



West Cornwall Search & Rescue Team

Charitable Incorporated Organisation, No: 1184377

Trustees' Annual Report & Statement of Financial Activity

for the Year Ended 31st July 2021

Trustees

Andy Brelsford
Ruth Fox-Rockley
Richard Hill
Christian Jennings
Rebecca Swan



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for the Year Ended 31st July 2021

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Trustees Annual Report & Statement of Financial Activity

for the Year Ended 31st July 2021

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	
Richard Hill		July 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

In our first year we were called out a total of 22 times – 18 by Devon & Cornwall Police & 4 by South West Ambulance Service– to searches involving 18 individuals and rescues involving 4 people. We had a total of 39 active call-out members with 0 people in training and average attendance at callouts was 15.

We have a Welfare Officer to look after the welfare of our members, given the nature of the work they undertake.

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. (19 authorised drivers inc 12 4x4 capable and 6 blue-light authorised)

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.

All of our members attend regular (weekly) training although due to Covid this has had to be delivered in “bubbles” or online for part of the period. Members 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.

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. 4 members have the highest level of ‘Casualty Care’ (overseen by Mountain Rescue (England & Wales)) and we carry drugs upto and including Midazolam. All of our drugs are kept in a locked cabinet in a locked office in our locked building for security reasons and useage is strictly managed and monitored.

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 has been one referral to a DSO in the period covered by the report but no further escalation was required.

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 22 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 were unable to organise or attend our usual programme of community events to provide rescue cover or demonstrations and talks about safety in the outdoors – however with the easing of Covid restrictions, we hope to do so in 2021/22.

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 also applied to and were accepted by 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 police search manager, an 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 12 months running costs.

5.3 Principal Sources of Funding and Outgoings

Our principle sources of income come 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,



CHAIR

Name (& role, if applicable)

Date: 13/5/12

West Cornwall Search & Rescue
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 **31/07/2021**.

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: Whyfield (May 5, 2022 08:36 GMT+1)

Date: May 5, 2022

Name: Whyfield

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

MAAT
MAAT

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


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

Section A: Receipts and payments	Unrestricted funds	Restricted funds	Total Funds	Last year
<i>A1: Receipts</i>				
Income	20,203.00	-	20,203.00	42,095.00
Sub Total	<u>20,203.00</u>	<u>-</u>	<u>20,203.00</u>	<u>42,095.00</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>20,203.00</u>	<u>-</u>	<u>20,203.00</u>	<u>42,095.00</u>
<i>A3: Payments</i>				
Cost of charitable activities	10,129.00	-	10,129.00	11,103.00
Sub Total	<u>10,129.00</u>	<u>-</u>	<u>10,129.00</u>	<u>11,103.00</u>
<i>A3: Asset and investment purchases</i>				
Asset and investment purchases	840.00	-	840.00	-
Sub Total	<u>840.00</u>	<u>-</u>	<u>840.00</u>	<u>-</u>
Total Payments	<u>10,969.00</u>	<u>-</u>	<u>10,969.00</u>	<u>11,103.00</u>
Net of receipts/(payments)	9,234.00	-	9,234.00	30,992.00
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	<u>30,992.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Funds this year end	<u>40,226.00</u>	<u>-</u>	<u>9,234.00</u>	<u>30,992.00</u>

West Cornwall Search & Rescue
Charity No 1184377
Statement of Assets & Liabilities

	Unrestricted funds	Restricted funds
<i>B1: Cash funds</i>		
Bank	31,307	-
	-	-
Total cash funds	<u>31,307</u>	<u>-</u>
(agree balances with receipts and payments account(s))		
<i>B2: Other monetary assets</i>		
Debtors	3,346	-
Prepayments	1,315	-
VAT Debtor	702	-
Stock	200	-
	<u>5,563</u>	<u>-</u>
	Fund to which asset belongs	Cost (optional)
<i>B3: Investment assets</i>		
	-	-
	-	-
	-	-
	<u>-</u>	<u>-</u>
	Fund to which asset belongs	Cost (optional)
<i>B4: Assets retained for the charity's own use</i>		
Equipment	3,356	-
Building	150,000	-
	-	-
	<u>-</u>	<u>-</u>
	<u>153,356</u>	<u>-</u>
	Fund to which liability relates	Amount due (optional)
<i>B5: Liabilities</i>		
	-	-
	-	-
	<u>-</u>	<u>-</u>

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

Signature 1: 
 Signature 1: Rebecca Clare Swan (May 11, 2022 14:04 GMT+1)
 Print name: May 11, 2022
 Signature 2: _____
 Print name: _____

6.3 Approval of the Board of Trustees

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

 - CHAIR

Name (& role if appropriate)

13/5/22

Date:

6.4 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own Simple Accounts Spreadsheet.

b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the charity's activities are reimbursed at cost.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.
In the current financial year the charity employed no staff or external contractors;

d) Fixed Assets

The charity has not purchased or disposed of any fixed assets in the current financial year other than those shown in these accounts;

e) Creditors & Debtors

Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.

f) Rounding Discrepancies

All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.