

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 3rd October 2017

GENERAL CORRESPONDENCE

	FROM	SUBJECT
17.1	Cambridgeshire Search and Rescue	Application for Financial Assistance. (Note- this was missed off the agenda for September in error.)



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation:

Cambridgeshire Search and Rescue (CamSAR)

2 Name, address and telephone number of correspondent (and office held):

Anne Ninham

Administrative Support

Postal address: 34 New Road, Over, Cambridge, CB24 5PJ

07788 716989

Postal address for CamSAR: c/o March Fire Station, Wisbech Road, March, PE15 8ED

Contact for Chair of CamSAR: Jonathan Harwood, 293 Campkin Road, Cambridge, CB4 2LD

3 What are the objectives of your organisation?

Cambridgeshire Search and Rescue (CamSAR) is the Lowland Rescue unit, established in 2006, covering our county, often also assisting sister teams in the wider region.

We are a specialist team, called upon by Police in the search for vulnerable missing people: a child, an elderly person suffering from dementia or even someone who is considering taking their own life. In each case an emergency response is vital.

Our Search Technicians, Team Leaders, Search Planners, Support Team, Operations Managers and Search Managers turn out at all hours of the day and night to respond to the missing person's emergency. Available 24 hours a day, 7 days a week, 365 days a year, the team is made up 100% of dedicated fully trained volunteers and receives no government funding, relying entirely upon grants, fund raising and individual donations – and team members' own pockets – to continue to provide this service.

The work we do is not planned and therefore its location cannot be pinpointed. On average we respond to around 50 calls annually for assistance in finding vulnerable missing persons and with an increasing number of people living in their own home for longer we do not envisage this number to reduce. Our members come from all across Cambridgeshire and our training entails travel to all parts of our beautiful county in the same way as any response to an emergency for a missing person does. We support

all of the emergency services in what ever way we can. We do not charge for our service and we do not pick and choose who or how we help. For missing people we must work completely under the directive of Cambridgeshire Constabulary and offer our vital professional service any time of the day or night. The missing person themselves is always the person we aim to help but sometimes we may be too late. In this instance our work is even more important to help bring closure to families and also to help protect the public from coming across the unexpected which in some instances can be quite horrific, especially if this was discovered by children.

4 Is membership/support open to any resident of Cambourne, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:

Yes open to all.

5 Amount of grant applied for:

£300

6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. (a separate sheet can be used if required)

The organisation costs about £15-20,000 a year to continue to run remain available every day and night of the year and as we receive no government funding to do this, we rely heavily on public donations. Any money donated would go directly towards the continued running of the team and also towards equipment (for example, single hand held radios or kit for a Search Technician both of which cost £300 each) and training to ensure that our life saving work continues. Unlike many charities, we like to be able to offer our services back to you with regards to any civil contingency operations and support, so therefore if there is anything we can do for you in the future then please do not hesitate to get in touch.

7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): (a separate sheet can be used if required)

During this financial year, we have applied to the Parish/Town Councils of Sawtry, Sawston, Wisbech, City of Ely, Orton Waterville/Boxley, Godmanchester, St Neots, March and Linton. Thus far, we have received £300 each from Wisbech, St Neots and Linton.

We are also in the process of applying for sponsorship from companies within Cambridge and have so far received £1000 from a company on the Science Park.

8 Is there anything else you wish the Parish Council to take into account when considering this application? (a separate sheet can be used if required)

No

9 Please ensure that you have attached up to date examined accounts in support of this application.

Yes

If no please explain why not.

10 Bank Details If Grant approved can be paid directly.

Bank Name: HSBC

Account Number: 01604163

Sort Code: 40-26-11

Account Name: Cambridgeshire Search and Rescue

Supporting Documents to be supplied with this Application.

Constitution	Attached
Committee Membership	Attached



Cambridgeshire Search and Rescue

Charity Constitution v2

Adopted on 1st August 2006
 Amended on 6th January 2013
 Amended on 30th October 2014

	Cambridgeshire Search and Rescue Constitution
1.	Name
1.1	The name of the Association: Cambridgeshire Search and Rescue (acronym CamSAR)
2.	Objectives
2.1	The Charity's Objective is: The provision of search and rescue assistance both independently and in association with the full time emergency services and other voluntary aid societies and to assist in the relief of suffering amongst persons endangered by accident or natural hazard and the preservation of life principally in Cambridgeshire but without geographical limitation.
3.	Cambridgeshire Search and Rescue General Council
3.1	The Cambridgeshire Search and Rescue General Council is the body which supports Search and Rescue in Cambridgeshire and is the body to which the Executive Committee is accountable.
3.2	The Cambridgeshire Search and Rescue General Council and the Executive Committee shall be subject to the regulations of Cambridgeshire Search and Rescue.
3.3	Membership of the Cambridgeshire Search and Rescue General Council is open to: <ul style="list-style-type: none"> (a) Search Managers (b) Search Operations Managers (c) Search Planners (d) Team Leaders (e) Search/Leading/Senior Technicians (f) All Non-Operational Members who pay annual subscription

	<p>general members. Nominations must be presented to the Secretary no less than twenty eight days before the meeting - only if no nominations are received for an office before this deadline should the chairman accept nominations after this date or at the meeting. Election shall be by show of hands, or by secret ballot on the request of any Member present. If only one member is nominated a vote must still be held. If there is not a majority in favour of the nominee, then the post must remain unfilled.</p>
3.8	<p>The Cambridgeshire Search and Rescue General Council may also appoint a Patron, President and any number of Vice Presidents as it sees fit.</p>
3.9	<p>Special General Council Meetings:</p> <p>a) The Executive Committee may call a special general meeting of Cambridgeshire Search and Rescue at any time.</p> <p>b) If at least eight members or one fifth of the general membership whichever is the greater request an SGCM in writing then the Secretary shall call such a meeting. Before requesting a Special General Council Meeting it is the duty of the requesting Members to make all reasonable efforts to resolve the issue(s) via normal avenues, including raising the issue(s) at a Committee meeting.</p> <p>c) The request document must state the specific business to be considered and be signed by all requesting Members.</p> <p>d) At least twenty eight days' notice must be given. The notice must state the specific business to be discussed and details of any proposed resolution(s).</p>
3.10	<p>Changes to the Constitution can only be approved by the Cambridgeshire Search and Rescue General Council:</p> <p>(a) if they are made available in writing to the Cambridgeshire Search and Rescue General Council twenty eight days before the AGM/SGM they are to be approved at; and</p> <p>(b) upon obtaining a simple majority of the members present voting.</p>
4.	Conduct of Meetings
4.1	<p>In meetings of the Cambridgeshire Search and Rescue General Council and the Executive Committee only the members specified may vote.</p>
4.2	<p>Decisions are made by a simple majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the Chairperson shall not have a casting vote and the matter is taken not to have been carried.</p>
4.2.1	<p>At meetings of the Executive Committee only, if a vote has not been decided after three attempts, the chairperson will, at his or her discretion, be able to ask the members of the Cambridgeshire Search and Rescue General Council to vote on an issue.</p>
4.3	<p>The Cambridgeshire Search and Rescue General Council must make a resolution defining a quorum for meetings of the Council and the Executive Committee and its sub-Committees which will be recorded in Cambridgeshire Search and Rescue Regulations.</p>
4.4	<p>All minutes and notes of committee meetings shall:</p> <p>(a) be kept indefinitely;</p> <p>(b) the Secretary shall circulate no later than twenty eight days from the date of the meeting, or no later than seven days prior to the meeting if a meeting is called</p>

6.1	The Executive Committee exists to support the SMT Chairperson in meeting their responsibilities to provide Search and Rescue across the County and Nationally that meets the requirements of the Associated Code of Practice managed by the Association of Lowland Search and Rescue.
6.2	The Executive Committee shall consist of ex-officio, nominated, elected and co-opted Members. Appointments to the Executive Committee shall be made in the following order at the Annual General Meeting
6.2.1	<p>Ex-Officio Members:</p> <ul style="list-style-type: none"> (a) Chairperson (b) SMT Chairperson (c) Secretary (d) Treasurer <p>The Chairperson for 2014 only will be appointed for a period of two years; after this, terms will last for three years. The SMT Chairperson will be appointed annually by the Search Management Team at the first meeting after the AGM. The Secretary and Treasurer will be appointed for terms of three years.</p>
6.2.2	<p>Elected Members:</p> <p>The Annual General Meeting shall elect no more than four members in accordance with the following procedure;</p> <ul style="list-style-type: none"> (a) Any person who wishes to nominate themselves for election to the Executive Committee shall inform the Secretary in writing at least twenty eight days before the date of the Annual General Meeting. A person may nominate themselves and no proposer or supporter is required. (b) The Secretary will validate all nominations and prepare a list of those seeking election for the Annual General Meeting. (c) No elected member shall serve for more than two consecutive terms and any nominations from people who fall into this category will not be accepted. A term shall be two years. (d) For the elections that fall in 2014 only, two of the four elected members shall have an initial term of one year and two of the four members shall have an initial term of two years. If the elected members are unable to decide who shall serve for which period of time, then the Chairperson shall draw lots and decide appointments on the basis of the results. <p>N.B – All future appointments will be for a period of two years.</p> <ul style="list-style-type: none"> (e) If there are fewer than four people who wish to be elected, they shall be automatically appointed at the Annual General Meeting if voted for. (f) If there are more than four people who wish to be elected, then a ballot shall be held at the Annual General Meeting. Only those members of the Cambridgeshire Search and Rescue General Council who are in

	Committee. Persons who are not members of the Executive Committee, if those persons have skills or expertise that will assist the sub-Committee, may be appointed but they shall have no voting rights on the sub-Committee. Any sub-Committee must have at least three members to fulfil its task as set by the Executive Committee and proceedings of any such sub-Committee shall be fully and promptly reported to the Executive Committee. Minutes from any sub-Committee should be presented to the Secretary of Cambridgeshire Search and Rescue for archiving.
6.6	The Chairperson will be an ex officio member of any sub-committee of the Executive Committee, but will not be allowed to be the Chairperson of the sub-committee.
6.7	Any fund raising committee must include at least two members of the Executive Committee.
6.8	The Cambridgeshire Search and Rescue General Council shall be registered as a charity with the Charity Commission. Members of the Executive Committee shall be the charity trustees of Cambridgeshire Search and Rescue. The charity trustees are responsible for complying with all the legislation applicable to charities, including the filing of annual returns to the Charity Commission.
6.9	Only persons aged eighteen and over may be full voting members of the Executive Committee or its sub-committees because of their status as charity trustees.
6.10	The Executive Committee shall meet at least six times a year. The meetings should be held within Cambridgeshire County.
6.11	Upon completion of a term of office, individuals have to retire at the AGM, but maybe re-elected or re-appointed if allowed in conjunction with rule 6.2.1 and 6.2.2
6.12	A member of the Executive Committee shall cease to hold office if: <ul style="list-style-type: none"> (a) He or she is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision); (b) He or she becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs as prescribed by a medical professional; (c) He or she is absent without the permission of the Executive Committee from all their meetings held within a period of three months and the Executive Committee resolve that his or her office be vacated (d) He or she notifies to the Executive Committee of a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect). (e) At a General Meeting more than two-thirds of Members vote that his or her office be vacated (f) upon resignation from office from January 01st 2014 onwards or at the end of the maximum term of appointment, that member shall not be able to be appointed to the executive committee for at least three years and will not be able to sit at a meeting of the executive committee until a DBS check has been completed and returned as 'clear'.
6.13	Written proxy votes shall be accepted from absent Committee Members provided they are signed and dated by the absent Member and include the name of the

7.6	Appointing other sub-Committees and their Chairpersons.
7.7	Attending to administration, particularly to the responsibilities as prescribed in the regulations of Cambridgeshire Search and Rescue.
7.8	Presenting an Annual Report and annual statement of accounts to the Annual General Meeting of the Cambridgeshire Search and Rescue General Council.
7.9	The agenda and reports for each meeting shall be issued to all members of the Committee by the Secretary at least seven days prior to the day of the meeting.
7.10	Any substantive business that a member of the Executive Committee wishes to discuss shall be provided to the Secretary at least fourteen days before the date of the meeting
7.11	If an emergency issue is required to be discussed at an Executive Committee meeting, the member who wishes to raise the item shall at the start of the meeting, inform the appointed Chairperson of that issue. The Chairperson shall then decide if that matter is to be considered or not.
7.12	Reviewing the Constitution annually and submitting a written report to the Annual General Meeting on any changes proposed.
7.13	<p>Personal Interest:</p> <p>(a) Subject to the provisions of sub-clause (b) of this clause, no member of the Executive Committee shall acquire any interest in property belonging to Cambridgeshire Search and Rescue (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.</p> <p>(b) Any member of the Executive Committee for example a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Executive Committee to act in a professional capacity on behalf of Cambridgeshire Search and Rescue: Provided that at no time any member of the Executive Committee or "operational" member benefits under this provision and that a member of the Executive Committee shall withdraw from any meeting at which his or her own instructions or remuneration, or that of his or her firm, is under discussion.</p>
8.	Membership
8.1	Membership of Cambridgeshire Search and Rescue shall be open to any suitable person over the age of eighteen years interested in furthering the team's objectives and who has paid the annual subscription as prescribed from time to time by the Executive Committee.
8.2	Every member shall have one vote.
8.3	The Executive Committee may not terminate the membership of any individual in the first instance. In keeping with the Disciplinary and Grievance Procedures, the Executive Committee will only become involved in disciplinary procedures if an

9.9	The Treasurer must ensure that signed copies of the annual report and accounts are sent to the Charity Commission if required, no later than by the end of April, following the Annual General Meeting.
9.10	The Treasurer shall file an annual return that meets the requirements of the Charity Commissioners and in accordance with the time limits notified by them.
9.11	All property assets shall be held in Trust for Cambridgeshire Search and Rescue by The Charity Commission's Trust Association. All deeds, contracts and documentation relating to any property shall be deposited with the Charity Commission's Trust Association.
9.12	If the Executive Committee wishes to sell or dispose of a non-permanently endowed asset, the requirements of Charities Commission Trust Association shall be met in full.
9.13	The Executive Committee shall not acquire freehold or leasehold property, land or other similar assets, unless a financial plan has been prepared and agreed by the Executive Committee, indicating that they can properly maintain and manage the asset.
9.14	All funds belonging to Cambridgeshire Search and Rescue shall be applied only in furthering its objectives.
10.	The Search Management Team Meeting
10.1	The Search Management Team shall comprise the SMT Chairperson, Training Officer, Quartermaster, Medical Officer, Bike Team Coordinator, Water Team Coordinator, Fleet Officer, Public Relations Manager and the Membership Secretary (Deputy Secretary). The Search Management Team will meet as frequently as necessary under the chairmanship of the SMT Chairperson.
10.1.1	The SMT Chairperson will also have the power to invite any member of Cambridgeshire Search and Rescue to attend a Search Management Team meeting to discuss its business if required although only those listed in rule 10.1, excluding the Membership Secretary, are allowed to vote.
10.1.2	Any votes that the SMT makes must be done when all invited members have left the meeting.
10.1.3	If any issue arises that cannot be agreed by the SMT after two votes, the SMT Chairperson will have the authority to take the matter to the Executive Committee who will have the deciding vote however the Executive Committee may not make any operational decisions unless they are asked to do so by the SMT Chairperson.
10.2	The purpose of the Search Management Team Meeting is to: (a) review the progress, standards and effectiveness of training within Cambridgeshire Search and Rescue; (b) plan a programme of visits by the Training Officer to support each Section Head; (c) review all press publications and encourage stories to be sent to media at regular intervals;

CONTACT LIST - Executive Committee

Cambridgeshire Search And Rescue

Printed by Anne Ninham
10th Jul 2017 9:27am
View online <http://qr.d4h.org/bf921>



Operational				
Name	Ref	Position	Email	Phone
Claire Butcher	21	Team Leader / Treasurer	treasurer@camsar.org	Mobile: 07977 190447
Jonathan Harwood	22	Search Manager / Chairman	j.harwood@camsar.org	Mobile: 07462 866980
Kristine McLaughlin	43	Leading Technician	k.mclaughlin@camsar.org	Mobile: 07907 734403 Work: 01945586442
Lee Sustins	17	Team Leader	L.sustins@camsar.org	Mobile: 07734 256265
Lynn Jenkins	51	Leading Technician / Secretary	l.jenkins@camsar.org	Mobile: 07948 431322
Steve Hobbs	2	Search Planner	s.hobbs@camsar.org	Mobile: 07931 437128
Wayne Bent	4	Search Manager	w.bent@camsar.org	Mobile: 07786 555778

Non-Operational				
Name	Ref	Position	Email	Phone
Chris Wright	50	Operations Support	c.wright@camsar.org	Mobile: 07934 447683

Cambridgeshire Search & Rescue

Statement of Financial Activities Year Ending 30th June 2016

Bank Statement Balances	£15,696.57
Less Cheques not Presented	£0.00
Plus Cheques/Cash Held	£0.00
Less Creditors	£0.00
Total	£15,696.57

Anticipated bill payment in July 2016

SMS Responder	£ 391.46
Fuel Payments	£1,364.82

INCOME

DONATION INDIVIDUAL	£5,378.89
DONATION ORGANISATIONS	£ 12,605.81
FSG EVENTS	£3,701.36
CAMPAIGNS	£ 0.00
POLICE FUEL	£ 453.95
MEMBERSHIP	£ 270.00
UNIFORM & KIT	£ 702.00
MISC	£ 3,859.13
GRANT INCOME	£ 0.00
TOTAL	£26,971.14

EXPENSES

KIT AND UNIFORMS	£ 7,187.59
TRAINING	£ 650.00
WELFARE	£ 0.00
VEHICLES	£ 3,057.98
FUEL	£ 822.34
OPERATIONAL	£ 991.79
ADMIN	£ 227.05
MISC	£ 3,340.09
FSG EXPENSES	£ 298.46
CAMPAIGN EXPENSES	£ 0.00
GRANT EXPENSES	£ 0.00
Total	£20,000.30

Income Less Expenses	£ 6,970.84
Bal c/f from 14/15	£ 8,726.85
TOTAL IN BANK	£15,696.57

PLEASE NOTE THAT THESE ACCOUNTS REFLECT PAYMENTS IN AND OUT OF THE CHARITY BANK ACCOUNT. £2,646.79, WAS PAID TO THE CHARITY IN ERROR BY SAFEQUIP (A SUPPLIER). THIS WAS RETURNED TO THEM. THEREFORE THE ACTUAL INCOME TO THE CHARITY WAS LESS THAN £25K SO THE ACCOUNTS DO NOT HAVE TO BE AUDITED BEFORE FILING WITH THE CHARITY COMMISSION.