

Cambridgeshire Search and Rescue

Trustees' Annual Report 2021-22

This report covers the financial year beginning 1st July 2021 and ending 30th June 2022.

Contents

| | | |
|------------|--|----|
| 1 | Registration and trustees | 2 |
| 2 | Structure and management | 3 |
| 2.1 | Governing document..... | 3 |
| 2.2 | How the charity is constituted | 3 |
| 2.3 | National governing body | 3 |
| 2.4 | Trustee selection methods | 3 |
| 2.5 | Charitable objective..... | 3 |
| 3 | Activities, achievements and performance | 4 |
| 3.1 | Introduction..... | 4 |
| 3.2 | Callouts..... | 4 |
| 3.3 | Finance | 4 |
| 3.4 | Fundraising..... | 5 |
| 3.5 | Recruitment and Membership | 6 |
| 3.6 | Training..... | 6 |
| 3.7 | Pymoor HQ | 7 |
| 3.8 | Updates on the Workgroups | 8 |
| 3.9 | Other Activities in the Year..... | 9 |
| 3.10 | Outlook..... | 10 |
| 3.11 | Conclusion | 11 |
| 4 | Financial review | 12 |
| 4.1 | Reserves policy | 12 |
| 4.2 | Independently examined accounts | 12 |
| 5 | Declaration | 12 |
| Appendix A | Summary of accounts..... | 13 |
| Appendix B | Independent Examiner's report | 15 |
| Appendix C | Reserves policy | 17 |
| Appendix D | Additional notes on Ukraine Lifeline activity..... | 18 |



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

1 Registration and trustees

| | | | |
|-----------------------------------|-----------------------------------|--|---|
| Charity name: | | Cambridgeshire Search and Rescue | |
| Other names known by: | | CamSAR | |
| Registered charity number: | | 1118622 | |
| Principal address: | | Unit 1 Mount Pleasant Industrial Estate Pymoor, Ely CB6 2DY | |
| Trustees: | | | |
| <i>Name</i> | <i>Office (if any)</i> | <i>Dates acted if not whole year</i> | <i>Person/body entitled to appoint trustee</i> |
| Barry Carter | Chair | | AGM (terms 2019-21, 2021-23) |
| Paul Barry | Vice Chair | | Trustees (28/5/20); AGM (term 2020-22) |
| Louise Wyatt | Secretary | | Trustees (21/9/20); AGM (term 2021-23) |
| Sebastian Palmer | Acting Treasurer | | AGM (terms 2017-19, 2019-21, 2021-23) |
| Matt Brocklebank | | To 22 Sep 2021 | AGM (term 2019-21) |
| Stephen Hobbs | | To 22 Sep 2021 | AGM (term 2019-21) |
| Gilly Bamber | | | AGM (term 2020-22) |
| Simon Jones | | From 22 Sep 2021 | AGM (term 2021-23) |
| Ian Woods | | From 22 Sep 2021 | AGM (term 2021-23) |

Annual General Meeting 2021 was held on Wednesday 22nd September 2021.

Trustees at end of the reporting period are shown in red.

2 Structure and management

2.1 Governing document

CamSAR is governed by a constitution, adopted 1st August 2006 and subsequently amended on 6th January 2013, 30th October 2014, 29th November 2018 and 24th September 2019.

2.2 How the charity is constituted

CamSAR is a registered charity constituted as an unincorporated association.

2.3 National governing body

CamSAR is a member unit of Lowland Rescue, registered charity number 1150317.

2.4 Trustee selection methods

The Trustees are the members of the Executive Committee as described in the constitution, which consists of between 3 and 8 members, including the Chair, Secretary and Treasurer (the officers) and a Vice Chair. Trustees are elected at General Meeting for a term length of 2 years.

The trustees may also appoint new trustees and officers subject to conditions set in the constitution. One such appointment did occur in this reporting period, with a term until the next AGM.

2.5 Charitable objective

CamSAR's objective, as stated in the constitution, is:

The provision of search and rescue assistance, both independently and in association with the full-time emergency services and other voluntary aid societies, and to assist in the relief of suffering amongst persons endangered by accident or natural hazard and the preservation of life, principally in Cambridgeshire but without geographical limitation.

Consequently, CamSAR's primary role is as a specialist search and rescue team, called by Cambridgeshire Constabulary to plan, manage and undertake searches for high-risk vulnerable missing people. CamSAR trains its members to national (Lowland Rescue) standards as Search Managers, Search Operations Managers, Search Planners, Team Leaders and Search Technicians, and maintains equipment and several vehicles necessary to perform this role.

3 Activities, achievements and performance

Chairperson's report to AGM, 23 September 2022

3.1 Introduction

First, let me start by saying that I am most grateful for the contribution and support from the other Trustees for their help in managing the charity side of the team, its finances, its resourcing, its planning and reporting to the Charity Commission. This could only happen with the trust and faith in those running the operational side of the team and those workgroup champions looking after each of their areas of speciality.

The following will attempt to summarise our status and team developments over the year.

3.2 Callouts

The team spent **1,256 hours** responding to **26 calls** for assistance in the year with an average of **12** members per call (lowest – 7 going to Paxton Pits and the most – 23 to Steeple Morden). We also supported two mutual assists to Norfolk Lowland Search and Rescue (Downham Market in early January). In addition, there were **23 other** separate calls for assistance given to providing support the Ukraine Lifeline work (see 3.9.2 below).

Of the missing person searches we attended in our county, 7 were classed as suicidal, 5 for dementia, 4 as despondent, 3 suffering with mental illness, 2 for children, 2 with autism and finally 1 missing from a road traffic collision. Nearly 70% of these missing persons were male and of all the finds an unfortunate 36% were found deceased.

Some support was also given to a mass vaccination event at Newmarket Racecourse.

3.3 Finance

3.3.1 Treasurer

First it is with sadness that Sebastian Palmer has decided to retire from the team and step down as Treasurer at the end of August 2022. Sebastian Palmer joined the team in January 2014 and became a Trustee in November 2017. After some years as an operational Search Technician, he decided to become a non-operational support member because of his increasing work commitments to places around the globe making it understandably very difficult for him to maintain a happy balance. Over the last year or so, Sebastian Palmer made it known that he wanted to step away and has helped us migrate in a new direction though even the hand-over has been difficult at times.

So, the search for a new Treasurer has been on for a while – and members will know that we went out to the team for possible volunteers to join the Executive Committee as Treasurer. We looked outside for possible candidates, but again no suitable person has been found. However, I am hopeful that we will be able to fill the vacancy this evening with the comfort of knowing that the person will have a good support infrastructure around them.

3.3.2 Annual Return

The Trustees' Annual Report for 2020-21 was successfully submitted in May 2022.

3.3.3 Finance Team

Whilst Sebastian Palmer started on the path to stepping away from the team, we began to put in place a small Finance Team so that the workload can be spread across several people. With the oversight of Gilly Bamber and Matt Cooksey help we achieved some notable improvements in the year including:

- Quicker turnaround on member expense claims.
- A reserves policy – June 2022.
- Updated insurance cover reflecting the value of our assets should they need to be replaced.
- Move to using Enthuse as an online fundraising platform.
- Revised expenses policy and team training on the claim form.

Heather Franks will also be joining this team, and we will be supported too by a small external independent book-keeper – EJS Services.

Work has now started to move our bank from HSBC to Barclays to obtain better controls and rates, and to get on top of the outstanding VAT and Gift Aid reclaims.

3.3.4 Budgeting

We continue to try and embed a policy for planning and carefully budgeting ourselves. This discipline has started to help get the team to think about what it wants to in the future and to better manage the resources to achieve them. We now have a reserves policy that gives us some comfort that we maintain the funds to keep the charity buoyant for the coming period but also to forecast what extra we need to find through fundraising to satisfy the plans. The operational side of the team sets out what it would like to achieve, and the charity's trustees (Executive) look to ensure that and look to help plan what can be done to realise them.

3.3.5 Asset Tracking

John Stockwell has done a great job to adding our equipment to a central register and putting asset labels to everything to help us keep track of everything.

3.3.6 Finance Update

One of the final actions of Sebastian Palmer as Treasurer has been to provide a brief update summary of our accounts for the year – and these will be presented shortly in his absence.

3.4 Fundraising

Our fundraising team has continued to work well for us and been the bedrock of us being able to strengthen the team. Gilly has provided the guidance and oversight and Anne Ninham has done a sterling job to put together numerous grant applications to parish councils all over the county (£6.8k).

We are also thankful to our FREC3 medical first responders, who have also supported some public events – notably Silverstone F1 – by working on behalf of external providers. They kindly donated £2.9k to the team. Team members helping to marshal the London to Cambridge bike event in July 2021 raised another £2.8k.

Almost 67% of our team members (35) **gave over 1,000 hours to attending 49 different fundraising events in the year** – from giving talks, to having our display stand at selected shows and fetes, helping at events, and of course accompanying Santa around several of our villages (Pymoor, Little Downham, Soham and Milton) despite the best efforts of COVID trying to interfere with his plans (£2.7k).

A total of £43,284 was raised in the year (like that raised in FY2019/20 and FY2018/19) and breakdown of our fundraising efforts is being presented separately which shows that have numerous sources of revenue to the charity.

Some stand out events were:

- EAAA Family Day at Ferry Meadows (Aug 21).
- Natalie's Loch Lomond Swim (Sep 21) – more below.
- Land Rover Owners Show (Sep 21)
- Thriplow Daffodil Weekend (Mar 22)
- Saffron Walden Crank Up (May 22).

In September 2021 we helped support Natalie Smith to raise money for the team by doing an open water swim of Loch Lomond. After intensive training and journeying to Scotland to start the swim, she was let down at the last minute by the local boat operator. Down but not out, on the way back in the car she decided to swim the equivalent length around a lake in North Cambridgeshire for us. It was a privilege to be there throughout the 39 km (22.6 mile) swim on what was an important personal journey for her as the daughter of one of our missing persons who unfortunately took their own life. She raised an amazing £4,000 though that was almost incidental to the demons that she was determined to conquer at the same time.

A chance meeting with a district councillor in the car park during the Steeple Morden callout resulted in us receiving a grant from Rugby Cement for £5k towards a new drone. This proves that there are many ways to raise money for the team – we all must just do our bit to find it.

Debbie Jones along with Simon have also helped greatly with events and I am now pleased to also report that Alan Tack has now joined the Fundraising Team to help focus on compiling our events calendar for 2023.

3.5 Recruitment and Membership

3.5.1 Recruitment – Candidate Days

Candidate Days for applicants were held in September 2021 and March 2022.

3.5.2 Membership Lead

Louise Wyatt has continued in her role looking after our membership including helping with performance reviews and managing issues such as those with members drop-off in attendance. Consequently, it is felt that we are much better at monitoring our members which is necessary for them and especially the team.

3.5.3 Current Status of the Membership

The current position with our members is that we have:

- Membership **54** (was 47 last year) consisting of **35 operational 19 non-operational**.
- The non-operational membership consists of 4 in support, 2 dedicated fundraisers, 4 awaiting re-qualification, 8 trainees and 1 on sabbatical.
- There was a total of 28 retirements (was 24 last year) of which 6 were trainees. Despite our best efforts, many joiners still seem to underestimate the level of commitment required to complete the training as well as be a useful member of the team.

The most common reason for retiring remains as “changes in personal circumstances” (27.2%).

3.6 Training

We undertook **106 separate training events** in the year and equates to over **3,227 hours**. Though down from the 126 training events last year, this was still more than in the 2 previous years (which

were 86 and 67 respectively). Of course, these can only be achieved with the help and willingness of those stepping up to plan and deliver them.

Online training has continued to play an increasing part in delivering and maintaining training. Whilst it will continue to be a useful medium going forward, it does not and cannot replace face-to-face practical training sessions. We have steadily tried to conduct more practical training sessions and it is good to report that almost 53% of the training events involved getting outside this year.

Finally, much of our training material underwent a refresh. We cannot readily change the content, but we can try and make it more memorable and meaningful, and we hope that all members will see the benefits of that.

3.6.1 Trainee Training

We held one intake in September 2021 (3 trainees) and another in March 2022 (7 trainees) and the next is planned for March 2023 with trainee training starting shortly after. We thank Simon Hale and Ian Woods for the delivery of this and for qualifying these recruits. They are also well supported by Joss Minterne and the Medical Workgroup.

3.6.2 CPD Weekend

Unfortunately, limited numbers meant that we only ran a short CPD event in September 2021. This still proved most worthwhile to those 17 members attending, and again our grateful thanks to Gilly and Fred Bamber for kindly looking after us again.

3.6.3 Mental Health First Aid

Three (3) team members attended Mental Health First Aid courses in the year (Oct and Dec 2021) and we are now fortunate to have five (5) trained MHFAs in the team (3 female and 2 male) and again it is felt that we have a solid welfare, mental health and safeguarding resource within the team.

3.6.4 Team Leader

In August 2021 we had a new cohort of TLs become ready for assessment after the training delivered by Ken Dench through the latter end of the previous financial year ending 30th Jun 2021. All performed very well, and we now have a strong tier of TLs on hand and added good depth to the team (thank you Ken Dench). Further ongoing training for them is also in preparation.

3.6.5 Search Planner/Manager

In early February 2022 we had three team members complete the Search Planners' course hosted by Suffolk Lowland Search and Rescue. Apart from gaining two more Search Planners in Ken Dench and Joss Minterne, we also gained a new fledgling Search Manager with Gilly Bamber.

3.6.6 Train the Trainers – Bank Search Instructor and IQA Assessor

We now have three (3) new Bank Search Instructors as Ian Woods also attended the course in June 2022. Simon also completed an IQA course in February 2022 to help with our internal assessments (in addition to the TAQA course he did in June 2021).

3.7 Pymoor HQ

Steve Hobbs has helped keep the work moving forward our building during the year including having a new automated roller shutter fitted (£4.5k) and having a replacement roof fitted by our landlord in June that will hopefully help keep us waterproof for the coming winter. The internal structure was also strengthened for the added weight.

We are thankful to Ken Dench for fitting some extra locks and doors for better security and to John Stockwell for keeping on top of various jobs – most recently replacing the strip lighting in the upstairs office ready for us to fit new internal ceiling panels. We look forward to decorating that space and using it for meetings and breakout training.

The site has now also been improved with a gated access and CCTV coverage. Work underway next includes:

- Replacing the internal roof to the upstairs office.
- Providing secure storage for the Quartermaster and his kit.
- A drying room.

The site is also proving very useful for bank search training, kayaking, drone flying and navigation exercises and we are thankful to our landlord for their continued support and understanding.

3.8 Updates on the Workgroups

3.8.1 Bike

A night bike training session was completed in November 2021 around Thetford Forest.

3.8.2 Drone

Our drone pilots were cleared by the police in November 2021 for night-flying which will greatly add to their effectiveness because of their superior thermal imaging.

We had our first drone find in April 2022 (Peterborough).

It is necessary to pair our drone pilots as we still do not have any qualified Observers. Clearly this is constraining and so we are now looking to develop our own course until such time a police resources become available to support.

Progress is now being made to be able to stream live video from the drone to a control vehicle.

3.8.3 Fleet

We took delivery of the new Vauxhall Movano ICU (incident control unit) in September 21 kindly donated by Anglian Water to which the team paid for it to be fitted out to our specification.

The 4x4 was given some new front-end graphics.

To complete the new looking fleet, we sold off the original ICU and RCV (remote command vehicle) to new team Lincolnshire Search and Rescue to help get them up and operational.

A compressor and vehicle polisher were purchased, and we have hopefully improved the mechanism for ensuring tax, MOT and insurance cover are provided in advance of them expiring.

Awning walls were purchased to double the ICU's workspace (£1.3k from Wayne Bent's "Tea Party").

3.8.4 Flood

You may remember that one of our projects for 2022 was developing a flood rescue capability. Efforts continue and we now have funding for a boat and outboard motor, and work continues for the trailer and all the supporting kit needed to safely provide boat support. Whilst this remains a goal for the team, it must have sufficient and committed members to make it work. Ironically, this may be the bigger challenge and is perhaps one area where we may need to look to recruit members with demonstrable water skills to help make it happen. We must be sure that we have the members

that are not only willing but are committed to the level of on-call availability needed to sustain its deployment – and we may not be at that point just yet.

3.8.5 Foot

We purchased new bank search kit (12 branded helmets and PFDs) and we had to migrate from ViewRanger to OutdoorActive for our mapping.

3.8.6 IT

It was concerning that Adam Webster suffered a health issue in August 2021 though thankfully it is good to report that he has made a good strong progress back to good health. Unfortunately, the team has had to operate with minimal IT support (such as for SARMAN), and we have looked to strengthen that with Andrew Jarvis being willing to help with this where possible. Clearly, we – like all teams – are increasingly dependent on technology and so having such skills within the team is most valuable.

3.8.7 Medical

We have five (5) FREC3 medical responders that qualified at the end of the last FY (June 2021) and we are considering arranging to pay for the training of another small group.

A new medical insurance policy was taken out for increased coverage (£900) so that our medical first responders are adequately covered (including for any possible claim for malpractice claims) whilst deploying on behalf of the team (not for external providers).

3.8.8 K9

Our dog team have worked hard this year. After **25 sessions totalling and 205 hours**, they have been rewarded with dogs Pip and Penny successfully passing the first stage of their NSARDA (National Search and Rescue Dog Association) man-trailing assessments. I have watched them develop over a period now and it was great to see them confidently and more importantly accurately demonstrate their abilities to the team on the recent CPD weekend, and we are now very optimistic of them completing the final two assessments in the coming months.

3.8.9 Kayak

Gary Tyler and the kayakers helped to run **12 training sessions** this year and the availability for use in live deployments has consequently been very useful to the team.

New branded helmets, PFDs (4) and drysuits (2) were purchased from grant funding as well as sundries of a washer to help clean the kayaks down after use to prevent bio-contamination between rivers.

3.8.10 Water – other

An underwater camera was purchased in May 2022 from grant funding which should prove useful for use from a boat or on the pole.

3.9 Other Activities in the Year

3.9.1 CamSAR Open Day

In October 2021 we held an Open Day at Pymoor HQ. It was good to see all our kit laid out in one place – a long time since that has happened – and it made me think of all the donations collected and all those coins paid into our bank that helped provide us with it all.

3.9.2 Ukraine Lifeline

In March we helped form the Ukraine Lifeline initiative in conjunction with Buffaload and some locals to Pymoor and Little Downham. The team again stepped up once again to contribute a phenomenal effort in organising logistics, collecting donations – material and funding that went directly to this appeal, as well as the mammoth sorting and packing that needed to be done to make this a success. With our 576 hours of help (plus many more not recorded on D4H), we saw a fantastic £55,604 being raised for the appeal coming in – all of which went directly to helping the people of Ukraine. It should perhaps be emphasized that the team did not take a penny itself from these donations and help and guidance was provided by Gilly to give them the option to set up their own charity going forward. After a lot of effort, all of that money was passed through to Ukraine Lifeline to ensure it did not give a misleading impression to our accounts.

As such, the initiative was concluded with a total of 24 lorries full of supplies being sent out to Poland for Ukrainian refugees. Well done to all those helping and the wider community for the generosity in time and materials donated. My personal thanks to all those team members involved – and I was especially proud of the way the team rapidly reacted to run with the challenge.

3.9.3 Cambridgeshire County Day

We were proud to be invited by our Patron to the inaugural Cambridgeshire County Day at the (Cambridgeshire end of the) Newmarket Racecourse in June. This was a showcase for all things good about Cambridgeshire and it was great for visitors from far and wide coming along. It was good to talk to the Chief Constable (Nick Dean) and Assistant Chief Constable (Vicki Evans) who came to see us, as well as the Police and Crime Commissioner (Darryl Preston) and our friends from the press and BBC Radio Cambridgeshire. We were also lucky to have the Duke and Duchess of Cambridge (now also the Prince and Princess of Wales) in attendance.

3.9.4 The Queen's Platinum Jubilee

Eligible team members (16) were proud to be able to receive the Queens Platinum Jubilee medal for service greater than 5 years. I am sorry that not everyone could be presented with a medal, but the eligibility criteria were made very clear and were equally applicable to all agencies and organisations being recognised – be they for example in the military or the blue-light emergency services or those in the volunteer sector such as us or Mountain Rescue.

The presentations were made by our Patron, The Lord-Lieutenant of Cambridgeshire Julie Spence at the New Shire Hall at Alconbury Weald on 1st July 2022. The trustees also agreed to arrange for special celebration mugs to be given to all team members in recognition of the event.

It was of course with great sadness that the team sent its condolences on the passing of the Queen just a few months later and marked any events during the time of mourning with a 2-minute silence to show their respect for a truly inspirational monarch who herself is known to have had a lot of time for volunteer organisations.

3.10 Outlook

We remain in a financially sound position, and whilst things can change very quickly, we should be reasonably confident that we have better controls in place to manage and monitor as we go. We have all gone through some testing times especially with the pandemic through 2020-2022, but we should be prepared that there may well be other challenges to come. Writing reports such as this helps me to remember all the good things that the team has achieved – and my apologies if anything has been missed any along the way.

3.11 Conclusion

In conclusion, the team continues to move forward, yet still believe that the team is still building and strengthening. It is constrained only by the membership to make good things happen. There is a lot of knowledge and skills in the team, and this must not be squandered – not just by us as the charity – but by the community and its vulnerable persons. Crucial though is the engagement and commitment of all team members. We must attract the right people into the team that will help us achieve the successes that we surely desire – and deserve – as a team whilst also ensuring that we maintain the culture and family atmosphere that we have. We cannot sit back and hope that things will happen by themselves otherwise we will stagnate. Our planning and efforts have been fruitful – not just in funding but also in team recognition. We certainly cannot be complacent, not just in maintaining what we have, but in continuing to build for the future.

I will of course once again take this opportunity to record the personal thanks to my fellow Trustees for their continued counsel, support, and diligence in managing the charity – including Paul Barry who unfortunately retired from the team back in February and now also to Sebastian Palmer for the reasons stated earlier. Both helped to shape the team during their time for which we are of course grateful.

Finally, I thank all our team members – operational and non-operational – and especially their families – for the support in helping get the team where it is. Its members have given **7,403 hours** during this FY2021/22. I also know that **many more hours** were also given that have not been recorded anywhere. Our membership continues to freely give its time to doing what we do, and I know (– and you should know –) that it is greatly appreciated by the police and the people that come to know the team.



Barry Carter, Chair, 23 September 2022

4 Financial review

4.1 Reserves policy

CamSAR has a reserves policy which is annexed to this report – see Appendix C.

4.2 Independently examined accounts

CamSAR's income during this period was **£98,888.12**, including **£2,500** from the sale of a vehicle to another Lowland Rescue team. Expenditure during this period was **£90,366.64**, including **£4,198.90** for the purchase and fit-out of assets including awnings for our Incident Control Unit vehicle, a Reach & Rescue underwater pole-mounted search camera and ancillaries, and two kayak drysuits.

*Within the above figures, income of **£55,604.39** and expenditure of **£53,784.30** are linked to CamSAR's involvement with the Ukraine Lifeline (UL) initiative (see 3.9.2 above). Between March and June 2022, CamSAR was involved in UL in terms of volunteer hours and the handling of donations and payments to enable the rapid start-up of the UL initiative. The UL monies are being strictly managed as a restricted fund. Almost all monies related to Ukraine Lifeline were spent during the same financial year, and the remainder (£1,820.09) will be transferred out in full, in accordance with its restriction. See Appendix D for notes on how this unanticipated need for assistance was handled.*



Excluding the UL transactions, CamSAR's income and expenditure were **£43,283.73** and **£36,582.34**.

Accounts have been prepared on the receipts-and-payments basis, and independently examined. These are annexed to this report, as is the Independent Examiner's report – see Appendices A and B.

5 Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

| | | |
|--------------|---|---|
| Signature(s) |  |  |
| Full name(s) | Barry Carter | Ian Woods |
| Position(s) | Chairperson | Trustee (Treasurer from AGM 2022) |
| Date | 20 November 2023 | 20 November 2023 |

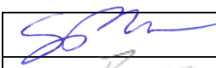

Appendix A Summary of accounts

| | | | | | |
|---|--|----------------------------------|----|--------------|--------------|
|  | CHARITY COMMISSION FOR ENGLAND AND WALES | Cambridgeshire Search and Rescue | | 1118622 | CC16a |
| Receipts and payments accounts | | | | | |
|  | For the period from | 01 July 2021 | To | 30 June 2022 | |

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|---|--------------------|------------------|-----------------|------------------|------------------|
| A1 Receipts | | | | | |
| Ukraine Lifeline | - | 55,604.39 | - | 55,604.39 | - |
| Public Donations | 17,137.27 | - | - | 17,137.27 | 15,112.33 |
| Parish & Town Councils | 250.00 | 6,580.00 | - | 6,830.00 | 8,736.00 |
| Marshalling Events | 6,568.75 | - | - | 6,568.75 | - |
| Police Donations | 6,000.00 | - | - | 6,000.00 | 6,000.00 |
| Company Donations | 1,527.49 | - | - | 1,527.49 | 7,450.01 |
| Police Mileage | 806.40 | - | - | 806.40 | 1,622.00 |
| Team Subscriptions | 785.00 | - | - | 785.00 | 900.00 |
| Extra Kit Sale | 500.50 | - | - | 500.50 | 1,114.07 |
| HMRC Refunds | 214.00 | - | - | 214.00 | 8,628.45 |
| CFRS Deployments | 200.40 | - | - | 200.40 | 997.70 |
| Training Courses | 200.00 | - | - | 200.00 | - |
| Account Interest | 13.92 | - | - | 13.92 | 5.41 |
| CPLRF Mileage | - | - | - | - | 4,021.38 |
| Other Grant Funding | - | - | - | - | 3,299.00 |
| Sub total (Gross income for AR) | 34,203.73 | 62,184.39 | - | 96,388.12 | 57,886.35 |
| A2 Asset and investment sales, (see table). | | | | | |
| Vehicle/Asset Sale | 2,500.00 | - | - | 2,500.00 | 2,500.00 |
| Sub total | 2,500.00 | - | - | 2,500.00 | 2,500.00 |
| Total receipts | 36,703.73 | 62,184.39 | - | 98,888.12 | 60,386.35 |
| A3 Payments | | | | | |
| Ukraine Lifeline | - | 53,784.30 | - | 53,784.30 | - |
| Insurance | 8,375.04 | - | - | 8,375.04 | 8,243.39 |
| Headquarters costs | 7,894.95 | - | - | 7,894.95 | 1,927.05 |
| Team Kit | 3,272.29 | 3,586.35 | - | 6,858.64 | 1,875.67 |
| Vehicle Fuel + Maintenance | 2,929.56 | 300.00 | - | 3,229.56 | 3,235.72 |
| Search Management | 996.00 | - | - | 996.00 | 933.79 |
| Medical Kit | - | 963.61 | - | 963.61 | 1,002.39 |
| Vehicle Tax + Charges | 930.00 | - | - | 930.00 | 1,070.00 |
| Fundraising Costs | 911.00 | - | - | 911.00 | 530.40 |
| Miscellaneous | 941.10 | - | - | 941.10 | 575.00 |
| CRB/DBS Checks | 390.00 | - | - | 390.00 | 264.00 |
| Bike Repairs | 20.80 | 316.19 | - | 336.99 | 413.85 |
| Communications | 267.30 | - | - | 267.30 | 37.50 |
| Training Courses | 180.00 | - | - | 180.00 | 1,569.00 |
| PR and IT | 109.25 | - | - | 109.25 | 1,174.89 |
| CPLRF Mileage | - | - | - | - | 994.23 |
| CFRS Deployments | - | - | - | - | 933.50 |
| Sub total | 27,217.29 | 58,950.45 | - | 86,167.74 | 24,780.38 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Other Equipment (asset) | 161.92 | 2,458.98 | - | 2,620.90 | 19,791.34 |
| Vehicle Purchase | 1,578.00 | - | - | 1,578.00 | 12,000.00 |
| Comms Equipment (asset) | - | - | - | - | - |
| Sub total | 1,739.92 | 2,458.98 | - | 4,198.90 | 31,791.34 |
| Total payments | 28,957.21 | 61,409.43 | - | 90,366.64 | 56,571.72 |
| Net of receipts/(payments) | 7,746.52 | 774.96 | - | 8,521.48 | 3,814.63 |
| A5 Transfers between funds | - 1,996.50 | 1,996.50 | - | - | - |
| A6 Cash funds last year end | 49,320.39 | 2,050.56 | - | 51,370.95 | 47,556.32 |
| Cash funds this year end | 55,070.41 | 4,822.02 | - | 59,892.43 | 51,370.95 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|---|----------------------------------|---------------------------------|
| B1 Cash funds | Held in main current account | 6,705.88 | - | - |
| | Held in secondary current account | 5.00 | - | - |
| | Held in savings account | 48,359.53 | 4,822.02 | - |
| | Total cash funds | 55,070.41 | 4,822.02 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | Details | | | |
| | | | | |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | | |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | Vehicles | Unrestricted | 24,902.42 | |
| | Kayaks, rescue sled, water PPE | Unrestricted | 3,970.19 | |
| | Drone and night vision equipment | Unrestricted | 18,682.41 | |
| | Communications equipment | Unrestricted | 6,196.60 | |
| | Other equipment | Unrestricted | 7,439.79 | |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | | |
| Signed by one or two trustees on behalf of all the trustees | | Signature | Print Name | Date of approval |
| | |  | Sebastian Palmer | 05/09/23 |
| | |  | Ian Woods | 05/09/2023 |

Appendix B Independent Examiner's report



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Cambridgeshire Search and Rescue (CamSAR)

**On accounts for the year
ended**

30 June 2022

**Charity no
(if any)**

1118622

Set out on pages

13 and 14

**Responsibilities and
basis of report**

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 for England and Wales (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission for England and Wales in Guidance Independent examination of charity accounts: Directions and guidance for examiners (CC32). 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 matters set out in the statement below.

**Independent
examiner's statement**

The accounts examined were presented in the 'receipts and payments' method.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I 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.

Signed:

Date:

1st November 2023

Name: Mark Yard

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

Address: 18 Herons Close, Cambridge, CB5 8HJ

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None to report.

Appendix C Reserves policy

Purpose

The reserves that we have set aside provide financial stability and the means for the development of our principal activity.

Policy

We intend to maintain our reserves at a level which is at least equivalent to the average over 4 years of our annual running operating expenditure (Opex) and the average over 4 years expenditure on capital items (Capex) (replacement of vehicles, drones and other large capital items). For simplicity in these calculations we round results to the nearest £10.

Summary at end of financial year 2021-22

| Element | GBP |
|---|------------------|
| Operating reserve (average spend over last 4 years) | 24760.00 |
| Capital reserve (average spend over last 4 years) | 15620.00 |
| Additional reserve elements: | |
| • None currently | 0.00 |
| Subtotal reserves | 40,380.00 |
| Restricted funds | 4,820.00 |
| Total | 45,200.00 |

Review points

The Trustees review reserves required to ensure that they are adequate to fulfil our continuing obligations annually.

Appendix D Additional notes on Ukraine Lifeline activity

Due to this significant unanticipated activity in the reporting year, some additional notes on its basis and handling are recorded here.

Background

Very shortly after the outbreak of full-scale war in Ukraine, in March 2022 the "Ukraine Lifeline" short-term initiative was set up as a collaboration with the local community who were desperate to help, and Buffaload Logistics (a large local employer). Initially the idea was to set up a new and separate charity, but due to the emergency timescale, the existing institutional setup of CamSAR was used to enable the initiative to act.

The objective of UL was to collect donations of various types of useful goods to send out to refugees from Ukraine that were travelling to Poland. The goods were varied, including food, clothing, baby supplies, medical supplies, cold weather equipment such as tents and sleeping bags. The goods were collected from designated collection points around the county (donations from individuals and businesses), then counted, sorted, palletised and driven out to Poland. Much of the sorting, counting and palletising was done by CamSAR team members alongside other local volunteers.

CamSAR's charitable objective includes *"to assist in the relief of suffering... and the preservation of life, principally in Cambridgeshire but without geographical limitation"* (see 2.5 above). As part of the Trustees' decision-making on whether to become involved in UL, we contacted the Charity Commission to discuss the envisaged activity and its coverage under our constitutional objective; it was concluded that the UL activity would be within our remit.

Implementation

As noted above, goods were collected and sorted – this was done entirely by volunteers. Warehousing for the central collection, sorting and palletising was provided free of charge by Buffaload. Transportation to Poland was provided by Buffaload (free of charge) and by other logistics companies including G's Fresh Limited; many drivers gave their time for free while some needed fuel costs to be covered. A typical cost was £2,400 per lorry.

Monetary donations from individuals and organisations were received via the Enthuse online donation platform (over £32k net of a platform fee of £661.90), as well as a small proportion (£885) received in cash and paid into our bank account by our responsible trustee, and three organisations donated by bank transfer (over £22k).

UL also funded the transport of medical supplies and ambulances.

Diligence

- On 24 February 2022 a Humanitarian Cooperation Agreement was signed with Przyjazne Świątochłowie Stowarzyszenie (Friendly Świątochłowie Association, registered office at 9 Katowicka Street, 41-608 Świątochłowie), by our Chairman Barry Carter to satisfy Polish charity law. A contract was put in place with an organisation in Poland to unload and distribute the goods to Ukraine refugees arriving across the border. They came to our site in Pymoor to discuss the arrangements face-to-face.
- Buffaload is a large reputable logistics company based in Cambridgeshire, as is G's Fresh Limited who also regularly travel to Eastern Europe.
- Everything packed and shipped was done at the central site in Pymoor; no other sites were used.
- A trustee with a background in finance was assigned to oversee the initiative on a full-time basis, including checking all the commercial invoice packing lists (the transport manifests).

- We also received photographs back from Poland covering this part of the operation.
- Returning drivers provided updates on the distribution of the goods.

Concluding our involvement

When we first embarked on this initiative to assist the vulnerable people of Ukraine, we did not anticipate how generous the public and corporate entities would be in their donations. Having dealt with the sheer magnitude of the initial emergency response (which stood at over £40,000 at the end of May 2022) and seeing our initial expectation of it being a short-term solution to facilitate a relatively small flow of funds were surpassed, it became necessary to put longer term mechanisms and procedures in place for Ukraine Lifeline.

We gave UL advice to set up their own community bank account and unincorporated charitable association so that we would no longer be needed. In June 2022, we closed our online Enthuse donation page to avoid receiving further restricted funds for UL, and continued to make payments for UL's work. At 30 June 2022 (the end of this reporting period) there were just £1,820.09 remaining in the restricted fund.

Future considerations

The initiative was successful in contributing support to refugees arriving in Poland in 2022, and our involvement enabled it to start at a rapid pace to match the suddenness of the need. However, on reflection, the management of these activities on top of our usual and essential baseline activities (search and rescue, a rolling training programme, and fundraising / financial management to support them) placed an unsustainable strain on the capacity of our trustees and team members. In future we would limit our support to similar initiatives, to guidance and advice in establishing their own independent entity and processes.