



**Swansea Unit 331 OF THE SEA CADET CORPS**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**REGISTERED CHARITY NUMBER: 524248**



<b><u>Contents</u></b>	<b><u>Page No</u></b>
<b>Report of the Trustees</b>	<b>1</b>
<b>Legal and Administrative Information</b>	<b>5</b>
<b>Acknowledgements</b>	<b>6</b>
<b>Report of the Independent Examiner</b>	<b>7</b>
<b>Receipts and Payment Accounts</b>	<b>8</b>
<b>Statement of Assets and Liabilities</b>	<b>9</b>

## **REPORT OF THE TRUSTEES OF Swansea unit 331 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 – unit 331**

#### **Chair's Report**

It's been a tough year again, this last 12 months have seen the 5 UMT members at the beginning whittle down to the bare minimum of 3 and yet we manage to still function as a charity, and its testament to the unwavering commitment of cadets, their families, the Unit staff and UMT alike that this is possible.

But as the saying goes 'Every cloud has a silver lining' and with that in mind, I welcome our potential new UMT members into the Swansea SCC family.

I have special thank you to make to our former Treasurer Rose Fitzgerald and our President Capt. Brian Thorne who have gone above and beyond their stations and as a result Swansea SCC has benefited both financially and grown in numbers.

We still have our challenges and with new blood in the team, I have no doubt we will overcome these and take great leaps towards our next.

I'd like to close with saying thank you for those who supported me as Unit chair these last two years and wish the new Unit the very best for the future.

#### **Commanding officer Report**

Cadets and staff from Swansea unit have been attending training at the unit as well as joining neighboring units for boat work training – something has benefitted both units and cadets have also been attending Area and District training courses with Swansea cadets attending some of the first residential courses to be run – attending the South West Area Shooting courses at Sennybridge. Many of the courses have had to be changed to day-running because of the residential restrictions although this has not stopped cadets attending with two cadets gaining their First Aid at Work qualification on a day running course in Milford Haven and cadets attending a training weekend at Llanelli Army Reserve Centre.

The cadet numbers dropped slightly after re-opening, but cadet numbers are now higher than when we reopened. Junior Sea Cadets that turned 12 during lockdown have all stayed at the unit.

We have welcomed 4 new members of staff to the unit – CI Aimee Coe, a former cadet, CI Anwen Griffiths, CI Hannah Price and CI Josh Parsons, who will be going into uniform shortly. CI Tom Stroud has gone into uniform and has been appointed as PO. Darren Owen has joined us as a UA. PPO Collette Gorvett was promoted to Petty Officer after completing the Basic Leadership Course.

Cadets are looking forward to competitions returning and with Offshore courses starting up again, hopefully we will be able to get those new cadets away on courses.

### **Covid-19**

The restrictions brought about due to Covid-19 influenced the activities of the unit. Most of the competitive events were cancelled although a small number of local events were able to be run and the unit took part in these. National training courses were cancelled but local West Wales District training was organised although this did mean day running for cadets which given the

size of West Wales District was difficult for some of the cadets – although attendance on courses was good. Restrictions on numbers and bubble sizes, as well as different rules in England and Wales further affected training. However, by utilising mixed online virtual training and running additional sessions, we managed to cover the required training. Additional IT equipment to support the increase in online learning was made possible by funding from the Coronavirus Resilience Fund Wales.

## **Achievements 2020/2021**

The unit achieved the promotion of three cadets to senior cadet positions with the majority of their training and their assessment being held online. The unit has gained new volunteers and existing volunteers have taken part in mandatory training and gained promotions.

## **Plans for 2020/2021**

- Return to parading
- Recruit more junior sea cadets
- Have a unit development plan in place

## **Financial Review**

The Charity achieved a stable financial position throughout the 2020/21 financial year despite the challenges and risks posed by the still uncertain global situation in relation to the continuing Coronavirus outbreak. We were fortunate to benefit significantly from Welsh Government funding as well as generous donations by other benefactors which have allowed us to continue to serve our charitable purpose throughout. Net income for the year was £13,242.66, up on the 2019/2020 financial year. This has increased our cash position which gives us strength and flexibility to deal with any future challenges posed by coronavirus or other external factors.

The charity continues to seek additional charitable funding in order to expand its charitable activities.

## **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 2020, the total of the charity's reserves stood at £29,625.62 of which £27,325.62 was unrestricted and £2,300 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.

### **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 25/11/2021

Andrew Davies, Chair of the Board of Trustees

## Legal and Administrative Information

### Charity Details:

Charity Name:	Swansea Unit 331 of the Sea Cadets Corps
Charity Status:	Unincorporated
Registered Charity No:	524248
Registered Office and Operational Address:	Swansea Sea Cadets, Maritime Quarter, Ajax, Swansea SA1 1UN
Telephone Number	01792 650763

### Trustees:

Chair: Andrew Davies

Treasurer: Emyr Thomas

Secretary: Fiona Grindrod

Trustees: Jonathan  
Davies, Jamie Springle,  
Rhydian Banner, Helen  
Short, Hugo Jones, Colin  
Johnson

<b>President:</b>	<b>Brian Thorne</b>
<b>Holding (Custodian) Trustees:</b>	The Marine Society & Sea Cadets (MSSC)
<b>Independent Examiner:</b>	<b>Frances Connor</b>
<b>Bank:</b>	<b>HSBC</b>

## **Acknowledgements**

Swansea Unit 331 of the Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2019/2020.

List your benefactors

- Sea Sense
- Tata Steel
- The late Edward John Tompkins
- Moondance Foundation
- Community Foundation Wales
- Welsh Government
- Persimmon homes

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**

### **Swansea (UNIT 331) OF THE SEA CADET CORPS.**

I report on the financial statements of Swansea (Unit 331) of the Sea Cadets Corps for the year ended 31<sup>st</sup> March 2020 which are set out on pages 8-10

#### **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.

Frances Connor

Date: 20/6/2021

**Signature:** .....

Address: Cuckoo Drift, Bryn Hir,  
Penclawdd, Swansea,  
SA4 3JB

**Swansea (UNIT 331) OF THE SEA CADET CORPS.****Receipts and Payments Account for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021****STATEMENT OF FINANCIAL ACTIVITIES - YEAR END 31 MARCH 2021**

<b>INCOMING RESOURCES</b>	<b>2020</b>	<b>2021</b>
Donations	£7,670.42	£75.00
Grants	£533.00	£28,033.00
Events	£3,100.40	£0.00
Subscriptions etc	£3,446.10	£379.20
Contributions - Badges, Berets, Uniforms	£157.00	£0.00
Gift Aid HMRC	£2,687.72	£1,840.36
Sale of Boat	£723.26	£0.00
Anniversary Dinner	£192.40	£0.00
Travel & Transport Adventure Training		
Competitions, courses	£1,955.90	£1,032.00
Sea Sense	£250.00	£0.00
Tata Steel	£300.00	£0.00
IT Equipment		£1,300.00
MSSC Contributions - Cadet Travel	£1,448.26	£0.00
Miscellaneous - See attached sheet	£2,746.62	£620.00
<b>TOTAL INCOMING RESOURCES</b>	<b>£25,211.08</b>	<b>£33,279.56</b>

<b>RESOURCES EXPENDED</b>		
HQ Supplies & Maintenance	£1,390.76	£6,390.41
Transport/Travel	£1,205.43	
Adventure Training	£1,115.32	£713.71
Competitions, Courses	£1,943.25	£1,941.50
Insurance - equipment	£352.21	£438.60
Badges, Berets, Uniforms	£197.60	£0.00
Water Charges	£353.47	£183.31
Heat & Light	£2,142.74	£1,964.27
Tata Steel Sailing Club	£600.00	
Insurance - Building	£4,785.55	£2,166.70
Telephone & Broadband	£1,022.74	£1,182.94
Alarm Costs	£2,442.54	£636.34
Fire Equipment & Maintenance	£204.78	£630.06
Television Licence & ICO	£189.50	£192.50
Stationery, photocopier & Postages	£393.85	£597.92
Refund of overpayment on Gift Aid Claim	£827.25	
IT Equipment		£2,430.64
Miscellaneous - See attached sheet	£1,418.05	£568.00
<b>TOTAL RESOURCES EXPENDED</b>	<b>£20,585.04</b>	<b>£20,036.90</b>

**STATEMENT OF ASSETS - YEAR END 31 MARCH 2021**

	£2,020.00	£2,021.00
HSBC Current Account	£16,136.70	£29,625.62
Admin Bank Account	£528.99	£282.73
Admin Petty Cash	£57.27	£57.27
	<b>£16,722.96</b>	<b>£29,965.62</b>

represented by:

**ACCUMULATED FUND**

Balance at 1 April 2020	£12,159.58	£16,722.96
Net income resources during the year	£4,563.38	£13,242.66
	<b>£16,722.96</b>	<b>£29,965.62</b>

**Swansea (UNIT 331) OF THE SEA CADET CORPS.****RECEIPTS & PAYMENT ACCOUNT**

	2020	2021
<b>CURRENT ASSETS</b>		
CASH AT BANK BALANCE	£16,722.96	£29,965.62
<b>TOTAL CURRENT ASSETS</b>	<b>£16,722.96</b>	<b>£29,965.62</b>
<b>FIXED ASSETS</b>		
BOATS & BOATS EQUIPMENT	£23,922.00	£20,454.00
COMPUTERS & OTHER EQUIPMENT	£7,525.00	£6,300.00
<b>TOTAL FIXED ASSETS</b>	<b>£31,447.00</b>	<b>£26,754.00</b>
<b>TOTAL LIABILITIES</b>		
<b>TOTAL LIABILITIES</b>	£ -	£ -

The financial statements were approved by the Board of Trustees at their meeting on 25/11/2021 and were signed on its behalf by:

Andrew Davies, Chair

Emyr Thomas, Treasurer

Signature: \_\_\_\_\_



Signature: \_\_\_\_\_

