



**KEIGHLEY SEA CADETS
AND
ROYAL MARINE CADETS**

**ANNUAL TRUSTEES REPORT
AND
STATEMENT OF ACCOUNTS
2021-2022**

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 Haggio
Secretary	Trevor Raddings
Members:	Treasure Scotton

Ex Members *Persons who served as a trustee between April 2021 and March 2022*

	Michelle Rhodes	Resigned May 2021
	Samantha McGimpsey	Resigned March 2022
Honary Members	Shirley Haigh	Passed away June 2022

Key Uniformed Staff Members

Commanding Officer	Petty Officer Terry Joyce
1st Lieutenant	Petty Officer Jake Scotton-Bradley
RMC Detachment Commander	RM Sergeant Rosemary Clarke

Trustees Report

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees hereby present their report along with the financial statements of the charity for the year ended 31 March 2022 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 2022 is 17 (5 Sea Cadets, 4 Juniors and 8 Royal Marine Cadets), this is made up of 14 males and 3 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 few years to provide high standard of training in light of the Covid 19 restrictions. We currently have 24 adult volunteer staff Instructors.

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 21 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 2023.

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 CVQ and DofE qualifications

Aim 3

- To continue with rejuvenating the building but to focus on securing funding to repair roof.

CO's Report 2021-22

This reporting year has been enjoyable for both staff and cadets. The Unit staff have come together to provide training, events, and different opportunities for the cadets. The cadets have embraced the varied program that has been on offer and enjoyed it.

This year I have concentrated on our ability to provide training and extended where possible to gain training qualifications. For example, 6-staff gained their first aid at work qualification. Ensuring we can deliver training and not need to rely on a few staff for first aid cover.

We continue working well as a team. This has been improved by having staff social evenings to improve team morale and bonding. Crazy golf, bowling and murder mystery evenings have been welcomed by all staff.

For the first time in a while, I am pleased to say that we had 4-cadets achieve a DofE award this year. We have also increased our CVQO qualifications most LCPLs and OCs achieving their Level 1. We have also had 3-cadets register for the Level 2 award and are working towards completion.

The unit has also run various training weekends, evening boating and fieldcraft sessions. These have been both water-based and shore-based training. We have also taken up district training and area promotions boards.

In addition to the regular training on offer, we also took part in the HMS Ceres day. It was good to see the cross over with the Sea Cadets and RN. The cadets and RN personnel also enjoyed when SCC staff instructed on some sessions to aid the day. We also took part in the STEM North Day at Altcar with the Royal Engineers and other Army elements. The cadets found out first-hand how important STEM is to the armed forces.

We have also supported the community by taking part in events. Events like Captain Sir Tom Moore's ashes dedication and the Men of Worth Public Service Award presentation. Keighley Christmas Market, Remembrance Sunday and poppy selling and PO Bradley's nomination for a Keighley Community Award.

We have also had a cyber awareness evening to inform cadets and parents about the good and bad elements of the Internet. Recently we had a LEGO evening in which cadets using LEGO learn team-building skills and a range of other skills.

As a Unit, we are building on what we feel was a successful year. We have secured a Unit week on TS Jack Petchey in September. The Rotary Club has sponsored a cadet place with the Ocean Youth Trust for an offshore voyage. We are also looking at the training plan to improve the boating qualifications for the cadets. It is something that we were lacking this year but was hard to achieve due to centres being closed.



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 2022	Charity no	523738
Set out on pages	7 & 8		

Respective responsibilities of trustees and examiner 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.

It is my responsibility to:

- 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 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

Independent examiner's statement In connection with my examination, no matter has come to my attention (other than that disclosed below *)

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

- 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

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.

* Please delete the words in the brackets if they do not apply.

Signed: Jonathan Abbey **Date:** 02/05/2022

Name: Jonathan Abbey

Relevant professional qualification(s) or body (if any): N/A

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 2022			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 2022				
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
		£		£
Notes				
REVENUE RECEIPTS –				
ANNUAL FUND/DIRECT GRANT - (restricted)	Trinity House/Local Giving	£7,203.48	£9,200.00	
OTHER GRANTS - (unrestricted)	Brad Met	£11,624.00	£30,719.86	
SCAVA (Sea Cadet Victualling Allowance)		£63.07	£1,575.00	
CADET CONTRIBUTIONS	Subs	£2,155.00	£1,716.00	
OTHER DONATIONS / LEGACIES	Auction/Events	£311.68	£1,022.07	
FUNDRAISING & SPECIAL EVENTS PROCEEDS	Auction/Events	£4,004.33	£103.05	
OTHER CHARITABLE ACTIVITIES:				
COMPETITION RECEIPTS		£72.00	£0.00	
COURSE FEES	Cadet Training	£642.28	£400.00	
SUNDRY SALES RECEIPTS	Nutty Sales	£509.25	£349.50	
BANK DEPOSIT INTEREST	Virgin	£19.81	£0.00	
PROPERTY RENTS (includes any occasional)	St Johns Ambulance	£1,880.00	£2,250.00	
OTHER REVENUE RECEIPTS		£0.00	£0.00	
TOTAL REVENUE RECEIPTS	A	£28,484.90	£47,335.48	
NON-REVENUE RECEIPTS –				
PROCEEDS FROM SALES OF OTHER FIXED		£723.14	£0.00	
TOTAL NON-REVENUE RECEIPTS	B	£723.14	£0.00	
(# Attach that Fund's similar Account of Receipts as page AC1A, and so on)				
TOTAL RECEIPTS = A + B	C	£29,208.04	£47,335.48	
Reconciliation:-				
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-				
- REVENUE ITEMS (= A – D from page AC2)	G	£334.34	£35,656.46	
- NON-REVENUE ITEMS (= B – E from page AC2)	H	-£8,110.94	£0.00	
- COMBINED (=G+H)		-£7,776.60	£35,656.46	
CASH/BANK BALANCE FROM LAST YEAR-END		£35,298.59	£0.00	
CASH/BANK BALANCE AT THIS YEAR-END	2022	£27,521.99	£35,298.59	
v2.1		AC1		

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 2022		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 2022			
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
		£	£
	Notes		
REVENUE PAYMENTS –			
DIRECT CHARITABLE ACTIVITY COSTS:			
FUNDRAISING & SPECIAL EVENTS COSTS		£3,041.11	£136.00
COMPETITION COSTS		£0.00	£0.00
FUEL & TRAVEL COSTS		£366.50	£29.06
CATERING COSTS		£5.40	£0.00
TRAINING DELIVERY COSTS		£5,487.12	£1,012.25
ARTICLES PURCHASED FOR RESALE		£648.87	£0.00
	Nutty/events		
OVERHEAD COSTS FOR:			
RENT / COUNCIL TAX		£2,190.00	£1,810.00
HEAT, LIGHT & WATER		£1,542.00	£2,228.00
TELEPHONE & BROADBAND		£357.70	£776.32
RUNNING COST Inc POSTAGE, PRINTING & OTHER		£122.49	£0.00
MAINTENANCE COSTS FOR:			
BUILDINGS & ESTATE		£9,254.13	£535.46
BOATS		£170.00	£0.00
VEHICLES		£465.00	£552.80
OTHER MISC EQUIPMENT		£1,141.34	£1,006.23
INSURANCE COSTS		£3,356.45	£3,342.90
BANK INTEREST & CHARGES		£2.45	£0.00
CHARITY GOVERNANCE COSTS:			
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION		£0.00	£0.00
FOR OTHER PROFESSIONAL FEES		£0.00	£250.00
FOR LEGAL ADVICE (for constitution or trustees)		£0.00	£0.00
OTHER REVENUE COSTS		£0.00	£0.00
TOTAL REVENUE PAYMENTS	D	£28,150.56	£11,679.02
NON-REVENUE PAYMENTS –			
ASSETS			
	Boat/Boards	£8,834.08	£0.00
TOTAL NON-REVENUE	E	£8,834.08	£0.00
TOTAL PAYMENTS (=D+E)	F	£36,984.64	£11,679.02
(*Attach that Fund's similar Account of Payments as page AC2A, and so on)			

v2.1

AC2

THE SEA CADETS		Form
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2022		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 2022		
Unit Name: Keighley Unit 386 of the Sea Cadet Corps	Charity No: 523738	
In E&W: STATEMENT OF ASSETS & LIABILITIES		
Name of Fund if restricted	THIS YEAR £	LAST YEAR £
ASSETS:		
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)	£27,521.99	£35,298.59
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	£36,000.00	£25,000.00
- VEHICLES	£15,000.00	£3,500.00
- COMPUTERS & OTHER EQUIPMENT	£3,000.00	£3,000.00
*For all these items (including any gifts at estimated value when given) state their total <u>present value</u> 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 <u>separate</u> Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its	Give page no(s). or say if none	
Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity	(or say if none)	
Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it	(or say if none)	Authority:
Amount of any trustee expenses reimbursed and for how many trustees	(or say if none)	For how many:
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:		
.....Unit Treasurer		
..... Unit Chairman		
Note: The statutory audit or independent examination report on this Statement of Account must be attached.		

Treasurer's Report for 2021-22

Opening Balance 1st April 2021: £35,298.59

Closing Balance 31st March 2022: £27,521.99

Bank Balance 31st March 2022: **£16,575.55** , Petty cash balance 31st March 2022: £42.00

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

Total Balances for 31st March 2022

v2.1

UNIT NAME		RECONCILIATION			
Keighley Unit 386 of the Sea Cadet Corps		Opening Balances			
CHARITY NUMBER		£35,298.59	Bank Account		
523738		£0.00	Savings Account		
Year ending 31 st March		£0.00	Petty Cash		
2022		£35,298.59	Total Opening Balance at		1st April 2021
	Target	Closing Balances			Transfers
Update Closing Balance	£27,479.99	£16,575.55	Bank Account		
Update Closing Balance	£0.00	£10,904.44	Savings Account		
	£42.00	£42.00	Petty Cash		
	£27,521.99	£27,521.99	Total Closing Balance at		31st March 2022
		£27,521.99	Closing Balance per AC1 Report		

Restricted Funds

Restricted Fund Breakdown					
2021-22					
Date	Provider	Project	Amount Received	Amount Spent	Remaining Balance
Mar-21	Trinity House	Watersport Equipment	£4,000.00	£ 4,000.00	£0.00
May-21	Localgiving (magic stars)	Ponden membership	£500.00	£ 500.00	£0.00
Mar-22	Trinity House	Wardroom furniture/training	£3,000.00	£ 676.47	£2,323.53
Mar-22	Brad Met	Walkie Talkie/Wetsuits	£1,150.00	£ -	£1,150.00
			£4,000.00	£ 4,000.00	£3,473.53
	Total funds funds 31/03/2021		£27,521.99		
	Restricted funds		£3,473.53		
	Unrestricted funds		£24,048.46		

Reserves Policy

At the end of the financial year the amount of unrestricted funds amounted to **£24,048.46**

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 maintain to hold at least **4 months** (£5,200) 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 **18 months** unreserved funds which means we are well on target.

Unit Chairman's Report for 2021-2022

Overview of the last year:

Getting back to business after many lockdowns and ongoing restrictions has been greeted with enthusiasm from everyone and there is a good buzz around the unit. It has been fabulous to see Cadets gaining their DofE qualifications, ranking up and gaining other qualifications.

The aftermath of Covid has left us with lower cadet, staff and UMT members. Although we have gained a few new staff members through ex cadets turning 18 and transitioning to staff we are currently working with the Area's Growth and Development worker to reach out and hopefully recruit new staff members and UMT members.

The adult staff are all working closely together and are settling into their roles under the guidance of the CO.

Moving our water training back to Ponden Reservoir has been a positive move. With it being closer to the unit it means we can get the cadets out on an evening during the lighter evenings and also weekend day running sessions has worked well. We were awarded funding from Trinity house last March 21, for windsurfing boards. We also invested in a Rigi flex for safety boat which we purchased from another Sea Cadet unit. We already have weekends planned in for the year ahead and evening sessions throughout the year.

Support

Funding secured over the last year: Magic Stars (£500), MSSC premises fund (£4,800), Brad Met Omicron Grant (£2,677), Trinity House (£3,000). The unit has started an online auction site which has been very successful raising just short of £1,000 to date.

With thanks to the MSSC annual fund we have managed to renew the electrical circuit boards, upgrade our CCTV and renew more energy efficient boilers which meet the objectives set out last year.

We attended a few local fundraising events last year which helped raise more funds.

Keighley Yorkshire Day Event = £790

Christmas Market Fayre Event = £648

We invested in a new gazebo and a new BBQ which will give us a more professional look and help raise more funds over the coming year.

We have also invested in the following equipment for the unit: Chest Freezer, Dishwasher and paper shredder

Over the last year we have been making significant improvements to the unit. We have renovated our wardroom. We secured donations from Howdens, Dulux and Trinity House. We look forward to showing the AO this room when he visits in May.

We have also partitioned off part of the CO's office to make a smaller office for the Chair/1st Lt to use so that the CO has his own personal private space where he can conduct meetings without constant distractions.

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.

The units plan for the coming year is to increase our volunteer numbers, increase cadet qualifications and to raise funds to replace the roof on our building.

Awards evening

Cancelled due to Covid 19 restrictions

Trips and Rewards

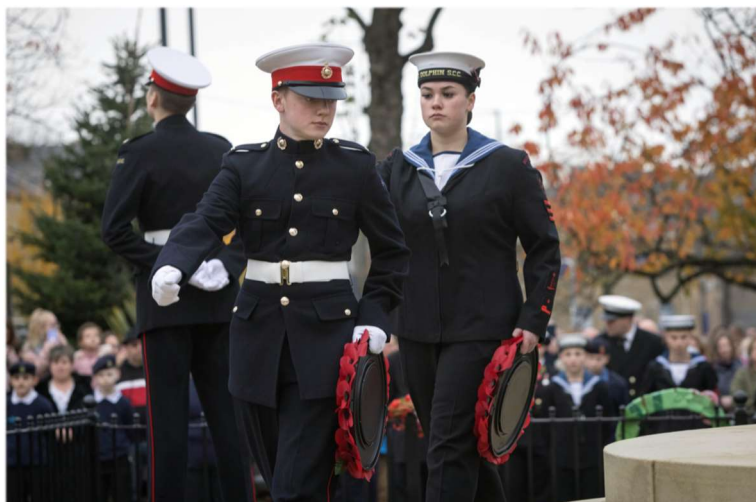
Christmas – Cadets went to Lazer Zone in Bradford which was thoroughly enjoyed by all. All cadets were given a selection box on the last parade evening of the year. At Easter all cadets were presented with an Easter egg.

Plans for 2021-2022

- * Replace new roof
- * Replace Galley
- * Re-decorate/maintain unit
- * Recruit more adult volunteers (staff and UMT)

THANK YOU

To everyone who has supported us throughout 2021-2022




END OF REPORT

2021-2022 Annual Accounts

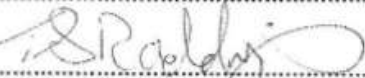
The above accounts were prepared and written by Corinne Metcalfe (UMT Chair).

Annual Statement of accounts 2021-2022 are approved and signed by the Units Management Committee as at the 2020 AGM meeting held on July 25th July 2022 at Maritime House, 2 Waddington Street, Keighley. West Yorkshire. BD21 5LP

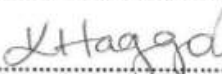
Corinne Metcalfe



Trevor Raddings



Karen Haggio



Treasure Scotton

