



Tonbridge & Tunbridge Wells

Community First Responders

Trustees' Annual Report

April 2023 – March 2024

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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, Robert Cray 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 1st April 2023 up to and including 31st March 2024

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 approximately **2,100 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 around **1,900 calls** and attended around **1,600 patients** providing immediate medical care.



CPR and AED Training and Awareness

During the reporting period our volunteers staged **9 public awareness events**, delivering CPR training to more than **200 members of the public**.

The team have also been engaging with local schools and community groups such as Scouts, Brownies and Girl Guides delivering additional sessions and training more than 300 school age children CPR with defibrillator awareness.

Improving accessibility to Public Access Defibrillators

During the reporting period, our volunteers directly maintained our network of 9 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 **1 additional Public Access Defibrillator site** through direct fundraising, supporting the delivery of several other privately funded sites.

4. Financial Review

At the end of the reporting period, the CIO held £10,147 in distributable reserves and retained profit. This includes £11,679 of reserves carried over from the previous financial year.

At the end of the reporting period, the CIO held £3,183 in capital assets and £6,967 in current assets.

Income

The CIO received £2,776 through sales, £1,688 through direct donations and fundraising and £500 through grant income.

Expenditure

The CIO spent £2,525 on cost of sales including provision of new directly funded defibrillator sites, £1,679 on administrative and running costs including £367 on CFR kit and equipment, and £183 on maintaining PAD sites. £2,070 was lost 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 2023/24

	Debit	Credit
Turnover		4,465
Sales		2,776
Donations		1,688
add Other Income		500
Grant Income		500
less Cost of Sales	2,525	
Cost of Sales	2,525	
Gross Profit		2,440
less Administration Expenses	1,679	
CFR Equipment	367	
PAD Consumables	183	
Office Equipment	95	
Internet & Telephone	25	
Stationery	4	
Miscellaneous	11	
Meals	281	
Advertising and Promotion	416	
Bank/Finance Charges	7	
Insurance	290	
less Staff Costs	224	
PAD Deployment	224	
less Depreciation	2,070	
Depreciation Charge	2,070	

Operating Profit	-£1,533
<i>less</i> Drawings	£0
<i>less</i> Profit & Loss journal entries	£0
Retained Profit this period:	-£1,533
Retained Profit brought forward:	£11,679
Distributable Reserves / Retained Profit carried forward:	£10,147

Balance Sheet

Tonbridge & Tunbridge Wells CFR

As at 31 March 2024

	£	£
Capital Assets		
Computer Equipment Brought Forward	400	
Other Capital Asset Brought Forward	7,277	
PAD Site Brought Forward	1,202	
Other Capital Asset Purchase	469	
Computer Equipment Depreciation Brought Forward	-267	
Other Capital Asset Depreciation Brought Forward	-3,795	
PAD Site Depreciation Brought Forward	-33	
Computer Equipment Depreciation In Year	-133	
Other Capital Asset Depreciation	-1,536	
PAD Site Depreciation In Year	-401	
Net Book Value	3,183	
Current Assets	6,967	
Bank Account: Business Current Account	6,378	
Bank Account: Petty Cash	179	
Bank Account: PayPal	410	
less Current Liabilities		3
Suspense Account		3
Net Current Assets	£6,964	
Total Assets	£10,147	
Owner's Equity		
Retained Profit		10,147
Total Owner's Equity		£10,147