

COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on
Wednesday 14 March 2018 in the Village Hall at 7.30pm.

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.


Mrs Gail Stoehr, Clerk
07/03/18

AGENDA

- 1. Apologies for absence and declaration of interests**
 - 1.1 To receive written apologies for absence and reasons
 - 1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held
 - 1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)
- Comments & observations from members of the public & County and District Cllr reports**
- 2. To approve the minutes of the previous meeting**
- 3. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
 - 3.1 Co-option to fill casual vacancy - to consider applications received if any
 - 3.2 (3.1) Doctors' surgery parking in Green End – to consider residents' suggestions
 - 3.3 (3.2) Old Village Hall Lease from 2019 – to consider quotations if received and appoint a solicitor
 - 3.4 (Open) Mobile Breast Screening Unit – to consider what action the Parish Council should take, if any
 - 3.5 (5.3 of 8.11.17) General Data Protection Regulations Bill 2017 - to consider a draft policy and model templates, and if support or services are required from CAPALC and/or LCPAS and appointment of DPO
- 4. Finance, procedure & risk assessment**
 - 4.1 To receive the finance report and to approve the payment of bills
 - 4.2 Clerk report on any use of delegated powers and action taken due to risk
 - 4.3 Recreation Ground Co-ordinator and Handyman's items
 - 4.3.1 Report on any use of delegated powers and action taken due to risk
- 5. To receive reports and items from committees, working groups and members for information only unless specified**
 - 5.1 Recreation Ground Working Group^(CU)
 - 5.1.1 Review of pitch hire fees – proposal to delay pitch hire increase
- 6. To consider matters arising out of correspondence/communications received**
 - 6.1 Resident – suggestion that the Parish Council enters the village for the Community Pride Awards or Village of the Year, etc
 - 6.2 Resident – Offer to cut back overgrown vegetation in St Thomas Close
 - 6.3 CAMSAR – request for financial support
 - 6.4 Statutory guidance on Government investments
- 7. Closure of meeting**

Initials in brackets adjacent to an item indicate the member who has tabled this item or is expected to report. Numbers in brackets before an item indicate the minute reference from the last or previous meeting when this matter was tabled.

Mrs Gail Stoehr, Clerk to Comberton Parish Council, 30 West Drive, Highfields Caldecote, CB23 7NY

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Clerk report to Comberton Parish Council meeting on 14 March 2018

Where I have information to support the agenda this is below.

2. To approve the minutes of the meeting on 14 February 2018 - attached
3. Matters arising
- 3.1 Co-option to fill casual vacancy – to consider applications received if any
A resident has expressed an interest in the vacancy and has been sent an application form. The resident has also been invited to attend the meeting.
- 3.2 (3.1) Doctors' surgery parking in Green End – to consider residents' suggestions
Below are the comments and suggestions received from residents:

Resident 1

"I am one of those affected by the parking. Having said that I have every sympathy with those parking as they do, and understand that when needing a doctor people do not want to walk great distances, and to some, to walk from Tim's kind offer of parking space at his farm (Manor Farm 65 Green End), which is not very far, is still a lot to ask if one does not feel well and/or the weather is poor.

There are three major problems. One is the restriction caused to a few houses when entering the road opposite parked cars. There is a duty of care for drivers in these situations to drive sensibly: it affects few people and I do not think we should complain about this.

The second problem is the need for traffic on the road in both directions to behave decently. Given courtesy and care this is no different from a hundred other places in narrow roads around here where cars give way to oncoming traffic, if the oncoming traffic is on its proper side of the road. (the classic case is opposite the church and the school on the road between Great and Little Shelfords: this seems to work well in an otherwise impossible situation). I do not think anything can be done about this. Nor should one try.

The third major problem I see is that in order to pass the parked cars near the surgery, traffic is cutting up the grass verge and generally making a great mess of the west side of the road, forcing vehicles further into the "rough. This has resulted in the break up of the metalling and the creation of some horrendous potholes and puddles. It is not improved by the overflow of the moat which is a regular occurrence after rain. If any money is to be found to remedy any of this, I would propose that this west side of the road for that length of Green End from say Manor Farm (65) to Manor Farm (51) is properly repaired and perhaps widened by a foot or so, and properly drained*, so that normal traffic passage (as in Shelford) may proceed.

What I would strongly oppose is any suggestion of curbing the parking with double yellow lines or similar. For these people and in this situation the idea is intolerable and anyway would probably lead to pushing the problem of parking into someone else's roadside. The remote possibility that the land in front of the houses on the East side of the road could somehow be cut into to provide parking spaces off road ought to be a non-starter. It would be phenomenally more expensive than the above suggestion and would destroy permanently one of the great characteristics of this part of the village which is that on days when the surgery does not operate Green End is a delightful rural experience for everyone (village inhabitant or not) who drives along it."

* "I believe there may be a problem in the drainage running below ground from the top of Green End to the Duck Pond. This caters for the ancient rivulets which have always

drained through Green End. Clearing this drainage channel would I feel sure alleviate the moat problem which I think is relatively recent.”

Resident 2

“We suggest putting in kerbstones all along both sides of Green End (from the duck pond to the corner with Branch Road) in addition to proper road drainage with drains. This would solve the drainage/mud/ pothole problem & damage to the grass verges.

Parking should only be allowed on one side of the road (the Drs surgery side) with double yellow lines on the other side.

Green End is increasingly been used as a rat run since traffic calming measures were introduced on Long Road. Perhaps it could be made access only to avoid congestion outside the Drs surgery.”

Resident 3

“1- The impact on traffic and residents is such that the surgery car park must remain open as far as is possible. Before Christmas it was closed for several days because of snow and ice. There seemed to be no attempts to clear the snow despite the fact that it had been forecast in advance. Following this it was closed due to flooding because of problems with the drains. Repairs were not undertaken for sometime even though it should surely have been a matter of urgency.

I suggest that the surgery have plans in place so that surface water drainage and snow/ice cause the minimum disruption in future. Likewise for blocked sewers as these have also caused problems in the past.

2-The surgery are generally insensitive to their neighbours, the needs of pedestrians, ongoing damage to the verges and the other problems caused by cars parking dangerously and inconsiderately. Eg, to effect closure of the car park whilst the drains were repaired, 3 trade-waste bins were left across the entrance partially blocking access to the verge and pavement and providing an obstacle course for pedestrians.

3- I suggest it is time a robust parking policy be adopted by the surgery and this communicated to patients via the leaflet given to new patients, the website and displayed in the waiting room. It should include a ban on parking across access to the verge and the pavement and on the road opposite the surgery entrance. Double yellow lines are needed here plus enforcement by the police and while that will take some time to arrange clear and obvious marking of No Parking Areas can be arranged without delay. Reversing out of the car park into the road and waiting in the road when the car park is full should also be banned.

4- Collection of prescriptions accounts for many surgery visits and these people are great driveway blockers as they expect to be only a few minutes. Collection is already possible in other places for those unable to collect from Comberton. Maybe this service could be extended to include more patients to relieve pressure on Green End.

5- Those at risk of accident include cyclists, especially those coming out of the car park, pedestrians needing to cross and those with mobility scooters, wheelchairs or push chairs.

I would point out that residents of Green End north of the surgery include at least one wheelchair bound and one disability scooter user.

6- Finally, maximum use of the farmyard car park by staff would reduce the number of cars turning in driveways, reversing into the road from the surgery and parking dangerously so they have a responsibility to park there as much as possible. This does not happen at the moment. The surgery could consider some funding for an improved parking surface to encourage its use.

I have attached photos showing the damage to the verge near to the surgery. This verge should be about 900mm wide with the posts nearer to the pavement but in places almost two thirds of the grass no longer exists.”



3.3 (3.2) Old Village Hall Lease from 2019 – to consider quotations if received and appoint a solicitor

Quotations will be brought to the meeting if received.

3.4 (Open) Mobile Breast Screening Unit – to consider what action the Parish Council should take, if any

The response received from Breast Unit (attached) has been forwarded to the resident.

Comberton Village College has not responded to either of the two letters sent from the Council. Does the Parish Council wish to follow this up?

3.5 (5.3 of 8.11.17) General Data Protection Regulations Bill 2017 – to consider a draft policy and model templates, and if support or services are required from CAPALC and/or LCPAS

“In November 2017 the Parish Council was sent a zip file which included draft policies, statements and template letters. These were received from LCPAS as part of the Clerk’s training on GDPR.

The Council needs to satisfy itself that these documents meet the new GDPR’s requirements. I believe that based on the information and advice received from LCPAS to date that they do.

If the Council agrees then the Council should consider adopting the relevant policies and templates.

The Council could consider not adopting policies and statements relating to Cemetery, Allotments or Neighbourhood Plans as at present the Council does not have these or it could adopt them all so that they are not overlooked in the future should circumstances change.

Number 1 on the list “Retention of Documents Policy” has already been adopted by the Council in 2012 as its “Management of Records Policy” so the Parish Council does not need to readopt this. It is reviewed annually as part of the Council’s policies review.

Recognising that the Parish Council does not have any IT equipment, telephone, presently, however, others including Admin Support and Councillors use their own equipment for Council business I advise the Council could “RESOLVE the Council’s expectation is that third parties will comply with the Council’s Policies as though the equipment they use and data they hold was owned by the Parish Council.”

If and once the Council has adopted the policies I will then update them with Comberton’s name and issue them as appropriate before the GDPR’s date of 25 May 2018.

I also advise that Councillors should consider attending training.

Of course the Council should not rush into something and needs to understand requirements; however May is approaching fast and it will take me some time to administer everything in time for the May deadline so I would be grateful if this could be concluded as soon as possible.

Information on the GDPR has also been emailed out to all members from CAPALC including a 63 page booklet prepared by NALC.

4. Finance

4.1 To receive the finance report and to approve the payment of bills – attached

4.2 Clerk’s report on any use of delegated powers

None at the time of writing.

4.3 Recreation Ground Co-ordinator and Handyman’s items

5. To receive reports and items from committees, working groups and members for information only unless specified

5.1 Recreation Ground Working Group

5.1.1 Review of pitch hire fees – proposal to delay pitch hire increase

The Comberton Crusaders have written:

“Please could you confirm that our block booking and agreed payment plan for this season (Sept 2017 to May 2018) if unaffected by this change. i.e. this increase is effective when we renew in September this year.”

Cllr Urquhart has indicated that the RWG recommend that the increase should not come into effect until September.

6. Correspondence

6.1 Resident – suggestion that the Parish Council enters the village for the Community Pride Awards or Village of the Year, etc

“Further to my phone call yesterday I was pleased to see that the Litter Bins which we installed in 2002 have been repaired. Apart from the lids I think they have lasted well. On a different note I wondered if the PC would consider entering the village for a SCDC Community Pride Award. When I was chair of the Village Hall Trustees we entered the Hall for one of these and am pleased to say that we gained an award in 2014. Much earlier in 2002 the PC entered the village in a Village of the Year competition and were named as Village of the Year in South Cambridgeshire (see plaque on front of the VH). I don't think such a programme exists any more - it may do. These things are quite a lot of work but they give an incentive to smarten up the village. Chris Westgarth will know all about what is involved as she and I did the paper work for the Village of the Year.

How about Comberton in Bloom? Perhaps the Allotments & Gardens Association would take this on.”

6.2 Resident – Offer to cut back overgrown vegetation in St Thomas Close

A resident of St Thomas Close writes:

“I'm currently going through planning permission for a house in the close so have been talking to my neighbours a lot. I believe the planning officer forgot to send you the details, but they have been sent to the parish council now for consideration. As it is a simple build and will be in keeping with the row that I currently live in, there were not any objections from the neighbours in the consultation (other than the fact the green is overgrown and parking should be marked out), so hopefully its ok but please let me know if you have any questions.

As I mention, there is an extremely overgrown green in our road (pic attached) that I am told belongs to the council. As it has not been maintained by the council, I was wondering if I can organise a street clean up, to remove some of the over growth. All neighbours will be invited to help cut back the overgrowth or to help remove some of the extra growth in their green bins.

It is encroaching on the road and the parking as well as some of the pavement is lost underneath the growth.

Please let me know if there is anyone that we need to officially apply too or if we can go ahead.”



From google it previously looked like this in the summer, now even in the winter, its much bigger.



6.3 CAMSAR – request for financial support
Application attached.

6.4 Statutory guidance on Government investments

“The Government has released new guidance on investments which will come into force April 18.

It covers loans, bonds and investments and will relevant to all Parish and Town Councils.”

Please see below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf

7. Closure of meeting

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 14 February 2018 in the Village Hall at 7.30pm

Members present:	Mr H Griffiths (Chairman) ^(HG)	Mrs L Tatnell ^(LT)
Councillors:	Ms J Feldman ^(JF)	Mr N Taylor ^(NT)
	Mr A Hollick ^(AH)	Mr M Tebbit ^(MT)
	Dr J McCabe ^(JM)	Ms C Urquhart ^(CU)
	Mr S Moffat ^(SM)	Miss C Westgarth ^(CW)
	Mr T Scott ^(TS)	

In attendance: 3 residents and Mrs Gail Stoehr (Clerk).

1. Apologies for absence and declarations of interest

1.1 To receive written apologies for absence and reasons

Cllr Black was not present.

1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held

Cllr Griffiths declared an interest in item 7.2 as he had given his personal support.

Cllr Westgarth declared an interest in item 7.2 as Churchwarden.

Cllr Tebbit declared an interest in the Bennell Farm application as a neighbour.

Cllr Scott declared an interest in item 6.1 as a resident of Green End.

1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)

None.

Comments & observations from members of the public and County and District Councillor reports

A resident spoke to his correspondence on the Greenways project and sought the Parish Council's support in principle to improving the cycling infrastructure, if not specific routes.

Another resident referred to the Green End turning and footpath at the junction of Green End and Branch Road, which was an unique and beautiful path and a peaceful walk, and not wide enough for a cycle path. This was shown on the proposal as Route C. The resident did not agree with the statement regarding the width as only 1.5 cycleways need to be 3 metres wide according to the Department for Transport. The proposed removal of the hedgerow was opposed. The proposal had not considered the field culverts, drainage, visibility, and land ownership and the rural nature of the countryside would be lost.

A third resident expressed concern at cyclists exiting on to a blind bend and cyclists down Green End and to the crossroads. The view was expressed that it was a waste of time and effort.

A resident indicated that they did not support that route as cyclists and pedestrians should be kept separate, and gave verbal examples of problems between Comberton and Cambridge for cyclists.

A resident expressed concern at the parking from the Surgery and the condition of the verges. Potholes had not been repaired as cars had been parked when the repairs were undertaken. The surgery was oversubscribed and was unneighbourly as residents' drains were blocked and trade bins were left out.

A resident outlined the problems arising from the Surgery and patient parking.

A resident asked for the outcome of the breast clinic correspondence as it had not been noted in the minutes. The Chairman asked the resident to write to the Clerk.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 7.4, followed by item 3.1.

2. To approve the minutes of the last meeting

RESOLVED that the minutes of the meeting on 10 January 2018 be approved and signed by the Chairman, after an amendment under item 4.4 to replace “unanimous” with “carried with one abstention.” (Prop CW, 2nd JM, unanimous)

7.4 Resident – request that the Parish Council supports the Comberton Greenways Project at least in principle to improving he cycling infrastructure, if not for specific routes

RESOLVED, having considered the proposed routes shown on the consultation and the views of residents who attended the meeting to oppose all of the three routes shown, with the following comments:

The creation of any new cycle routes should be alongside highways and not through remote countryside on the grounds of health and safety.

The route which goes through the Starve Goose Plantation is important both as a historic path and plantation and should not be harmed.

The Parish Council is very opposed to hedgerows being removed on this route as this would be detrimental to the countryside nature of this footpath.

The end of this footpath exits on to the corner of Green End and Branch Road which is a dangerous blind corner and would be very unsafe for cyclists.

The number of cars parking along Green End when using the Doctors Surgery restrict the width of the road and would cause a hazard for cyclists.

Any new cycle route has to be wide enough for both cyclists and pedestrians to use safely. The widths shown in your consultation document do not meet the Department of Transport requirements.

If the aim is to encourage children from Hardwick to cycle to CVC there should be a cycle route along Hardwick Road to join up with the existing cycle route between Toft and Comberton.

Any available funds should be used to improve the standard of the cycle route between Comberton and Barton.

In the past Comberton Parish Council has lobbied for a cycle route between Barton and Coton which is shown on the plan as stopping just before MOD land. The MOD opposed this at the time. Comberton Parish Council would like to see this pursued.

(Prop SM, 2nd CW, carried with one abstention)

3. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk’s report

The Clerk’s report, which included background to items on the agenda and matters arising, was noted.

3.1 (6.1) Doctors’ surgery parking in Green End – to consider a report and recommendation from the TWG

Cllrs Feldman and Taylor reported that they had spoken with the surgery manager. Patient numbers had not increased by that much but patients were attending the surgery more often. There were 20 staff, some of whom parked in Cllr Scott’s farmyard. Cllr Scott declared an interest. There was currently space for 9 cars and he offered to free up more space for more parking. The Parish Council had in the past offered the use of the Recreation Ground car park. Options such as removing the verge for parking and making Green End one-way and alternative parking at the Baptist Church and in the pavilion car park had been considered.

The Chairman asked the residents to write to the Parish Council with any suggested solutions.

On a proposition by the Chairman, the meeting was briefly suspended at 8.14 pm while a resident commented.

The meeting resumed at 8.17 pm.

RESOLVED that Cllrs Feldman and Taylor should liaise with the Surgery and investigate making the Pavilion or an alternative venue available at times of high demand to alleviate the parking problems in Green End. (Prop HG, 2nd SM, unanimous)

Cllr Scott, as District Councillor, reported on:

- an issue with the parish boundary between Over and Willingham.
- Planning and applications in Thriplow and Great Eversden and a challenge by Richard Buxton
- Flooding associated with the moat in Green End
- Fly-tipping
- The Greater Cambridge Partnership

The report of the County Councillor which had been circulated between meetings was taken as read.

3.2 (4.7) Old Village Hall Lease from 2019 – to appoint a solicitor

RESOLVED to send the requested papers to Taylor Vintners and seek a fixed price quote from them so that their quotation can be considered with any others received at the next meeting.

4. Planning application received

4.1 S/4552/17/RM – Bennell Farm, West Street, Toft – Application for reserved matters details of appearance, layout, landscaping and scale for 90 dwellings with associated roads, footpaths, landscaping and open space following outline planning permission S/1812/17/OL

RESOLVED to respond as follows:

“Comberton Parish Council strongly objects to the reserved matters application on the following grounds:-

The height, design and location of the proposed 2.5 storey affordable homes. They will be detrimental to the street scene if built at the front of the development. By virtue of the proposed height and style they are not in keeping with the rest of the properties down West Street and are detrimental to the green belt.

The 2.5 storey homes will overlook adjacent properties.

Comberton Parish Council objects to the size and mass of the application.

The two ransom strips and the plantation on the East and also the tree belt shown along the site on the West on the application are not on the applicant’s land and falsely gives the impression of the site being greener than it actually is.

The entrance/exit to the site is flawed given the amount of traffic on West Street and does not include any mitigating action to protect vulnerable road users.

The pumping station should be located near the access road rather than in its current proposed position to enable easy access for visiting tankers.

The red brick materials are not in keeping.

Considering the number of bedrooms in the affordable houses against the market housing, the percentage included drops from 40% to 28% and so more affordable houses should be included.

A condition should be included to ensure that it clear who is responsible for any boundaries and/or fencing.

Proper procedure has not been followed by the District Council in notifying adjacent residents of the application.

Comberton Parish Council requests that the application is referred to the District Council Planning Committee. (Prop NT, 2nd JF, carried with 1 abstention)

5. Finance, procedure & risk assessment

5.1 To receive the financial report and to approve the payment of bills

RESOLVED to receive the financial report and that this be checked against the invoices and statements before the cheques are signed at the end of the meeting.

RESOLVED that the payments as listed in the financial report should be paid, plus CCC (Grit bin fill) £114.00, Alarm Maintenance (Intruder alarm service) £94.80 and Alarm Maintenance (Fire alarm service) £254.40. (Prop AH, 2nd CW, unanimous)

Ridgeons (Building supplies)	£676.72
Cambridge Water (Pavilion water)	£40.32
Peter Oakes (Tree removal – Hillfield Road)	£200.00
Parish Online (Mapping)	£106.80
Town and Country Tree Surgery (Tree works)	£2664.00
R Mister (Expenses – keys)	£12.00
Salary	£131.15
Salary	£346.73
LCPAS (Affiliation fee)	£75.00
NEST (Pension) (DD)	£168.70
EON (Pavilion electricity) (DD)	£191.00

Credits, including investment interest and a VAT reclaim, were noted.

RESOLVED that the payment in favour of Peter Oakes should be on hold pending removal of the stump which they had not done at the time given the weather conditions and potential damage to the surrounding land.

Cllr Taylor is to speak to Buchans about the outstanding removal of brambles at the end of Barton Road and Harbour Avenue.

The outstanding bollards in Hillfield Road are to be chased.

5.2 Clerk's report on any use of delegated powers and action taken due to risk

The Clerk had used her delegated powers to contract Universal Fencing to do the supply some posts in Hillfield Road at a cost of £390.00.

5.3 Recreation Ground Co-ordinator and Handyman's items

5.3.1 Report on any use of delegated powers and action taken due to risk

The report was taken as read.

RESOLVED having considered the Handyman's current budget and spending report to delegate a further £1000.00 to Rick Mister.

6. To receive reports and recommendations from committees, working groups and members

6.1 Recreation Ground Working Group

6.1.1 Review of pitch hire fees

RESOLVED to increase the fees by 50%. (Prop SM, 2nd TS, carried with 1 abstention)

The revised fees will be:

Comberton United Football Club - £30.00 including VAT.

Comberton Crusaders £18.00 including VAT

Cricket Club £30.00

Village Groups £45.00

Non-village affiliated groups £55.00.

RESOLVED that the RFO should inform the Clubs of the increased fees.

6.1.2 Employee review (Confidential)

At 9.17 pm, on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, an employee review, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk was invited to remain.

The meeting re-opened at 9.20 pm.

RESOLVED that the Recreation Ground Co-ordinator's contact details are to be put in the next Comberton Contact.

6.2 Proposal for four additional grit bins – to agree the location

RESOLVED that new grit bins should be installed:

- In South Street, on the south side of the bend by The Causeway.
- In St Thomas Close near the open space near Number 11.
- In Nursery Way

RESOLVED that Cllr Taylor should mark up a map with the locations for the Clerk.
(Prop NT, 2nd CW, unanimous)

7. **To consider matters arising out of correspondence/communications received**

7.1 Resident – South Street footpath

RESOLVED to place an article in Contact asking all residents to check any hedges or vegetation adjacent to the pavement or highway and ensure that they are not causing any obstruction to pedestrians or vehicles.

RESOLVED to encourage the resident to contact CCC himself.

7.2 St Mary's Church – request for support for building project

RESOLVED that the Chairman is to write in support. (Prop AH, 2nd LT, carried with 9 in favour and 2 abstentions)

7.3 SCDC – Consultation on District Councillor engagement with Parish Councils

RESOLVED to respond that the District Councillor should attend Parish Council meetings to report on Comberton matters.

7.4 Resident – request that the Parish Council supports the Comberton Greenways Project at least in principle to improving the cycling infrastructure, if not for specific routes

Taken earlier.

8. **Closure of meeting**

There was no further business and the meeting was declared closed at 9.36 pm.

Signed Chairmandate

COMBERTON PC FINANCIAL REPORT

Mar-18

Summary of Month

Balance brought forward £
209,639.32

Adjusts/transfs/inc during period

BT DIRECT DEBIT ADJUSTMENT 32.00

Additional payments approved at last/previous meeting

BT PAVILION PHONE -23.28

CCC GRIT BIN -114.00

ALARM MAINTENANCE INTRUDER ALARM SERVICE -94.80

ALARM MAINTENANCE FIRE ALARM SERVICE -254.40

SCDC TRADE WASTE -20.20

SCDC TRADE WASTE -20.20

BT PAVILION PHONE -23.28

SCDC TRADE WASTE -20.20

Misc Credits

COMBERTON PLAY PARKS PLAY PARK FUNDS 24.23

COMBERTON CRUSADERS PITCH HIRE 67.2

COMBERTON CRUSADERS PITCH HIRE 67.2

HMRC VAT 16.87

Total Adjustments -362.86

Balance revised after adjustments **209,276.46**

Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,991.81	84,991.81	
Santander	124,284.65	124,735.80	-451.15
Total	209,276.46	209,727.61	-451.15

Expenditure for approval

S GOAT PAVILION DECORATING 840.00

TOWN AND COUNTRY TREE SU PRIORITY B TREE WORKS 4320.00

HMRC PAYE 264.00

SALARY 346.73

SALARY 131.15

REDLOCKS SHUTTER LOCK REPLAMENT 148.32

BUCHANS GROUND REPAIR 54.00

BUCHANS BIN REMOVAL 115.80

RIDGEONS BUILDING SUPPLIES 74.48

LGS SERVICES ADMIN SUPPORT 1334.73

LGS SERVICES ADMIN SUPPORT 1229.99

NEST PENSION 168.70 **DD**

Total Expenditure 9,027.90

Balance C/F 200,248.56

Gail Stoehr

Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting



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

3.3.1	<p>(g) Persons elected or re-elected annually by the Cambridgeshire Search and Rescue General Council</p> <p>(h) All Administrators who support the direct work of Cambridgeshire Search and Rescue, registered with the Membership Secretary.</p> <p>Any person is able to attend a meeting of the General Council, however only those listed in items (a)-(h) are given one vote.</p>
3.4	<p>Membership of the Cambridgeshire Search and Rescue ceases upon:</p> <p>(a) the resignation of the member;</p> <p>(b) the dissolution of the Council;</p> <p>(c) the termination of membership from failure to pass a disclosure and barring service check.</p> <p>(d) failure to pay membership subscription by April 1st of each calendar year.</p> <p>(e) the termination of membership if agreed by a simple majority of votes cast by the SMT</p>
3.5	<p>The Cambridgeshire Search and Rescue General Council must hold an Annual General Meeting within six months of the financial year end to:</p> <p>(a) receive and consider the Annual Report of the Executive Committee, including the annual statement of accounts;</p> <p>(b) elect a Chairperson</p> <p>(c) elect a Secretary unless the Secretary is employed by the Executive Committee;</p> <p>(d) elect a Treasurer;</p> <p>(e) elect four Executive Committee Members</p> <p>(f) appoint an auditor, independent financial examiner or scrutineer as required</p>
3.5.1	<p>Two of the four elected members as mentioned in 3.5 (e) are in the first instance to be non-user members of Cambridgeshire Search and Rescue.</p>
3.5.2	<p>Two of the four elected members as mentioned in 3.5 (e) are to be user members of Cambridgeshire Search and Rescue. One of these shall be from the Search Management Team and the other an ordinary operational team member who is either a Team Leader or Search Technician.</p>
3.5.3	<p>If non-user members cannot be found to be elected, then users of the Cambridgeshire Search and Rescue may be elected following the rule 6.2.2 (k)</p>
3.6	<p>At meetings of the Annual General Meeting the outgoing Chairperson shall act as Chairperson of the meeting. If the Chairperson is absent from the meeting then the outgoing Vice-Chairperson shall act as Chairperson. If the Vice-Chairperson is absent from any meeting then the members present shall appoint a Chairperson of the meeting from one of the elected outgoing committee members before any other business is transacted.</p>
3.6.1	<p>The chairperson shall hand over the chairship of the meeting to the Secretary for the process of electing the new chairman in accordance with the rules set out in Cambridgeshire Search and Rescues Regulations.</p>
3.7	<p>Nominations for election to the Executive Committee must be made by Members of the Charity in writing. Candidates must be Proposed and Seconded by current</p>

	<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>

	<p>within the twenty eight day period, the minutes of all meetings of:</p> <ol style="list-style-type: none"> 1. the Executive Committee; 2. any sub-Committee established; <p>to all members, however appointed, of the Executive Committee or its sub-committee.</p> <p>(c) Minutes of all meetings of the Executive Committee only shall be circulated electronically to all members of the Executive Committee no later than twenty eight days from the date of the meeting.</p> <p>(d) The Chairperson shall decide prior to circulation of the minutes in (c) above, if any matters recorded in the minutes shall be redacted prior to publication.</p> <p>(e) In special circumstances, the Chairperson may withdraw minutes from electronic circulation and be presented to the next executive meeting for signature as a true and correct record of the meeting.</p>
4.5	Written notes of the Annual General Meeting of the Cambridgeshire Search and Rescue General Council shall be presented to the Executive Committee within ninety days of the date of that meeting.
4.6	Prior to the commencement of business of the General Council, the Chairperson shall nominate two Tellers from the Membership to oversee any votes. The Tellers must be approved (by simple majority) by a vote of Members present (proxy votes not included). If they are not approved the Chairperson must nominate alternatives until two Members are approved.
4.7	Written proxy votes shall be accepted from absent Members provided they are signed and dated by the absent Member. The document must either state that their vote is to be held by the Chairperson, or include the name of a Member who is to vote in their place. All such votes must be registered with the nominated Tellers prior to the commencement of business. Failure to comply will, in all cases, invalidate the proxy vote and the proxy vote will be rejected.
5.	Search Management Team (SMT) Chairperson
5.1	Cambridgeshire Search and Rescue shall be led operationally by the SMT Chairperson appointed by the members of the Search Management Team.
5.1.1	The SMT Chairperson shall not be an elected member of the Executive Committee and is appointed by a simple majority of votes are listed in rule 10.1
5.1.2	The role of the SMT Chairperson will be set out in their role and responsibilities agreement which form part of Cambridgeshire Search and Rescue's Regulations.
5.2	<p>The SMT Chairperson shall be assisted and supported by:</p> <ol style="list-style-type: none"> (a) the Search Management Team, Search Managers, Search Operations Managers and Search Planners who may hold portfolio for various team matters, as listed in Cambridgeshire Search and Rescues Regulations and Role Descriptions; (b) the Cambridgeshire Search and Rescue General Council; (c) the Executive Committee;
6.	The Executive Committee

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.</p> <p>The SMT Chairperson will be appointed annually by the Search Management Team at the first meeting after the AGM.</p> <p>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

	<p>attendance at the Annual General Meeting shall be able to vote. (No proxy votes shall be counted)</p> <p>(g) The Chairperson or in their absence, the Vice-Chairperson or other person nominated by the Annual General Meeting shall be responsible for organising and conducting the vote ballot.</p> <p>(h) If the ballot is tied, election for the tied appointment or appointments will be by absolute majority. The candidate with at least a 50%-plus-one of the votes cast will be elected. If no candidate achieves at least a 50%-plus-one share of the votes cast, the candidate with the smallest number of votes shall be eliminated and the votes cast again between the remaining candidates. This process shall be repeated until one candidate has achieved at least a 50%-plus-one share of the votes cast.</p> <p>(i) Order of preference for election will be given to those who are not “operational” members of Cambridgeshire Search and Rescue, ie those who either take part in training or live searches. If two non-“operational” members are nominated they will displace any nominations received by “operational” members.</p> <p>(j) If operational members are to be elected to the Executive Committee, their nomination shall be prioritised in this order:</p> <ol style="list-style-type: none"> 1. Search/Leading/Senior Technicians 2. Team Leaders 3. Search Planner/Search Operations Manager (not on the SMT) 4. Search Manager (not on the SMT) <p>(k) Any person sitting on the Executive Committee may not be a member of the Search Management Team, excluding the SMT Chairperson and the Deputy Secretary, whom has no voting rights at meetings of the Search Management Team.</p>
6.2.3	<p>Co-Opted members:</p> <p>(a) Shall be no more than the number of Elected Members.</p> <p>Co-Opted members shall be re-appointed annually at the first meeting of the Executive Committee that follows the Annual General Meeting. Co-Opted members will not have a vote in any matters of the Executive Committee or sub-committees. Co-Opted members will only serve whilst their skillset is required after which they will be thanked and not invited to any further meetings of the Executive Committee.</p>
6.3	<p>At the first Executive Committee meeting after the Annual General Meeting, a Vice Chairperson will be elected from the body of the Executive Committee by a simple majority decision, although this may not be the SMT Chairperson.</p>
6.4	<p>The Chairman of the Association of Lowland Search and Rescue should be invited to attend the Cambridgeshire Search and Rescue Annual General Meeting with at least twenty eight days prior notice.</p>
6.5	<p>The Executive Committee may establish any sub-Committees that it deems necessary. All appointments to a Sub-Committee shall be agreed by the Executive</p>

	<p>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.</p>
6.6	<p>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.</p>
6.7	<p>Any fund raising committee must include at least two members of the Executive Committee.</p>
6.8	<p>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.</p>
6.9	<p>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.</p>
6.10	<p>The Executive Committee shall meet at least six times a year. The meetings should be held within Cambridgeshire County.</p>
6.11	<p>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</p>
6.12	<p>A member of the Executive Committee shall cease to hold office if:</p> <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	<p>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</p>

	member voting in their place.
6.14	The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule shall be made that is inconsistent with this constitution or the regulations of Cambridgeshire Search and Rescue.
6.15	A special meeting of the Executive Committee may be called at any time by the Chairperson or by any two members of the Executive Committee upon not less than fourteen days' notice being given to other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than twenty eight days' notice must be given.
6.16	<p>Limitations on holding more than one appointment:</p> <ul style="list-style-type: none"> (a) No Officer of the Executive Committee may hold more than one appointment; (b) If a Chairperson is not elected at the Annual General Meeting, at the first meeting of the Executive Committee, the Executive Committee will follow rule 6.3 and the Vice-Chairperson will stand as Chairperson (Acting) at any future meetings of the Executive Committee; (c) If no Chairperson is elected, it is to be the priority of the Executive Committee to advertise and seek someone to fill the role and hold a Special General Meeting to elect him/her at the earliest opportunity. (d) No member of the Search Management Team may be elected to the Executive Committee as either Ex-Officio or Elected Members, however they may be Co-Opted if their skills are specifically required in the business of the Executive Committee.
7.	The Executive Committee's Responsibilities and Conduct of Business
7.1	Whilst the Executive Committee shall be able to meet, it shall not have the authority to take decisions if the total voting membership present is not equal to or greater than 50% plus one.
7.2	The raising of funds and the administration of Cambridgeshire Search and Rescue's finance and property.
7.3	Approving the opening of bank accounts, bank account signatories and the insurance of persons, property and equipment.
7.4	The appointment of any employees and the approval of their terms and conditions of employment and rates of pay.
7.5	Appointing a Deputy Secretary, who shall act as Membership Secretary to the Search Management Team, to receive and hold all documents relating to individual members of Cambridgeshire Search and Rescue. The Deputy Secretary may have input into the meeting but will not be able to vote. The Deputy Secretary may act as Secretary to the Executive Committee if the Secretary resigns although will still have no voting rights as they were not elected to office. Additionally, the Deputy Secretary is not an ex-officio, elected or co-opted member of the executive committee.

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

	appeal is lodged with the Chairperson whose actions will be defined by the regulations of Cambridgeshire Search and Rescue.
8.4	In the case of disciplinary action or grievance procedures the current Disciplinary and Grievance Procedures must be followed.
8.5	All Members of Cambridgeshire Search and Rescue will be subject to a Disclosure and Barring Service check. All disclosures shall be kept by the Membership Secretary. Any member who fails to pass a DBS check will be subject to scrutiny by the Executive Committee and any decision shall be final. No appeal will be available to those who have failed a DBS check.
9.	Finance and Property
9.1	Proper books of account shall be kept in accordance with the Charities Act.
9.2	All income received on behalf of Cambridgeshire Search and Rescue shall be banked intact and funds shall not be used by any Executive Committee member for personal expenditure of any kind.
9.3	The Executive Committee must ensure that proper financial planning and budgetary control is operated. All expenditure not specifically delegated to the Search Management Team Meeting must be approved by the Executive Committee to ensure that Cambridgeshire Search and Rescue can meet any liability incurred.
9.4	The Treasurer on behalf of the Executive Committee shall operate at least one bank account. Any accounts shall be in the name of Cambridgeshire Search and Rescue. The Executive Committee shall nominate a minimum of three signatories to operate any accounts opened.
9.5	When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of Cambridgeshire Search and Rescue and not in a personal capacity.
9.6	If entering into any financial or contractual obligation or commitment with a Cambridgeshire Search and Rescue "Operational" (as defined in rule 6.2.2) or Executive Committee Member, it must be agreed that any loan to Cambridgeshire Search and Rescue is paid back with 0% interest and any donations that gift aid can be claimed for will not be repaid as this is against both charity and tax law.
9.7	A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with the requirements of the Charities Acts. The statement must include particulars of any land occupied and all other assets which form part of a permanent endowment, together with details of any receipts or payments forming part of such an endowment. The particulars of any trustee who has an interest in any such assets shall also be shown.
9.8	The annual statement of accounts must account for all monies received or paid on behalf of Cambridgeshire Search and Rescue.

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: <ul style="list-style-type: none"> (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;

	<p>(d) undertake equipment checks and their purchase by the quartermaster;</p> <p>(e) review all sub-sections which the Operational Managers are responsible for;</p> <p>(f) keep the Executive Committee advised of the financial requirements of the training programme and other needs of Cambridgeshire Search and Rescue;</p> <p>(g) review individual members conduct and training behaviour at regular intervals;</p> <p>(h) to follow the regulations and policy regarding suspension and dismissal of the “operational” members of Cambridgeshire Search and Rescue.</p> <p>(i) any additions to rule 10.2 are included at the SMT Chairpersons discretion.</p>
10.3	In the first instance, all issues or concerns, including disciplinary matters, should be referred to the Search Management Team who will try to resolve the issue at the lowest level. If this cannot be done or an appeal is lodged, it will only then be brought to the attention of the Executive Committee by the SMT Chairperson.
10.3.1	If the issue is regarding the SMT Chairperson, the matter must be brought to the attention of the Executive Committee Vice Chairperson, who shall nominate two members from the SMT, other than the SMT Chairperson, who will together try to resolve the issue at the lowest level. If this cannot be achieved it is then brought to the attention of the Executive Committee by the Vice Chairperson, with the SMT Chairperson out of the room and the normal procedures as outlined in Cambridgeshire Search and Rescue’s Regulations will be followed.
11.	Alterations to the Constitution
11.1	<p>(a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than half of the members voting at a general meeting. The Secretary shall give members at least twenty one day’s notice of any such resolution, setting out the terms of the alteration proposed.</p> <p>(b) No amendments may be made to clause 1, clause 2, clause 7.13, clause 12 or this clause, clause 11, without the prior consent in writing of the Commissioners.</p> <p>(c) No amendment may be made that would have the effect of making Cambridgeshire Search and Rescue cease to be a charity by law.</p> <p>4) The Executive Committee should promptly send to the Commission a copy of any amendments made under this clause.</p>
12.	Dissolution
12.1	If the Executive Committee decides that it is necessary or advisable to dissolve Cambridgeshire Search and Rescue, it shall call a Special General Meeting of all members of Cambridgeshire Search and Rescue, of which not less than twenty eight days’ notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by two thirds majority of those present and voting the Executive Committee shall have power to release any assets held by or on behalf of Cambridgeshire Search and Rescue. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of Cambridgeshire Search and Rescue as the members of Cambridgeshire Search and Rescue may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of Cambridgeshire Search and Rescue must be sent to the Charity Commission.

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**Cambridgeshire Search & Rescue
Statement of Financial Activities
Year Ending 30th June 2017**

Bank Statement Balance	£18,791.17
Less cheques not presented	£0.00
Plus Cheques/Cash Held	£0.00
Less Creditors	£0.00
Total	£18,791.17

Income

DONATION INDIVIDUAL	£1,231.81
DONATION ORGANISATIONS	£18,581.54
FSG EVENTS	£5,284.59
CAMPAIGNS	£274.00
POLICE FUEL PAYMENTS	£767.70
MEMBERSHIP	£0.00
UNIFORM & KIT	£369.00
MISC	£3,168.65
GRANT INCOME	£563.93
TOTAL	£30,241.22

Expenses

KIT AND UNIFORMS	£8,486.97
TRAINING	£1,560.67
WELFARE	£537.84
VEHICLES	£11,130.47
FUEL	£1,089.60
OPERATIONAL	£1,067.19
ADMIN	£0.00
MISC	£831.00
FSG EXPENSES	£1,328.78
CAMPAIGN EXPENSES	£154.12
DEPOSITS REPAID	£450.00
GENERAL	£698.26
Total	£27,334.90
Income Less Expenses	£2,906.32
Bal c/f from 14/15	£15,884.85
TOTAL IN BANK	£18,791.17

Parish/Town Council applications 2017/18

To the best of my knowledge:

All applications were for £300

Successful applications:

Name of organisation applied to	Date of Application	Amount Received
Hemingford Abbots	24/7/17	£100
Wisbech	April 2017	£300
Sawston	26/6/17	£300
St Neots	April 17	£300
March	5/6/17	£200
Linton	May 17	£300
Cheveley	May 17	£50
Yaxley	13/9/17	£250
Houghton and Wyton	24/07/17	£200
Elm	23/10/17	£150
Waterbeach	26/01/2018	£300
Houghton and Wyton Memorial Fund	January 2018	£100

Unsuccessful applications:

Name of organisation applied to	Date of Application
Sawtry	12/4/17
Orton Waterville/Boxley	16/5/17
Chatteris	7/8/17
Melbourn	3/10/17
Gamlingay	21/08/17
Haddenham and Aldreth	05/09/17

Awaiting decision:

Name of organisation applied to	Date of Application
Cambourne	10/7/17
City Of Ely	July 2017
Godmanchester	5/6/17

Hail Weston	13/9/17
Little Downham	24/7/17

Anne Ninham
Administrative support

[CamSAR](#)