



SWANSEA UNIT 331 OF THE SEA CADET CORPS
TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

REGISTERED CHARITY NUMBER: 524248

Contents

	<u>Page No</u>
Report of the Trustees	1
Legal and Administrative Information	6
Acknowledgements	7
Report of the Independent Examiner	8
Receipts and Payment Accounts	9
Statement of Assets and Liabilities	10
Appendix 1– Misc. Costs included in the Summary	11

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 2024. 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

Chair's Report

There are currently 11 trustees in the UMT, and I am always looking at additional members to join and support. There have only been 3 UMT meetings conducted in 2024 as well as a UMT-Staff meeting in May, actions from all meetings are recorded by the Secretary plus the Secretary does a wonderful job producing the minutes. Every UMT meeting actions and previous minutes are discussed so everyone attending has the option to offer feedback or ask any questions. The opportunity for a Parents committee has been discussed and maybe an option once there is a cohort of parents to set-up.

Key Events that have generated income

- TS Ajax reunion in Apr was delayed due to lack of interest, new date 21 Dec.
- VE Day Service refreshments held in the unit for all the dignitaries and cadet forces on completion of the event.
- Use of the unit to support the RNA in Swansea on the 2nd Tuesday of every month.
- Summer Ball in Morgans moved from 29 Jun 24 to 02 Nov 24 and will now be a Winter Ball.
- The unit is being used to support a German language school with regular bookings through the year and additional bookings being investigated.
- HMS MAGPIE will be renting a classroom 12 Aug – 23 Aug 24 supporting operations in the Swansea area that will generate income.
- In my opinion there have been a few missed opportunities to showcase both TS AJAX and the Sea Cadets in Swansea due to a combination of reasons primarily lack of uniform and planning, namely VE Day in May 24, D-Day 80 Parade and Service in Jun and the Wales Air show, footprint of senior service was increased this year.

Building Projects and Maintenance

- Galley refurbishment quoted at £35k by Amman Catering Equipment and a MSSC grant approved to support £20k towards the cost and the remainder will be fund raising starting off with a Gower Coastal path walk 24 -25 Jul 24, which is available to donate via GoFundMe Me.
- Heads and Bathrooms upgrade has also been costed and a significant grant has been approved by the MSSC with the remainder raised through fundraising. The Male cadets Heads will be moved to the first floor ME Classroom and will provide additional space for a larger Galley and store.
- New outside lights have been fitted and defective emergency light fittings replaced and electrically tested.
- Hartson's Fire have checked fire Extinguishers.
- Alarm System work conducted and in date.
- All gas and electrical certificates are in date.
- A joint UMT & Staff plan of upgrades for inside of the unit is required for all internal painting of stairwells and classrooms. The outside of the unit will also be required to be finished off painting on the Ground Floor.
- The Boathouse requires outside maintenance namely clearing the guttering and fixing the defective door lock.
- Branding of TS AJAX is available, however the UMT will no longer support the purchase merchandise for everyone that is part of an area winning individual or team at competitions, at the request from the staff at the collaborative meeting in May 24.

Grants

- Swansea Council grant from the Armed Forces Champion provided the outside lights to be fitted and tested as well as paying for a planning application for more upgrades to the unit.
- Two MSSC grants provided to support the refurbishment of the Galley on the

- Ground floor and Heads & Bathrooms throughout the unit.
- A grant has been approved to support the purchase of an additional Rigi-Flex and outboard motor.
- Any ideas for grants welcomed.

General

Wishlist has been set up and is in use by the staff.

I would like to thank everyone that has supported the UMT and Swansea Sea Cadets and I would welcome another term in the role with a view to completing the projects mentioned in the report by the end of the financial year.

Commanding Officer's Report

Since the last AGM, the Sea Cadet Corps launched its 'Refining Our Offer' initiative which has had an impact on all units across the organisation. The aims of this national initiative are to reduce some elements of the Sea Cadet Experience, implement cost savings and revenue generation and focus where money is spent to maximize the return. This has meant that some areas of training such as meteorology, navigation and piping are now no longer subjects in their own right and the teaching of these subjects is integrated with other sections of the CTP. Similarly some competitions will no longer go ahead with 5-a-side football only being a District Competition and the Swimming Competition being removed completely – both competitions that the unit has traditionally done well in.

Unfortunately, as a result of Project Arsenal, the unit has lost its PP weapons. This is a huge blow to a unit with a history of success at the Armed Guard Competitions. Despite this, enthusiasm for Drill and Ceremonial remains high in the unit.

After a disappointing year for Offshore voyages last year, due to T.S. John Jerwood being taken out of service, the unit this year has 13 cadets accepted on to Offshore voyages on both the Power and Sailing vessels – with cadets onboard through the summer. As in previous years, we will be promoting Offshore courses as soon as the 2025 programme is open for bookings as this is something unique to the Sea Cadet Corps.

The unit has been active in cadet voice at both unit and national level, with some of the changes suggested already implemented.

Cadets and staff have been busy attending training courses at all levels. One area in which the unit is making massive strides forward is with Expedition Training both in the delivery of D of E Expeditions and Campcraft qualifications, with the unit running the first Advanced Campcraft Course in June 2024. PO Mark Grindrod, PO George Mathias and CI Darren Owen have been instrumental in this and without their work, supported by other members of staff from Swansea and other units, we would be unable to offer the Expedition Training that we do.

We have three former cadets transition to instructors – Grace Horton, Jess Flynn and Morgan Rees Rault who are at various stages of their enrolment with at least some of their mandatory training modules covered by RPLE from qualifications gained as a cadet. PPO George Mathias completed his core module syllabus and was promoted to PO in July 2024. The unit appointed a Petty Officer Cadet for the first time in several years when LC Jess Flynn was promoted to POC in April 2024.

Lt Mike Thomas was presented his 7th clasp to the Cadet Forces Medal in April 2024, at the time of the award he had served 54 years and 3 months as a uniformed instructor, an achievement that I would like to personally congratulate Lt Thomas for as would the thousands of cadets who he has worked with over the last half a century.

The unit has had success in the Drill and Ceremonial Competition winning the Bronze medal at the National Competition at HMS Raleigh in April 2024. Outside of competitions, the unit has

attend a number of local events including the Falkland Island Flag Raising Ceremony, the D-Day Parade and Service and the Wales National Air Show and Armed Forces Day. PPO Jess Flynn is the current Lord Lieutenant's Cadet for West Glamorgan, with her successor being named at LC Keira Davies along with a LC from Port Talbot unit who will take over from her in September. AC Sally Corbett has been nominated for the post of Lord Mayor's Cadet for the City and County of Swansea.

Financial Review

The Charity continued to achieve a sound financial position throughout the 2023 / 2024 financial year.

Income of **£51.3 k**, up from £24.4 k last year, came from a grant for replacement windows in TS Ajax (£30.0 k), a grant for external lighting (£2.2 k), subscriptions (£6.7 k), rental of the Unit (£4.6 k) generous donations (£3.0 k), fundraising activities (£2.8 k) and other monies related to paying for activities, uniforms etc.

Expenditure of **£54.1k** increased from £19.4 k last year. By far the largest expense was the replacement windows in TS Ajax (£36.5 k). The surge in the price of gas and electricity caused high energy costs (£5.9 k) and insurance (£2.8 k) and telephone & broadband (£1.8 k) were the other main expenses. The cash in bank position fell marginally by £2.8 k from £28.6 k at the end of last year to £25.8 k at the end of this year; still a sound position.

The Charity uses premises leased from the City and Council of Swansea at no cost but which it has to maintain.

The Charity continues to seek additional charitable funding in order to properly finance 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 at least 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 2024, the total of the charity's cash reserves stood at £25,775: all 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.

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 these 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 7th October 2024.

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, TS Ajax, Pilot House Wharf, Maritime Quarter, Swansea SA1 1UN
Telephone Number	01792 650763

Trustees:

Chair:	Andrew Davies
Treasurer:	Robert Denley
Secretary:	Caron Flynn
Trustees:	Tom Cowles, Russell Davies, Helen Short, Weixin Liu, James Springle. <i>[Some are de-facto trustees and in the process of being registered]</i>

President: Brian Thorne

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

Independent Examiner: Antony Caccavale

Banks: HSBC & Lloyds

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 2023 / 2024.

List of benefactors;

- The Swansea Historic Vehicle Assoc.
- Swansea Stadium
- Clare Rees
- City & County of Swansea

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 31st March 2024 which are set out on the following 2 pages.

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.

Antony Caccavale

Date: 4th July 2024

Oaktree Villa,
47 Heol Hen,
Llanelli,
SA14 9DG

SWANSEA UNIT 331 of the SEA CADET CORPS

Receipts and Payments Account for the period 1st April 2023 – 31st March 2024

STATEMENT OF FINANCIAL ACTIVITIES - YEAR END 31 MARCH 2024

	2024	2023
INCOMING RESOURCES		
Donations	£3,006.76	£3,573.17
Grants	£32,230.00	£8,000.00
Summer Ball	£2,840.22	£2,608.33
Subscriptions etc	£6,898.65	£5,647.35
Contributions – Uniforms & Badges	<i>Incl. in Subs</i>	£1,267.00
Gift Aid - HMRC	£0.00	£0.00
MSSC Contributions - Competitions, courses	£376.00	£582.20
MSSC Contributions - Cadet Travel	£780.35	£1,085.88
Rental of Unit	£4,560.00	£960.00
Miscellaneous - <i>See Appendix 1</i>	£620.00	£664.36
TOTAL INCOMING RESOURCES	£51,311.98	£24,388.29
RESOURCES EXPENDED		
HQ Supplies & Maintenance	£951.45	£793.58
Transport / Travel	£1,001.87	£1,281.46
Training	£301.50	£1,124.71
Competitions, Courses	£302.50	£794.00
Uniforms & Badges	£380.39	£1,178.40
Water Charges	£518.75	£473.41
Heat & Light	£5,884.06	£3,403.46
Insurance – Buildings, Contents & Marine	£2,758.71	£2,336.48
Telephone & Broadband	£1,849.13	£1,413.72
Intruder Alarm Costs	£631.20	£615.60
Fire Equipment & Maintenance	£668.15	£0.00
Stationery, Photocopier & Postage	£173.78	£273.55
IT Equipment	£0.00	£0.00
Boat repairs & consumables	£120.27	£269.76
LED Lighting installation	£0.00	£4,600.00
Replacement Windows – TS Ajax	£36,500.00	£0.00
Summer Ball	£1,657.50	£0.00
Miscellaneous - <i>See Appendix 1</i>	£400.80	£797.64
TOTAL RESOURCES EXPENDED	£54,100.06	£19,355.77

STATEMENT OF ASSETS - YEAR END 31 MARCH 2024

	2024	2023
Current Account (HSBC)	£23,873.22	£26,307.09
Admin Account. (Lloyds)	£1,881.04	£2,235.25
Admin Petty Cash	£20.28	£20.28
	£25,774.54	£28,562.62
represented by:		
ACCUMULATED FUND		
Balance at 1 April 2023	£28,562.62	£23,530.10
Net income (<i>deficit</i>) resources during the year	(£2,788.08)	£5,032.52
	£25,774.54	£28,562.62

SWANSEA UNIT 331 of the SEA CADET CORP

ASSETS AND LIABILITIES

	2024	2023
CURRENT ASSETS		
Cash at Bank	£25,754.26	£28,542.34
TOTAL CURRENT ASSETS	£25,754.26	£28,542.34
FIXED ASSETS		
Boats & Boats Equipment. (10% write down)	£13,286.00	£14,762.80
Computers & Other Equipment. (30% write down)	£3,357.00	£4,795.70
TOTAL FIXED ASSETS	£16,663.00	£19,558.50
CURRENT LIABILITIES		
External Lighting	£2,230.00	£0.00
Prepayment for dinners	£1,019.00	£0.00
TOTAL LIABILITIES	£3,249.00	£0.00

The financial statements were approved by the Board of Trustees at their meeting on 9th July 2024 and were signed on its behalf by:

Andrew Davies, Chair

Robert Denley, Treasurer

Signature:

Signature:

Appendix 1

SWANSEA UNIT 331 of the SEA CADET CORPS

Receipts and Payments for the period 1st April 2023 to 31st March 2024

<u>Miscellaneous costs included in the Summary</u>			
	2024	2023	
Income			
Refunds - (Electricity & Liberty controls)	£0.00	£444.36	Current a/c
		£1	
Transfer from Current A/C	£0.00	15.00	Admin a/c
		£1	
Sale of Kayak & Scrap	£0.00	05.00	Admin a/c
Area Staff Dinner	<u>£620.00</u>	<u>£0.00</u>	Admin a/c
		<u>£6</u>	
	<u>£620.00</u>	<u>64.36</u>	
Expenditure			
		£	
Rent	10.00	10.00	Current a/c
		£1	
Bank charges	£96.80	13.64	Current a/c
		£3	
Refund of Rental for Unit	£0.00	80.00	Admin a/c
	£159.0		
T V Licence	0	£159.00	Current a/c
	£35.0		
ICO Charge	0	£35.00	Current a/c
		<u>£1</u>	
Annual contribution to MSSC	<u>£100.00</u>	<u>00.00</u>	Admin a/c
		<u>£7</u>	
	<u>£400.80</u>	<u>97.64</u>	