



REDDITCH & BROMSGROVE UNIT 595 OF THE SEA CADET CORPS
TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021



REGISTERED CHARITY NUMBER: 516827

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REPORT OF THE TRUSTEES OF

REDDITCH & BROMSGROVE UNIT 595 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.

Organisational Aims & Objectives

The organisation works to give young people the best possible head start in life through nautical adventure and fun, based on the customs and traditions of the Royal Navy. Our aim is to develop young people and support them towards responsible adulthood.

Our vision remains as always to ensure our cadets are equipped with the means to achieve the high standards and personal attributes necessary to succeed in their future endeavors whilst learning new skills and always having fun!

Our objectives are to provide young people aged between the ages of 10 and 18, opportunities that promote the Sea Cadet Values whilst developing valuable life skills that improve our young people's life chances.

We do this through a combination and variety of activities of outdoor and adventure, team building, waterborne and self-learning-based activities, such as Duke of Edinburgh, BTec and other nationally recognised qualifications.

We are passionate about investing in all young people. We offer a unique mix of activities and experiences, delivered locally, regionally, nationally and off shore, which improve life chances at school, in work and for the community. Our trained and experienced volunteers and staff support and deliver learning through nautical adventure and challenge, with the customs and traditions of the Royal Navy at the core. Through this we create a sense of belonging and identity where young people flourish, gaining confidence, skills for life, values and qualifications, which help them seize a better future.

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 '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 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

We continue to target recruitment within the local area giving young people opportunities to take part in activities that in many cases would otherwise be unaffordable. We are only able to do this because we are volunteer led and all funds raised or received are used entirely for the charitable purposes of the Unit.

Organisational Achievements and Performance

All Sea Cadet Units are subject to rigorous controls and annual review of our training, management, safety, and efficiency. Based on this review Redditch & Bromsgrove Sea Cadets achieved another Burgee for our efforts, equalling our score from the previous year and which was the highest score for 5 years. This is indeed recognition of the achievements and challenging work of the young people and adult volunteers who support them. Without them none of this would be possible.

They are supported by adult instructors who give their time freely to help and support their development, achieve so much, and meet the objectives of the Unit.

The aim of our structured Cadet Training Programme is to provide our young people with basic life skills: teamwork; leadership; communication; motivation; self-confidence and citizenship; all which will help them transition into responsible adulthood.

Officer in Charge Report

We were delighted with the announcement that again this year, one of our cadets has been appointed as the Lord Lieutenants Cadet for the County of Worcestershire. This is an outstanding achievement, and the Cadet has had the privilege of attending one of the first Senior Royal engagements post pandemic lockdown.

Alongside this great accomplishment, our Cadets have furthermore celebrated the following over the reporting period:

- Silver Duke of Edinburgh Award
- 47 Cadet promotions (compared to 36 at previous reporting period)
- 26 Good Conduct awards
- 2 Master Coxswain awards
- 17 BTEch Level 1 awards
- 4 BTEch Level 2 awards

(These achievements are additional to the Cadet Training Programme)

Whilst the Covid-19 pandemic has had a devastating effect on the face to face activities during the reporting period, the cadets and adult volunteers have engaged in virtual parade evenings and qualifying courses, enabling a record number of promotions and achievements for the unit.

New staff have successfully onboarded to the unit being able to take advantage of the Virtual New Volunteer Programme which has permitted personnel to complete Corps requirements in a most timely manner, these have also included virtual promotion boards for senior cadets managed by the wider Sea Cadet organisation.

Cadets and volunteer staff have also virtually shared and enthusiastically participated in doorstep events such as VE day celebrations and Remembrance ceremonies.

This has been an incredible accomplishment for our young people who have coped with national lockdowns admirably and a credit to our volunteers who have kept the enthusiasm of sea cadets alive whilst holding key worker positions.

Having successfully achieving all return to unit, boating and outdoor activity requirements, withstanding current Covid 19 restrictions and control measures, we are excited to return to a season of boating and outdoor activities which will be complimented by winter cadet and leadership training programmes developed by our newly appointed Unit Training Officer.

Sub Lieutenant (SCC) Lisa Wood RNR – Officer in Charge

Chairpersons Report

In March 2020 we saw the beginning of a pandemic that no one could have predicted would last as long as it has. For the first time in our history, we had to close for a sustained period and adapt both the training offered to the cadets as well as how we met as Trustees, virtual meetings via a Zoom link became the norm and have proved to be effective. There have been several changes with regards to the Board and all members have been co-opted since the last Annual General Meeting. I would like to take this opportunity to thank Jane Deeley-Graham, Matthew Lines, Sarah Newman and Samantha Smith for their services as trustees.

Many of our adult volunteers are essential and front-line workers in public, emergency and health services and have all been stretched to their limits physically, mentally, and emotionally. To their credit they have also continued to support the unit whenever possible and our cadets have benefitted as a result, their dedication is unquestionable.

The Officer in Charge, Sub Lieutenant (SCC) Lisa Wood RNR and her team responded to the situation and adapted the face-to-face training to a virtual session on Zoom and reduced to once a week. Understandably due to the pressures of having to work and learn from home virtually numbers reduced both from a cadet and staffing level however this didn't deter them, and training was adapted to meet the needs of the cadets which included fun activities to help them in what's been the toughest year yet for them. At this point the trustees would like to personally thank SLt Wood and her team for responding to the situation so quickly and for overcoming so many challenges whilst maintaining the support to the cadets.

Following a rigorous process of assessment, we received permission to Return to Parading in December 2020 and a further period of lockdown followed, we finally reopened in March 2021, almost a year to the date since we closed and to outside activity only at Arrow Valley Lake with the majority of activity being on the water.

Our priority is to support SLt Wood and her team to re-engage fully back as a unit. Parades are being held Monday and Thursday evenings concentrating on outside waterborne training. Like most other Sea Cadet units, we are now concentrating on building up our numbers again to what they were prior to the lockdown and 12 months on we are confident we will do this within a few months

A joint campaign to recruit new adult volunteers will help shape the unit moving forward. We will also help to provide any further equipment needed to ensure that there are no Covid-19 concerns, and any Government guidance is met including masks, extra cleaning materials and hand sanitisers.

The trustees are committed to ensuring the unit continues to develop and to be the organisation that every local child wants to be a part of.

It just remains for us to thank our fellow trustees for their ongoing support, SLt Wood and her team for their resilience and determination and finally the cadets and parents themselves for continuing to make the effort to come along to parades in the oddest of times and to be there ready for the start of a better year ahead.

Margaret Blizzard - Chair of the Board of Trustees

Plans for 2021/2022

The charity continues to work to secure funding to realise several projects and has committed to ensure a major capital investment into the unit which will include:

- Full redecoration of the unit
- Replacement of all fluorescent light fittings to LED
- Provide heating to all classrooms
- Create a CO's/UC Office on the ground floor
- Create a Cadet Mess on the ground floor
- Creation of a dedicated First Aid classroom and associated fixtures, fittings, and equipment
- Creation of a dedicated Junior Classroom and associated fixtures, fittings, and equipment
- Creation of a dedicated Seamanship training area
- Creation of outside space to the rear of the unit for recreation, training, and social events.
- Refurbishment of the Ships Galley to allow for on-site catering training and hosting of District and Area courses
- Redevelop the Wardroom to suit the needs of the volunteers and provide a pleasant environment within which they can relax.
- Secure grant funding for investment in paddle sport equipment and development of the paddle sport programme
- Promote the unit for external use for hire by community and private groups to realise additional income

Covid-19

With the onset of the Covid 19 Pandemic the unit closed to all face-to-face training on 22nd March 2020. Within the first week of closure the cadets themselves had implemented a support group on social media and were communicating regularly. Staff were allocated to stay connected with cadets and enquire about their well-being.

We were also aware that with closure, cadet contributions could cease and would impact on our viability. At the time of closure unrestricted reserves amounted to 6 months running costs and steps were taken to reduce outgoings to all but necessary overheads. Receipt of the Covid 19 Rates Relief Grant in June secured the units future and further receipts from Sport England, Community Emergency Fund and Covid 19 Government Lockdown grants has been a boost for income and helped sustain us through this very difficult period.

A virtual presence was developed, a weekly session convened and all cadets and staff were invited to take part and to keep in touch. Many of our adult volunteers were and still are front line and essential workers and as a result had to reduce or withdraw any commitment. Weekly sessions were supported by a skeleton staff and delivery of a full Cadet Training Programme was not possible, but contact was maintained, and our young people were always aware they could contact us if they needed us.

Trustees continued to govern the charity through lockdown and maintained regular contact via virtual meetings using the time to ensure a financial control policy was in place ready for reopening.

Financial Review

With an opening balance of £10,477 and a closing balance of £53,181, the charity has been extremely fortunate in securing funds to not only help the charity survive the financial impact of the pandemic but to also enable it to continue and grow in the future.

As a result of a reduction in the activities we could provide due to the pandemic, parents and guardians were given the option to reduce or discontinue payments for subscriptions. Although cadet contributions were lower this year, we were lucky enough to maintain 40% of the normal income throughout the closure period.

To help offset this expected reduction in income, we successfully secured funding through Redditch Borough Council 's Coronavirus Support Grant. This grant was available to organisations paying business rates and was offered periodically throughout the year, they were automatically paid without the need to apply. We also secured funding through the National Lottery, Sport England, Community Emergency Fund of £3,000 to support covering core costs. Receipt of the grants ensured that the unit was not only able to meet its overheads, but once major restrictions lifted, provided the opportunity to begin with some much-needed capital investment that will benefit the Sea Cadet Experience.

It is noted that past year's accounts have been inconsistent in their reporting periods with those of 2019/20 including up to 30th April 2020. The future intention of the trustees is to maintain the financial year 1st April to 31st March and as such this year's accounts will reflect 11 months reporting to bring this into line.

Reserves Policy and note to the accounts

The trustees continue to review the charity's requirements for reserves, considering 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 of 6 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 for the charity to carry out of its legal obligations. At the end of March 2021, the total of the charity's reserves stood at £53,181 of which £4,862 was restricted and £48,319 unrestricted.

The level of reserves is a great deal higher than the level required, however due to the continuing uncertainties relating to the pandemic, the trustees feel this is appropriate as it will help lessen the financial burden should further local/national lockdowns be required.

The Trustees recognise that investment in the infrastructure of the unit, training equipment, fixtures and fittings to support the delivery of the Sea Cadet Experience is first priority and a premises development plan has been developed identifying circa £40,000 of investment required to bring the premises up to the level expected to deliver an effective cadet training programme with modern equipment and training resources for the benefit of the cadets and adult volunteers and to attract further community involvement and use.

Structure, Governance and Management

Units of the SCC are formed and operated entirely by volunteers from the local community with an interest in furthering the cause of Sea Cadets. 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 17th October 1985 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 at its meeting in 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/Officer in Charge. 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 co-opt new trustees. All trustees will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by individuals drawn from the local 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

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state affairs of the charity and of its financial position at the end of that year.

In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgement and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice (SORP) have been followed, subject to any departure disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will not continue existence.

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.

Acknowledgements

We would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020/2021.

- Redditch Borough Council
- Sport England, Community Emergency Fund (National Lottery)
- Waitrose Bromsgrove
- Our supporters through Easyfundraising and Smile Amazon
- Mrs Deeley Graham and Mr Neil Weller for their kind donations of IT Equipment to support the delivery of training.

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.

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.

This has been an exceptional year and one not to be repeated for obvious reasons but our uniformed and civilian instructors, management team and unit assistants all still have one common aim, that of delivering the best experience for our young people.

Thank you for your commitment and continued support as we look forward to another successful year here at TS Kingfisher.

This report has been approved by the trustees and signed on its behalf on 29th September 2021

Legal and Administrative Information

Charity Details:

Charity Name:	Redditch & Bromsgrove Unit 595 of the Sea Cadets Corps
Charity Status:	Registered Unincorporated Charity
Registered Charity No:	516827
Registered Office and Operational Address:	Unit 3, Upper Crossgate Road Park Farm Industrial Estate Redditch B98 7SR
Telephone Number	01527 521835
Email:	enquiries@tskingfisher.org
Website	www.sea-cadets.org/redditchbromsgrove
Trustees at the time of signing the report	Margaret Blizzard – Chair (appointed February 2021) Paul Andrews – Treasurer (appointed January 2021) Lisa Wood Lewis McClay (appointed June 2021) Mireia Castells Miro (appointed August 2021) Kay Merrick (appointed August 2021)
Other persons who were charity trustees at any time in the financial year.	Jane Deeley-Graham Chair (until January 2021) Matthew Lines (until April 2021) Samantha Smith (until April 2021) Sarah Newman (until April 2021)
Holding (Custodian) Trustees	The Marine Society & Sea Cadets (MSSC)
Bank	Barclays Bank Unit 26-28 Evesham Walk Kingfisher Shopping Centre Redditch B97 4EX
Independent Examiner	Bev Richardson MAAT Charity AID Accountancy Services Woodland Lodge Dunston Business Village Stafford Road Dunston Staffordshire ST18 9AB

Independent Examiner's Report to the Trustees of Redditch & Bromsgrove Unit 595 of the Sea Cadets Corps.

I report on the financial statements of Redditch & Bromsgrove Unit 595 of the Sea Cadets Corps for the year ended 31st March 2021 which are set out over the following 4 pages.

Responsibilities and basis of report

As the charity trustees of the charity 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 charity'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.

Bev Richardson M.A.A.T.

Date: 29th September 2021

On Behalf of Charity AID Accountancy Services

Woodland Lodge
Dunston Business Village
Stafford Road
Dunston
Staffordshire
ST18 9AB

Receipts and Payments Account for the period 1st April 2020 – 31st March 2021

	Note	Unrestricted £	Restricted £	2021 £	2020 £
<u>RECEIPTS</u>					
Donations	1	6,598	0	6,598	10,085
Fundraising	2	0	0	0	4,443
Generated	3	0	0	0	1,274
Grants	4	40,843	3,000	43,843	6,500
Training	5	0	0	0	3,951
Unearned	6	55	0	55	3
TOTAL RECEIPTS		47,496	3,000	50,496	26,256
<u>PAYMENTS</u>					
Charitable Activities	7	274	0	274	6,382
Operating Costs	8	2,326	1,463	3,789	4,359
Overheads	9	1,936	1,792	3,728	7,403
Fees Charged	10	0	0	0	0
Fundraising Costs	11	0	0	0	3,439
TOTAL PAYMENTS		4,536	3,255	7,791	21,583
<u>ASSETS & INVESTMENTS</u>					
Fixed Assets	12	0	0	0	0
Investment		0	0	0	0
		0	0	0	0
TOTAL PAYMENTS		4,536	3,255	7,791	21,583
Net incoming resources		42,960	(255)	42,705	4,673
Transfer between funds		0	0	0	0
Cash funds from last year		5,359	5,118	10,477	5,805
TOTAL CASH FUNDS		48,319	4,863	53,182	10,477

Statement of Assets and Liabilities as at 31st March 2021

ASSETS AND LIABILITIES

	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
CASH FUNDS				
Business Account	48,318	3,458	51,776	9,073
Saver Account	0	1,405	1,405	1,404
	48,318	4,863	53,181	10,477

OTHER MONETARY ASSETS	0	0	0	0
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INVESTMENT ASSETS	0	0	0	0
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**ASSETS RETAINED FOR THE
CHARITY'S OWN USE**

	Current Value
Premises	691,000
Boats	25,000
Minibus	5,438
Computers & Other Equipment	5,000
	726,438

LIABILITIES

Independent Examination	350
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The financial statements were approved by the Board of Trustees on 29th September 2021 and were signed on its behalf by

Margaret Blizzard
Chair of the Board of Trustees

Paul Andrews
Treasurer

Signature:

Signature:

Redditch & Bromsgrove Unit 595 of the Sea Cadets Corps.

Notes to the Accounts

	Unrestricted £	Restricted £	2021 £	2020 £
1 Donations				
Bursaries	0	0	0	0
Cadet	5,495	0	5,495	10,075
P&SA	0	0	0	0
Donations	713	0	713	10
Ward Room	390	0	390	0
	6,598	0	6,598	10,085
2 Fundraising				
Bag packs	0	0	0	1,262
Flag week	0	0	0	0
Social events	0	0	0	1,814
Community events	0	0	0	0
Other	0	0	0	1,367
	0	0	0	4,443
3 Generated				
Property Rental	0	0	0	624
Sale of Assets	0	0	0	650
Sale of Goods	0	0	0	0
SCAVA	0	0	0	0
	0	0	0	1,274
4 Grants				
Charitable Trusts & Foundation	40,843	3,000	43,843	6,300
MS-SC Grant	0	0	0	200
	40,843	3,000	43,843	6,500
5 Training				
Competition Fees - external	0	0	0	0
Competition Fees - internal	0	0	0	0
Course Fees - external	0	0	0	80
Course Fees - internal	0	0	0	3,871
	0	0	0	3,951
6 Unearned				
Bank Interest	1	0	1	3
Gift Aid Claim	0	0	0	0
Other	54	0	54	0
	55	0	55	3
7 Charitable Activities				
Competition Fees - external	0	0	0	0
Competition Fees - internal	0	0	0	54
Course Fees - external	234	0	234	1,720
Course Fees - internal	0	0	0	3,793
Training Materials	40	0	40	367
Fuel	0	0	0	404
3rd Party travel	0	0	0	0
Catering	0	0	0	44
	274	0	274	6,382

Redditch & Bromsgrove Unit 595 of the Sea Cadets Corps.

Notes to the Accounts continued

	Unrestricted £	Restricted £	2021 £	2020 £
8 Operating Costs				
Unit Health, Hygiene & Well-being	352	0	352	0
Office Equipment		0	0	136
Office Stationery & Printing	894	400	1,294	0
IT Consumables	0	139	139	366
Building maintenance	863	225	1,088	2,006
Grounds maintenance	0	0	0	606
Boat maintenance	0	381	381	0
Vehicle maintenance	0	0	0	841
Other maintenance	217	318	535	0
PPE & Branded clothing	0	0	0	404
	2,326	1,463	3,789	4,359
9 Overheads				
Rent	0	0	0	0
Rates	0	0	0	0
Lease Fees	0	0	0	516
Water Rates	139	313	452	304
Sewage Rates	0	0	0	0
Electricity *	486	368	854	2,250
Gas *	200	152	352	0
Broadband *	266	176	442	0
Alarm Monitoring	0	0	0	0
Insurance	845	783	1,628	3,185
Roadside Assistance	0	0	0	0
Certification	0	0	0	288
Sailing Club Membership	0	0	0	860
	1,936	1,792	3,728	7,403
* Electricity, Gas and Broadband was recorded as one total in 2020				
10 Fees Charged				
Audit / Accountancy fees	0	0	0	0
Legal Fees	0	0	0	0
Other Professional fees	0	0	0	0
Other revenue costs	0	0	0	0
Bank charges	0	0	0	0
	0	0	0	0
11 Fundraising Costs				
Special Events	0	0	0	1,903
Goods for resale	0	0	0	0
Other fundraising costs	0	0	0	1,536
	0	0	0	3,439
12 Assets & Investments				
Various Unit Assets	0	0	0	0
	0	0	0	0