



**FOREST OF DEAN UNIT 586 OF THE SEA CADET CORPS**  
**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**REGISTERED CHARITY NUMBER: 286701**

<b><u>Contents</u></b>	<b><u>Page No</u></b>
<b>Report of the Trustees</b>	<b>2</b>

<b>Legal and Administrative Information</b>	<b>7</b>
<b>Acknowledgements</b>	<b>8</b>
<b>Report of the Independent Examiner</b>	<b>9</b>
<b>Receipts and Payment Accounts</b>	<b>11</b>
<b>Statement of Assets and Liabilities</b>	<b>13</b>

## **REPORT OF THE TRUSTEES OF FOREST OF DEAN UNIT NO 586 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 2020. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

### **Aim of the Sea Cadet Corps**

The aim of the Sea Cadets Corps is to give young people the best possible head start in life, through nautical adventure and fun

### **Charitable Purpose**

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual, and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos, and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

### **Public Benefit**

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps
- Movement such as waterborne activities, events and competitions at district, area and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions

## TRUSTEES REPORT

In a year that has been dominated by Covid 19, I am proud to report on another successful year for Forest of Dean Sea cadets, albeit a different type of success.

Within just a few weeks of the national lockdown being announced our dedicated team of instructors started to deliver training, entertainment, and support to our cadets who often felt isolated at home. I will leave the reporting of the success of this to our Commanding Officer in her report. Needless to say, that our volunteers have gone above and beyond the call of duty during this very testing time, without them the units simply could not function as well as it does. On behalf of the Unit Management Team, I would like to thank each one of them for their dedication to our charity.

This brings me to the award given to PO Toni Salmon in November 2020. Toni was awarded a BEM for working tirelessly as a key worker through the worst of the pandemic and still finding time to check in with our cadets to ensure they had laptops to work with for school as well as cadet training, carry out welfare checks while caring for her own family. Our very own wonder woman!

With 50% grant funding and 50% from our own small bursary fund we were able to support two worthy cadets by providing them with a used laptop to enable them to complete their studies.

We have had tremendous financial support this year, our thanks go to Local Giving, MSSC, County of Gloucestershire Sheriff, Coleford Town Council, the Rank Organisation, our local Rotary & Lions clubs, Forest of Dean District Council and, of course, those parents/carers that continued to pay their subs throughout Lockdown. Thank you on behalf of all at T S Royal Forest.

To enable us to reopen the building last summer, measures were put in place to ensure everyone was as safe from Covid as they could be, this included one-way systems, new individual desks socially spaced within the classrooms and the purchase of a fogging machine to enable a volunteer to clean the unit after use without exposing themselves to contagions unnecessarily.

Due to development & improvements at Lydney Harbour, we lost our storage facility which has become a visitor information centre. This forced us to bring all the kayaks back to the unit for the winter months just before lockdown and to purchase a second-hand kayak trailer to transport the craft back and forth to the harbour every boating session. This has put additional pressures on our instructors needing to allow extra time to have everything in place for the arrival of the cadets. It is now our plan to build our own store within the Lydney Yacht Club boundary but there are many hops to jump through yet ie funding, planning permission etc.

Plans to refurbish the Annexe building are on hold, as once we have the boating facility and the outdoor classroom in place, we will look to raise the funds to replace the existing building with a modular building. The Annexe has come to the end of its life and rather than continue to patch it up we shall endeavor to replace the building.

I sincerely hope that the next year will be less eventful and that our focus can be purely on helping our young people reach their full potential.

Carol Tiley MBE



Chairman

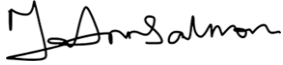
## **COMMANDING OFFICER REPORT**

### **CO's Report**

During the last 12 months, Forest of Dean Sea Cadets have been forced to take on a more blended way of learning due to the pandemic. This has meant that more virtual training has become 'normal', and the cadets and volunteers have adapted well. As volunteers we have given up a lot of time to ensure that although we have been unable to attend the unit for much of the time, we stayed committed to the welfare and wellbeing of our young people. This has always been our priority, and remains so as we move the unit forward in to the challenges ahead.

We have been fortunate that our staff numbers remain stable at 17 including UMT, and cadet numbers have only dropped from 32 to 30. Sea Cadets as a whole expected to lose approximately 25% of their members so we have been fortunate this hasn't happened in this unit. We have kept in constant contact with the cadets, and their families which I feel have been attributed to these figures. Hopefully the next 12 months will see things return to pre pandemic and we can continue to grow in numbers. The aim is to draw more young people from the wider community. The Sea Cadets still offer a wide variety of activities, are always trying to widen the opportunities and qualifications that can be obtained. The volunteers encourage and support our cadets to challenge themselves. This I feel has helped to turn our cadets in to mature, positive and confident individuals, and I am looking forward to our senior cadets becoming staff. One of which has already started on her adult career with us.

I would also like to congratulate the Chairman, Mrs Carol Tiley on receiving an MBE. Carol has dedicated huge amounts of time to not just Forest of Dean Sea Cadets, but the organisation as a whole. Without Carol and the committee, the unit cannot function. Their continued support in the upkeep of our building, and fundraising means the cadets are not disadvantaged by the cost of courses and events. We strive to give the cadets as many opportunities as possible regardless of their financial situation.



## **Reserves Policy**

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, that being a reduction of income. The trustees have established a policy whereby the reserves in total that are not invested in tangible fixed assets held by the Unit, should be up to the equivalent to 3 months overhead costs of the charity.

The level of these reserves has been determined by the need to meet the working capital requirements of the charity and also for the charity to carry out all of its legal obligations.

At the end of March 2021, the total of the charity's reserves stood at £22698.34 of which £20568.85 was unrestricted and £2129.49 restricted.

The financial strategy of the trustees continues to be that of building the reserves which will be achieved by continually reviewing overheads, exploring additional means of income and further fundraising. The trustees will continue to take all necessary actions with regard to the prevailing economic climate.

## **Structure, Governance and Management**

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 7<sup>th</sup> April 1983 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 between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> 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. 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 appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

### **Responsibilities of the Trustees**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on its behalf on 20/10/2021

Carol Tiley

A handwritten signature in black ink, appearing to be 'CT' followed by a stylized flourish.

Chair of the Board of Trustees

## Legal and Administrative Information

### Charity Details:

Charity Name:	Forest of Dean Unit no 586 of the Sea Cadets Corps
Charity Status:	Unincorporated
Registered Charity No:	286701
Registered Office and Operational Address:	Youth & Community Centre, Naas Lane, Lydney Glos GL15 5AT
Telephone Number	01594 841058
Email:	<a href="mailto:forestofdeanscc@btinternet.com">forestofdeanscc@btinternet.com</a>
Website	<a href="http://sea-cadets.org/forestofdean">sea-cadets.org/forestofdean</a>

### Trustees:

Chair: Carol Tiley  
Treasurer: Nicola Terrell  
Secretary: Mike Chard  
Trustees: Graeme Terrell

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

**Independent Examiner:** Cecile Hunt FMAAT

**Bank:** Lloyds Bank, Newerne Street Lydney



## **Acknowledgements**

Forest of Dean Unit no 586 of the Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020/2021.

Rotary Club – Forest of Dean  
Lions Club – Forest of Dean

No final report would be complete without acknowledging the efforts and dedicated service of the adult volunteers who make the unit a success. For any Sea Cadet Unit to succeed it is fully reliant on its teams to work together. Our uniformed and civilian instructors, management team and unit assistants all have one common aim, that of delivering the best experience for our young people.

In this modern age, time is a precious commodity and like with all teachers and trainers there is a lot goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

Thank you for your commitment and continued support.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

### **Forest of Dean Unit No 586 of the Sea Cadet Corps**

**CHARITY No:286701**

I report on the accounts of Forest of Dean Unit No 586 of the Sea Cadet Corps for the year ended 31<sup>st</sup> March 2021.

#### **Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for:

- The preparation of the accounts.
- The Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 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 Commissioners (under Section 145 (5) of the Charities Act), and
- To state whether particular matters have come to my attention

#### **Treasurer Report AGM October 2021**

As you can see from the accounts & balance sheet, the Charity has ended the year in an improved position. This is mainly due to the business support grants provided by the government; we plan to put this to good use with a future project.

Most of the funds at the end of the year were unreserved, with just £7000 reserved for building improvement project and D1 & trailer training for one of our volunteers to enable them to transport cadets and boats or bikes which they currently do not have the license to do.

The major spending items during the year are:

- Covid protection – buying the fogging machine and the consumables, hand sanitiser stations around the buildings and providing ways to sanitise the boats and buoyancy aids after use.
- Kayak trailer plus multiple straps, locks, and spare tyre.
- New laptop for the Ship's Office
- Premises costs – in addition to the regular fire alarm, fire extinguisher, emergency lighting and gas checks, this year we replaced the fire alarm system within the annexe building and cut back the trees along our boundary as these has begun to tough the

building in places and cause damp issues in winter months when the Victorian guttering gets overwhelmed with leaves and debris.

Nicola Terrell

Treasurer

### **Basis of Independent Examiner's Report**

My examination included a review of the accounting records kept by the Charity and a comparison of the accounts presented with these 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 I undertake 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 matters set out in the statement below.

### **Independent Examiner's Statements**

In connection with my examination, no matter has come to my attention:

- (1) Which give me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 130 of the Charities Act;
  - 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 financial statements to be reached.

Cecile Hunt FMAAT

Date: 13 April 2021



Forest of Dean Sea Cadet accounts 2020/2021 INCOME	2021	2020
		4980.
Fundraising	971.19	91
		1966.
Cadet course fees	25.00	40
	1152.0	1008.
Donations	0	81
	1681.0	1557.
Gift Aid	0	81
	18823.	300.0
Grants	21	0
Interest	0.00	2.25
		1248.
Stand Easy sales	30.60	51
	4534.0	7155.
Cadet Contributions	0	00
Training weekends	0.00	0.00
		295.1
Travel refunds	0.00	6
Uniform payments	60.00	90.00
		2012.
Cadet party/summer camp	40.00	80
		467.0
Uniform sales	0.00	0
Kayak Trailer Loan	750.00	0.00
	10000.	
NDR Rate Rebate	00	0.00
cadet course refund	430.00	0.00
	<b>38497</b>	<b>21084</b>
	<b>.00</b>	<b>.65</b>
EXPENDITURE		
Training weekends Hall Hire	67.25	0.00
		189.6
Training materials	0.00	3
Summer camp/ cadet party - (2021 refunds)	260.00	2566.
Advertising	89.38	70
		64.19
		1862.
Cadet courses & refunds	618.00	20
Bike Maintenance/Accredited centre	0.00	107.2
		0
		265.7
Boat maintenance/storage	309.55	2
		1106.
Stand easy costs	0.00	93
		136.9
Badges purchased	7.81	1

		859.1
Uniform purchased	164.59	7
Fundraising costs	0.00	28.64
	3596.4	4202.
Utilities	3	98
	1236.3	1509.
Minibus/travel costs	1	77
postage	32.50	47.16
		796.2
Telephone & Broadband	786.48	3
		154.2
Stationery	54.99	2
		258.3
Equipment purchased	555.89	8
Premises repairs/maintenance	6274.1	4390.
& checks	8	83
	1675.1	1989.
Insurance	1	61
		185.0
Professional fees	185.00	0
	2589.6	
Covid Protection costs	7	0.00
		115.0
Staff Training	0.00	0
Poppy wreath	0.00	25.00
		120.0
Basement rent	120.00	0
		145.0
Yacht club fees	42.50	0
Kayak Trailer Purchase &	1053.1	
expenses	5	0.00
		462.0
Business rates	0.00	3
Loan repayment	750.00	0.00
		700.0
Minibus loan repayment	0.00	0
BCU Membership	45.00	0.00
Cadet xmas gifts	300.00	0.00
Office equipment	456.93	0.00
Laptops for cadets x 2	657.99	<b>0.00</b>
	<b>21928</b>	<b>22288</b>
	<b>.71</b>	<b>.50</b>
		-
	16568.	1203.
Surplus/deficit	29	85



**FOREST OF DEAN UNIT NO 586 OF THE SEA CADET CORPS.**

**Statement of Assets and Liabilities as at 31st March 2020**

<b><u>ASSETS AND LIABILITIES</u></b>				<b>2020</b>	<b>2020</b>
		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
<b>CASH FUNDS</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Main Account		1554.74	0	1554.74	1026.70
Bursary Account		129.49	129.49	129.49	265.30



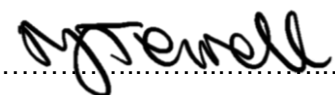
Deposit Account		19014.11	2000.00	21014.11	4510.94
		<b>20568.85</b>	<b>2000</b>	<b>22698.34</b>	<b>5802.94</b>
<b>INVESTMENT ASSETS</b>		0	0	0	
<b>ASSETS RETAINED FOR THE CHARITY'S USE</b>					
				<b>Current Value</b>	
Heads Portacabin				1388	1542
Classroom Portacabin				848	942
Boats - Trinities				4148	4608
Minibus				7875	10500
Equipment				1319	1466
Mountain Bikes				1181	1312
Kayaks/Canoes				2798	3108
Bike Trailer				1620	1800
Kayak Trailer				1000	
				<b>19941</b>	<b>22795</b>
<b>TOTAL ASSETS</b>				<b>42639.34</b>	<b>28597.94</b>

The financial statements were approved by the Board of Trustees at their meeting on 03/09/2021 and were signed on its behalf by:

Carol Tiley MBE , Chair

Nicola Terrell, Treasurer

Signature: .....  .....

Signature: .....  .....