

Cambridgeshire Search and Rescue

Trustees' Annual Report 2022-23

This report covers the financial year beginning 1st July 2022 and ending 30th June 2023.

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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	To 05 Feb 2022	Trustees (28/5/20); AGM (term 2020-22)
Louise Wyatt	Secretary	To 23 Feb 2023	Trustees (21/9/20); AGM (term 2021-23)
Sebastian Palmer	Acting Treasurer	To 20 Oct 2022	AGM (terms 2017-19, 2019-21, 2021-23)
Ian Woods	Treasurer (from 20 October 2022)		AGM (term 2021-23)
Stephen Hobbs			AGM (term 2019-21, 2021-23)
Heather Franks		From 21 Dec 2022	Trustees (21/12/2022)
Gilly Bamber		To 23 Feb 2023	AGM (term 2020-22)
Simon Jones			AGM (term 2021-23)
Ciara Witty	Secretary	From 16 Mar 2023	Trustees (16/03/2023)
Lee Rockall		From 16 Mar 2023	Trustees (16/03/2023)

Annual General Meeting was held on Wednesday 20th October 2023.

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, 20 October 2023

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 specialty.

The following will summarise team developments over the year.

3.2 Callouts

Our team members gave a total 1,916 hours responding to 44 calls for search assistance in the year (including 5 mutual assists¹ to neighbouring teams) and averaged 15 members per call (up slightly from 12 in the previous year). Despite some quick stand-downs, the average duration of our searches was just over 4 hours.

A summary breakdown is (note that some MISPERs can be classified as more than one category)

- 28 male (64%) and 15 female.
- 26 suicidal (59%)
- 16+1 dementia
- 10 despondent
- 6 children/youth (under 15)
- 3 mental illness
- 1 autistic
- 1 not specified.
- Uninjured: (20), medical emergency (8), injured: (2) and deceased: (1). Others: Unknown.

3.3 Finance

3.3.1 Treasurer

Sebastian Palmer step down as Treasurer at the end of AGM on 20 October 2023. Ian Woods took over this role from the date of the AGM with the support of the finance committee and with the introduction of a book keeper (EBJ Accountancy).

3.3.2 Annual Return

The Trustees' Annual Report for 2021-22 was successfully submitted in November 2023.

3.3.3 Finance Team

During the financial year we continued the good work of the finance committee in delivering on the following:

- Quicker turnaround on member expense claims.
- A reserves policy.
- Insurance cover reflected the value of our assets should they need to be replaced.
- Moved to using Enthuse as an online fundraising platform, meaning gift aid could be automatically claimed.

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. The 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 continued to add our equipment to a central register and putting asset labels to everything to help us keep track of everything.

3.4 Fundraising

Our Fundraising Team met throughout the year and continued to make a series of successful grant applications and organised attendance to a series of events to raise vital funds and raising of awareness that has helped the team to grow.

Some notable events were:

- Silverstone – medical support (July 2022)
- Isele Fest (Jul 2022)
- Land Rover Owners Show (Sep 2022)
- Santa Parades to Soham, Milton, Little Downham and Pymoor
- Thriplow Daffodil Weekend (Mar 2023)
- Leeds Day (Apr 2023)
- Ely Tigers Fun Day (May 2023)
- Strawberry Fair (Jun 2023)
- Garden Party by Sue and Bob (Jun 2023)

In addition, there were 24 awareness and fundraising talks given by Wayne Bent or Barry Carter to various groups and organisation all over the county.

3.5 Recruitment and Membership

3.5.1 Recruitment – Candidate Days

Candidate Days for applicants were held in September 2022 and March 2023.

3.5.2 Current Status of the Membership

The current position with our members is that we have:

- Operational 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, 4 in support, 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 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

As a team we undertook 105 separate training events in the year (like the previous year) and equates to over 3,652 hours. As always, these sessions can only be achieved with the help and willingness of those stepping up to plan and deliver them.

Online training has continued to play a part in maintaining training and whilst we no doubt continue to use this as a useful media it is recognised that it does not replace face to face practical training sessions expected from team members.

There were **seven (7) practical Sunday team workshop/ resilience sessions** during the year and **nine (9) online sessions** in the evenings.

3.6.1 Pymoor HQ

The work to replace the internal roof to the upstairs office was completed as was a secure kit store. We now have broadband and WIFI to the building and so hopefully we will be using the space more for online training and search planning.

Meanwhile the plan to build a drying room for all our wet kit is being advanced and finalised.

Finally, we have seen that the site itself has been undergoing several improvements by the owner that can only benefit us more. Our landlord continues to be in the background supporting the team for which we are extremely thankful.

3.6.2 Swift Water and Flood Technicians

The team sent its first 4 team members for recognised training in North Wales in June (and another 5 are going in October).

3.7 Updates on the Workgroups

3.7.1 Bank

Our policy of training all operational team members for bank search provides many benefits and flexibility to the team. Of course, with this comes the need to train and keep familiar with the PPE and we have seen many sessions provided for team members to develop those skills.

3.7.2 Bike

Unfortunately, our bike team have under-trained and so been under-utilised this year. However, when used we have seen some great benefits and actions have been taken to get the bike team back on track. We will be running an inhouse course at the beginning of November 2023.

3.7.3 Drone

Training of drone pilots is self-supporting in that pilots must maintain a minimum of 2 hours in any 90-day period to keep in licence. Nevertheless, they have been readily used during team training sessions and increasingly for live searches – subject to the weather

3.7.4 Fleet

In June we received the fantastic news that Debbie Jones obtained a Postcode Lottery grant of £25,000 to be used towards a 4x4 vehicle. Much work has been done already to identify an appropriate vehicle and work to complete being undertaken during 2023/24.

3.7.5 Foot

Our foot teams are benefitting from some more Team Leaders coming through having benefitted from the close tutelage of our Training Officer, Ken Dench.

3.7.6 IT

We have seen some big improvements in our IT this last year. Gilly Bamber and Steve Rowsell have been instrumental in getting laptops and SARMAN working better and getting WIFI working more reliably in the ICU. MX Mobile has been rolled out making it far easier to dynamically share mapping with teams out on the ground as well as capturing gpx tracks saving the need to upload them. Work continues to iron out the wrinkles but pleasing that reliability and coverage is being improved.

3.7.7 Medical

We are now blessed in having a strong medical team led by Joss Minterne and have continued to support the training of first responders to the FREC3 standards.

As a result of this the quality of the training that they in turn are providing to the rest of the team is quite exceptional and it has been good to see the depth of knowledge and confidence being given across the team to improve the pre-hospital care to casualties.

3.7.8 K9

Our two (2) K9 handlers trained 12 times during the year and attended a K9 First Aid Course, and we remain optimistic of their assessment (and Pip and to the NSARDA Trailing Dog criteria early in 2024).

This training in turn does rely on the support of the “dogs’ body” and it is appreciated that they receive the support of other team members going out in all weathers to achieve this.

3.7.9 Kayak

Members of the Kayak Team attended a Training Symposium near Reading along with several other teams in September 2022 – from which three (3) team members achieved the first Paddlesport ST Certifications.

3.7.10 Water – other

After some phenomenal fundraising dedicated to this project it was great to see the RIB (Rigid-Inflatable-Boat) out on the water from April this year. This is a new resource for the team that a lot of work has gone into achieving. Our prime goal has always been to provide additional support for missing person search, but interest in increasing for our deployment to aid flood rescue in support of county resilience and the fire and rescue service. Team members completed a RYA Powerboat Level 2 Course and we have started to see its benefits in being able to take medics out to casualties, carry kit and even tow the kayakers if necessary.

3.8 Other Activities in the Year

Queens Platinum Jubilee Medal – July 2022

Queens Baton Relay – July 2022

3.9 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.

Writing reports such as this helps me to remember all the good things that the team has achieved – and my apologies if anything has missed any along the way.

3.10 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.

Finally, I thank of course thank you all our team members – operational and non-operational – and especially their families – for the continued support in helping get the team where it is. Its members have given 8,581 hours in 2022/23 (7,403 hours last year) and I know that many, many more hours were also given that have not been recorded anywhere and the charity thanks all of you for your time.



Barry Carter, Chair, 20 October 2023

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 **£88,572**, including **£25,000** grant from Postcode Lottery. Expenditure during this period was **£45,596**.

A remaining sum of £1820,09 was identified that had not been passed over to Ukraine Lifeline. The fate of this will be decided during 2023/24.

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	Treasurer
Date	21 June 2024	21 June 2024

Appendix A Summary of accounts



Cambridgeshire Search and Rescue

1118622

Receipts and payments accounts

CC16a

For the period
from

01-Jul-22

To

30-Jun-23

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Ukraine Lifeline	-	3,880	-	3,880	55,604
Public Donations	2,824	-	-	2,824	17,137
Parish & Town Councils	5,286	890	-	6,176	6,830
Marshalling Events	3,550	-	-	3,550	6,569
Police Donations	6,000	-	-	6,000	6,000
Company Donations	3,837	-	-	3,837	1,527
Police Mileage	1,024	-	-	1,024	806
Team Subscriptions	655	-	-	655	785
Extra Kit Sale	100	-	-	100	501
HMRC Refunds	9,687	-	-	9,687	214
CFRS Deployments	-	-	-	-	200
Training Courses	2,124	-	-	2,124	200
Grants	1,397	37,000	-	38,397	-
Fundraising	9,700	-	-	9,700	-
Account Interest	618	-	-	618	14
Sub total (Gross income for AR)	46,802	41,770	-	88,572	96,388
A2 Asset and investment sales, (see table).					
Vehicle/Asset Sale	380	-	-	380	2,500
Sub total	380	-	-	380	2,500
Total receipts	47,182	41,770	-	88,952	98,888
A3 Payments					
Ukraine Lifeline	-	3,880	-	3,880	53,784
Insurance	8,677	-	-	8,677	8,375
Headquarters costs	1,452	-	-	1,452	7,895
Team Kit	1,366	452	-	1,818	6,859
Vehicle Fuel + Maintenance	3,145	-	-	3,145	3,230
Search Management	1,884	-	-	1,884	996
Medical Kit	626	-	-	626	964
Vehicle Tax + Charges	980	-	-	980	930
Fundraising Costs	424	-	-	424	911
Miscellaneous	1,476	-	-	1,476	941
CRB/DBS Checks	-	-	-	-	390
Bike Repairs	218	-	-	218	337
Canine	147	-	-	147	-
Communications	361	-	-	361	267
Training Courses	328	2,436	-	2,764	180
PR & IT	891	-	-	891	109
Sub total	21,976	6,768	-	28,743	86,168
A4 Asset and investment purchases, (see table)					
Other equipment (asset)	1,367	13,246	-	14,613	2,621
Sub total	1,367	13,246	-	14,613	4,199
Total payments	23,342	20,014	-	43,356	90,367
Net of receipts/(payments)	23,840	21,756	-	45,596	8,521
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	55,106	4,822	-	59,928	51,371
Cash funds this year end	78,946	26,578	-	105,524	59,892

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	8,724	-	-
	Held in secondary current account	-	-	-
	Held in savings account	70,222	30,978	-
	Total cash funds	78,946	26,578	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	None			
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Vehicles	Unrestricted	24,902	-
	Kayaks, rescue sled, water PPE	Unrestricted	5,074	-
	Kayaks, rescue sled, water PPE	Restricted	8,297	-
	Drone and night vision equipment	Unrestricted	18,682	-
	Drone and night vision equipment	Restricted	4,949	-
	Communications equipment	Unrestricted	6,197	-
	Other Equipment	Unrestricted	7,702	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

Ian Woods

Date of approval

07 June 2024

Appendix B Independent Examiner's report

I report to the Trustees on my examination of the accounts of the charitable company for the year ended 30 June 2023.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts, and they have considered that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that 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(2)(b) of the Charities Act, and
- To state whether matters have come to my attention.

Independent examiners statement

I have concluded my examination which 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 disclosure 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 those matters set out in the statement below.

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 not come across any matters in connection with the examination to which attention should be drawn to enable a proper understanding of the accounts to be reached.

Approved on 13th June 2024



Haroon Ashfaq FCCA

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London, W1C 2PE

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 2022-23

Element	GBP
Operating reserve (average spend over last 4 years)	27,740.00
Capital reserve (average spend over last 4 years)	14,370.00
Additional reserve elements:	
• None currently	0.00
Subtotal reserves	42,110.00
Restricted funds	26,578.00
Total	68,690.00

Review points

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