

# **Trustees' Annual Report**

01 July 2023 to 31 June 2024

**Charity name: Cockermouth Emergency Response Group**  
Registered charity number: 1205090

## **Charity's principal address**

The Hub  
2 Market Street  
Cockermouth  
Cumbria  
CA13 9NJ

## **Names of the charity trustees who manage the charity**

<b>Name</b>	<b>Tenure</b>
Brian Mitchelhill	21/09/27
Paul Mogford	21/09/26
Hayley Bishop	21/09/25
Robert Ellison Coles	21/09/25
James Andrew Turner	21/09/25

## **Objectives and activities**

The purpose of Cockermouth Emergency Response Group (CERG) is to:

- Provide a volunteer led emergency response to the community as and when instructed to do so by the emergency services.
- Work together with other organisations, to help individuals and the community to plan and prepare for emergencies.
- Provide a volunteer led recovery programme for the community following an emergency.

CERG also provides annual training for volunteers and run bi-annually emergency exercises to ensure that the Operations Team and volunteers are prepared to respond to an emergency where assistance may be required from the organisation.

## **Achievements and performance**

Throughout 2023-24 CERG has undertaken the following to enable the organisation to meet its objective and activities:

- Re-organisation of the organisation's governance structure – a new Operations Team in place of the board to distinguish between the Trustees and the existing board.

- Expansion of the Operations Team – Due to many of the Trustees also sitting on the Operations Team, there was a need to expand the Operations Team to increase resilience within the organisation and independence from the Trustees. Skills mapping was carried out to identify gaps within the team and 4 new members were recruited.
- Creation of working groups – To improve the efficiency of the Operations Team meetings, the following five working groups were created.
  - Funding and finance
  - Emergency planning
  - Training and exercises
  - Events and marketing
  - Information and IT
- Trustee training – Introduction to Trustees training was provided by Cumbria CVS to ensure that the trustees were aware of their obligations.
- Recruitment of a new, contracted, self-employed, Co-ordinator – the existing Co-ordinator has given notice and will be leaving at the end of August. A recruitment process is underway for their replacement.
- Training – annual volunteer training was carried out. This training provides a recap of the key objectives of the organisation along with health and safety and safeguarding messages.
- Exercise – the organisation ran an exercise based on a power outage incident. A Power Outage plan had been developed due to this being one of the highest risks in Cumbria. The exercise was an opportunity to test the plan and adapt the plan following the learning.
- Strengthening – the organisation has been introducing new, and updating existing, protocols for safeguarding, health and safety, finance, employees, and GDPR to ensure the organisation are compliant and to keep volunteers and residents safe.
- Support with power outage incident – the organisation supported residents in an isolated incident of power outage. This involved phoning all registered householders in the affected area to ask if they required any support.
- Household audit – an audit was undertaken for all households registered with CERG to see if they still wished to remain registered and to remove anyone who has moved property.
- Marketing – continuation of marketing to promote what the organisation does and to encourage householder and volunteer sign up.
- Weather assessments – the organisation continue to monitor the local rivers, becks and lakes during periods of wet weather along with using their Social Media platform to update residents. The organisation also engage with the Environment Agency and the Council when required.

## **Financial review**

CERG's financial year runs from 1 July to 30 June.

The financial statements in figures 1 and 2 set out the income and expenditure for the financial year 2023/24. CERG's ended the financial year in a healthy position with a total carry forward balance of £26,243.27.

Income included a grant from ENWL and a donation from the Slater Trust. The organisation also received a donation from Cockermouth Chamber of Trade for the distribution of a local directory.

CERG is predominantly reliant on grant funding. Due to not being in receipt of a regular income stream, the Trustees committed to holding a minimum of £12,000 reserves.

An annual budget of £12,456 was set at the trustee meeting on 20 March 24 for the financial year 2024/25 to accommodate the expenditure of the organisation. The reserves figure is based upon one year's expenditure and would protect the organisation from a drop in income and would provide time to explore further funding streams.

<b>Treasurer's Report for CERG AGM</b>			
<b>Accounts for 1 July 23 to 30 June 2024</b>			
<b>Opening balance as of 1 July 23</b>			<b>£ 12,738.42</b>
<b>Income:</b>			
	ENWL		2097.00
	Donations		1500.00
	Bank savings interest		467.27
	<b>Total</b>		<b>£4,064.27</b>
<b>Expenditure:</b>			
	Salary		6120.20
	Equipment		545.99
	Bank charges		39.00
	Mobile phones		104.00
	Insurance		287.90
	Web hosting and comms		262.20
	Travel expenses		23.40
	Training		331.00
	<b>Total</b>		<b>£7,713.69</b>
<b>Closing balance as of 30 June 24</b>			<b>£ 9,089.00</b>

Figure 1 - 2023/24 Financial Statement (Main account)

<b>Treasurer's Report for CERG AGM</b>					
<b>Savings accounts for 1 July 23 to 30 June 2024</b>					
<b>Opening balance as of 1 July 23</b>					<b>17154.27</b>
<b>Income:</b>					
		Interest			467.27
		<b>Total</b>			<b>£467.27</b>
<b>Expenditure:</b>					
		Moved to main account			467.27
		<b>Total</b>			<b>£467.27</b>
<b>Closing balance as of 30 June 24</b>					<b>£ 17,154.27</b>

Figure 2 - Financial Statement 2023/24 (Savings account)

## **Plans for future periods**

The aims and objectives for 2024/25 is to continue with the purpose of the organisation as set out in the objectives and activities section of this report.

Specific activities planned include:

- Embed the new working arrangements and strengthen the Operations Team and working groups.
- Implement a new, IT system. Including secure storage and email addresses for each of the Trustees and Operations Team members.
- Close working with other emergency response groups, sharing best practice and joint working where areas of work overlap.



- Work with Christ Church to explore the option of installation of a generator on the premises to provide power to the operations control centre during a power outage.
- Explore funding opportunities through grants and fund-raising activity to ensure the sustainability of the organisation beyond 2026.

### **Structure, governance and management**

The organisation is a Community Interest Company, governed by a constitution.

There must be at least five trustees and no more than ten. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. The charity trustees must have regards to the skills, knowledge and experience needed for the effective administration of the CIO.

The organisation also has an Operations Team and five working groups to manage day to day tasks. An Operations Team update is provided at each trustee meeting.

The organisation is also supported by a contracted, part time, self-employed, Co-ordinator.

### **Exemptions from disclosure**

Not applicable

### **Funds held as custodian trustee on behalf of others.**

Not applicable

Brian Mitchelhill - Chair of Trustees

Signed: 

Date: 20 JANUARY 2025

Treasurer's Report for CERG AGM

Savings accounts for 1 July 23 to 30 June 2024

Opening balance as of 1 July 23	<u>17154.27</u>
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Income:

Interest	467.27
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Total	<u>£467.27</u>
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Expenditure:

Moved to main account	467.27
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Chair signature: 

Date: 20/1/2025

Total	<u>£467.27</u>
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Closing balance as of 30 June 24	<u>£ 17,154.27</u>
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Treasurer's Report for CERG AGM  
Accounts for 1 July 23 to 30 June 2024

Opening balance as of 1 July 23	<u>£ 12,738.42</u>
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Income:

ENWL	2097.00
Donations	1500.00
Bank savings interest	467.27

<b>Total</b>	<u><b>£4,064.27</b></u>
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Expenditure:

Salary	6120.20
Equipment	545.99
Bank charges	39.00
Mobile phones	104.00
Insurance	287.90
Web hosting and comms	262.20
Travel expenses	23.40
Training	331.00

<b>Total</b>	<u><b>£7,713.69</b></u>
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Closing balance as of 30 June 24	<u>£ 9,089.00</u>
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Chair signature: 

Date: 20/1/2025