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# Tonbridge & Tunbridge Wells

Community First Responders

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## Trustees' Annual Report

April 2022 – March 2023

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## 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 5 other members at the end of the reporting period.

## 2. Reporting Period

This Report covers the period 1<sup>st</sup> April 2022 up to and including 31<sup>st</sup> March 2023

## 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 **2,348 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 **1,242 calls** and attended **998 patients** providing immediate medical care. **226 calls** were categorised as immediately life threatening, with a further **710 calls** requiring an immediate ambulance response.



## CPR and AED Training and Awareness

During the reporting period our volunteers staged **6 public awareness events**, delivering CPR training to **82 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 **3 additional Public Access Defibrillator sites** through direct fundraising.

## 4. Financial Review

At the end of the reporting period, the CIO held £10,472 in distributable reserves and retained profit. This includes £9,301 of reserves carried over from the previous financial year.

At the end of the reporting period, the CIO held £3,615 in capital assets and £6,860 in current assets.

### Income

The CIO received £1,869 through sales, £5,182 through direct donations and fundraising and £1,200 through grant income.

### Expenditure

The CIO spent £3,036 on cost of sales including provision of new directly funded defibrillator sites, £1,955 on administrative and running costs including £1,185 on CFR kit and equipment, and lost £2,089 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

# Balance Sheet

## Tonbridge & Tunbridge Wells CFR

As at 31 March 2023

|  | £              | £              |
|--|----------------|----------------|
| <b>Capital Assets</b>                            |                |                |
| Computer Equipment Brought Forward               | 400            |                |
| Other Capital Asset Brought Forward              | 6,701          |                |
| Other Capital Asset Purchase                     | 576            |                |
| Computer Equipment Depreciation Brought Forward  | -133           |                |
| Other Capital Asset Depreciation Brought Forward | -1,840         |                |
| Computer Equipment Depreciation In Year          | -133           |                |
| Other Capital Asset Depreciation                 | -1,955         |                |
| Net Book Value                                   | £3,615         |                |
| <b>Current Assets</b>                            | <b>6,860</b>   |                |
| Bank Account: Business Current Account           | 5,917          |                |
| Bank Account: Petty Cash                         | 866            |                |
| Bank Account: PayPal                             | 77             |                |
| <b>less Current Liabilities</b>                  |                | <b>3</b>       |
| Suspense Account                                 |                | 3              |
| <b>Net Current Assets</b>                        | <b>£6,857</b>  |                |
| <b>Total Assets</b>                              | <b>£10,472</b> |                |
| <b>Owner's Equity:</b>                           |                |                |
| Retained Profit                                  |                | 10,472         |
| <b>Total Owner's Equity</b>                      |                | <b>£10,472</b> |

**Profit & Loss**  
Tonbridge & Tunbridge Wells CFR  
Accounting Year 2022/23

|                                     | <b>Debit</b> | <b>Credit</b> |
|-------------------------------------|--------------|---------------|
| <b>Turnover</b>                     |              | <b>7,051</b>  |
| Sales                               |              | 1,869         |
| Donations                           |              | 5,182         |
| <b>add Other Income</b>             |              | <b>1,200</b>  |
| Grant Income                        |              | 1,200         |
| <b>less Cost of Sales</b>           | <b>2,681</b> |               |
| Cost of Sales                       | 2,386        |               |
| Subcontractor Costs                 | 295          |               |
| <b>less Administration Expenses</b> | <b>2,310</b> |               |
| CFR Equipment                       | 1,163        |               |
| PAD Consumables                     | 44           |               |
| Web Hosting                         | 30           |               |
| Office Equipment                    | 179          |               |
| Internet & Telephone                | 35           |               |
| Stationery                          | 50           |               |
| Miscellaneous                       | 77           |               |
| Accommodation                       | 377          |               |
| Advertising and Promotion           | 49           |               |
| Bank/Finance Charges                | 3            |               |
| Insurance                           | 304          |               |
| <b>less Depreciation</b>            | <b>2,089</b> |               |
| Depreciation Charge                 | 2,089        |               |

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|  |                |
|--|----------------|
| <b>Operating Profit</b>  | <b>£1,171</b>  |
| <b><i>less</i> Drawings</b>                                      | <b>£0</b>      |
| <b><i>less</i> Profit &amp; Loss journal entries</b>             | <b>£0</b>      |
| <b>Retained Profit this period:</b>                              | <b>£1,171</b>  |
| <b>Retained Profit brought forward:</b>                          | <b>£9,301</b>  |
| <b>Distributable Reserves / Retained Profit carried forward:</b> | <b>£10,472</b> |

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