

Trustees' Annual Report for the period						
From	Period start date			Period end date		
	01	April	2022	31	March	2023

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Robert James Thomas	Chairman	Whole year	N/A
2	Trevor John Anderson	Treasurer	Whole year	N/A
3	Simon Budd		Whole year	N/A
4	Isobel Fiona Heppenstall		Whole year	N/A
5	Trevor Hizzard		Whole Year	N/A
6	Craig Scott		Whole year	N/A
7	Daved Robert Shanks		Whole year	N/A
8	Ann Went		Whole year	N/A
9	Michael Philip Went		Whole year	N/A
10	Alessandra F N Truran	Secretary	Appointed on 1 Jun 2023	N/A

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	N/A

### 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)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CSC is governed by a Constitution document, which was set out when the charity was incorporated on 18 January 2017.
How the charity is constituted (eg. trust, association, company)	CSC is a charitable incorporated organisation (CIO) governed by the Foundation Constitution document.
Trustee selection methods (eg. appointed by, elected by)	The original trustees were appointed from the people who had historically helped BERT, were willing and able to act as trustees and to give an appropriate range of knowledge and skills to cover the legal, financial, technical, promotional and other needs of CSC as a charity. New trustees are appointed following agreement of existing trustees, and follow the same principle of creating a group with appropriate knowledge and experience to run the charity effectively.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The formal business of CSC is conducted through trustee meetings, which are usually held quarterly. Progress of agreed actions is managed through regular follow up.

In addition to the charity structure, BERT carries out operational tasks with the support of volunteer team leaders. These are typically long-standing BERT volunteers who have been committed to our activities and been willing to undertake the training necessary for the role.

CSC/BERT has adopted a set of policies, which are reviewed regularly, to cover the health and safety, safeguarding, and the protection of personal data of trustees and volunteers.

CSC/BERT regularly engages with Brockham Parish Council, Mole Valley District Council, Surrey County Council and with relevant government bodies to manage flood risks, to report incidents or concerns, and to support the local community.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The purposes of CSC, as set out in the founding document, are:  
To relieve persons who are in conditions of need, hardship or distress as a result of a natural or other disaster or emergency, to promote public safety and to protect the lives and property of residents of Brockham in particular but not exclusively by:

- a. Developing the capacity of residents with the aim to prevent and reduce the likelihood and consequences of local flooding, particularly from drainage ditches and surface water;
- b. Recruiting and training volunteers to enable Brockham Emergency Response Team (BERT) to provide assistance and undertake preventive activities when the village of Brockham is threatened by severe weather, its consequences or other local emergency or disruption;
- c. Assisting the Brockham community in setting up and organising community information and awareness raising events using BERT's expertise, volunteers and equipment for the benefit of local residents;
- d. Developing technology or systems to enhance the capacity of rural communities to monitor and warn local residents of the risk of flooding from rivers, streams or significant drainage ditches; and
- e. Developing technology or systems to enhance the capacity of rural communities to prevent and assist in the detection of rural crime that may result from natural or other disasters or emergencies.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**June 2022**

The Brockwood surgery wrote the following ‘thank you’ note to BERT in response to its coordination of volunteers to support covid vaccination clinics:

*“It was an absolute pleasure working with the BERT volunteers, we genuinely could not of managed the clinics without your help. The vaccination programme was a success because of everyone involved who showed up day in and day out to deliver an exceptional service. When I look back at that time, I feel very proud of how everyone working at Medwyn (including the other practices’ staff and volunteers) pulled together and did whatever was required to succeed. The BERT volunteers & the incredible BERT co-ordinators’ unstinting support in a time of need in our corner of the world has been simply outstanding”.*

**4 June 2022**

Teas on the Green for the Ukraine: As part of the village platinum jubilee celebrations, BERT organised and ran a very successful ‘teas on the green’ from the church hall to raise funds for the DEC Ukraine Appeal.





#### **4 September 2022**

BERT members were invited to a tea party at the church hall hosted by chairman of the MVDC Paul Potter to thank those in the district council area who volunteered during the Covid epidemic.

#### **14 September 2022**

Two BERT members attended a meeting held by SCC Flood Group where preliminary discussions were held about setting up a Surrey Flood Action Group.

#### **19 September 2022**

BERT held a successful working party where volunteers cleared the main ditches in Brockham in preparation for the winter ahead. This preventative activity helps avoid flooding.





### **25 September 2022**

Following the death of Queen Elizabeth II, BERT were members invited by Chairman Paul Potter, MVDC to a Civic Service at Brockham Church.

### **December 2022**

BERT donated funds to help purchase Chromebooks for Ukrainian refugee children attending North Downs Primary school.

Jane Douglass, North Downs Headteacher, wrote:

*“I just wanted to send you an email to pass on our heartfelt thanks for the incredible contribution from BERT, which has allowed us to buy additional Chromebooks for our EAL and SEN pupils. They are being used to support their learning, allowing them to utilise resources and tools that enable them to access a curriculum appropriate to their needs. I can’t begin to tell you what a difference they have made. Thank you so much, much appreciated.”*

### **December 2022 – February 2023**

BERT, Surrey Lieutenancy, Christ Church Brockham and the local WI developed a Warm Hub at the Church Hall to help families cope with the energy cost crisis. This initiative continued until the end of February. Each session held various “skills transfer” events including using a sewing machine, crochet, darning, knitting, cooking and window ledge gardening.

The first two sessions held in December were aimed at local school children. Food, drinks, games, and craft were on offer. There was also a surprise visit by Father Christmas & the Chief Elf, who distributed gifts to all children at the event.

### **9 January 2023**

BERT marked an important anniversary:



*On the 9th of January 2020 a group of hastily recruited BERT volunteers appeared on a freezing day at the Medwyn Medical Centre in Dorking. It was the first Covid vaccination clinic in our area. It was an extremely long and busy day with doctors, nurses, admin staff and volunteers all working together to deliver something they had never delivered before. With elderly patients queueing outside and feeling the cold the volunteers improvised a numbered waiting system so they could wait in their cars instead. Patients were ushered through a makeshift reception, received their jabs and sat for 15 minutes in the waiting room. It was a remarkably smooth operation given that it had never existed before. And, of course, it went on for weeks and weeks with up to 28 volunteers per day helping out for many consecutive days. Now, two years later, it's still going on. Given that the start was chaotic it's difficult to know with 100% accuracy, but we do know that BERT volunteers have appeared for approximately 910 shifts.*

*The Covid vaccination clinics, however, weren't the first vaccination clinics that the BERT volunteers helped at. On the 10th of September 2020, six months after the first lockdown, a small group of three volunteers helped at the first flu vaccination clinic in the context of a pandemic. These clinics continued up to December 2020 and proved extremely useful experience for the Covid vaccination clinics in January 2021.*

*The Trustees of BERT would like to extend a huge thank you to all the volunteers who have joined our community to help each other over such a long period of time. Your effort and continuing commitment are hugely appreciated by the local medical practices and all of the patients who needed your support in a time of need.*

*Thank you.  
BERT Trustees*

### **January 2023:**

Following more rain over a protracted period, checks revealed the drainage system was coping though the Mole was over at the Bowls Club bridge. The grills by the church and on The Green were cleared, something that requires constant attention to keep them free of leaves, hedge cuttings and litter. Litter was picked around the church and Wheelers Lane. Two BERT volunteers and a resident cleared the drainage ditch by the Mardle/ Mead House. There was significant detritus from hedging and leaves. A blockage by Star Builders was cleared.





#### Additional details of objectives and activities (Optional information)

As listed in Section C – *Objectives and activities* of this report.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

As listed in Section C – *Objectives and activities* of this report.

## Section E

## Financial review



**Brief statement of the charity's policy on reserves**

During the year April 22 to March 23, both receipts and payments reverted back to more normal levels, following the high levels during 2020 to 2120, which were an outcome of the pandemic.

Trustees continue to consider the optimal 'save/spend' approach to remain aligned with the objectives of CSC as detailed in its constitution.

**Details of any funds materially in deficit**

None to report

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal sources of funds are donations made by local residents and supporters as well as proceedings from the sale of items sold via the BERT community email.

During the period April 22 to March 23 there were no grants received from government or local authority funded organisations.

Detailed information on receipts and payments is available in the Annual Accounts (CC16a).

**Section F Other optional information**

Further to your [requirement](#), we declare that there were no serious incidents to report.

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

**Signature(s)** Craig Scott

**Full name(s)** Craig Scott

**Position (eg Secretary, Chair, etc)** Chair



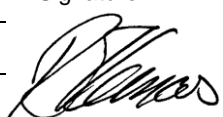
## Receipts and payments accounts

For the period from	Period start date 01/04/2022	To	Period end 31/03/2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	2,881	-	-	2,881	5,281
Gift aid reclaimed	124	-	-	124	576
Brockham Jubilee Celebrations- donations	10,772	-	-	10,772	-
Jubilee Teas receipts	858	-	-	858	-
Other fund raising	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>14,635</b>	<b>-</b>	<b>-</b>	<b>14,635</b>	<b>5,857</b>
<b>A2 Asset and investment sales, (see table).</b>					
Sale surplus equipment	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>14,635</b>	<b>-</b>	<b>-</b>	<b>14,635</b>	<b>5,857</b>
<b>A3 Payments</b>					
Insurance	924	-	-	924	851
General maintenance, fuel etc	295	-	-	295	843
Credit / Debit card fees	24	-	-	24	19
Coronavirus support	893	-	-	893	1,586
Donation website admin fees	216	-	-	216	54
Bank charges	32	-	-	32	32
Brockham Warm Hub support costs	360	-	-	360	-
School IT support for Ukraine refugee children	526	-	-	526	-
Brockham Jubilee Celebrations -costs	10,772	-	-	10,772	-
Jubilee teas, DEC Ukraine donation	858	-	-	858	-
<b>Sub total</b>	<b>14,900</b>	<b>-</b>	<b>-</b>	<b>14,900</b>	<b>3,385</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tools	-	-	-	-	1,067
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,067</b>
<b>Total payments</b>	<b>14,900</b>	<b>-</b>	<b>-</b>	<b>14,900</b>	<b>4,452</b>
<b>Net of receipts/(payments)</b>	<b>(265)</b>	<b>-</b>	<b>-</b>	<b>(265)</b>	<b>1,405</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>32,720</b>	<b>-</b>	<b>-</b>	<b>32,720</b>	<b>31,315</b>
<b>Cash funds this year end</b>	<b>32,455</b>	<b>-</b>	<b>-</b>	<b>32,455</b>	<b>32,720</b>

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

Categories	-	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank	32,455	-	-
	Petty Cash	-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,455</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Storage equipment	Unrestricted	-	-
	Drain scanning equipment	Unrestricted	-	-
	Pumps and generators	Unrestricted	-	-
	Tools	Unrestricted	-	-
	Safety equipment	Unrestricted	-	-
	Other equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
			Robert Thomas MBE	1st June 2023