



**KEIGHLEY SEA CADETS
AND
ROYAL MARINE CADETS**

**ANNUAL TRUSTEES REPORT
AND
STATEMENT OF ACCOUNTS
2020-2021**

UNIT: 386

CHARITY NO: 523738

Maritime House
2 Waddington Street
Keighley
BD21 5LP

Reference and Administration Information

Name Of Charity:	Keighley Sea Cadets
Any Other Name:	Keighley Sea Cadets & Royal Marines Cadets TS Dolphin Keighley Unit 386
Charity Registration No:	523738
Address:	Maritime House 2 Waddington Street Keighley BD22 5LP
Telephone:	01535 661978 (Tuesday & Thursday evenings only)
Email Address:	keighleyseacadets@gmail.com
Trustee Names:	
Chairperson	Corinne Metcalfe (Aug 19 to Current Day)
Treasurer	Karen Haggo
Secretary	Michelle Rhodes (Resigned May 21)
Members:	Treasure Scotton Samantha McGimpsey Trevor Raddings

Key Uniformed Staff Members

Officer in Charge	Acting Petty Officer Terry Joyce
1st Lieutenant	RM Sergeant Scott Jessop (April 2020 to December 2020) Dec-April – Position Vacant
RMC Detachment Commander	RM Sergeant Rosemary Clarke

Trustees Report

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees hereby present their report along with the financial statements of the charity for the year ended 31 March 2021 in accordance with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (2005).

Structure Governance and Management

Organisation

Our unit is made up of uniformed staff, civilian staff and unit management committee members all of whom undergo a Disclosure and Barring Service (DBS) check before working with cadets.

The Unit Management committee is a small team consisting of Chair, Treasurer, Secretary and 3 other committee members.

Our president is the Duke of Devonshire who acts in a supportive role and we are extremely grateful for all his continued support.

The Chairperson, Treasurer and Secretary are actively involved in the day-to-day running of the unit attending the unit on a weekly basis (when open). Other members of the team are involved heavily in the managing of local fundraising events, networking with other groups and helping to raise our profile within the local community.

Management meetings are held on a monthly basis, minutes are recorded and circulated in a timely manner and copies uploaded to Westminster.

Keighley Sea Cadet unit opened in January 1964 and is located in the central ward of the town.

We are open every Tuesday and Thursday evenings along with regular training weekends. Cadet numbers as at 30th April 2021 is 35 (20 Sea Cadets, 4 Juniors and 11 Royal Marine Cadets), this is made up of 24 males and 11 females. We currently have up to 15 cadets attending our unit regularly each week.

Keighley has a large deprived community and a majority of our young people (cadets) come from disadvantaged backgrounds. We continue to keep our costs as low as possible so that we are accessible to all regardless of sex, religion, race, ability or family background which is paramount for our local community.

Keighley Sea Cadet Unit consists of a Junior Section (10-12yrs), Sea Cadets (12-18yrs) and a Royal Marines Detachment (13-18yrs).

Our Commanding Officer is Terry Joyce an ex Sea cadet and an ex Royal Navy Reservist and was appointed in January 2020. He has worked extremely hard over the last year to engage with the cadets virtually and to provide high standard of training in light of the Covid 19 restrictions. We currently have 15 adult volunteer staff Instructors we are focusing hard at recruiting more volunteers.

The success of the unit is down to all the hard work and team efforts of our committed Command Team who dedicate evenings and weekends into motivating cadets towards positive actions, attitudes and decisions. The Management Team have also worked hard at securing various funding which has enabled the staff to deliver their training more effectively.

Our Aim

Our aim is to provide the cadets with life changing and character building experiences which gets them off the streets, off their computer games, away from the television and show them what real life has to offer. To give them the opportunity and motivation to improve their health, lifestyle, attitude and potential in life whilst guiding them by values such as Respect, Loyalty, Self-discipline, Commitment, Honesty and Integrity.

Objectives and activities

Our charity is a local uniformed youth organisation which is run entirely by adult volunteers working with young people from Keighley and surrounding areas aged between 10 - 18 years.

Our purpose is to promote the development of young people (cadets) in achieving their physical, intellectual and social potential as individuals and as responsible citizens by providing education and leisure time activities based on a nautical theme.

We aim to achieve this by providing a structured environment where the cadets can develop. We offer access to education and training in a wide range of areas such as sailing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping and public services. Our cadets are given the opportunity to obtain a range of qualifications, including the Duke of Edinburgh awards and we promote good citizenship through community involvement.

Our aim is to give the cadets the best possible head start in life whilst guiding them by values such as Respect, Loyalty, Self-discipline, Commitment, Honesty and Integrity.

Achievements and performance

Our URV took place in May 20 and we achieved pennant status. This was a direct result of all the contribution of hard work, effort and teamwork from all the staff and committee members. It is both the Command and Managements team's aim to reclaim Burgee Status by 2021.

Planning for the year ahead

Aims for the year ahead

Aim 1

- To focus on staff training and recruitment.

Aim 2

- To focus on increasing cadets DofE progress

Aim 3

- To continue with rejuvenating the building but to focus on securing funding to upgrade CCTV to improve security for both the building and cadets.

CO's Report 2020-2021

The last year has been tough for the staff and cadets at Keighley. During our last reporting period only had 2-months of a national lockdown in the report. This year's report is very different. Keighley has been hit with not only the national lockdowns but the regional and local lockdowns as well. However, that has not stopped the staff and cadets from persevering and pushing forward with delivering the cadet experience.

Keighley instituted virtual learning sessions on Tuesday and Thursday for most of the lockdown periods, only stopping for some of the summer, Christmas and Easter. The sessions have had a varying level of attendance for both cadets and staff. However, the DC and I have ensured that the virtual sessions run regardless of attendance size.

Virtually we have provided events like:

Virtual sailing regatta's

VE Day celebration

Unit quizzes

Sea Cadet Portal training

Virtual camping

Promotions board training

Keighley has also taken part in many different online training programs. The District juniors evening and weekends where we have supplied staff and cadets. We have also staffed the Royal Marine Cadet training on Monday evenings. Cadets have completed virtual courses and blended courses to gain qualifications and skills. Keighley also organised a virtual event with the Royal Navy Engagement Team where we had cadets and staff attend from across West Yorkshire and 1 Troop. The Marine Cadets have also taken part in training with the RM Visibility Team. Cadets have taken part in Cyber First training.

Keighley has also completed its return to parading and return to boating approvals. We are close to completing the return to fieldcraft. We are just waiting on a letter from Bradford Council and have for a while. We have also secured a new boating venue at Halifax Sailing Club and are looking forward to using the facility when we re-open. I have also started working on moving our boats from Wakefield Unit to Halifax Sailing Club. So they are ideally positioned for the Unit to use.

While Keighley has not been under any national or local restrictions we have been training on both land and water. We have provided a mix of CTP, specialisation and waterborne training to cadets and staff. I am also pleased to have promoted Sea Cadets and Royal Marine Cadets.

We have had a few cadets and staff leave due to various reasons. However, I am encouraged by the recruitment of new staff and cadets. We have also had a few cadets turn 18 and wish to become volunteers.

This year we are also pleased to have LC Haggo become the Lord Lieutenants Cadet for West Yorkshire. He has been attending, when possible, events for the Lord Lieutenant.



Independent examiner's report on the accounts

Section A		Independent Examiner's Report	
Report to the trustees/ members of	Keighley Unit 386 of the Sea Cadet Corps		
On accounts for the year ended	31st March 2021	Charity no	523738
Set out on pages	7, 8 & 9 <small>(remember to include the page numbers of additional sheets)</small>		
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and • to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below *)</p> <p>1. which gives me reasonable cause to believe that in, any material respect, the requirements:</p> <ul style="list-style-type: none"> • to keep accounting records in accordance with section 130 of the Charities Act; and • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act <p>have not been met; or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><small>* Please delete the words in the brackets if they do not apply.</small></p>		
Signed:	Jonathan Abbey		Date: 28/05/2021
Name:	Jonathan Abbey		
Relevant professional qualification(s) or body (if any):			
Address:	4 Forge View Steeton BD20 6QF		



Independent examiner's report on the accounts

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details
of any items that the
examiner wishes to
disclose.

Nothing to disclose.

Accounts Sheet AC1

THE SEA CADETS			Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT			SCC A3 (R&P)	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021			Jan-20	
<small>(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)</small> <small>Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November 2021</small>				
Unit Name: Keighley Unit 386 of the Sea Cadet Corps		Charity No: 523738		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR		LAST YEAR
Keighley Sea Cadets & Royal Marines Cadets		£		£
Notes				
REVENUE RECEIPTS –				
ANNUAL FUND/DIRECT GRANT - (restricted)		MSSC/Trinity House	£9,200.00	£14,075.00
OTHER GRANTS - (unrestricted)		Yapp/Sports Eng/Brad Met	£30,719.86	£0.00
SCAVA (Sea Cadet Victualling Allowance)			£1,575.00	£272.64
CADET CONTRIBUTIONS		Subscriptions	£1,716.00	£4,122.10
OTHER DONATIONS / LEGACIES			£1,022.07	£60.00
FUNDRAISING & SPECIAL EVENTS PROCEEDS			£103.05	£1,173.84
OTHER CHARITABLE ACTIVITIES:				
COMPETITION RECEIPTS			£0.00	£0.00
COURSE FEES			£400.00	£4,112.00
SUNDRY SALES RECEIPTS			£349.50	£1,537.71
BANK DEPOSIT INTEREST			£0.00	£0.00
PROPERTY RENTS (includes any occasional)		St Johns Ambulance	£2,250.00	£2,250.00
OTHER REVENUE RECEIPTS			£0.00	£0.00
TOTAL REVENUE RECEIPTS		A	£47,335.48	£27,603.29
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	£47,335.48	£27,603.29
Reconciliation:-				
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-				
- REVENUE ITEMS (= A – D from page AC2)		G	£35,656.46	£2,885.96
- NON-REVENUE ITEMS (= B – E from page AC2)		H	#####	£0.00
- COMBINED (=G+H)			£22,656.46	£2,885.96
CASH/BANK BALANCE FROM LAST YEAR-END			£12,642.13	£0.00
CASH/BANK BALANCE AT THIS YEAR-END		2021	£35,298.59	£12,642.13
v2.1		AC1		

** Missing figure -£13,000

Accounts Sheet AC2

THE SEA CADETS		Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021		Jan-20	
(*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 2021			
Unit Name:	Keighley Unit 386 of the Sea Cadet Corps	Charity No:	523738
Fund-name/purpose (if not held for the Unit's general purposes):-	Keighley Sea Cadets & Royal Marines Cadets	THIS YEAR	LAST YEAR
	Notes	£	£
REVENUE PAYMENTS –			
DIRECT CHARITABLE ACTIVITY COSTS:			
FUNDRAISING & SPECIAL EVENTS COSTS		£136.00	£413.29
COMPETITION COSTS		£0.00	£0.00
FUEL & TRAVEL COSTS		£29.06	£1,242.99
CATERING COSTS		£0.00	£934.95
TRAINING DELIVERY COSTS		£1,012.25	£6,595.74
ARTICLES PURCHASED FOR RESALE		£0.00	£1,824.15
OVERHEAD COSTS FOR:			
RENT / COUNCIL TAX		£1,810.00	£2,300.52
HEAT, LIGHT & WATER		£2,228.00	£3,893.00
TELEPHONE & BROADBAND		£776.32	£751.08
RUNNING COST Inc POSTAGE, PRINTING & OTHER		£0.00	£374.85
MAINTENANCE COSTS FOR:			
BUILDINGS & ESTATE		£535.46	£2,007.31
BOATS		£0.00	£0.00
VEHICLES		£552.80	£454.11
OTHER MISC EQUIPMENT		£1,006.23	£640.80
INSURANCE COSTS		£3,342.90	£3,284.54
BANK INTEREST & CHARGES		£0.00	£0.00
CHARITY GOVERNANCE COSTS:			
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION		£0.00	£0.00
FOR OTHER PROFESSIONAL FEES	McAdam - vehicle tow	£250.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)		£0.00	£0.00
OTHER REVENUE COSTS		£0.00	£0.00
TOTAL REVENUE PAYMENTS	D	£11,679.02	£24,717.33
NON-REVENUE PAYMENTS –			
ASSETS	Mini Bus	£13,000.00	£0.00
TOTAL NON-REVENUE	E	£13,000.00	£0.00
TOTAL PAYMENTS (=D+E)	F	£24,679.02	£24,717.33
(*Attach that Fund's similar Account of Payments as page AC2A, and so on)			

v2.1

AC2

Accounts Sheet AC3

THE SEA CADETS		Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021		Jan-20	
(*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 2021			
Unit Name:	Keighley Unit 386 of the Sea Cadet Corps	Charity No:	523738
In E&W: STATEMENT OF ASSETS & LIABILITIES		Name of Fund	THIS YEAR
		<small>If restricted</small>	£
ASSETS:			LAST YEAR
			£
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£35,298.59	£12,642.13
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		£25,000.00	£27,000.00
- BOATS		£3,500.00	£10,000.00
- VEHICLES		£3,000.00	£3,500.00
- 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)		[Amounts] Particulars	
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 Total number and amount of any grants paid to (i) Individuals and (ii) institutions, analysed by type of activity		Give page no(s) or say if none	
Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it		(or say if none)	
Amount of any trustee expenses reimbursed and for how many trustees		(or say if none)	
Amount and nature of any other trustee-transactions (including with connected persons, stating the together with any amount owing at the year-end (say if		Nature:	
Any further information that 'may reasonably assist' a reader's understanding		Give page no(s) - or say if none	
(*Show details on an extra attached)			
Signed as authorised by the Unit's Management Committee - Date:		11/10/21	
.....Unit Treasurer			
.....Unit Chairman			
Note: The statutory audit or independent examination report on this Statement of Account must be attached.			

Treasurer's Report for 2020-2021

Opening Balance 1st April 2020: **£12,642.13**

Closing Balance 31st March 2021: **£35,298.59**

Bank Balance 31st March 2021: **£35,298.59**, Petty cash balance 31st March 2021: £0

(All bank statements, receipts and petty cash records were available for trustees at the signing of the annual accounts)

Total Balances for 31st March 2021

UNIT NAME		RECONCILIATION			
Keighley Unit 386 of the Sea Cadet Corps		Opening Balances			
CHARITY NUMBER		£12,642.13	Bank Account		
523738		£0.00	Saving Account		
Year ending 31 st March		£0.00	Petty Cash		
2021		£12,642.13	Total Opening Balance at	1st April 2020	
Target		Closing Balances			
£35,298.59	£35,298.59	Bank Account		Transfers	
£0.00	£0.00	Saving Account			
£0.00	£0.00	Petty Cash			
£35,298.59	£35,298.59	Total Closing Balance at	31st March 2021		
	£35,298.59	Closing Balance per AC1 Report			

Restricted Funds

Restricted Fund Breakdown					
2020-21					
Date	Provider	Project	Amount Received	Amount Spent	Remaining Balance
Jul-19	Trinity House	MiniBus Fund	£4,000.00	£ 4,000.00	£0.00
Feb-20	Kly Town Council	MiniBus Fund	£3,000.00	£ 3,000.00	£0.00
Mar-20	MSSC	MiniBus Fund	£5,000.00	£ 5,000.00	£0.00
Mar-21	Trinity House	Watersport Equipment	£4,000.00	£ -	£4,000.00
			£16,000.00	£ 12,000.00	£4,000.00
	Total funds funds 31/03/2021		£35,298.59		
	Restricted funds		£4,000.00		
	Unrestricted funds		£31,298.59		

Reserves Policy

At the end of the financial year the amount of unrestricted funds amounted to **£31,298.59**

It costs the unit on average £1,300 per month to keep our organisation open and operational.

The committee is agreed that we should at all times to maintain at least **4 months** hold unreserved funds. This is monitored in the way of a monthly cash flow spreadsheet which is updated every month. At the end of the year the unit holds **24 months** unreserved funds which means we are on target.

Unit Chairman's Report for 2020-21

Overview of the last year:

Wow! If we thought the other years have been challenging then this last one has certainly been one to remember, I just hope we are now at the back of it and we can get the cadets and staff back to the unit to rebuild friendships and start to have fun.

PO Joyce has continued to keep up with the virtual training, virtual staff meetings and keeping in touch with all staff and committee members, checking everyone is doing ok throughout the year. We know we have lost a few cadet numbers along with staff volunteers but we also have new cadets waiting to join when we return and also have gained new staff members through ex cadets turning 18 and transitioning to staff.

We currently have 6 members on the UMT who are working together and are focused to keep the unit moving forward in a positive direction.

Support:

We were really lucky to have support from the MSSC (£2,000), Local Council (24,000), Sports England (£3,900), Yapp (£1,000) and Magic Stars (£500) last year which has really helped to keep us financially strong during the last year. A small amount of parents (12) have also continued to pay cadet subscriptions throughout the year which has been greatly appreciated.

Minibus fund: with support from Trinity House, Local Council and the MSSC minibus fund we finally managed to purchase a new mini bus last year, although we have not yet received it as we decided to keep the bus safe at the suppliers until we can reopen the unit after having our old minibus broken into and damaged in November, this is not the first time we have experienced vandalism outside of the unit and this is the reason we are needing to upgrade our building security systems. News story was submitted and printed in the local newspaper.

Keighley Rotary Club – donated us 5 two man tents for the DofE training when restrictions are lifted. News story was submitted and printed in the local newspaper.

Building: During the short time we were actually allowed back into the building committee members and staff managed to do some decorating to the downstairs classrooms, galley area and have had a tidy up/clear out.

Year ahead

As a unit we need to concentrate on recruitment and training of Staff Volunteers to gain qualified instructors that can help inject excitement and motivation into the staff training plan.

The committee will continue to improve the standard of the unit and hopefully get back out into the community when possible and attend local fundraising events to enable the staff to concentrate on getting the cadets out on the water and in the field as much as possible.

Awards evening

Cancelled due to Covid 19

Trips and Rewards

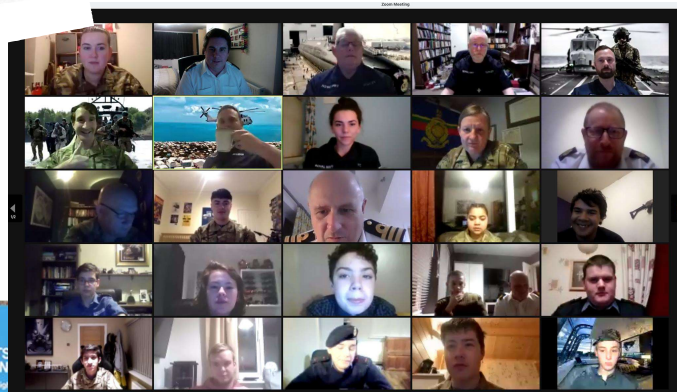
Cancelled due to Covid 19

Plans for 2021-2022

- * Upgrade electrical board
- * Upgrade Security System with in the unit.
- * Re-decorate/maintain unit
- * Recruit more adult volunteers

THANK YOU

To everyone who has supported us throughout 2020-2021:




END OF REPORT

2020-2021 Annual Accounts

The above accounts were prepared and written by Corinne Metcalfe (UMT Chair).

Annual Statement of accounts 2020-2021 are approved and signed by the Units Management Committee as at the 2021 AGM meeting held via Zoom on 11th October 2021

Corinne Metcalfe (Chair)

.....

Karen Haggo (Treasurer)

.....

Trevor Raddings (Secretary)

.....

Treasure Scotton (member)

.....

Samantha McGimpsey (member)

.....