

NORFOLK & SUFFOLK 4X4 RESPONSE

England & Wales · Charity number 1159427

Details

Other names NS4X4R

Status Registered

Legal form CIO

Registered 2014-12-01

Register [View on the Charity Commission register](#)

Contact

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Activities

Objects: TO PRESERVE AND PROTECT HUMAN LIFE AND PROPERTY, IN PARTICULAR BUT NOT EXCLUSIVELY, BY PROVIDING EQUIPMENT, VEHICLES AND OTHER RESOURCES TO OFFER SUPPORT IN ADVERSE CONDITIONS

Activities: Operating in Norfolk & Suffolk, members volunteer to use their personal 4x4 vehicles to support emergency services, NHS, Councils, other voluntary groups and charities with transport and other assistance in adverse weather conditions or when capabilities of 4x4 vehicles are beneficial

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Norfolk
- Suffolk

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-06-30 | £20,139 | £18,367 | - | - |
| 2024-06-30 | £19,478 | £18,724 | - | - |
| 2023-06-30 | £10,664 | £8,765 | - | - |
| 2022-06-30 | £6,400 | £18,422 | - | - |
| 2021-06-30 | £16,730 | £9,765 | - | - |

Trustees

| Name | Role | Appointed |
|-------------------------|------|------------|
| Aaron David Buckland | | 2024-07-09 |
| Darren Southernwood | | 2019-03-27 |
| Kalvin McLeod | | 2017-07-06 |
| Michael Fysh | | 2024-07-09 |
| Nicholas William Hindle | | 2019-03-27 |
| Robert John Hawley | | 2022-07-26 |
| Shane Bowering | | 2024-07-07 |
| Simon Alexander | | 2022-09-01 |

NORFOLK & SUFFOLK 4X4 RESPONSE

England & Wales - Charity number 1159427

Accounts



Minutes from the Annual General Meeting (AGM) 6th August 2025

LOCATION: The Charles Burrell Centre, Meeting Room 2,
Staniforth Rd, Thetford IP24 3LH. **Time:** 1930 - 2130

ZOOM DETAILS Meeting ID 881 48315316 Passcode 706688

Attendees:

Via Zoom: David Anthony, Graham Jarmy, Zack Allison, Simon Turner, Neil Warden, David Lyes, Chris Hall, Chris Church, Nick Hindle, Hugh & Jenny Hutton, Darren Southernwood,

In Person: Graham White, Richard Steven, David Baker, Michael Wilson, Calvin McLeod, Josh Crossley, Max Byrne, Georgie Stinton, Michael Fysh, Paula Hawley, Rob Hawley, Aaron Buckland, Charlie Bowmen, Kevin Slaughter

Apologies received from: Guy Farnbank, Adam Bester

1. Welcome

Kalvin welcomed everybody to the meeting and began by thanking the committee members for their efforts on behalf of the group this year.

2. Minutes of the Previous AGM

Last year's AGM minutes were accepted after a member's vote as no amendments had been received.

3. Chairman's Report

Kalvin highlighted that we had seen an increase in events this year, some of which contribute significantly to the group's good financial position but recognised that on many occasions we do struggle to get sufficient members attending some events and he urged everyone to attend as many events as they are able to. Calvin outlined his vision that with enough events providing the group with sufficient funding he hoped to move to a position where we could provide our services to the emergency services for free.

With this in mind there had been a change in the way we charge for the group's services and more effort has been expended to ensure that we charge appropriately and get paid for those events. This has contributed to group's improving financial position over the previous years.

Kalvin highlighted some of the new benefits we have been able to give members this year, this includes provision of a free uniform, new equipment has been provided for the group's use such as new radios, radio mast, lighting tower and generator and thanked Michael for

going all the way to Devon to collect it. Calvin encouraged members to apply for radio training to further improve skills.

On the subject of training Calvin thanked Michael for the training carried out so far this year, we have now added another site near Sudbury to add to Aldeby and the CITB site which should allow us to have a defined training calendar going forward. Calvin said the committee recognised the need to add more resource to the training team and was glad that two members had come forward to support Michael.

4. Treasurer's Report

A presentation of annual accounts was given (see below). This year has been a good one and similar to 23/24. The main source of income remains donations/fees from events, Weeting being the single biggest contributor while the main expenditure has been capital equipment e.g. lighting tower/generator followed by over £5k in mileage payments to members.

Approval of the accounts was given by member's vote.

Norwich and Suffolk 4x4 Response
Statement of Income and Expenditure Covering the period:
1st July 2024 to 30th June 2025

| | | |
|---|------------|------------|
| Balances Brought Forward | | |
| Cash at Bank and in hand at beginning of period | | £8,836.58 |
| Income | | |
| Annual Subscriptions from members | £960.00 | |
| Sales (Clothing and services to other Groups) | £555.06 | |
| Donations to group from public and group users | £18,623.67 | |
| DBS Fees paid by members | £0.00 | |
| Total Income for 12 month period | £20,138.73 | |
| Expenditure | | |
| Stock Purchases | £0.00 | |
| Postage and Stationary | £261.77 | |
| Small Equipment Purchase | £9,515.80 | |
| Meeting and event expenses | £1,430.36 | |
| Mileage Payments | £5,127.39 | |
| Professional Fees, memberships and technology subscriptions | £1,509.51 | |
| Insurance | £522.41 | |
| Total Expenditure for 12 month period | £18,367.24 | |
| Excess (shortfall) Income over Expenditure | | £1,771.49 |
| Cash at Bank and in hand at end of period | | £10,608.07 |



Simon Alexander, Group Treasurer
21st July 2025

Simon explained that the only outstanding payment to the group was for the Norwich 100 and that Sandringham had paid.

5. Appointment of Independent Examiner or Auditor

Graham Jarmy was proposed as the external auditor for the accounts and accepted. This was approved by members vote.

6. Elections to the Trustee Appointments

Kalvin thanked the trustees for this year and advised the meeting the the following trustees were standing down:

- Simon Alexander (*seeking reelection*),
- Calvin McLeod (*seeking reelection*),
- Kevin Slaughter (not seeking re-election)

No new names were submitted for the position of trustee. A members vote was taken and both Simon and Calvin were reelected.

In addition, Kevin Slaughter was tasked with communicating the full list of trustees to the membership.

7. Nominees for committee and non committee positions

Kalvin thanked the committee members for their efforts this year and advised members if they wish to apply for any vacant committee or deputy roles they should do so and would be welcomed. A vote of the trustees was then taken to appoint the committee.

- Chairman - Calvin McLeod - **Approved**
- Vice-Chairman - Shane Bowering (- **Approved**)
- Treasurer - Simon Alexander - **Approved**
- Events Secretary - Rob Hawley (- **Approved**)
- Radio and Communications coordinator - Darren Southernwood - **Approved**
- Training Coordinator - Michael Fysh - **Approved**
- Committee member without portfolio - Nick Hindle - **Approved**
- Welfare Officer - Aaron Buckland - **Approved**
- Group Secretary - Nominee - Keith Weston - **Approved**
- Membership secretary - Nominees - David Anthony - **Approved**
- Deputy Training coordinators - Nominees Max Byrne, Adam Bester - **Both Approved**

These appointments would be ratified at the next committee meeting.

8. Amendments to the Constitution (if applicable)

Kalvin informed the meeting that the committee are looking to update the group's constitution but that more work was required before it could be presented to members. This is expected to be shared with members in time for next year's AGM.

9. Fundraising

Paula Hawley gave members an update on fundraising activities over the last 12 months including 16 days of PR events - country shows, small fetes, Norfolk and Suffolk Show, Festival of Wheels, which have brought in just over £1400 of which £1150 has been spent on items such as Radio Control cars, batteries and minor repairs, on tombola prizes, lollies etc. A new jockey wheel for PR trailer, fold up chairs, replacement table, table cloths and a table runner with our logo have all been purchased from the proceeds.

With sufficient funds in the kitty now Paula is confident that the Tombola and PR stand will be self sufficient and contributing to the group and aims to purchase logo'd items - pens etc and the means to play videos / slide shows of the group on training days and at other events to promote engagement and attract more members and donations

10. Any Other Business (AOB)

David Lyes asked what the guidance was on vehicle signage and what is available to members?

Kalvin stated that as a minimum a sticker should be displayed front and rear of the vehicle. Members wishing to order signage/stickers should first contact Shane Bowering to ensure they are provided with either a purchase option or guidance/correct logos/typeface to use when ordering from third party suppliers.

David Anthony asked what contact we had with the blue light services to leverage N&S4x4. *Kevin Slaughter was actioned to add this to the agenda for the next committee meeting.*

Michael Wilson asked if there could be more local training provided in Norfolk, he agreed that Aldeby was OK. David Anthony said that he was trying to make contact with a site in Norfolk used by a local Land Rover club.

Josh said he was disappointed that we could only get 3 people to cover the upcoming Sandringham event which is over 60 hours. While all 3 members will do what is needed he felt that it was not really fair to expect them to do so as it does not allow for proper rest breaks etc, this while having to fund their own food and drink. Paula offered up to £100 from the PR fund to cover these expenses. There was much discussion on the challenges in getting people to attend and it is usually the same people attending events.

Paula asked if support members could be given additional training to help them become more knowledgeable even if they do not take part in recoveries.

Graham White asked if we had a safeguarding policy, Kevin Slaughter responded that we do and it should be in the documents section on Sarsys.

Rob took the opportunity to provide the meeting with updates on events, membership and control.

Events

Rob highlighted that it has been a busy year with 50 events and that it is often a challenge to get sufficient members to attend events. He is also working on MoUs with some organisers, such as Weeting and Sandringham, which alone could guarantee about £8000 or more a year for maybe half a dozen events, important to raise group funds. All event details are on the TEAMS calendar.

Rob also reiterated that If you do put your name down for an event, and then cannot attend, please message him as soon as possible as he does not get notified when people add or remove their names.

Michael Fysh stated that as most members join the group to use their 4x4s we should focus more on events which allow members to use their 4x4s and off-road driving skills.

Michael Wilson said that the committee needed to remember that members are all volunteers with limited free time and that the group should not try to organise so many events.

Membership report

Currently there are 46 active members and 13 Non-operational – which is support members and members who have not attended training days. There are 18 recruits awaiting assessment. Rob reiterated the qualification criteria for each membership category:

A Full Member is asked to attend a minimum of 4 events a year and at least 1 training day a year to remain on the call out list – if you are not up to date with training you will be removed from the call out list until training requirements are satisfied.

A Support Member is expected to attend 4 events a year and again 1 training day minimum. There should be training available for comms, navigation, banksman / spotter, winching safety knowledge, knowledge of recovery equipment etc – all support members are encouraged to learn what they want to learn in order to be a more valued team member.

An Associate Member does not need attend any training days or events, but is more than welcome to attend if they wish to for the social aspect or to assist how they are able.

Control Report

As members know we are now using a new call out system – SARSYS. This makes it easier for controllers to send out jobs, store information for future reference and to add or remove resources, send and receive updates, provide weather updates etc. Photos can also be sent back to control via the responders app. The app also has useful medical information, map locations, ability to send a video and to add jobs they may come across – although before self deploying you must always inform Control and get confirmation it is Ok to do so. You can also use the SARSYS CAD app to quickly swap from on call to off call.

We have not had a lot of opportunities to test this new system, apart from the last training day, so please, if you have any questions on how to use it message Rob, Simon or Shane and they will help where they can – although there is a demo video on the 4x4 app.

It is important to say that if you are on call you should ensure your status is kept up to date, your phone is on loud, charged up and be able to take notes either electronically or pen and paper. Failure to be available when on call delays response time.

Darren stated that while that might be ideal not everyone can keep updating their status in real time so we need to be mindful of that.

Charlie asked if we can use the SarSys stem to automatically set rotas of when we are on call or default to off-call if a member has not updated status in a while? *Kevin Slaughter was actioned to add this as a committee agenda item.*

11. Closing Remarks from the Chair

Kalvin thanked everybody for attending and closed the meeting at 20.55.

NORFOLK & SUFFOLK 4X4 RESPONSE

England & Wales - Charity number 1159427

Accounts

Norfolk and Suffolk 4x4 Response AGM 9th July 2024

1930hrs – 2050hrs Charles Burrell Centre, Thetford

AGENDA

1. Apologies
2. Adoption of 2023 Minutes
3. Chairmans Report
4. Treasurers Report
5. Membership Secretary's Report
6. Event Secretary's Report
7. Election of Trustees
8. Any other Business – Open Forum

Apologies

Simon Turner Graham White Martin Kay Becky Richards Mike Wilson

Attendees in Person

Rob Hawley Calvin Mcleod Simon Alexander Aaron Buckland Michael Fysh Ian Tupper George
Denman Georgie Stinton Paula Hawley David Baker Hazel Law Les Phillipps

Attendees via Zoom

Shane Bowering Darren Southernwood Nigel Hearth Nick Hindle Roy Burton Graham Jarmy
Neil Warden Dave Lyes Adam Bester AJ Hawley Thomas Clive Turner Steve Bygrave
Hugh Hutton

The Minutes were circulated to all members by David Baker on 27th July 2023. There were no comments or remarks, so the minutes were signed by Calvin Mcleod

Chairmans Report – Calvin Mcleod

What a fantastic year the group has had.

I will be cherry picking from the rest of the committee here, but the details are very much in their reports.

Membership, Shane has done a fantastic job of bringing organisation to the way we track members. If you're not a member you're removed from all platforms rather than the more hap hazard "if we remember" that it was previously.

Darren has worked wonders with coms and digital systems, keeping us robust despite a virus trying to scramble all the files held on the groups server.

Simon has managed to keep track of a much larger sum of money than the group has usually been able to muster, and this has already been pushed into investment for the group.

Aaron has taken the challenge of group welfare officer and been available to all members as a shoulder to lean against.

I would like to thank Michael and Nick for their efforts in training. With new venues and hopefully more they are working on, and new training opportunities you can take advantage of they hope to push out this year. We are regularly joined by NFRS at our training events and hopefully Michael now has the right connections to get both Norfolk and Suffolk police and EoE Ambulance joining us.

Now I turn to Rob.... The spreadsheet king,

He has been acting secretary for most of the year, he has been awesome as events lead and also he has been the Suffolk resilience lead for the group.

That's a huge work load and deserves the recognition for holding it together. It wasn't that long ago that previous events leaders didn't actually last 3 months in the task before it was too much for them.

If you think his posts are nagging then that is exactly what they should be.

The group has had a policy that all members would be required to do x number of training days and x number of events each and every year for as long as I have been a member. The only thing to change is that Shane and Rob keep track of who does what.

I hate to think something should happen and the person involved was asked "when did you last do any training.... I do not know couple years ago?" Doesn't help the professional standards we are recognised for.

We took the decision to get in line with other members groups of 4x4 Response UK in what we charge when attending events

Your time is valued and we still under charge by comparison to some. However, it has always been a corner stone of the group that we help and attend some events for other groups free. We do not ask for any donations to 4x4, as they are raising money for their own survival.

If you want to discuss what we have been charging, please ask Rob later...

We would like everyone to look at the group constitution. We intend to have a reworded version of it to be discussed and sorted out, by all members, so that it can be voted on and adopted at the next AGM, there are several ambiguous parts that need to be addressed. And I'd rather everyone had the opportunity to look through it and any changes well ahead of time.

A review of the membership handbook.

I would like to ask for a volunteer to go through the handbook and "nag" anyone that should be providing an updated entry. This has been ongoing for a long time and takes a back seat to all the other things.

I'm saddened to say that an MOU with Raynet has failed to Happen , Norfolk County RAYNET is ready to sign, East Suffolk was progressing but stalled due to internal problems (hopefully to be picked up again), North Anglia queried the need for an MOU, Forest Heath did not show any interest but rejected the wording. This is a shame.

NORLSAR have been discussing a review to the current MOU for the past few months and we hope that will be signed off soon.

Those that attend events will have noticed the Suffolk PR trailer has become... somewhat tatty. Broken zips holes in the tarp. The Norfolk trailer is still in very good condition. After Many discussions we chose to replace the Suffolk trailer. The new trailer is a ridged twin axel. It has been sign written, Aaron and Rob have serviced it.

The pr kit fits better and it is less crushed, we are looking to invest in dedicated storage boxes for the kit that currently still rattles around.

We have an had offer to fit both box trailers with solar panels from a company whilst at the Norfolk show so. let's see what happens there.

That leaves us with the old Suffolk PR trailer, it was purchased about 5 years ago for £500. The committee believe the best option is to sell it. We would therefore like any member who would like to buy it to send an email to Simon with their bid. Silent auction style. I have sent my bid already.

As I close I would like to thank: David Baker for running the newsletter and I apologise for not putting a chairman's report in each time, despite him asking: To Paula, who despite putting up with the spreadsheet king has been running a Tombola which has done very well. If anyone has or wants to donate prizes to the tombola, please get in touch with her. The rest of he committee for their time, dedication and efforts over the last year: And you the members both new and old for helping make the group what it is today.

Treasurer's Report – Simon Alexander

**Norfolk and Suffolk 4x4 Response
Statement of Income and Expenditure covering the
period:**

1st July 2023 to 30th June 2024

Balances Brought Forward

Cash at bank at beginning of period **£8,042.42**

Income

Annual Subscriptions from members **£ 1,500.50**

Sales (clothing and services to other groups) **£ 751.45**

Donations to group from Public and groups users (see note 3) **£ 17,208.56**

Returned Expenses Payment (Adjustment) **£ 18.45**

DBS Fees paid by members (2025 Combined with Subs Pmts) Nil

Total Income for 12mths period **£ 19,478.96**

Expenditure

Stock Purchases **£ 320.11**

Postage and Stationery **£ 372.33**

Small equipment purchase **£ 7,826.60**

Meeting and Event expenses **£ 610.92**

Mileage Payments **£ 4,247.40**

professional fees, memberships, and Technology subscriptions **£ 3,655.39**

Insurance **£ 442.05**

Major asset Purchase (see note 2) **£ 1,250.00**

Total expenditure for 12mth period **£ 18,724.80**

Excess (shortfall) Income over Expenditure **£ 754.16**

Cash at Bank and in Hand at end of period £8,836.58

Summary 2022-2023 for comparison

£6,183.40

£997.50

£1,697.29

£7,657.51

Nil

£312.00

£10,664.30

£463.70

£123.15

£544.38

£298.00

£1,774.52

£4,470.28

£591.25

£8,765.28

£1,899.02

£8,082.42

Notes to accounts

1. Subs Income includes payments for year 2024/2025 totalling £910.00
2. Represents Additional Box Trailer Purchase £1250
3. Includes £1500 advance payment from weeting steam fair - Additionally invoices have been issued totalling £2,271.55 which are awaiting payment
4. Mileage payments due to be paid, awaiting donation (see note 3 above) £335.70

Created By Simon Alexander, Group Treasurer 7th July 2024

Membership Secretary's Report – Shane Bowering

Live member in total as of 08/07/2024

49 confirmed renewed members

12 Support Members

37 Operational Responders

2 membership renewals pending due to personal reasons

2 applicants for membership currently in progress

Slightly down on members, at our peak last year there were 63 members.

Proposal to the Change of Membership types, and Proposed definition of those roles

Responder, Support and Associate. There is room in the constitution that allows us to create an associate role. After a couple of people have asked about this, we feel it is now the right time to create an associate role

As a charity we are required to define roles clearly, the following is a draft proposal to be decided upon by all members, a copy can be sent out to all members to look at in more detail and provide feedback

Responder Member

A full active member that has their own vehicle suitable for the requirements, they are then assessed and trained as required for the group, they are also available for call out situations as requested by the controllers.

- Initial Driving and Vehicle assessment
- Initial comms and Navigation Assessment
- Initial Trailer driving assessment
- Annual 1 full day's refresher training
- Annual Kit equipment assessment
- Be on Call as and when available and actively able to carry out call outs 24/7
- Respond to Controllers with availability update as and when required.
- Comms refresher training as and when required.
- Trailer assessment every 5 years
- Must attend minimum of 3 events per year of any type, but some events will only be open to responders due to the nature or the requirement of the event. (traction assistance, passenger movement etc....)
- Must have a Fully Serviced, MOT'd and Insured Vehicle suitable for the Role
- Have a Valid Enhanced DBS Certificate, that is renewed every 5 years minimum.

Support Member

A member with or without their own suitable vehicle, but they are will not be on call outs or be involved with any Vehicle assistance/recovery that is associated with the group's activities.

- Initial Comms and Navigation Training
- Attend 1 training event every year to keep up to date with all latest group actions
- Attend a minimum of 3 events per year but must not be involved in anything that involves using your vehicle for anything other than display purposes, or allowing you to get into position for marshalling.
- Must **NOT** use your vehicle for any type of vehicle assistance, public passenger transport or recovery under the group's name.
- If you have a suitable vehicle for using at events displays only, then it must be fully serviced, MOT'd and Insured
- Have a Valid Enhanced DBS Certificate, that is renewed every 5-year minimum.

Associate Member

Be a previous Responder or Support member, but now not operational but would like to keep in the loop and updated on the group's activities

- No training requirement
- Will be allowed to continue access to the group Main Chat group
- Will receive the monthly Newsletter
- NO ID card produced
- May attend Training days on request

Event secretary's Report - Rob Hawley

Fun Facts and Figures

2023 57 events across both counties

2024 since January x 40 events across both counties, with 25 more confirmed and a more being discussed, this includes a few events that are more than one day.

Too much hard work to count all of last year's event attendance figures but this year there is a record being kept of who attended what. This is to count towards the reward scheme set up Shane Bowering.

Jan 16 members required, 16 attended

Feb 40 members required, 37 attended

Mar 32 members required, 32 attended

Apr 21 members required, 27 attended

May 63 members required, 65 attended

Jun 75 members required, 76 attended

Unfortunately, it is usually the same faces, but new ones do keep popping up which is great to see.

Attendance at PR events is as important as attending proper events, as PR events is how we get our name out, which leads to more invites and jobs. We still have a lot of the long-standing events such as Enduro, Fireworks, Horse Trials etc, but we are getting a lot more school fayre invites and other shows.

Weeting being a new one, our 2nd year in attendance and now a great chance to work alongside them in the future.

We have also worked with The National Field Archery Association, which could lead to bigger events.

The Life rings is another long standing one, 4 times a year March, May, July and August. Please put your name for this one, it's a lovely day out driving round the broads AND you get paid mileage. I did almost get us involved with Latitude this year, but hopefully we can get in there to assist as they had already sorted recovery for this year.

As event coordinator, I know it can be expensive doing some events, which is why you may notice, there are more events that now pay mileage to the responder. This is possible because we are getting a good name for ourselves as a group, and people know we can deliver the goods and services required. This extra income has now also enabled us to provide the uniform scheme and to purchase new equipment for the team.

Update on Tombola – Paula Hawley

Since taking it over at the end of last year, starting with money raised from the Radio Controlled car track last year. I have purchased prizes aimed at kids as kids bring in parents, who we can then talk to about who we are etc. The tombola is self funding have spent about £100 today on more prizes for the tombola. Money raised from the PR events goes back into it by buying items such as Photo curtain, table, table cloth with logo, and other items to make the display more attractive to the public. This is also why its important to have full responders on the stand so they can talk about the photos and explain better who we are and what we do.

Election Of Trustees – Calvin McLeod

Trustee Listings – Trustees must stand down after 3 years, but can opt for re-election

Current Standing

Simon Alexander Rob Hawley Shane Bowering

Applications received from

Darren Southernwood Nick Hindle Calvin McLeod Aaron Buckland
Michael Fysh Kevin Slaughter

Kalvin McLeod said there is currently room for 12 Trustees according to our constitution.

The Trustees, when elected, then select the committee from any applications made. This way, if someone is not performing or doing their role well, then the Trustees can tell them to step down.

As no one else stepped forward, then all those who applied were accepted as Trustees.

The role of the Trustee is to ensure the financial security of the group and that is run financially correct. If anyone wishes to become a Trustee then email membership@norfolkandsuffolk4x4response.co.uk expressing their interest. There is an obligation to attend 3 Trustee meetings per year.

The constitution is on the Forum, and is available to everyone who wants to have a look and put forward their ideas and suggested input. This way we can agree the new constitution at the next AGM in 2025. Shane Bowering added that if everyone agrees before that time, it can be changed earlier. At the AGM only 75% of members need to agree it.

AOB – Open Floor

Shane Bowering – He had been talking to UK Fuels about a fuel card. This is still being discussed but there should be something for the members and a donation to the group. He will update as he finds out more

Adam Bester – Thanked the committee for all their work in moving the group forward as he had intended it to, before he stepped down

Clive Turner – Regarding membership rules attending events, he struggles to attend most of them due to his location. It would be nice to have some closer

AJ Hawley Thomas – Expressed concerns over his current role as support. It was explained that the new proposal was still only a draft proposal

Steve Bygrave – Just as a point of interest, he was having problems with getting insurance for his volunteer role and suggested Classic Line.

Hugh Hutton – wanted to ask about Stanton Fair on Saturday 13th July and was invited to attend as well.

David Baker – Asked about clothing supplies as there are 2 suppliers, Simon Safety and through Lynne Reed and Nick Hindle. Shane said we are now just using Simon Safety. We are selling items such as mugs at some of our shows.

Paula Hawley – Reiterated that PR events are important in getting our name out to the communities. The more we are known, the wider spread our events will become

Aaron Buckland – Again, PR is the backbone of our income and helps towards courses for the members.

Regarding the point on insurance, Simon Alexander said there is a list on the ABI website to look for insurers. <https://www.abi.org.uk/about-the-abi/abi-members/> In the future we may need to check on members policies to make sure everyone is properly covered.

Kalvin Mcleod closed the meeting at 2050hrs

NORFOLK & SUFFOLK 4X4 RESPONSE

England & Wales - Charity number 1159427

Accounts

Norwich and Suffolk 4x4 Response
Statement of Income and Expenditure Covering the period:
1st July 2022 to 30th June 2023

Balances Brought Forward

Cash at Bank and in hand at beginning of period £6,183.40

Income

| | |
|--|-----------|
| Annual Subscriptions from members | £997.50 |
| Sales (Clothing and services to other Groups) | £1,697.29 |
| Donations to group from public and group users | £7,657.51 |
| DBS Fees paid by members | £312.00 |

Total Income for 12 month period £10,664.30

Expenditure

| | |
|---|-----------|
| Stock Purchases | £463.70 |
| Postage and Stationary | £123.15 |
| Small Equipment Purchase | £544.38 |
| Meeting and event expenses | £298.00 |
| Mileage Payments | £1,774.52 |
| Professional Fees, memberships and technology subscriptions | £4,470.28 |
| Insurance | £591.25 |
| Major asset purchase (see note 2) | £500.00 |

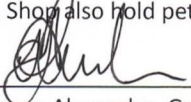
Total Expenditure for 12 month period £8,765.28

Excess (shortfall) Income over Expenditure £1,899.02

Cash at Bank and in hand at end of period £8,082.42

Notes to accounts

1. Subs income includes payments for year 2023/24 totalling £275.00
2. Purchase of trailer from NORLSAR £500.00
3. Invoices issued awaiting payment £1,866.92 @ 30.6.23
4. Mileage Payments due to be paid, awaiting donations(see 3 above) £228.85
5. Shop also hold petty cash of £107.40 as at 30.6.2023


Simon Alexander, Group Treasurer
3.7.2023

NORFOLK & SUFFOLK 4X4 RESPONSE

England & Wales - Charity number 1159427

Accounts



Norfolk & Suffolk 4x4 Response

Profit and Loss

July 2021 - June 2022

| | TOTAL |
|--|---------------------|
| Income | |
| Donations and legacies | 4,482.57 |
| Membership Payment | 866.00 |
| Services | 404.74 |
| Uncategorised Income | 250.10 |
| Total Income | £6,003.41 |
| Expenditures | |
| Advertising/Promotional | 1,943.99 |
| Clothing Supplies | 759.00 |
| Computer Costs | 42.49 |
| Dues and Subscriptions | 251.69 |
| Insurances | 366.67 |
| Office/General Administrative Expenses | 720.00 |
| Other Professional Services | 78.39 |
| Phone Costs | 1,262.40 |
| Printing, Postage and Stationery | 47.25 |
| Travel and Accommodation | 2,533.73 |
| Uncategorised Expense | 248.40 |
| Total Expenditures | £8,254.01 |
| NET OPERATING INCOME | £ -2,250.60 |
| Other Income | |
| Clothing | 397.56 |
| Total Other Income | £397.56 |
| Other Expenditures | |
| Equipment Purchase | 9,983.91 |
| Training | 185.00 |
| Total Other Expenditures | £10,168.91 |
| NET OTHER INCOME | £ -9,771.35 |
| NET INCOME/(EXPENDITURE) | £ -12,021.95 |

NORFOLK & SUFFOLK 4X4 RESPONSE

England & Wales - Charity number 1159427

Accounts



Trustees' Annual Report for the period

From 31st June 2020
Period end date

Period start date To 1st July 2021

Charity name: Norfolk and Suffolk 4x4 Response

Charity registration number: 1159427

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | TO PRESERVE AND PROTECT HUMAN LIFE AND PROPERTY, IN PARTICULAR BUT NOT EXCLUSIVELY, BY PROVIDING EQUIPMENT, VEHICLES AND OTHER RESOURCES TO OFFER SUPPORT IN ADVERSE CONDITIONS |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The Charity maintained a list of trained members willing to respond to requests for assistance from our User Services (typically Emergency Services, Local Authority, NHS Trusts etc., other Voluntary Organisation or Charities), and also a callout system to enable requests to be managed and passed to members. Support was provided to other voluntary organisations over the course of the year when COVID regulations were relaxed. In addition, a large amount of resource was expended by the group to provide emergency logistical support to the NHS both during Storm Darcy as well as the COVID pandemic. As per Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2 the Trustees had regard to the guidance on public benefit issued by the Charity Commission when exercising any powers or duties to which the guidance would be relevant (none during the period) |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees have had regard to the guidance issued by the Charity Commission on public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| | | |

| | | |
|--|-----------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | Volunteers have participated in a number of events over the last year to provide an emergency response and paid for this out of their own funds. For these specific events, no reimbursement has been provided by prior agreement. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | The charity has provided an on-call service to Norfolk Lowland Search and Rescue to provide logistical support during a search, freeing up other volunteers to perform the searches on foot. We have enabled various fund raisers and public event to take place because of the service we provide. Several events would not be able to go ahead without our service. Examples being Cancer Research Race for Life, Diss MCC enduro and various other charity fund raisers. The charity has played a large role in the transport of key NHS personnel during Storm Darcy. In addition we provided a quick and cost effective logistics solution for COVID related deployments. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | Fund raising activities through providing our service have been steady and while no amount is guaranteed, we have been able to raise enough to cover our operating costs and put funding towards additional equipment for the group. |

| | | |
|---|-----------|--|
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | Strong. In excess of 3 years operating costs held in reserve. Surplus has been accumulated to enable the purchase of additional equipment for the membership to utilise. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The charity aims to keep at least 2 years operating costs in reserves to enable us to withstand any temporary financial difficulties. The group relies on donations which cannot always be guaranteed. |
| Amount of reserves held | Para 1.22 | £9000 |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|------------------------------|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Donations, membership fee's. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | None |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees selected at AGM on a voluntary basis. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | Norfolk and Suffolk 4x4 Response is part of the umbrella organisation 4x4 Response UK. |
| Relationship with any related parties | Para 1.51 | 4x4 Response UK provides guidance at a national level on how groups should operate and provides a communication medium between groups. |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Norfolk and Suffolk 4x4 Response |
| Other name the charity uses | |
| Registered charity number | 1159427 |
| Charity's principal address | 40 Hazel Rise, Claydon, Ipswich, Suffolk, IP6 0DB |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|--------------------------|------------------------|--|--|
| 1 | Kalvin Mcleod | | | |
| 2 | Adam Benjamin Bester | | | |
| 3 | Ross Spencer | | | |
| 4 | David John Baker | | | |
| 5 | Nicholas John Heywood | | | |
| 6 | Darren Southernwood | | | |
| 7 | Nicholas Williams Hindle | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
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| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
| | | |
| | | |
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| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

| | | |
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Name of chief executive or names of senior staff members (Optional information)

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|--|
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Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
|--|
| |
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Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--|----------------------|---------------|
| Signature(s) | A.B.Bester | |
| Full name(s) | Adam Benjamin Bester | Kalvin Mcleod |
| Position (eg Secretary, Chair, etc) | Chaiman | Vice Chairman |
| Date | 05/07/21 | |

Norfolk and Suffolk 4x4 Response
Accounts breakdown for end of year
Report period 1st July 2020 - 30th June 2021

| | Month | Income | Expenditure |
|-----------------|-----------|--------------------|-------------------|
| 2020 | July | £ 175.00 | £ 54.02 |
| | August | £ 8,742.82 | £ 329.10 |
| | September | £ 238.22 | £ 1,080.87 |
| | October | £ 1,366.05 | £ 1,744.52 |
| | November | £ 71.00 | £ 139.65 |
| | December | £ 1,430.00 | £ 1,480.00 |
| 2021 | January | £ 299.62 | £ 525.02 |
| | February | £ 82.80 | £ 959.77 |
| | March | £ 597.45 | £ 1,553.60 |
| | April | £ 1,242.45 | £ 249.25 |
| | May | £ 1,036.20 | £ 574.00 |
| | June | £ 1,448.75 | £ 1,075.38 |
| Subtotal | | £ 16,730.36 | £ 9,765.18 |

Balance on 1st July 2020 £ **11,355.17**
Balance on 30th June 2021 £ **18,205.35**

Profit / Loss for year 2020 - 2021 £ **6,850.18**

| Incoming | | | Expenditure | | | |
|------------|-------------------------------|------------|-------------|----------------------------------|------------|--|
| 03/08/2020 | Covid grant Norfolk Council | £ 7,500.00 | FY 20-21 | Forum & website server | £ 72.00 | |
| 12/08/2020 | Paypal donations | £ 92.82 | FY 20-21 | Walkiefleet server | £ 119.47 | |
| 14/08/2020 | Broadland DC donation | £ 1,000.00 | FY 20-21 | Munning Supplies (Club clothes) | £ 300.30 | |
| 07/09/2020 | WR Events Donation | £ 150.00 | FY 20-21 | TTNC Hunt Line | £ 24.00 | |
| 02/10/2020 | EA CAT Donation | £ 29.70 | 24/08/2020 | Zurich insurance | £ 117.77 | |
| 21/10/2020 | NCC Mileage donation | £ 331.35 | 21/09/2020 | 4x4R National Fee | £ 40.00 | |
| 23/10/2020 | South Norfolk DC donation | £ 1,100.00 | 21/09/2021 | Ingensio Limited - SIM purchase | £ 998.40 | |
| 23/11/2020 | EA CAT Donation | £ 36.00 | 21/09/2021 | Stamps to post Membership cards | £ 13.00 | |
| 11/12/2020 | ARG Grant Broadland DC | £ 1,000.00 | 23/10/2020 | Display trailer purchase | £ 1,100.00 | |
| 22/12/2020 | Bike Events donation | £ 400.00 | 10/12/2020 | UK 4x4 CB Centre Radio purchase | £ 1,450.00 | |
| 18/01/2021 | Zoom overpayment refund | £ 47.02 | 18/01/2021 | Zoom account | £ 190.90 | <i>Note: Part refunded due to overcharge</i> |
| 28/01/2021 | EA CAT Donation | £ 192.60 | 18/01/2021 | EATCAT Vehicle loan | £ 25.00 | |
| 09/02/2021 | Cash donation | £ 10.00 | 03/02/2021 | Sign ID - Magnetic NHS signs | £ 85.00 | |
| 01/03/2021 | ID Cards for NW4x4R | £ 32.00 | FY 20-21 | ID Card Printer supplies | £ 113.40 | |
| 22/03/2021 | Vehicle signs | £ 23.00 | 22/03/2021 | Sign ID - Magnetic signs | £ 110.00 | |
| 24/03/2021 | South Norfolk DC donation | £ 437.05 | 06/04/2021 | Trailer equipment | £ 160.00 | |
| 01/04/2021 | ID Cards for NW4x4R | £ 32.00 | 04/05/2021 | Walkiefleet OTA licence | £ 192.00 | |
| 16/04/2021 | NCC Mileage donation | £ 1,210.45 | 17/05/2021 | Trailer livery EPS Transfers | £ 256.00 | |
| 17/05/2021 | SCC Mileage donation | £ 978.20 | FY 20-21 | ARM (Advanced Responder Manager) | £ 180.00 | |
| 18/05/2021 | ID Cards for NW4x4R | £ 38.00 | FY 20-21 | Mileage for all applicable tasks | £ 4,217.94 | |
| 24/05/2021 | Amazon donation | £ 5.00 | | | | |
| 25/06/2021 | Broadland DC mileage donation | £ 1,365.75 | | | | |
| FY 20-21 | Shop purchases | £ 209.42 | | | | |
| | Member fee July | £ 175.00 | | | | |
| | Member fee August | £ 50.00 | | | | |
| | Member fee September | £ 35.00 | | | | |
| | Member fee October | £ 5.00 | | | | |
| | Member fee November | £ 35.00 | | | | |
| | Member fee December | £ 30.00 | | | | |
| | Member fee January | £ 60.00 | | | | |
| | Member fee February | £ 30.00 | | | | |
| | Member fee May | £ 15.00 | | | | |
| | Member fee June | £ 75.00 | | | | |

| | | | | | | | | | |
|--|---------------------|-------------|--|--|--------------------------|------------|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Income | £ 16,730.36 | | | Total Expenditure | £ 9,765.18 | | | |