



Trustees' Annual Report & Financial Statement For the year April 1 2020- March 31 2021

Contents

Trustees Annual Report Statement of Financial Activities Statement of Assets & Liabilities

Trustees Annual Report
Year April 1 2020 – March 31 2021

1 Reference and Administrative details

Ben East
Chairman

Ben East - Chairman and Community First Responder
Richard Jay - Vice Chairman and Community First Responder
Jon Harrison - Treasurer and Community First Responder
Alice Hawkins - Secretary and Community First Responder
Matthew McNally - PR and Events Coordinator
Russell Warwick - Training & HeartStart Coordinator and Community First Responder
Simon Moss - Uniform & Equipment and Community First Responder

Bank
HSBC
3 Poplar Road Solihull
West Midlands B91 3AF

Summary

West Midland Ambulance Service started a large recruitment in 2021, along with a new national qualification that will be rolled out by WMAS training department. This has resulted in 20 new CFRs for Fastaid

Structure, Management and Governance

Governing Document

FastAid was formed in January 2006 and became a registered charity during the same year, constituted as an association. Its Charity Number is 1117114. It adopted a new constitution in December 2016 and made two additions in June 2018.

Organisation Structure

In December 2016 members unanimously voted in a new constitution. Until then, there had been an elected committee of members and a separate body of trustees. Under the new constitution, both roles are combined with all seven committee members accepting the role of trustee to the charity.

Committee Members and Trustees

Committee members and trustees are voted in by the membership at the AGM following a rolling three year term for posts. Any vacancy which occurs during the year is advertised to the membership and where appropriate, a ballot is held. Such appointments are reconfirmed at the next AGM. All trustee appointments

are subject to DBS disclosure, satisfaction of trustee's declaration, banking checks and other requirements. Trustees are supplied with, and agree to, full details of their roles and responsibilities.

Due to COVID-19 the AGM has been postponed and awaiting a date, all current committee members have remained in place during this time.

Membership

Full membership of The Association is available to all persons aged 18 years or over who are interested in furthering the objective, after completing the application process and meeting the criteria of the association membership policies and who have an active status as Community First Responder (CFR), or are appointed as trustee.

Associate, non-voting membership of The Association, is available for persons wishing to be involved with the charity, but do not have the active status as CFR. Such persons are acknowledged as Friends of FastAid and may assist with fundraising, training and PR. It may also be a pathway to later qualification as a CFR.

Governance

When acting in the capacity of Community First Responders, the overarching document for FastAid and its membership is the Community First Responder Framework developed by West Midlands Ambulance NHS Foundation Trust (WMAS) in conjunction with all CFR groups via the Regional Forum.

In matters regarding the charity, the day to day management of the charity is conducted by the committee and trustees in line with the constitution dated December 2016 and later amendments. The committee must meet at least six times per year, minutes of the meetings produced and made available to members. An AGM is held after the accounts are drafted, usually in June.

Risk Management

The trustees acknowledge their responsibility on risk management including risks related to

Governance - Community risk - Financial risk - Likelihood of occurrence - General Data Protection -

Conflict of Interest - Safeguarding vulnerable adults and children

These processes also check all governance and activities carried out by FastAid and its members to ensure there is no undue exposure to identifiable risks.

These risk profiles are continually reviewed. As a result of the processes, the trustees are satisfied that residual risks are minimal.

2. Objects & Activities

Objects

The objective of the Association is to:

1. Provide the relief of injury, sickness and the preservation of good health to persons in Birmingham, Solihull and surrounding areas by providing trained and equipped volunteers to attend emergencies as directed by West Midlands Ambulance Service NHS Foundation Trust.

2. Provide training and education to further the object and engage with the local community in health promotion activities.

Activities

1. Respond to 999 calls as directed by West Midlands Ambulance Service NHS Foundation Trust
2. Training and supporting other responder groups, organisations and the general public
3. Increasing awareness of heart and general health problems and prevention
4. Providing 'HeartStart' courses to educate individuals within the community on lifesaving skills.
5. Supporting other charities & community events with first aid cover.

Independent Review of Internal Activities and Relationships

In July 2017, together with West Midlands Ambulance NHS Foundation Trust, the committee and trustees asked an independent person to review recent activities within FastAid from March 2017, following the resignation of the then chairman and secretary. The appointed reviewer was chair of a CFR group, a WMAS FT Governor and a JP. He looked at relationships within FastAid, the adherence or otherwise to policy and procedures and the use of social media. All members and past members were given an opportunity to contribute. In total, 17 members participated.

The report came out in January 2018. Whilst the trustees were satisfied there had been no risks to the charity identified, actions were required. The principle finding was that relationships within FastAid had broken down beyond repair and that FastAid should split into two groups, the makeup being 'self-evident'. The current committee and trustees began work on the implementation of the recommendation and in July 2018 three CFRs transferred out of FastAid to Henley in Arden Community First Responders. They were assisted with kit, uniform and a monetary sum. Later, in November 2018, a fourth member, then the FastAid treasurer and trustee, also transferred to Henley in Arden Community First Responders.

3. Achievement & Performance Responders

CFRs are asked to complete a minimum of 20 hours on call monthly to maintain their skill sets.

Following recruitment and training, people who volunteer include a doctor, three nurses, paramedics as well as volunteers from all backgrounds.

FastAid CFRs are a constant and excellent source of recruitment for WMAS and many then keep in touch and assist in training.

During this reporting year, due to the COVID-19 pandemic, CFR activities were temporarily suspended and then some CFRs decided not to respond due to underlying health issues with them or their loved ones. Nevertheless FastAid CFRs provided over 6,000 voluntary hours on call to WMAS and were dispatched to 1141 999 calls. CFRs are first on scene in 91% of calls. CFRs normally cover up to 10 minutes traveling time from their home or work place. Because they are 'local', they can be on scene quickly to start lifesaving treatment, begin clinical care and provide reassurance to patient and relatives before the ambulance arrives. In life threatening emergencies, the time saved can be critical. CFRs are always backed up by an ambulance as soon as one is available.

Training and Qualifications

WMAS had reviewed its qualifying examining and introduced a new national qualification through their own training and development department, FRoS. The

new course which will run over 3 consecutive weekends will mean CFR's will be deployed to only category 1 and 2 calls within their local community

FastAid CFRs meet monthly at Touchwood Shopping Centre for training sessions in addition to annual mandatory updates to re-qualify. There is a requirement to maintain a record of calls and a Continuous Personal Development file. In addition, a WMAS workbook must be completed along with Post Qualification Updates. During the year specialist training included paediatric emergencies, management of burns, road traffic collisions and 3 modules in patient examination.

Queens Award for Voluntary Service

The Queen's Award for Voluntary Service is the highest award given to local volunteer groups across the UK to recognise outstanding work in their communities. This is regarded as the MBE for voluntary organisations. In 2016 FastAid was the first West Midlands CFR group to receive the award and is entitled to use the logo on stationery, in publications, on banners, notice boards and its website. FastAid members are rightly proud of this official recognition of their life saving role.

West Midlands Ambulance Awards Excellence in the Community Awards
Once again FastAid CFRs featured prominently in recognition of exceptional service in The Excellence in the Community Awards presented by West Midlands Ambulance Chairman Sir Graham Meldrum and Chief Executive Anthony Marsh.

Event Cover

FastAid continues to support community events by providing first aid cover for which it receives donations. The members providing this service wear a distinctive red uniform. Unfortunately, due to the pandemic, event cover has been virtually nil during this reporting year.

HeartStart

FastAid continues to engage with the community on two hour training sessions incorporating cardiopulmonary resuscitation, dealing with severe bleeding, heart attacks and choking. These courses are free but often the public do make donations.

Public Access Defibrillators

Members keep a watchful eye on many defibrillators around the area and work with groups in training on the use of an automated external defibrillator (AED). As more defibrillators are placed within cabinets with public access, the demand for training is increasing and FastAid has made it an important part of its community engagement. A new National Data Base, The Circuit, has been established and WMAS has led the way in ensuring all defibrillators will be listed. FastAid has made an important contribution as guardians of local sites.

Scheme Cars

FastAid is committed to ensuring each CFR has access to a scheme car. . All 5 scheme cars are under 5 years old. .

FastAid is extremely grateful to Solihull Council Local Innovation Fund for the funding of a Jeep which we have purchased. We are also constantly being

updated with updated vehicle from a charity called Arrive Alive, we currently have two vehicle from them and looking at a third in the near future. With WMAS looking at CFRs they are trying to bring all areas into one level, this means removing all blue emergency lights from all vehicles and having scheme cars with the same livery.

Although some CFRs still use their own vehicle, scheme cars carry much more equipment:-

An ambulance radio, a defibrillator with ECG and visual heart tracing capacity, electronic suction, a portable patient monitor with blood pressure, oxygen saturation and three lead ECG with printer, safety helmets, neck collars, sterile water, triage cards, major trauma dressings. Because of the high visibility markings and safety lighting, only scheme cars are sent to road traffic collisions and are part of the major incident plan. WMAS has provided an electronic patient report tablet for a more efficient and paperless handover.

Cycle Response Unit

FastAid is one of a limited number of responder groups to have a cycle scheme which is used at events and town centres.

Supporters

FastAid is grateful for the support it receives from the Community Response WMAS, local businesses such as Touchwood Solihull, Jaguar Land Rover and community groups such as Solihull Lions, Knowle and Dorridge Lions, Shirley Lions, Balsall Common Lions, Marston Green Lions, Shirley Round Table, Knowle and Dorridge Round Table, Freemasons, Solihull Rotary, Soroptimist Internationals Birmingham City Council and to the support given by other organisations such as West Midlands Fire Service who provide facilities for our cycles and scheme cars. There are many individuals and church groups who make donations, large and small, which both encourage us and provide valuable finance for our responding.

4. FINANCIAL REVIEW

Income and Expenditure Account 2019-2020	£
Opening Balances at Bank	27,914
<u>Income</u>	
Fuel Reimbursed	824
Donations	30,388
Equipment Sold	210
Bank interest	5
Total income	31,427
<u>Expenditure</u>	
CFR Expenses	1,121
Vehicle Leasing	1,479
Equipment	2,082
Vehicles	13,705
Governance/miscellaneous	384
Storage	2,078
Uniform	1,171
Total Expenditure	22,020
Net expenditure	9,407
Closing balances at bank	37,321
Current account	27,288
Deposit account	10,033

Ringfence Account - £10033



Section A

Independent Examiner's Report

**Report to the
trustees/ members
of**

Charity Name
Fast Aid

**On accounts for the
year ended**

31 March 2021

**Charity
no (if
any)**

1117114

Set out on pages

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2021**.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- ☐ the accounting records were not kept in accordance with section 130 of the Charities Act; or
- ☐ the accounts did not accord with the accounting records; or
- ☐ the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

27 January 2022

Name:

John Eames-Petersen

**Relevant
professional
qualification(s) or
body (if any):**

--

Address:

38 Hazel Grove, Hatfield, Hertfordshire. AL10 9DN

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief
details of any items
that the examiner
wishes to disclose.**

--



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Fast Aid

No (if any)
1117114

Receipts and payments accounts

For the period from	Period start date 1-Apr-20	To	Period end date 31-Mar-21
------------------------	-------------------------------	----	------------------------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Donations	30,388	-	-	30,388
Other income	1,034	-	-	1,034
Interest received	5	-	-	5
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	31,427	-	-	31,427
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	31,427	-	-	31,427
A3 Payments				
Vehicle & Equipment costs	12,536	-	-	12,536
Governance	384	-	-	384
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	12,920	-	-	12,920
A4 Asset and investment purchases, (see table)				
Formerly leased vehicle	9,100	-	-	9,100
	-	-	-	-
Sub total	9,100	-	-	9,100
Total payments	22,020	-	-	22,020
Net of receipts/(payments)	9,407	-	-	9,407
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	27,914	-	-	27,914
Cash funds this year end	37,321	-	-	37,321

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Cash with bank	27,321	10,000
		-	-
		-	-
	Total cash funds	27,321	10,000
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name

CC16a

Last year

to the nearest £

13,591
3,824
20
-
-
-
-
-
17,435

-
-

17,435

22,351
284
-
-
-
-
-
-
-
22,635

-

22,635

-	5,200
-	
	33,114
	27,914



**Endowment
funds**
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval
