

Porthcawl Sea Cadets

TS DRAGON
Porthcawl Harbour
Bridgend
CF36 3YR

Charity Registration Number: 524255

Trustees' Annual Report

for the period

1 Apr 2020 to 31 Mar 2021

Summary

1. Like many charities Porthcawl Sea Cadets has experienced a challenging year managing the impacts of COVID, but more significantly for the unit's trustees was the need to carefully manage issues resulting from the unit's Landlord going into administration during this period. Uncertainties over the unit's land lease agreement, ownership of the temporary building and the future of Porthcawl Sea Cadets has focused attention; efforts to resolve these matters has for the time being resulted in a period of some security. Fundraising was very successful this year, with the proceeds being much needed to secure the unit and look to establish a more permanent building. Despite COVID and the administrative challenges, Porthcawl's innovative young instructors have managed to set up regular online training sessions for the cadets during part of the lockdown period.

Objectives and Aims

2. The aim of Porthcawl Sea Cadets remains to provide an important educational and training service for young people in the local community. A place where young people can meet regularly to learn about and participate in a wide range of maritime activities which help develop new life skills and experiences. We aim to deliver a range of training opportunities to young people who are seeking a challenge and excitement out of school.
3. In a year dominated by the COVID pandemic, with much of the period in lockdown or unable to hold Face to Face (F2F) cadet training, our typical annual objectives have had to change. Instead of trying to achieve twice weekly training at the unit and encourage time spent on the water participating in boating, the revised objectives were somewhat limited to establishing weekly online training. For the trustees' the key objective was much clearer, secure the future of Porthcawl Sea Cadets following the failure of Credu (our Landlord) and with it the loss of a new permanent Sea Cadet unit, which was to be located in a new Maritime Centre building.

Governance

4. The unit continues to operate under the guiding rules of the Charity Commission and the direction of the Marine Society and Sea Cadets (MSSC) processes and procedures. The tools to verify our compliance remain visits by MSSC officials and the Unit Management Administration tool, jointly updated periodically.
5. Throughout the period, which required a complete closure of the unit due to COVID restrictions in Wales, the Unit Management Team (detailed below) has maintained (and recorded with minutes) online meetings monthly. The unit held an Annual General Meeting online in November last year. Being online staff, volunteers and parents were encouraged to attend and it was helpful having more attendees than normal – perhaps online will be the preferred method in the future. At the meeting nominations for Trustees were considered and voted upon, the trustees and key appointments remain unchanged from last year.

Property and Land

6. Concerns regarding the immediate future of Porthcawl Sea Cadet unit have, for the time being, been temporarily resolved during this period. Following the failure of Credu Ltd (the unit's Landlord) the temporary portacabins, now home to Porthcawl Sea Cadets, were rightfully confirmed with the administrators as being owned by Porthcawl Sea Cadets/MSSC. The previous Landlord agreement had included all maintenance costs, this is an expenditure which Porthcawl SCC will now need to account for. As the temporary portacabins show increasing signs of wear, securing a permanent new home will become an important priority before costs of repair become too onerous.
7. A new land lease agreement was established with Bridgend County Borough Council (BCBC), allowing access to the portacabins on land that is prime for development. The longest term BCBC were prepared to commit to was 24 months, with a 3-month termination notice period available to either party from the 12-month point. The trustees are in consultation with BCBC to secure a longer-term future, which will hopefully result in a new community complex being built on the same land, and where Porthcawl Sea Cadets will be granted shared access and sole use of some parts of the building.

Cadets, Staff, Volunteers and Community

8. Regretfully I expect cadet numbers will have dwindled during this period, it's hard to be certain, because we have suspended monthly subscriptions and of course were unable to meet F2F. Several of the cadets have made use of the online training. Where possible this was made interactive, including training kits (such as knot tying kits) being sent to cadet homes so they could join in online. Once back to regular training, trustees and staff will need to focus on recruitment, which is generally quite successful in Porthcawl.
9. Despite the temporary closure of the unit, staff, volunteers and trustees' have remained committed and on-call to support each other and the cadets during this period. There is probably more work to do to establish an effective succession plan, but this goal can wait until the unit is back to F2F activity.
10. Obviously with the COVID restrictions Porthcawl Sea Cadets has not been able to reach out to the local community, which it normally has done for Remembrance Parades, fundraising, supporting other charities (such as the RNLI) and other local events. The failure of Credu Ltd and subsequent loss of the new Maritime Centre Building in Porthcawl, has generated a lot of local interest and frustration. Social media has shown strong support for the Sea Cadets, as most people recognise the impact this has had to the future unit plans and are keen to ensure the Sea Cadet unit survives.

Financial Review

11. Fundraising - The previous year's financial reports and advice from the Treasurer based on a financial year forecast, highlighted a need to increase fundraising to

avoid an end of year deficit. Several grant applications were made, which later included some offering support from the Coronavirus impacts. The financial report below reveals which grants were successful, notably Track 2000 with a grant of £8650, a Coronavirus Resilient Fund £2500, and continued support from BCBC. The coronavirus support from BCBC has continued periodically, we believe by mistake, so this funding is 'ring fenced' until the matter is resolved. BCBC were made aware of this potential error by phone and recorded formal letter - we await their instructions.

12. Expenditure – Due to the temporary closure of the unit and lockdown, our expenditure was lower than forecast. Of note, we were not able to purchase planned items to improve the functionality of the temporary unit. These funds remain available and will be used once we return to normal training.
13. Accounts – With grants, COVID support, community funding and subscriptions, the End of Year accounts are looking healthy (see End of Year accounts below). With uncertainty ahead regarding a permanent unit, an anticipated move requiring additional expenditure and the higher maintenance costs to support our current portacabins, the extra funds are welcomed to help secure Porthcawl Sea Cadets future. Our accounts were independently examined by an accountant, the examiners report is Enclosed.

Names of Trustees'

Name	Office	Appointed	Appoint By
Gordon Harries	Treasurer	Nov 2020	AGM
Sharon Morgan	Secretary	Nov 2020	AGM
Peter Rees	Member	Nov 2020	AGM
Giulian Hill	Chairman	Nov 2020	AGM

Declarations

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

Signed on behalf of the charity's trustees

Signature: *G F HILL*

Full Name: Giulian F Hill

Position: Chairman Unit Management Committee

Date: 11/09/2021

Enclosure 1 to Porthcawl SCC
Annual Trustees' Report
1 Apr 20 – 31 Mar 21

Porthcawl Sea Cadet Annual Balance Sheet 31 March 2021

<u>Income</u>	£	<u>Expenditure</u>	£
Subscriptions (see note 1)	2830.00	Rent	600.00
MSCC	305.00	Phone	74.84
Course payments	29.50	Printer	290.90
BCBC Covid Grant (note 2)	24000.00	Berth	1110.35
CFW Grant	2500.00	Insurance	313.88
Berth Donation	1200.00	CFW Grant	1123.81
Sainsbury's + Lloyds	1162.06	Course refund (G.Howell)	125.00
Donations	600.00	BCBC Rates	87.74
Track 2000 Grant (note 3)	8650.00		
Card refund (note 4)	275.00	Card error	272.45
Deposit Account interest	2.00		
Crowdfund	<u>1250.67</u>		
Total	<u>42804.23</u>	Total	<u>3998.97</u>
Bank balance 31 March 2020	9883.84	<u>Bank balances 31 March 2021</u>	
Income	<u>42804.23</u>	Treasurer's Account	8026.01
	52688.07	Card Account	350.00
Expenditure	<u>3998.97</u>	Deposit Account	<u>40313.09</u>
	<u>48689.10</u>	Total funds	<u>48689.10</u>

Notes

1. Includes an overpayment of £1400 – awaiting account details to repay
2. Awaiting confirmation of grant entitlement from BCBC
3. This grant has a time limit and is liable for refund if not used
4. Card registered with Amazon and accidentally used for personal shopping (Card error)

Prepared by Gordon Harries – Treasurer

Enclosure 2 to Porthcawl SCC
Annual Trustees' Report
1 Apr 20 – 31 Mar 21



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Porthcawl Sea Cadets

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

524255

Set out on pages

5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**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").

**Independent
examiner's statement**

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

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.

Signed:

Date:

25/08/2021

Name:

Ceri Nelson

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

ICAEW

Address:

Aspen Waite in Wales Limited

8 Well Street

Porthcawl CF36 3BE

Section B

Disclosure

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