/Subscriptions  | 4769        | 2794        |
|                     | <b>4769</b> | <b>2794</b> |

| <b>4. Grants</b> | <b>2023</b> | <b>2022</b>  |
|------------------|-------------|--------------|
| MSSC             | 2032        | 9596         |
| Covid Grants     | 0           | 2667         |
|                  | <b>2032</b> | <b>12263</b> |

| <b>5. Other</b>  | <b>2023</b> | <b>2022</b> |
|------------------|-------------|-------------|
| Rent             | 5749        | 4004        |
| Eon Solar Panels | 1604        | 1526        |
| Scrap Metal      | 49          | 43          |
| Sundry           | 874         | 2211        |
| Recycle Bank     | 0           | 38          |
|                  | <b>8276</b> | <b>7822</b> |

| <b>6. Investments</b> | <b>2023</b> | <b>2022</b> |
|-----------------------|-------------|-------------|
| Interest              | <b>217</b>  | <b>5</b>    |

**Notes to**  
**Accounts cont:**

|  |              |              |
|--|--------------|--------------|
| <b>7. Overheads</b>  | <b>2023</b>  | <b>2022</b>  |
| Heat and Light   | 3199         | 2495         |
| Water  | 646          | 535          |
| Telephone  | 1178         | 1091         |
| Building Maintenance   | 645          | 13722        |
| Vehicle Maintenance  | 276          | 615          |
| Equipment Maintenance  | 604          | 428          |
| Insurance  | 2383         | 2049         |
| Catering   | 206          | 245          |
| Fuel   | 1910         | 459          |
| Marketing / Postage / Stationery                                   | 1797         | 236          |
| Sundries   | 1124         | 1265         |
|  | <b>13968</b> | <b>23140</b> |
| <b>8. Operating</b>  | <b>2023</b>  | <b>2022</b>  |
| Courses  | 1566         | 1096         |
| <b>9. Fundraising</b>  | <b>2023</b>  | <b>2022</b>  |
| P&SA Show Costs  | 2274         | 250          |
| <b>10. Assets (Vehicles after Depreciation)</b>                    | <b>2023</b>  | <b>2022</b>  |
| Minibus  | 0            | 0            |
| <b>11. Assets (Computers &amp; Other Equip after Depreciation)</b> | <b>2023</b>  | <b>2022</b>  |
| Misc   | 1071         | 0            |
| <b>12. Profesional Fees</b>  | <b>2023</b>  | <b>2022</b>  |
| Accounts - Independent Examiner                                    | 150          | 0*           |

\* £150 fee included with "Sundries" Expenditure 21/22

**MALVERN UNIT 582 OF THE SEA CADET CORPS**

England & Wales - Charity number 511618

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# Accounts

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**MALVERN UNIT 582 OF THE SEA CADET CORPS**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**REGISTERED CHARITY NUMBER: 511618**

|   |  |
|---|--|
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## **REPORT OF THE TRUSTEES OF MALVERN (UNIT 582) OF THE SEA CADETS.**

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2022. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

### **Aim of the Sea Cadet Corps**

The aim of the Sea Cadets Corps is to give young people the best possible head start in life, through nautical adventure and fun

### **Charitable Purpose**

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual, and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos, and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

### **Public Benefit**

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps
- Movement such as waterborne activities, events and competitions at district, area and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions

## **Organisational Achievements and Performance**

### **Trustees Report –**

In order to ease the pressure on the charity's management team, I have been standing in as a non-voting, interim chairperson since the last AGM. This has allowed us to review and update processes & procedures within the unit. I cannot thank David Black enough for his patience and determination in sorting out all the areas of the charity's financial controls. He has streamlined and modernised the processes to ensure that all monies are accounted for & funds due to the unit are collected. It's been a pleasure to work with David. Sadly, Rita Tucker has decided not to re-stand for election as a trustee due to work pressures. I would like to thank Rita for all her enthusiasm and work since she became chair in October 2018.

Malvern unit are also very fortunate to have such a great Parents and Supports Assn, led by Angie Parker. They have raised significant sums for the unit every year. I would like to pass on the sincere thanks to all those that help with the P & SA, you are worth your weight in gold! Thank you.

The lack of trustee has become a significant problem for the charity. If we cannot find suitable people with the relevant skills tonight, the Charity & in turn the unit, is at risk of closure. This is something nobody wants to see.

I shall be asking for volunteers to come forward to discuss the role of trustee without obligation tonight. We particularly need to fill the role of treasurer and secretary, someone to help with grant applications and another to help with the unit health & safety compliance checks.

All cadet training news will be covered by Lt Pam Holloway, but I am appealing for help with the important compliance work that happens in the background.

### **Commanding Officer Report:**

Another year has nearly passed since our AGM in November 2021 and my seventh year as Commanding Officer of TS Duke of York.

The Unit Management Committee under the leadership of the Chairperson, Mrs Carol Tiley and her team have been very supportive this year moving Malvern Unit forward however, will leave Carol to update you. Activities and opportunities have been offered to the cadets f2f however continuing with virtual sessions when f2f is not always possible. Numerous qualifications have been achieved in Piping, Seamanship, First Aid with two cadets currently completing their FAW, Mountain Biking, hillwalking (Navigation), Advanced Mechanical Engineering. Juniors have also attended a number of STEM days during the year and enjoyed a weekend at Long Mynd, Shropshire in June.

Safeguarding issues, are quickly identified and solutions put in place for going forward, reassuring any concerns

We have had a good year with boating at Upton Marina with many hundreds of hours, obtaining qualifications in Kayaking and Rowing, entering both District & Area competitions. Numerous swim tests achieved for those new juniors and cadets to the Unit. Two cadets attended Nationals in London and achieve gold and silver medals, excellent result.

Malvern unit have continued with the development of staff during the period from January to include qualifications in FAW and Catering. This is, in no small measure down to the dedication and commitment of the volunteer staff members who continue to give generously of their time.

Malvern Unit staff and cadets completed the first community event on Sunday 16<sup>th</sup> May – Worcester Marathon (no they did not take part) as water station monitors. Cadets and staff have been involved with poppy selling this year which was the first time for a number of years.

### CADETS/JUNIORS

In terms of cadets’ numbers, we are down currently and need to focus with a recruitment campaign to increase the numbers. We have seen senior cadets leave having attained 18, so we are thin on the ground for seniors, however there is an increase in younger cadets (mainly male, so we need to encourage the females to join). Juniors under the command of our OIC PO Toni Soars had seen a good increase in numbers, although a couple have transferred over to cadets, however, we are going in the right direction seeing a few more through the door.

|                   | <u>2022/21</u> | <u>2021/20</u> | <u>2020/19</u> | <u>2018/2019</u> |
|-------------------|----------------|----------------|----------------|------------------|
| Bluejacket Cadets | 14             | 18             | 15             | 18               |
| New Entries       | 1              | 2              | 2              | 2                |
| Junior Sea Cadets | 8              | 4              | 4              | 6                |
|                   | <b>23</b>      | 24             | 21             | 25               |

### STAFF

The Unit currently have 11 staff, four Officers and seven senior rates. Having said that, two staff are at university. We have a new Chaplin Ken Martin joining us two parade nights a month, a very warm welcome. The Unit is currently, upskilling existing staff to replace the skills we are losing. If you know of anyone wishing to join cadets who have skills such as Mechanical Engineering, First Aid or even RYA qualifications, please can you let me know.

At this point, I would like to mention this unit could not have operated without the dedication of our Administration staff Mrs Amanda Barber, whose role is crucial to the running of the Unit, and although not always present at the unit, has been supporting from home especially with the number of emails I continue to send, and would like to say a sincere BIG THANK YOU.

### HEALTH & SAFETY

Malvern Staff and I continue to put the health, safety, and welfare of the Cadets first and this is reflected in the training, planning and preparation for activities as we look to continually develop a safety culture. I would like to thank Lt Anthony Barber for his dedication, commitment, and hard work during this extraordinary time as he is not only a uniform staff member, but he also continually works behind the scenes to ensure the Unit is a safe environment for cadets/staff to train. Thank you for being a rock to Malvern Unit.

### REMEMBRANCE SUNDAY

Malvern Unit attended the parade on Remembrance Sunday in Malvern Town Centre on the 13th November. The Unit joined in the small service and laid a poppy wreath at the Cenotaph at Malvern Library.

Looking forward, I hope of course as we enter 2023, Malvern Unit needs to show resilience, determination, positivity, support for cadets and staff alike for continual unprecedented challenges that we may face and continue to deliver great experiences to our cadets. May I also take this opportunity to thank you all for your continued support of Malvern Sea Cadets.

### **Treasurer's report**

Whilst a challenging 12 months due to COVID impacts affecting operational activities at the Unit, overall income held up well against the preceding 12-month period, falling only marginally.

Costs overheads were ahead of the previous year by circa £9k due almost entirely to the installation of LPG Central Heating in the Unit at a total cost of £12947 (substantially funded by a grant).

P&SA driven fundraising activities resumed for the RHS Autumn Show at Malvern Showground in September 2021 resulting in a funding boost of almost £3k.

Cues income was ahead by just over £1k on preceding year. Course costs were also up by circa £1k, reflecting the increased training activities undertaken in part remotely due to COVID constraints.

Bank and other cash deposits were ahead by circa £4k at the financial year end at just under £45.3k of which £12.2k is ring-fenced as Unit reserve funds.

### **Grants & Donations**

The Unit greatly benefitted from COVID related grants received from both MSSC (£9.6k) and Government COVID grants (£2.6k) distributed via Malvern Hills District Council, to offset the negative impacts of shutdown due to COVID restrictions in the period.

### **Financial Accounts**

The final accounts (attached separately) have been independently reviewed and signed off as in order as of 23<sup>rd</sup> November 2022 and are presented here for adoption at this meeting.

### **Receipts & Payments Account for the Period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

|                 | Note | Unrestricted | Restricted | 2022 | 2021 |
|-----------------|------|--------------|------------|------|------|
| <b>RECEIPTS</b> |      | £            | £          | £    | £    |
| Donations       | 1    | 2792         | 0          | 2792 | 8113 |

|  |   |              |          |              |              |
|--|---|--------------|----------|--------------|--------------|
| Fundraising                              | 2 | 2930         | 0        | 2930         | 0            |
| Generated                                | 3 | 2794         | 0        | 2794         | 1604         |
| Grants                                   | 4 | 12263        | 0        | 12263        | 12268        |
| Other                                    | 5 | 7822         | 0        | 7822         | 8746         |
| Investments                              | 6 | 5            | 0        | 5            | 15           |
| <b>TOTAL RECEIPTS</b>                    |   | <b>28606</b> | <b>0</b> | <b>28606</b> | <b>30746</b> |
|  |   |              |          |              |              |
| <b><u>PAYMENTS</u></b>                   |   |              |          |              |              |
| Overheads                                | 7 | 23140        | 0        | 23140        | 15101        |
| Operating                                | 8 | 1096         | 0        | 1096         | 136          |
| Charitable Activity                      |   | 0            | 0        | 0            | 0            |
| Fundraising                              | 9 | 250          | 0        | 250          | 0            |
| Professional Fees                        |   | 0            | 0        | 0            | 0            |
|  |   | <b>24486</b> | <b>0</b> | <b>24486</b> | <b>15237</b> |
|  |   |              |          |              |              |
| <b><u>ASSETS &amp; INVESTMENTS</u></b>   |   |              |          |              |              |
| Fixed Assets                             |   | 0            | 0        | 0            | 0            |
| Investment                               |   | 0            | 0        | 0            | 0            |
|  |   | <b>0</b>     | <b>0</b> | <b>0</b>     | <b>0</b>     |
|  |   |              |          |              |              |
| <b>TOTAL PAYMENTS</b>                    |   | <b>24486</b> | <b>0</b> | <b>24486</b> | <b>15237</b> |
|  |   |              |          |              |              |
| <b>Net Income / (outgoing) resources</b> |   | <b>4120</b>  | <b>0</b> | <b>4120</b>  | <b>15509</b> |
|  |   |              |          |              |              |
| <b>Transfer between funds</b>            |   | 0            | 0        | 0            | 0            |
|  |   |              |          |              |              |
| <b>Cash Funds From Last Year</b>         |   | 41174        | 0        | 41174        | 25665        |
|  |   |              |          |              |              |
| <b>TOTAL CASH FUNDS</b>                  | * | <b>45294</b> | <b>0</b> | <b>45294</b> | <b>41174</b> |
|  |   |              |          |              |              |

\* 2021/22 Total Cash Funds -£1 due to rounding

### Statement of Assets and Liabilities as at 31<sup>st</sup> March 2022

| <b><u>ASSETS &amp; LIABILITIES</u></b> |  | <b>Unrestricted</b> | <b>Restricted</b> | <b>2022</b>  | <b>2021</b>  |
|--|--|---------------------|-------------------|--------------|--------------|
| <b>CASH FUNDS</b>                      |  | <b>£</b>            | <b>£</b>          | <b>£</b>     | <b>£</b>     |
| Business Accounts                      |  | 33068               | 0                 | 33068        | 28952        |
| Petty Cash                             |  | 0                   | 0                 | 0            | 0            |
| <b>NET CURRENT ASSETS</b>              |  | <b>33068</b>        | <b>0</b>          | <b>33068</b> | <b>28952</b> |

|  |    |               |          |               |               |
|--|----|---------------|----------|---------------|---------------|
|  |    |               |          |               |               |
| <b>OTHER MONETARY ASSETS</b>                 |    | 12227         | 0        | 12227         | 12222         |
|  |    |               |          |               |               |
| <b>INVESTMENT ASSETS</b>                     |    | 0             | 0        | 0             | 0             |
| -  |    |               |          |               |               |
| <b>ASSETS RETAINED FOR CHARITY'S OWN USE</b> |    |               |          |               |               |
| Land & Buildings                             |    | 200000        | 0        | 200000        | 200000        |
| Boats  |    | 0             | 0        | 0             | 0             |
| Vehicles                                     | 10 | 0             | 0        | 0             | 2135          |
| Computers & Other Equipment                  | 11 | 0             | 0        | 0             | 1             |
| <b>TOTAL FIXED ASSETS</b>                    |    | <b>200000</b> | <b>0</b> | <b>200000</b> | <b>202136</b> |
| -  |    |               |          |               |               |
|  |    |               |          |               |               |
| <b>LIABILITIES</b>                           |    |               |          |               |               |
| Independent Examination                      |    | 0             | 0        | 0             | 0             |
|  |    |               |          |               |               |

**Notes to Accounts:**

| <b>1. Donations</b> | <b>2022</b> | <b>2021</b> |
|---------------------|-------------|-------------|
| Small donations     | 292         | 1284        |
| Watson              | 0           | 0           |
| Hawthorne Trust     | 2500        | 1000        |
| Pavillion Rooms     | 0           | 0           |

|                  |   |      |
|------------------|---|------|
| Cotteswold Dairy | 0 | 0    |
| Fuel Additive    | 0 | 0    |
| Neoperl          | 0 | 0    |
| Westfest         | 0 | 0    |
| Co-op            | 0 | 5829 |

|  |             |             |
|--|-------------|-------------|
|  | <b>2792</b> | <b>8113</b> |
|--|-------------|-------------|

|                       |             |             |
|-----------------------|-------------|-------------|
| <b>2. Fundraising</b> | <b>2022</b> | <b>2021</b> |
|-----------------------|-------------|-------------|

|                      |             |          |
|----------------------|-------------|----------|
| P&SA Autmn Show 2021 | <b>2930</b> | <b>0</b> |
|----------------------|-------------|----------|

|                     |             |             |
|---------------------|-------------|-------------|
| <b>3. Generated</b> | <b>2022</b> | <b>2021</b> |
|---------------------|-------------|-------------|

|           |   |     |
|-----------|---|-----|
| HQ Grants | 0 | 662 |
|-----------|---|-----|

|      |      |     |
|------|------|-----|
| Cues | 2794 | 942 |
|------|------|-----|

|  |             |             |
|--|-------------|-------------|
|  | <b>2794</b> | <b>1604</b> |
|--|-------------|-------------|

|                  |             |             |
|------------------|-------------|-------------|
| <b>4. Grants</b> | <b>2022</b> | <b>2021</b> |
|------------------|-------------|-------------|

|      |      |   |
|------|------|---|
| MSSC | 9596 | 0 |
|------|------|---|

|              |      |       |
|--------------|------|-------|
| Covid Grants | 2667 | 12268 |
|--------------|------|-------|

|  |              |              |
|--|--------------|--------------|
|  | <b>12263</b> | <b>12268</b> |
|--|--------------|--------------|

**Notes to Accounts cont:**

|                 |             |             |
|-----------------|-------------|-------------|
| <b>5. Other</b> | <b>2022</b> | <b>2021</b> |
|-----------------|-------------|-------------|

|      |      |      |
|------|------|------|
| Rent | 4004 | 4188 |
|------|------|------|

|                  |      |      |
|------------------|------|------|
| Eon Solar Panels | 1526 | 1774 |
|------------------|------|------|

|             |    |   |
|-------------|----|---|
| Scrap Metal | 43 | 6 |
|-------------|----|---|

|        |      |      |
|--------|------|------|
| Sundry | 2211 | 2760 |
|--------|------|------|

|              |    |    |
|--------------|----|----|
| Recycle Bank | 38 | 18 |
|--------------|----|----|

|  |             |             |
|--|-------------|-------------|
|  | <b>7822</b> | <b>8746</b> |
|--|-------------|-------------|

| <b>6. Investments</b> | <b>2022</b> | <b>2021</b> |
|-----------------------|-------------|-------------|
| Interest              | 5           | 15          |

| <b>7. Overheads</b>   | <b>2022</b>  | <b>2021</b>  |
|-----------------------|--------------|--------------|
| Heat and Light        | 2495         | 1480         |
| Water                 | 535          | 465          |
| Telephone             | 1091         | 1038         |
| Building Maintenance  | 13722        | 8543         |
| Vehicle Maintenance   | 615          | 322          |
| Equipment Maintenance | 428          | 275          |
| Insurance             | 2049         | 1946         |
| Catering              | 245          | 32           |
| Fuel                  | 459          | 78           |
| Stationery            | 236          | 134          |
| Sundries              | 1265         | 788          |
|                       | <b>23140</b> | <b>15101</b> |

| <b>8. Operating</b> | <b>2022</b> | <b>2021</b> |
|---------------------|-------------|-------------|
| Courses             | 1096        | 136         |

**Notes to Accounts cont:**

| <b>9. Fundraising</b> | <b>2022</b> | <b>2021</b> |
|-----------------------|-------------|-------------|
| P&SA Show Costs       | 250         | 0           |

| <b>10. Assets (Vehicles after Depreciation)</b> | <b>2022</b> | <b>2021</b> |
|---|-------------|-------------|
| Minibus   | 0           | 2135        |

| <b>11. Assets (Computers &amp; Other Equip after Depreciation)</b> | <b>2022</b> | <b>2021</b> |
|--|-------------|-------------|
| Misc   | 0           | 1           |

## **Reserves Policy**

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, that being a reduction of income. The trustees have established a policy whereby the reserves in total that are not invested in tangible fixed assets held by the Unit, should be up to the equivalent to 3 months overhead costs of the charity.

The level of these reserves has been determined by the need to meet the working capital requirements of the charity and also for the charity to carry out all of its legal obligations.

At the end of March 2022, the total of the charity's reserves stood at £45295 of which £45295 was unrestricted and £0 restricted.

The financial strategy of the trustees continues to be that of building the reserves which will be achieved by continually reviewing overheads, exploring additional means of income and further fundraising. The trustees will continue to take all necessary actions with regard to the prevailing economic climate.

## **Structure, Governance and Management**

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 10/07/1980 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> December 2017.

### **Recruitment and Appointment of the Trustees**

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. UMT office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

## **Responsibilities of the Trustees**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on its behalf on 24/11/2022

Carol Tiley MBE Chair of the Board of Trustees

## Legal and Administrative Information

### Charity Details:

|   |  |
|---|--|
| Charity Name:                                 | Malvern (Unit 582) of the Sea Cadets Corps                                 |
| Charity Status:                               | Unincorporated   |
| Registered Charity No:                        | 511618   |
| Registered Office and<br>Operational Address: | Spring Lane South, Malvern WR14 1BJ  |
| Telephone Number                              | 01684 565 740  |
| Website                                       | <a href="http://www.sea-cadets.org/malvern">www.sea-cadets.org/malvern</a> |

### Trustees:

Chair: Rita Tucker  
Treasurer: David Black  
Secretary: Steve Green

**President:** John Brook

**Holding (Custodian) Trustees:** The Marine Society & Sea Cadets (MSSC)

**Independent Examiner:** Cecile Hunt

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No final report would be complete without acknowledging the efforts and dedicated service of the adult volunteers who make the unit a success. For any Sea Cadet Unit to succeed it is fully reliant on its teams to work together. Our uniformed and civilian instructors, management team and unit assistants all have one common aim, that of delivering the best experience for our young people.

In this modern age, time is a precious commodity and like with all teachers and trainers there is a lot goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

Thank you for your commitment and continued support.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
MALVERN (UNIT 582) OF THE SEA CADET CORPS.**

I report on the financial statements of Malvern (Unit 582) of the Sea Cadets Corps for the year ended 31<sup>st</sup> March 2022

**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.

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:

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

**Independent examiner's statement**

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.

Cecile Hunt

Date: 22/11/2022

On Behalf of Cecile Hunt FMAAT

Address:

45 Allaston Road, Lydney, Gloucestershire, GL15 5SS

?? (UNIT ??) OF THE SEA CADET CORPS.

**Receipts and Payments Account for the period 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020**

|                                  | Note | Unrestricted | Restricted | 2020     | 2019     |
|----------------------------------|------|--------------|------------|----------|----------|
|                                  |      | £            | £          | £        | £        |
| <b>RECEIPTS</b>                  |      |              |            |          |          |
| Donations                        | 1    |              |            | 0        |          |
| Fundraising                      | 2    |              |            | 0        |          |
| Generated                        | 3    |              |            | 0        |          |
| Grants                           | 4    |              |            | 0        |          |
| Training                         | 5    |              |            | 0        |          |
| Investments                      | 6    |              |            | 0        |          |
| <b>TOTAL RECEIPTS</b>            |      | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b> |
|                                  |      |              |            |          |          |
| <b>PAYMENTS</b>                  |      |              |            |          |          |
| Overheads                        | 7    |              |            | 0        |          |
| Operating                        | 8    |              |            | 0        |          |
| Charitable Activity              | 9    |              |            | 0        |          |
| Fundraising                      | 10   |              |            | 0        |          |
| Fees Charges                     | 11   |              |            | 0        |          |
|                                  |      | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b> |
|                                  |      |              |            |          |          |
| <b>ASSETS &amp; INVESTMENTS</b>  |      |              |            |          |          |
| Fixed Assets                     | 12   |              |            | 0        |          |
| Investment                       |      |              |            | 0        |          |
|                                  |      | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b> |
|                                  |      |              |            |          |          |
| <b>TOTAL PAYMENTS</b>            |      | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b> |
|                                  |      |              |            |          |          |
| <b>Net incoming resources</b>    |      | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b> |
|                                  |      |              |            |          |          |
| <b>Transfer between funds</b>    |      | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b> |
|                                  |      |              |            |          |          |
| <b>Cash funds from last year</b> |      |              |            | 0        |          |
|                                  |      |              |            |          |          |
| <b>TOTAL CASH FUNDS</b>          |      | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b> |

?? (UNIT ??) OF THE SEA CADET CORPS.

**Statement of Assets and Liabilities as at 31st March 2020**

| <b>ASSETS AND LIABILITIES</b>                    |  |                     |                   | <b>2020</b>          | <b>2019</b>  |
|--|--|---------------------|-------------------|----------------------|--------------|
|  |  | <b>Unrestricted</b> | <b>Restricted</b> | <b>Total</b>         | <b>Total</b> |
|  |  | <b>£</b>            | <b>£</b>          | <b>£</b>             | <b>£</b>     |
| <b>CASH FUNDS</b>                                |  |                     |                   |                      |              |
| Business Account                                 |  |                     |                   | 0                    |              |
| Petty Cash 1                                     |  |                     |                   | 0                    |              |
| Petty Cash 2                                     |  |                     |                   | 0                    |              |
|  |  | <b>0</b>            | <b>0</b>          | <b>0</b>             | <b>0</b>     |
| <b>OTHER MONETARY ASSETS</b>                     |  | 0                   | 0                 | 0                    | 0            |
| <b>INVESTMENT ASSETS</b>                         |  | 0                   | 0                 | 0                    | 0            |
| <b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b> |  |                     |                   | <b>Current Value</b> |              |
| Land and Buildings                               |  |                     |                   | 0                    |              |
| Boats  |  |                     |                   | 0                    |              |
| Vehicles   |  |                     |                   | 0                    |              |
| Computers & Other Equipment                      |  |                     |                   | 0                    |              |
|  |  |                     |                   | <b>0</b>             |              |
| <b>LIABILITIES</b>                               |  |                     |                   |                      |              |
| Independent Examination                          |  |                     |                   | 0                    |              |

The financial statements were approved by the Board of Trustees at their meeting on --/--/-- and were signed on its behalf by:

???, Chair

???, Treasurer

Signature: .....

Signature: .....

?? (UNIT ??) OF THE SEA CADET CORPS.

**Notes to the Accounts**

**MALVERN UNIT 582 OF THE SEA CADET CORPS**

England & Wales - Charity number 511618

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# Accounts

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**MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS**  
**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**REGISTERED CHARITY NUMBER: 511618**

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## **REPORT OF THE TRUSTEES OF MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS**

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2021. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

### **Aim of the Sea Cadet Corps**

The aim of the Sea Cadets Corps is to give young people the best possible head start in life, through nautical adventure and fun

### **Charitable Purpose**

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

### **Public Benefit**

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps
- Movement such as waterborne activities, events and competitions at district, area and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions

## **Organisational Achievements and Performance**

### **Trustees Report – Malvern Unit**

#### **Chairperson's report**

Good evening everyone and welcome to our virtual AGM (again). Thank you for joining us tonight and at least it doesn't feel as strange having a virtual AGM as perhaps it did in January as I know it has become a way of life for many of us now.

The purpose of the AGM is to review how the Unit, and the Malvern Sea Cadets Charity that manages it, has performed during the financial year from 1st April 2020 until 31st March 2021. Malvern Sea Cadets is a registered charity in England & Wales. It is independently financed relying on Cadet Subscriptions, Grants and Donations.

#### **The Unit Management Team (UMT)**

The Unit Management Team, as well as being the Trustees of the Charity, are responsible for effective management of the Unit and meeting their obligations to the Charity Regulators and MSSC. We meet at least once every two months to do so.

We appointed a New Secretary, David Black, after the resignation of Sarah Veale at the last AGM in Jan 2021.

It has been a difficult year again but I am grateful as always, for the continued support the UMT members and Trustees have provided this year.

#### **Fund raising**

Fund raising has been affected again this year as all shows and events were cancelled due to COVID.

The Treasurers report will detail grants that we managed to obtain through both the government and Sea Cadets Headquarters and Angie will provide information of what has been raised through the P & S A this past year 2020/2021

#### **Unit Improvements**

Our aim last year was to install a New Heating system this year.

We obtained a grant from SCC Headquarters and have started to action the work which will be completed by the end of 2021

Once again, thank you all for your continued support thank you to the CO Pam, and the staff members for keeping the Cadets engaged and busy during the past twelve months. They have done exceptionally well and I believe have even managed to recruit more cadets.

Stay safe

#### **Commanding Officer's report**

Another year has nearly passed since our AGM in January 2021 and my sixth year as Commanding Officer of TS Duke of York. Firstly, I would like to say how pleased I am to have things relatively back to normal when reflecting on extremely challenging and fundamental impact COVID 19 has had, not only at the Unit but also the Sea Cadet Corps.

The Unit Management Committee under the leadership of the Chairperson, Mrs Rita Tucker and her team have been very supportive this year moving Malvern Unit forward albeit Coronavirus 19, I will leave Rita to update you. Activities and opportunities have been offered to the cadets either f2f or virtual sessions, continue to be provided and cadets are always encouraged to take advantage of whatever is on offer in the way of courses, training etc. Numerous qualifications have been achieved in Engineering, Piping, Meteorology, Seamanship, Drill, including Able Cadet achieving silver medal at National Drummer

competition in March. Safeguarding issues, are quickly identified and solutions put in place for going forward, reassuring any concerns

Following the re-opening of the Unit in accordance with the criteria for "LIME" status (signed off by Headquarters) on 12<sup>th</sup> April 2021, this allowed the Unit to operate outside activities only and we began with boating at Upton Marina. We have continued with boating (subject to weather conditions) until Monday evening the 20<sup>th</sup> September due to dark nights and weather conditions. Numerous qualifications in Kayaking have been achieved during this period from Start to Explore Awards for our senior cadets and swim tests achieved. 5 cadets achieved RYA Windsurfing at the Midland Boat Station, Birmingham which was the first for a long time in the Unit.

Malvern unit have continued with the development of staff during the period from January to include qualifications in FAW, three members of staff completed their Junior Instructors course. PO Tucker completed her ODP in March and promoted to Midshipman which is no mean feat. Ellie was also promoted to District Cadet Portal Officer. PO Hannah Barber was appointed a member of staff and took on the arduous role of Training Officer.

As I have always said it always impresses me just how much the Sea Cadets continue to offer albeit rather restricted, due to COVID. This is, in no small measure down to the dedication and commitment of the volunteer staff members who continue to give generously of their time.

Malvern Unit staff and cadets completed the first community event on Sunday 16<sup>th</sup> May – Worcester Marathon (no they did not take part), water station monitors.

We had the pleasure of The Captain of the Sea Cadet Corps visit the Unit on Thursday 8<sup>th</sup> July 2021. The evening was successful and the captain enjoyed his visit. The captain presented Lt Malm - Queens medal for 12 years' service to Sea Cadets.

## **CADETS/JUNIORS**

In terms of cadets' numbers, we are at a stable level, however we still need to continue with a recruitment campaign to increase numbers now we are moving forward from COVID 19. We have seen senior cadets leave having attained 18, so we are thin on the ground for seniors, however an increase in younger cadets (mainly male, so we need to encourage the females to join). Juniors under the command of our OIC PO Toni Soars had dipped due to transferring over to cadets, however, we are going in the right direction seeing a few more through the door.

|                          | <u>2020/2021</u> | <u>2019/20</u> | <u>2018/19</u> | <u>2017/2018</u> |
|--------------------------|------------------|----------------|----------------|------------------|
| <b>Bluejacket Cadets</b> | 18               | 12             | 15             | 18               |
| <b>New Entries</b>       | 2                | 3              | 2              | 2                |
| <b>Junior Sea Cadets</b> | 4                | 7              | 4              | 6                |
|                          | <b>24</b>        | 22             | 21             | 25               |

## **STAFF**

The Unit currently have 11 staff, five Officers (which includes Brother Peter, who himself has been very poorly over the COVID period), and seven senior rates. Having said that, two staff are at university, one joining the Navy in December and two on sick leave. Ciaran Taylor-

Whitmore joined us as a senior rate in October following his induction, he was previously a cadet at the Unit. The Unit is currently, upskilling existing staff to replace the skills we are losing. If you know of anyone wishing to join cadets who have skills such as Mechanical Engineering, First Aid or even RYA qualifications, please can you let me know.

At this point, I would like to mentioned this unit could not have operated without the dedication of our Administration staff Mrs Amanda Barber, whose role is crucial to the running of the Unit, and although not always present at the unit, has been supporting from home especially with the number of emails I continue to send, and would like to say a sincere **BIG THANK YOU**, especially through this very difficult time of COVID 19.

## **HEALTH & SAFETY**

Malvern Staff and I continue to put the health, safety and welfare of the Cadets first and this is reflected in the training, planning and preparation for activities as we look to continually develop a safety culture. I would like to thank Lt Anthony Barber for his dedication, commitment and hard work during this extraordinary time as he is not only a uniform staff member, he continually works behind the scenes to ensure the Unit is a safe environment for cadets/staff to train. Thank you for being a rock to Malvern Unit.

## **REMEMBRANCE SUNDAY**

Malvern Unit attended our first parade on Remembrance Sunday on the 14<sup>th</sup> November. We were restricted to 12 persons (as per Malvern Council) due to Coronavirus. The Unit joined in the small service and laid a poppy wreath at the Cenotaph at Malvern Library.

Looking forward, I hope of course as we enter 2022, that the need for COVID related procedures will reduce even further so we may resume to a less restricted form of parading. Malvern Unit needs to show resilience, determination, positivity, support for cadets and staff alike for continual unprecedented challenges that we may face and continue to deliver great experiences to our cadets. May I also take this opportunity to thank you all for your continued support of Malvern Sea Cadets.

## **Financial Review**

### **Reserves Policy**

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, that being a reduction of income. The trustees have established a policy whereby the reserves in total that are not invested in tangible fixed assets held by the Unit, should be up to the equivalent to 3 months overhead costs of the charity.

The level of these reserves has been determined by the need to meet the working capital requirements of the charity and also for the charity to carry out all of its legal obligations.

At the end of March 2021, the total of the charity's reserves stood at £243,310 (2020 - £231,083) all of which was unrestricted.

The financial strategy of the trustees continues to be that of building the reserves which will be achieved by continually reviewing overheads, exploring additional means of income and further fundraising. The trustees will continue to take all necessary actions with regard to the prevailing economic climate.

## **Structure, Governance and Management**

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 10<sup>th</sup> July 1981 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> December 2017.

## **Recruitment and Appointment of the Trustees**

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. UMT office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

## **Responsibilities of the Trustees**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on its behalf on 1<sup>st</sup> December 2021

Rita Tucker, Chair of the Board of Trustees

## Legal and Administrative Information

### Charity Details:

|  |  |
|--|--|
| Charity Name:                              | Malvern Unit (Unit 582) of the Sea Cadets Corps                  |
| Charity Status:                            | Unincorporated   |
| Registered Charity No:                     | 511618   |
| Registered Office and Operational Address: | Malvern Sea Cadet Corps<br>Spring Lane South<br>Malvern WR14 1AT |
| Telephone Number                           | 01684 565740   |
| Email:                                     | uaomalvern@gmail.com   |
| Website                                    | www.sea-cadets.org/malvern                                       |

### Trustees:

|            |  |
|------------|--|
| Chair:     | Rita Tucker  |
| Treasurer: | Kerri Sims (resigned 1 <sup>st</sup> December 2021)  |
| Secretary: | Sarah Veale (resigned 21 <sup>st</sup> January 2021)   |
| Trustees:  | Steven Green<br>Pam Holloway<br>Gary Newton<br>Brother Peter Coombes<br>Angela Parker<br>Robert Thomas (resigned 1 <sup>st</sup> December 2021)<br>David Black (appointed 20 <sup>th</sup> May 2021) |

**Holding (Custodian) Trustees:** The Marine Society & Sea Cadets (MSSC)  
John Brook  
Gareth Thomas

**Independent Examiner:** Andrew Barnett

**Bank:** Lloyds Bank

## **Acknowledgements**

Malvern Unit 582 of the Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020/2021.

Hawthorne Trust  
Co-op

No final report would be complete without acknowledging the efforts and dedicated service of the adult volunteers who make the unit a success. For any Sea Cadet Unit to succeed it is fully reliant on its teams to work together. Our uniformed and civilian instructors, management team and unit assistants all have one common aim, that of delivering the best experience for our young people.

In this modern age, time is a precious commodity and like with all teachers and trainers there is a lot goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

Thank you for your commitment and continued support.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.**

I report on the financial statements of Malvern Unit (Unit 582) of the Sea Cadets Corps for the year ended 31<sup>st</sup> March 2021 which are set out on pages 10 to 14.

**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.

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:

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

**Independent examiner's statement**

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.

Andrew Barnett FCCA  
Address: 22 Margaret Crescent  
Burnham-on-Sea  
Somerset  
TA8 1BX

Date: 2021

**MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.**

**Receipts and Payments Account for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

|  | Note | Unrestricted | Restricted | 2021         | 2020         |
|--|------|--------------|------------|--------------|--------------|
|  |      | £            | £          | £            | £            |
| <b>RECEIPTS</b>                          |      |              |            |              |              |
| Donations                                | 1    | 8113         | 0          | 8113         | 4184         |
| Fundraising                              | 2    | 0            | 0          | 0            | 9575         |
| Generated                                | 3    | 1604         | 0          | 1604         | 3472         |
| Grants                                   | 4    | 12268        | 0          | 12268        | 4770         |
| Other                                    | 5    | 8746         | 0          | 8746         | 9186         |
| Investments                              | 6    | 15           | 0          | 15           | 74           |
| <b>TOTAL RECEIPTS</b>                    |      | <b>30746</b> | <b>0</b>   | <b>30746</b> | <b>31261</b> |
| <b>PAYMENTS</b>                          |      |              |            |              |              |
| Overheads                                | 7    | 15101        | 0          | 15101        | 18861        |
| Operating                                | 8    | 136          | 0          | 136          | 541          |
| Charitable Activity                      |      | 0            | 0          | 0            | 0            |
| Fundraising                              | 9    | 0            | 0          | 0            | 1202         |
| Professional fees                        |      | 0            | 0          | 0            | 0            |
|  |      | <b>15237</b> | <b>0</b>   | <b>15237</b> | <b>20604</b> |
| <b>ASSETS &amp; INVESTMENTS</b>          |      |              |            |              |              |
| Fixed Assets                             |      | 0            | 0          | 0            | 0            |
| Investment                               |      | 0            | 0          | 0            | 0            |
|  |      | <b>0</b>     | <b>0</b>   | <b>0</b>     | <b>0</b>     |
| <b>TOTAL PAYMENTS</b>                    |      | <b>15237</b> | <b>0</b>   | <b>15237</b> | <b>20604</b> |
| <b>Net incoming/(outgoing) resources</b> |      | <b>10657</b> | <b>0</b>   | <b>15509</b> | <b>10657</b> |
| <b>Transfer between funds</b>            |      | <b>0</b>     | <b>0</b>   | <b>0</b>     | <b>0</b>     |
| <b>Cash funds from last year</b>         |      | <b>25665</b> | <b>0</b>   | <b>25665</b> | <b>15008</b> |
| <b>TOTAL CASH FUNDS</b>                  |      | <b>41174</b> | <b>0</b>   | <b>41174</b> | <b>25665</b> |

**MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.**

**Statement of Assets and Liabilities as at 31st March 2021**

| <b>ASSETS AND LIABILITIES</b>                    |  |                     |                   | <b>2021</b>   | <b>2020</b>   |
|--|--|---------------------|-------------------|---------------|---------------|
|  |  | <b>Unrestricted</b> | <b>Restricted</b> | <b>Total</b>  | <b>Total</b>  |
|  |  | <b>£</b>            | <b>£</b>          | <b>£</b>      | <b>£</b>      |
| <b>CASH FUNDS</b>                                |  |                     |                   |               |               |
| Business Account                                 |  | 28952               | 0                 | 28952         | 13457         |
| Petty Cash 1                                     |  | 0                   | 0                 | 0             | 0             |
| Petty Cash 2                                     |  | 0                   | 0                 | 0             | 0             |
| <b>NET CURRENT ASSETS</b>                        |  | <b>28952</b>        | <b>0</b>          | <b>28952</b>  | <b>13457</b>  |
|  |  |                     |                   |               |               |
| <b>OTHER MONETARY ASSETS</b>                     |  | 12222               | 0                 | 12222         | 12208         |
|  |  |                     |                   |               |               |
| <b>INVESTMENT ASSETS</b>                         |  | 0                   | 0                 | 0             | 0             |
|  |  |                     |                   |               |               |
| <b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b> |  |                     |                   |               |               |
| Land and Buildings                               |  | 200000              | 0                 | 200000        | 200000        |
| Boats  |  | 0                   | 0                 | 0             | 0             |
| Vehicles   |  | 2135                | 0                 | 2135          | 4270          |
| Computers & Other Equipment                      |  | 1                   | 0                 | 1             | 1148          |
| <b>TOTAL FIXED ASSETS</b>                        |  | <b>202136</b>       | <b>0</b>          | <b>202136</b> | <b>205418</b> |
|  |  |                     |                   |               |               |
|  |  |                     |                   |               |               |
| <b>LIABILITIES</b>                               |  |                     |                   |               |               |
| Independent Examination                          |  | 0                   | 0                 | 0             | 0             |
|  |  |                     |                   |               |               |

The financial statements were approved by the Board of Trustees at their meeting on 1<sup>st</sup> December 2021 and were signed on its behalf by:

Rita Tucker, Chair

Kerri Sims, Treasurer

Signature: .....

Signature: .....

# MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.

## Notes to the Accounts

### 1. Donations

|                  | <b>2021</b> | <b>2020</b> |
|------------------|-------------|-------------|
|                  | £           | £           |
| Small donations  | <b>1284</b> | 1784        |
| Hawthorne Trust  | <b>1000</b> | 1000        |
| West Fest        | <b>0</b>    | 250         |
| Watson Fuels     | <b>0</b>    | 250         |
| Pavillion Rooms  | <b>0</b>    | 250         |
| Cotteswold Dairy | <b>0</b>    | 100         |
| Fuel Additive    | <b>0</b>    | 100         |
| Neoperl          | <b>0</b>    | 450         |
| Co-op            | <b>5829</b> | 0           |
|                  | <b>8113</b> | 4184        |

### 2. Fundraising

|              | <b>2021</b> | <b>2020</b> |
|--------------|-------------|-------------|
|              | £           | £           |
| P & SA Shows | <b>0</b>    | 9575        |
|              | <b>0</b>    | 9575        |

### 3. Generated

|           | <b>2021</b> | <b>2020</b> |
|-----------|-------------|-------------|
|           | £           | £           |
| HQ grants | <b>662</b>  | 1631        |
| Cues      | <b>942</b>  | 1841        |
|           | <b>1604</b> | 3472        |

### 4. Grants

|                    | <b>2020</b>  | <b>2019</b> |
|--------------------|--------------|-------------|
|                    | £            | £           |
| MSCC minibus grant | <b>0</b>     | 4770        |
| Covid grants       | <b>12268</b> | 0           |
|                    | <b>12268</b> | 4770        |

## MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.

### Notes to the Accounts

#### 5. Other

|                  | <b>2021</b>        | <b>2020</b> |
|------------------|--------------------|-------------|
|                  | £                  | £           |
| Rent             | <b>4188</b>        | 6339        |
| Eon solar panels | <b>1774</b>        | 1473        |
| Recycle bank     | <b>18</b>          | 176         |
| Scrap metal      | <b>6</b>           | 101         |
| Sundry income    | <b>2760</b>        | 1097        |
|                  | <u><b>8746</b></u> | <u>9186</u> |

#### 6. Investments

|          | <b>2021</b>      | <b>2020</b> |
|----------|------------------|-------------|
|          | £                | £           |
| Interest | <b>15</b>        | 74          |
|          | <u><b>15</b></u> | <u>74</u>   |

#### 7. Overheads

|                       | <b>2021</b>         | <b>2020</b>  |
|-----------------------|---------------------|--------------|
|                       | £                   | £            |
| Heat and light        | <b>1480</b>         | 3077         |
| Water                 | <b>465</b>          | 522          |
| Telephone             | <b>1038</b>         | 1107         |
| Building maintenance  | <b>8543</b>         | 3624         |
| Vehicle maintenance   | <b>322</b>          | 1985         |
| Equipment maintenance | <b>275</b>          | 1484         |
| Insurance             | <b>1946</b>         | 1808         |
| Catering              | <b>32</b>           | 202          |
| Fuel                  | <b>78</b>           | 3630         |
| Stationery            | <b>134</b>          | 169          |
| Sundries              | <b>788</b>          | 1253         |
|                       | <u><b>15101</b></u> | <u>18861</u> |

**MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.**

**Notes to the Accounts**

**8. Operating costs**

|         | <b>2021</b>       | <b>2020</b> |
|---------|-------------------|-------------|
|         | <b>£</b>          | <b>£</b>    |
| Courses | <b>136</b>        | 541         |
|         | <u><b>136</b></u> | <u>541</u>  |

**9. Fundraising**

|                   | <b>2021</b>     | <b>2020</b> |
|-------------------|-----------------|-------------|
|                   | <b>£</b>        | <b>£</b>    |
| P & SA show costs | <b>0</b>        | 1202        |
|                   | <u><b>0</b></u> | <u>1202</u> |