

Peterhead Sea Cadets
AGM Minutes of Meeting
Held at TS Caledonia, Peterhead
Monday 28 October 2024.

Present:



Welcome

Apologies: - [REDACTED]

[REDACTED] opened the meeting and welcomed everyone for coming to our 2024 AGM. Prior to the meeting, [REDACTED] had emailed a copy of the minutes of AGM from 9 October 2023. [REDACTED] asked if everyone had read them and were happy to adopt them as being correct. The Minutes were proposed by [REDACTED] Seconded by [REDACTED].

No matter arising from last minutes.

[REDACTED] (Unit Chairman) then read through her report. Reflecting on targets of 2023/24.

Three volunteer members resigning, [REDACTED].

Targets Achieved for 2023/2024

- New dinghy rack for boating compound made and in place - £3,300
- Replacement engine for Rigiflex – £2,232 - grant from McRobert Trust.
- Lights and shelving into storage cupboard, light installed by Phd Marine Electrics and shelving no longer required.
- Ringfence £15,000 for annual running expenses.
- Ringfence further £5,000 for replacement minibus.

Additional expenditure for 2023/24

- Cadet cinema trip.
- Dehumidifier.
- Sailing helmets, waterproof first aid bags and oars – Shell Small Grants
- Sum up card reader.
- Promotional tablecloth and stickers.
- Trolley wheels.
- Repair to boatshed door.

Targets for 2024/2025

- £15,000 now up to £20,000 ringfenced for running expenses.
- £20,000 for replacement minibus.
- Four windows to be replaced in upstairs classrooms and redecorate.
- 2 sit on kayaks to be purchased @ £499 each.
- Equipment no longer in use – to be sold.
- Hydraulic steering on safety boat needs replacing - £1,000.
- Storage for Junior Cadet resources.

([REDACTED] report is attached to these minutes).

[REDACTED] then passed the meeting over to [REDACTED].

CO [REDACTED], going through OIC report.

Thanking all volunteers for their support.

CO [REDACTED] reported on the Unit Statistics for 2024.

(CO [REDACTED] report is attached to these minutes).

CO [REDACTED] then passed the meeting back to [REDACTED] who, in turn, passed it over to [REDACTED] to read the Treasurer's report ([REDACTED] being absent).

[REDACTED] read out the report prepared by [REDACTED] (Treasurer) (Treasurer's report is attached to these minutes)

Copy of accounts attached.

Accounts adopted and submitted to OSCR in August 2024.

AOCB

All UMT resigned as one.

New UMT re-elected

Office bearers to be elected at UMT Meeting.

Chairperson

Proposed by

Seconded by

Vice Chairperson

Proposed by

Seconded by

Treasurer

Proposed by

Seconded by

Vice Treasurer

Proposed by

Seconded by

Secretary

Proposed by

Seconded

Housekeeping

Proposed by

Seconded by

Other UMT Committee members – [REDACTED] [REDACTED] [REDACTED] [REDACTED] and [REDACTED].

[REDACTED] join UMT, [REDACTED] to join as Unit Assistant.

[REDACTED] closing proceedings and thanking everyone.

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March		Form SCC A3 (R&P) Apr-19
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November		
Unit Name: PETERHEAD	Charity No: SC023599	
Unit address (or address for correspondence):-		
House name:	UNIT HEADQUARTERS	
Street and No:	SEAGATE	
Area or Estate		
Town/City:	PETERHEAD	
County	ABERDEENSHIRE	
Post Code:	AB42 1JP	
Unit Management Team members (the 'charity trustees') at date of signing Report:-		
Names of any other persons who were charity trustees of the Unit at any time in the financial year:-		
Name of any person who is now (or was, in the financial year) a 'trustee for the charity' - i.e., holding or in possession of any assets belonging to the Unit (includes custodians, nominees &c) [not: Scotland]:-		
Nature and date of the Unit's constitution (governing document):- Governed by Sea Cadet Standard Constitution		
The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-		
<i>Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.</i>		
The Unit's charitable purpose(s) as set out in its constitution is:-		
<i>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).</i>		
The Unit's main activities and achievements in the financial year were:-		
PURCHASED NEW ENGINE FOR BOAT. ENSURED ALL BOATS & MINI BUS MAINTAINED TO STANDARD AND ALL UNIT COSTS PAID.		
Public Benefit		
The UMT continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by:		
<ul style="list-style-type: none"> Regular and structured activities with a nautical theme. Allowing young people to take part in activities connected with the wider Sea Cadet movement such as waterborne activities, events and competitions at district, area and national levels. Availability of formal educational achievements whilst taking courses to earn badges and promotions 		
Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.		

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 MarchForm
SCC A3 (R&P)
Apr-19

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

Unit
Name: PETERHEAD

Charity No: SC023599

Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level 12 months equating to revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in Year-end reserves 12 months' on that basis.

[Delete this section if not applicable]

The Unit holds £20,000.00 in designated funds representing fixed assets needed for future activities and

<enter sum> 120,000.00 for future projects to be carried out in <Enter No of Months/Yrs> 12 as currently planned/expected

[Delete this section unless the Unit has a Restricted Fund in deficit]

A restricted fund held for the purpose of
was in deficit to the extent of
and the steps being taken to rectify it are:-

During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-

The Unit and/or its trustees held the following assets for the charity/ies named below, whose charitable purposes are as set out hereunder. Special arrangements for the safe custody of those assets and their segregation from the Unit's own assets are as set out below [English, Welsh & NI Units: Delete this section if not applicable; Units in Scotland: This disclosure is not mandatory]:-

Date signed as authorised by the Unit's Management Team:

25/06/25

Unit Treasurer

Unit Chairman

Independent Examiner

Note: The statutory audit or independent examination report on this Statement of Account must be attached.

AC5

APPENDIX 3



Report to the trustees/members of

Registered charity number
On the accounts of the charity for the period

Set out on pages

Respective responsibilities of trustees and examiner

Basis of independent examiner's statement

Independent examiner's statement

Signed**:

Name:

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

Address:

Independent examiner's report on the accounts							v2
Charity name							
PETERHEAD UNIT (NO 269) OF THE SEA CADETS CORPS							
SC							
023599							
Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
01	04	2024	to	31	03	2025	
						(remember to include the page numbers of additional sheets)	

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

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

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

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

	Date:	14/5/25

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

** OSCR will accept digital or typed signatures

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March

Form

SCC A3 (R&P)

Apr-19

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

Unit Name: PETERHEAD

Charity No: SC023599

Fund-name/purpose (if not held for the Unit's general purposes):-

THIS
YEAR
£LAST
YEAR
£

Notes

REVENUE PAYMENTS –DIRECT CHARITABLE ACTIVITY COSTS:

FUNDRAISING & SPECIAL EVENTS COSTS
COMPETITION COSTS
FUEL & TRAVEL COSTS
CATERING COSTS
TRAINING COURSES COSTS
ARTICLES PURCHASED FOR RESALE

	0.00	0.00
	0.00	0.00
	247.54	716.68
	0.00	0.00
	0.00	0.00
	0.00	0.00

OVERHEAD COSTS FOR:

RENT / COUNCIL TAX
HEAT, LIGHT & WATER
TELEPHONE & BROADBAND
OFFICE SUPPLIES, POSTAGE & PRINTING

	283.75	283.75
	1556.34	1913.55
	845.73	777.58
	99.98	34.74

MAINTENANCE COSTS FOR:

BUILDINGS & ESTATE
BOATS
VEHICLES
OTHER MISC EQUIPMENT
INSURANCE COSTS
BANK INTEREST & CHARGES

	1811.77	2606.62
	14777.81	2759.48
	1792.36	224.55
	98.80	305.41
	2370.79	2059.50
	0.00	0.00

CHARITY GOVERNANCE COSTS:

FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINER
FOR OTHER PROFESSIONAL FEES
FOR LEGAL ADVICE (for constitution or trustees)
OTHER REVENUE COSTS

		0.00
		0.00
		0.00
	1122.55	3348.12
	25007.42	15026.98

TOTAL REVENUE PAYMENTS

D

NON-REVENUE PAYMENTS –

ASSETS

	£0.00	0.00
--	-------	------

TOTAL NON-REVENUE
TOTAL PAYMENTS (=D+E)

E
F

£0.00	
25007.42	15026.98

(*Attach that Fund's similar Account of Payments as page AC2A, and so on)

AC2

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

Form

SCC A3 (R&P)

Apr-19

Unit Name: PETEHEAD

Charity No: SC023599

Fund-name/purpose (if not held for the Unit's general purposes):-

THIS
YEAR
£

LAST
YEAR
£

Notes

REVENUE RECEIPTS –

ANNUAL FUND/DIRECT GRANT
SCAVA (Sea Cadet Victualling Allowance)
OTHER GRANTS
CADET CONTRIBUTIONS
OTHER DONATIONS / LEGACIES
FUNDRAISING & SPECIAL EVENTS PROCEEDS

	0.00	9000.00
	0.00	0.00
	6011.54	100.00
	4090.00	4160.00
	8767.62	7189.16
	7166.20	8118.40

OTHER CHARITABLE ACTIVITIES:

COMPETITION RECEIPTS
COURSE FEES
SUNDRY SALES RECEIPTS
BANK DEPOSIT INTEREST
PROPERTY RENTS (includes any occasional
OTHER REVENUE RECEIPTS

	0.00	0.00
	0.00	120.00
	0.00	0.00
	944.88	511.60
	0.00	0.00
	421.59	3112.87

TOTAL REVENUE RECEIPTS

A

27401.83 32312.03

NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED

	0.00	0.00
--	------	------

TOTAL NON-REVENUE
RECEIPTS

B

£0.00 0.00

(*Attach that Fund's similar Account of Receipts as page AC1A, and so on)

TOTAL RECEIPTS = A + B

C

27401.83 32312.03

Reconciliation:-

NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-

- REVENUE ITEMS (= A – D from page AC2)
- NON-REVENUE ITEMS (= B – E from page AC2)
- COMBINED (=G+H)

G

2394.41 32312.03

H

£0.00 £0.00

2394.41 32312.03

CASH/BANK BALANCE FROM LAST YEAR-END

50003.87 32454.57

CASH/BANK BALANCE AT THIS YEAR-END

2020

52398.28 50003.87

AC1

THE SEA CADETS
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March

Form
SCC A3 (R&P)
Apr-19

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

Unit
Name: PETERHEAD

Charity No: SC023599

In E&W: STATEMENT OF ASSETS & LIABILITIES

(English/Welsh Units: No valuations/costs or accounts notes required)

ASSETS:

CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)
BANK DEPOSITS (if any) not included above
LOANS RECOVERABLE

OTHER DEBTS (total recoverable – exclude any “accruals”)
*STOCKS OF ITEMS FOR RESALE (total cost)

INVESTMENTS (present value of securities &c)
INVESTMENTS (ditto – belonging to a Restricted Fund, if

*OTHER FIXED ASSETS:

- LAND & BUILDINGS

- BOATS

- VEHICLES

- COMPUTERS & OTHER EQUIPMENT

*For all these items (including any gifts at estimated value when given) state their total present value here if lower than as above

LIABILITIES

LOANS REPAYABLE

OTHER CREDITORS (total payable – exclude any “accruals”)
CONTINGENT LIABILITIES (estimated total amount)

[Scottish] ACCOUNTS NOTES* (if not within Annual Report)

For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its use

Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity or project

Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it

Amount of any trustee expenses reimbursed and for how many

Amount and nature of any other trustee-transactions (including with connected persons, stating the relationship) -

together with any amount owing at the year-end (say if none)

Any further information that ‘may reasonably assist’ a reader’s

(*Show details on an extra attached (numbered) page if

Name
of Fund
if restricted

THIS
YEAR
£

LAST
YEAR
£

£0.00

£0.00

Give page no(s).
or say if none

[Amounts] Particulars

N/A	N/A
[N/A]	N/A
[N/A]	Authority:
[N/A]	N/A
[N/A]	For how many:
[N/A]	N/A
[N/A]	Nature:
[N/A]	N/A
N/A	- or say if none

Give page no(s).

Unit Treasurer

Unit Chairman

Signed as authorised by the Unit’s Management Committee - Date:

25-06-25

Note: The statutory audit or independent examination report on this Statement of Account must be attached.

AC3