



West Cornwall Search & Rescue Team

Charitable Incorporated Organisation, No: 1184377

Trustees' Annual Report & Statement of Financial Activity

for the Year Ended 31st July 2023

Trustees

Andy Brelsford
Ruth Fox-Rockley
Christian Jennings
Rebecca Swan



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Contents

1	Reference and Administration Details.....	3
1.1	Charity Name & Registration	3
1.2	Charity's Address.....	3
1.3	Names of the Trustees Who Manage the Charity.....	3
1.4	Names of Advisors & Senior Members of Staff.....	3
1.5	Bank.....	3
2	Structure, Governance & Management.....	4
2.1	Type of Governing Document	4
2.2	Charitable Objects.....	4
2.3	Trustee Selection Methods	4
3	Activities	5
3.1	Statutory Declaration	5
4	Achievements & Performance	5
4.1	Outputs and Outcomes for the Charity's Beneficiaries	5
4.2	How the Public Have Benefitted.	6
4.3	Contributing to Activities Run by Other Organisations.....	6
4.4	Trustee Development.....	6
5	Financial Review.....	6
5.1	Details of Any Funds Materially in Deficit	8
5.2	Policy on Reserves.....	8
5.3	Principal Sources of Funding and Outgoings.....	8
5.4	Remuneration of Trustees	8
5.5	Financial Status	8
5.6	Statutory Statements on Liabilities	8

Trustees Annual Report & Statement of Financial Activity

for the Year Ended 31st July 2023

1 Reference and Administration Details

1.1 Charity Name & Registration

The charity is a Charitable Incorporated Organisation, registration no: 1184377, registered with the Charity Commission on 11th July 2019.

The charity is registered with HM Revenue & Customs

1.2 Charity's Address

Unit 10, United Downs Industrial Estate, United Downs, St Day. TR16 5HY

e-mail: info@westcornwallsar.co.uk

website: www.westcornwallsar.co.uk

1.3 Names of the Trustees Who Manage the Charity

	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Andy Brelsford	Chair	July 2019	
Ruth Fox-Rockley		March 2020	
Christian Jennings	Secretary	July 2019	
Rebecca Swan	Treasurer	July 2019	

1.4 Names of Advisors & Senior Members of Staff

None

1.5 Bank

Lloyds Bank, 7 Boscawen Street, Truro, Cornwall. TR1 2QT

2 Structure, Governance & Management

2.1 Type of Governing Document

Constitution – based on the Charity Commission’s ‘Association’ model governing document.

2.2 Charitable Objects

As defined in West Cornwall Search & Rescue Team’s Constitution (Governing Document):

The charity’s objects (“objects”) are:

To preserve and protect life and in particular to provide and maintain an emergency rescue service for the benefit of the public:

- a) By provision of a dedicated and trained volunteer service to assist and support the emergency services in the operation of search and rescue in West Cornwall;
- b) By provision of a back-up service to other search and rescue groups across the United Kingdom if called upon and able to do so; and
- c) By provision of advice and guidance where requested to enable residents of, and visitors to, the County of Cornwall to access and enjoy the natural environment in safety

2.3 Trustee Selection Methods

There must be at least four charity trustees. The maximum number of trustees is nine.

In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened annual general meeting of the charity members.

In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

3 Activities

3.1 Statutory Declaration

The Trustees of West Cornwall Search & Rescue Team confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

4 Achievements & Performance

4.1 Outputs and Outcomes for the Charity's Beneficiaries

This year we were called out 18 times – 14 by Devon & Cornwall Police & 4 by other agencies (inc 1 from SWAST). We searched for 15 individuals. We had an average total of 30 active call-out members with an average of 62% attendance at training and average attendance at callouts was 15. We had a cohort of 6 trainees for much of the year who made it to the callout list.

We have a Welfare Officer to look after the welfare of our members, given the nature of the work they undertake. 6 members made use of this support service in the period in question.

We have set ourselves a strategic goal of having kit of a high specification for search and rescue purposes, maintained to the highest standards in order to give us a flexible range of options in securing the best outcome for the missing person. Our Equipment Officer, supported by the wider Ops Team, is responsible for ensuring this goal is met. We are pleased to report that there have been no instances of equipment failure to report for the year in question.

Likewise, we maintain a technical rescue capability, headed by a dedicated officer and utilising industry-standard rope rescue equipment and techniques (compatible with our local Fire & Rescue Service). This also includes a water capability which is increasingly important given the impacts of climate change on our weather and we are able to operate in flood and extreme weather conditions.

We own and operate two vehicles, looked after and maintained by our Vehicles Officer, to ensure we can provide a swift response to any incidents. Both vehicles are registered ambulances – one with one-road capability and one which is predominantly used for incident control purposes. Both vehicles are regularly serviced and maintained and only suitably trained drivers are authorised behind the wheel. The vehicles have done 14,000 and 61,000 miles respectively.

We maintain a base in West Cornwall where we store our kit and vehicles and which we use as a venue for training and social activities. A Base Officer is tasked with ensuring the base complies with relevant health and safety and fire safety legislation, assessments have been carried out and all electrical equipment is covered by in-date PAT testing. This year we began to build a new drying room to allow us to properly dry wet kit and bring it quickly into useable state.

All of our members attend regular (weekly) training. Attendance at training is monitored and skills are tested by assessment. Our Training Officer is responsible for designing a suitable programme of learning, working with other Ops colleagues, so that all members have the opportunity to regularly refresh their skills. Average training attendance is around 20 people.

We also have a Medical Officer who ensures that the level of medical skill within the team is appropriate for the nature of our workload. All members have basic life support and enhanced first aid skills. 8 members have the highest level of 'Casualty Care' (overseen by Mountain Rescue (England & Wales)) and we do not carry any controlled drugs.

We have one active search dog, graded through Mountain Rescue Search Dogs (England) who attended 9 callouts in the period in question.

A full review of health and safety has been carried out in line with our policy and a risk assessment has been shared with all members. There have been **no** H&S incidents and no near misses in the 12 months covered in this report. The Team Leader has operational responsibility for day-to-day health & safety.

We have also fully reviewed our Data Security and Protection policy and are satisfied that we are fully compliant with the requirements of the GDPR. Our Team Leader is also our Data Security Officer for the purposes of reporting. There have been **no** data security incidents in the period covered by this report.

We have a comprehensive Safeguarding Children, Young People and Adults policy and have appointed 2 Designated Safeguarding Officers. Our Chair of Trustees takes the strategic lead for Safeguarding. There have been no referrals to a DSO in the period covered by the report.

4.2 How the Public Have Benefitted.

The public have benefitted from our activities, mostly without realising, by being able to go about their lives secure in the knowledge that if they get into difficulty, there will be someone there to call upon for assistance.

The families of the 15 people we have searched for / rescued have particular reason to be grateful for our voluntary service and some show their gratitude in the form of donations or fundraising activities although in common with all voluntary search and rescue activities in the UK, our services are provided free of charge to the users.

We are involved in various community events to provide rescue cover or demonstrations and talks about safety in the outdoors as part of our Marketing and Fundraising programme although the ongoing cost of living crisis has once again impacted fundraising during 2022/23.

4.3 Contributing to Activities Run by Other Organisations

West Cornwall Search and Rescue Team is a member of Mountain Rescue (England & Wales) and Peninsula Mountain and Cave Rescue Association. These two bodies give us access to forums sharing resources and good practice, allowing us to ensure we meet the same standards as teams in other parts of the county. This means the people of West Cornwall can be confident of receiving the highest possible care and attention in the event they find themselves needing our services. It also gives other teams and statutory services such as the Police, Fire & Rescue, Ambulance Service and Coastguard, the confidence to work alongside us.

We are also members of the British Cave Rescue Council as members, allowing us access to peer support in the field of underground rescue.

As a consequence of our geographical location, we have only one neighbouring team – East Cornwall Search & Rescue Team and we have agreed protocols for joint response where appropriate to improve resilience in both our services.

4.4 Trustee Development

Trustees are encouraged to participate in development opportunities as and when appropriate.

Our Board includes an experienced emergency planning officer, a technical rescue expert, a fundraiser and will writer and a charity sector senior manager.

Whilst we each try to take responsibility for specific areas of work relevant to our skill-base, we maintain a collegiate approach to decision making.

We have drawn up, and regularly review, a set of strategies, policies and plans as follows:

Policies

Asset Management

Code of Conduct

Data Security & Protection

Governance

Health & Safety

People (inc Diversity & Equality & Whistleblowing)

Reserves & Investment

Safeguarding

Sustainability

Strategies

Five Year Vision

Fundraising

Strategic Risk Assessment

Plans

Fundraising

Operations

5 Financial Review

5.1 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

5.2 Policy on Reserves

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- a) to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income;
- b) to enable the Charity, in the interests of meeting its objectives, to make capital purchases where an opportunity to secure value for money presents itself.

For these purposes the Charity will endeavour to generate and maintain reserves which represent 24 months running costs. This has been achieved during this year.

5.3 Principal Sources of Funding and Outgoings

Our principle sources of income came from public donations (including collecting tins) and public fundraising activities throughout the year. We generally use grant funding applications as a way of securing funds for specific equipment purchases and give talks and demonstrations which normally elicit donations to our costs.

Our principle sources of outgoings are in maintaining and running our two vehicles and in constantly updating our kit – team members clothing, first aid supplies, technical rescue equipment and external training courses being the main items of expenditure.

We also reimburse out-of-pocket expenses for officers and members needing to attend regional or national courses and events.

5.4 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity. Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

5.5 Financial Status

Though modest, West Cornwall Search & Rescue Team's current resources from unrestricted donations are more than sufficient to meet its outgoings for at least next year. All the indications are that this will remain the case for the foreseeable future.

5.6 Statutory Statements on Liabilities

The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (eg: any outstanding/ongoing contract or legal undertaking to buy or provide specific services);
- ✓ The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO (eg: a mortgage on property owned by the charity);

Approved by the Trustees and signed on their behalf,

A Brelsford

Andy Brelsford – Chair

Name (& role, if applicable)

Date: 17th March 2024

West Cornwall Search & Rescue Team

Charity No 1184377

Receipts and Payments Accounts

31st July 2023

West Cornwall Search & Rescue Team
Administrative Details

Charity name	West Cornwall Search & Rescue Team
Charity registration number	Charity No 1184377
Trustees	Rebecca Swan Andrew Brelsford Christian Jennings Ruth Fox-Rockley
Independent Examiner	Whyfield Limited Ground Floor, Building A Green Court Truro Business Park Threemilestone TR4 9LF

West Cornwall Search & Rescue Team
Charity No 1184377

Independent Examiner's Report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

Independent Examiners' Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

1. accounting records were not kept in accordance with section 130 of the Act or
2. the accounts do not accord with the accounting records

I have no concerns and 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: _____

Name: _____

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

Address: Whyfield Limited
Ground Floor, Building A Green Court
Truro Business Park
Threemilestone
Truro
Cornwall
TR4 9LF

West Cornwall Search & Rescue Team
Charity No 1184377
Receipts and payments accounts

Section A: Receipts and payments	Unrestrcited funds	Restricted funds	Total Funds	Last year
<i>A1: Receipts</i>				
Income	16,819.90	-	16,819.90	33,975.00
Sub Total	<u>16,819.90</u>	<u>-</u>	<u>16,819.90</u>	<u>33,975.00</u>
<i>A2: Asset and investment sales</i>				
Asset and investment sales	-	-	-	-
Sub Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Receipts	<u>16,819.90</u>	<u>-</u>	<u>16,819.90</u>	<u>33,975.00</u>
<i>A3: Payments</i>				
Cost of charitable activites	15,465.58	-	15,465.58	18,074.92
Sub Total	<u>15,465.58</u>	<u>-</u>	<u>15,465.58</u>	<u>18,074.92</u>
<i>A3: Asset and investment purchases</i>				
Asset and investment purchases	-	-	-	-
Sub Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Payments	<u>15,465.58</u>	<u>-</u>	<u>15,465.58</u>	<u>18,074.92</u>
Net of receipts/(payments)	1,354.32	-	1,354.32	15,900.08
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	<u>15,900.08</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Funds this year end	<u>17,254.40</u>	<u>-</u>	<u>1,354.32</u>	<u>15,900.08</u>

West Cornwall Search & Rescue Team
Charity No 1184377
Statment of Assets & Liabilites

	Unrestricted funds	Restricted funds
<i>B1: Cash funds</i>		
Bank account	18,823	-
Savings account	25,109	-
Total cash funds	<u>43,932</u>	<u>-</u>

<i>B2: Other monetary assets</i>		
VAT Debtor	2,144	-
Stock	2,100	-
	<u>4,244</u>	<u>-</u>

	Fund to which asset belongs	Cost
<i>B4: Assets retained for the charity's own use</i>		
Equipment	11,204	-
Building	150,000	-
Motor Vehicles	<u>21,000</u>	<u>-</u>
	<u>182,204</u>	<u>-</u>

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

Signature 1: Rebecca C Swan
Rebecca C Swan (Jan 15, 2024 20:45 GMT)

Jan 15, 2024

Print name: _____

Signature 2: _____

Print name: _____