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# Tonbridge & Tunbridge Wells

Community First Responders

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## Trustees' Annual Report

April 2021 – March 2022

## 1. Contents

1.	Charity Information	3
2.	Reporting Period	3
3.	Object	3
	Public Benefit Reporting	3
	Community First Responders	3
	CPR and AED Training and Awareness	4
	Improving accessibility to Public Access Defibrillators	4
4.	Financial Review	4
	Income	4
	Expenditure	4
	Reserves	4



## 1. Charity Information

The charity is registered in England with the name **Tonbridge & Tunbridge Wells Community First Responders**, also known as **TTWCFR** as a Charitable Incorporated Organisation (CIO) with the registration number **1194244**. The registered address of the CIO is **Mayo House, 66 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BG**.

The CIO is governed by our first edition **Constitution dated April 2021**, and there has been no changes to the Trustees or structure, governance and management during the reporting period.

The current trustees are Fergus Chalmers, Linda Rout, Thomas Bristow and Christopher Bellis. In addition to the trustees, the CIO had 6 other members at the end of the reporting period.

## 2. Reporting Period

This Report covers the period 27<sup>th</sup> April 2021 up to and including 31<sup>st</sup> March 2022

## 3. Object

The objects of the CIO are

**The relief of sickness and the preservation of good health among people residing permanently or temporarily in Tonbridge, Tunbridge Wells, and the surrounding communities:**

- 1. by the provision of trained Community First Responders (CFRs) to attend medical emergencies as directed by the South East Coast Ambulance service (SECAmb);**
- 2. to advance the education and awareness of the general public in relation to cardiopulmonary resuscitation (CPR) by bystanders and the use of publicly accessible Automated External Defibrillators (AEDs);**
- 3. to improve accessibility to Public Access Defibrillators (PADs) by members of the community.**

### Public Benefit Reporting

During the reporting period, the charity has furthered each element of its charitable objective as outlined above. The charity trustees have had regard to the Charity Commission's guidance on public benefit.

### Community First Responders

During the reporting period, our volunteer Community First Responders provided **928 hours** on call and available to respond to medical emergencies in the community. During this time, our volunteers were directed by South East Coast Ambulance to **394 calls** and attended **313 patients** providing immediate medical care. **97 calls** were categorised as immediately life threatening, with a further **282 calls** requiring an immediate ambulance response.



## CPR and AED Training and Awareness

During the reporting period our volunteers staged **9 public awareness events**, delivering CPR training to **449 members of the public**.

## Improving accessibility to Public Access Defibrillators

During the reporting period, our volunteers directly maintained our network of 8 Public Access Defibrillators through regular checks and replacement of consumables where required. We have also assisted others in maintaining their own devices, and have actively promoted registration of devices to make them publicly available.

Our volunteers have worked on identifying areas of need, and during the reporting period have delivered **4 additional Public Access Defibrillator sites** through direct fundraising.

Over the last 6 months, our volunteers have been working with South East Coast Ambulance service and British Heart Foundation on the new National Defibrillator Network, The Circuit. We have been actively promoting registration with The Circuit, and our volunteers carry out regular checks of registered sites to ensure records are kept up to date at all times.

## 4. Financial Review

At the end of the reporting period, the CIO held £9,301 in distributable reserves and retained profit. This includes £3,346 of reserves carried over on incorporation of the CIO.

At the end of the reporting period, the CIO held £5,128 in capital assets and £4,173 in current assets.

### Income

The CIO received £3,412 through sales, £3,417 through direct donations and fundraising and £6,612 through grant income.

### Expenditure

The CIO spent £2,924 on cost of sales including provision of new directly funded defibrillator sites, £2,588 on administrative and running costs including £1,749 on CFR kit and equipment, and lost £1,973 through depreciation of assets.

### Reserves

It is agreed that the CIO should hold a minimum of £2,500 in cash reserves at any time to ensure its operating costs can be covered in the event of a downturn in fundraising.



# Appendix A

## Financial Reports

# Profit & Loss

## Tonbridge & Tunbridge Wells CFR

Accounting Year 2021/22

	Debit	Credit
<b>Turnover</b>		<b>6,829</b>
Sales		3,412
Donations		3,417
<b>add Other Income</b>		<b>6,612</b>
Grant Income		6,612
<b>less Cost of Sales</b>	<b>2,924</b>	
Cost of Sales	2,708	
Subcontractor Costs	216	
<b>less Administration Expenses</b>	<b>2,588</b>	
CFR Equipment	1,749	
Web Hosting	149	
Office Equipment	98	
Stationery	70	
Miscellaneous	53	
Advertising and Promotion	221	
Postage	18	
Subscriptions	0	
Bank/Finance Charges	4	
Insurance	226	
<b>less Depreciation</b>	<b>1,973</b>	
Depreciation Charge	1,973	
<b>Operating Profit</b>		<b>£5,955</b>
<b>less Drawings</b>		<b>-£3,346</b>
<b>less Profit &amp; Loss journal entries</b>		<b>£0</b>
<b>Retained Profit this period:</b>		<b>£9,301</b>
<b>Retained Profit brought forward:</b>		<b>£0</b>

**Distributable Reserves / Retained Profit carried forward:**

**£9,301**

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# Balance Sheet

## Tonbridge & Tunbridge Wells CFR

As at 31 March 2022

	£	£
<b>Capital Assets</b>		
Computer Equipment Purchase	400	
Other Capital Asset Purchase	6,701	
Computer Equipment Depreciation In Year	-133	
Other Capital Asset Depreciation	-1,840	
Net Book Value	£5,128	
<b>Current Assets</b>	<b>4,176</b>	
Trade Debtors	230	
Bank Account: TTW CFR Old	169	
Bank Account: Business Current Account	3,613	
Bank Account: Petty Cash	109	
Bank Account: PayPal	55	
<b>less Current Liabilities</b>		<b>3</b>
Suspense Account		3
<b>Net Current Assets</b>	<b>£4,173</b>	
<b>Total Assets</b>	<b>£9,301</b>	
<b>Owner's Equity:</b>		
Retained Profit		9,301
<b>Total Owner's Equity</b>		<b>£9,301</b>