

Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day 01	Month 01	Year 22		Day 31	Month 12	Year 22

Section A Reference and administration details

Charity name	Severn Freewheelers Emergency Voluntary Service		
Other names charity is known by	SFW EVS		
Registered charity number (if any)	1120999		
Charity's principal address	PO Box 220		
	Cirencester		
	Postcode GL7 9BJ		

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Paul Fairbank	Chairman		
2 Edward Kendrick	Vice Chairman (Membership Secretary)		
3 Gordon Downie	Treasurer		
4 Alison Pierce	Secretary (Compliance Officer)		
5 Paul Sadler	Fleet Manager		
6 Joe Logan	Training Manager		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Natwest	32 Market Place, Cirencester, Gloucestershire, GL7 2NU

Name of chief executive or names of senior staff members (Optional information)

See above

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	A Constitution adopted during the first operational year (2007/2008)
How the charity is constituted (eg. trust, association, company)	A Charitable Trust of over 100 members
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed on an annual basis at the Annual General Meeting held in Q1 of each year (March).

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Membership

All members are volunteers who are trained in their respective duties to support the charity. Key roles include; Duty Motorcycle Riders and Dispatchers (or Coordinators), Duty Drivers and Fundraising/Events Team members.

Motorcycle Riders

All riders are to be in possession of a valid licence and must hold a current advanced rider qualification (e.g. RoSPA (Silver or Gold Grade), IAM, Police Advanced Rider or Class 1). Riders must undergo Handling of Human Breast Milk and Blood & Human Tissues Training (UN 3373 Category B Substances) and are required to pass a check ride on an SFW EVS emergency motorcycle which is witnessed and approved by one of the groups' qualified assessors.

Drivers

All drivers are in possession of a valid licence and must hold an advanced driver qualification (e.g. IAM). Drivers must undergo handling of Human Breast Milk and Blood & Human Tissues Training (UN 3373 Category B Substances).

Organisational Structure

SFW EVS is governed by an Executive Committee who work on behalf of the membership. Key committee member roles include; Chairman, Vice Chairman, Treasurer, Secretary, Bike Manager. Other roles may include Membership Secretary, Training Manager, Events Manager and Rota Manager. The Executive Committee also appoints sub-committees as deemed appropriate during the operational year (e.g. Bike Festival Organising Committee).

Relationship with other related parties

SFW EVS is a member of the Nationwide Association of Blood Bikes (NABB) and ensures it has one of its trustees as a NABB representative each year.

Consideration of Risks

Risks associated with the rider population are managed by existing training policies. No exemptions from the Road Traffic Regulations Act 1984 Section 87 have been approved.

Events Team activities are fully risk assessed and events kit training is also provided to its members.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To relieve sickness and protect health by the provision of transport of urgently needed blood, drugs, human tissues and other medical requirements between hospitals and blood transfusion banks primarily but not exclusively in Gloucestershire, Herefordshire, North Wiltshire and Worcestershire.

Trustees Declaration on Charity Commission Guidance
In planning the group’s activities for the year, SFW EVS keep in mind the Charity Commission’s Guidance on public benefit at our Monthly Executive Committee Meetings.

Summary of Main Activities
The focus of our group’s activities is to provide an out of hours courier service with regard to the secure transportation of human breast milk, blood & human tissues (UN 3373 Category B Substances), medical equipment and medication between hospitals, hospices, patients, pathology labs, the regional Air Ambulance Service and other similar establishments at no cost to the end user and/or NHS Trust.

The benefits of this service to the public, in addition to cost savings to NHS trusts (and similar publicly owned organisations), include safe and secure transportation of materials and equipment that maintain health, wellbeing and in a number of cases save or prolong the lives of clinically ill in-patients and out-patients within the area of operation (and outside the area of operation as a coordinated service with other NABB members).

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Policy on Investment
Expenditure on capital items (mainly motorcycles), is considered on balance with service costs by the Executive Committee and new purchases are made on a cost benefits case which typically results in annual motorcycle replacement.

SFW has a CC14 compliant Investment Policy with the objective of seeking to maintain an eighteen-month cash reserve plus any budgetary requirements and thereafter to invest in Charitable Investment Funds (CIF’s) that allow reasonable withdrawals. Investments in CIF’s with a mixed portfolio provide a beneficial return when compared to other investment options whilst keeping risk on return low. The additional income makes best use of the charity’s funds which can then be used to further the group’s objectives.

Annual Events Strategy
In order to maintain the financial resilience of SFW, in Q3/Q4 of each operational year, the Executive Committee reviews the fund-raising events calendar for the coming year and considers whether each potential event meets the Strategic Objectives of the group. The ‘Bike Festival’ at Prescott is a key strategic event for the group; other events supplement operational income and further raise public awareness of our service and its beneficiaries.

Contribution by Volunteers
A great contribution is made by volunteers who not only deliver the group’s core services but also actively promote the group’s objectives in a number of public forums (including motorcycle group discussions, public events,

Institutes, Rotary groups, NHS Trust and Civic meetings) and at fundraising events throughout the year.

The group's riders and drivers make a conscious effort to undertake their duties in a professional manner acting as positive role models for other road users in the operational region.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Service Achievements

During the year the group delivered the following:

- ◆ 8033 jobs
- ◆ 238,905miles
- ◆ Cumulative Mileage 2,445,905 miles since 2007

Prescott and Other Events

Prescott Bike Festival, the groups' main fundraising event, returned in 2022 after a 2 year absence due to Coronavirus. Interest and attendance were close to pre-Covid levels.

SFW continued to attend a number of regional events raising funds and awareness of the services provided by the charity.

Major Donors

SFW received donations from a number of community funded projects set up specifically to raise money to support charities working through Covid-19. Other donations were also received from individuals, groups and organisations who had made SFW their chosen charity of the year.

The Pharmy Army

At the request of pharmacies, the Pharmy Army continued its work post covid in Gloucestershire, collecting drugs from the pharmacies at both Gloucester and Cheltenham hospitals, for delivery to very sick patients shielding at home.

The temporary daytime service introduced in 2020 is now fully integrated into SFW. The service used SFW riders and their own bikes for the collection and delivery of urgent medication and samples during SFW non-operating hours. In Worcestershire, a regular service was also set up collecting Oximeters from either Doctors surgeries or from a small stock kept within SFW, for delivery to patients at home shielding with Covid-19.

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity aims to maintain an eighteen-month cash reserve plus any budgetary requirements and thereafter invests in Charitable Investment Funds (CIF's).

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

See previous sections

Section F Other optional information

Future Plans

The focus areas of the coming year will be:

- ◆ To discuss with the regional NHS Trusts how the service SFW EVS provides can be improved and where additional value to the trusts may be realised.
- ◆ To continue the successful running of the Pharmacy Army.
- ◆ To secure donations from Charitable Trusts for capital purchases (e.g. Motorcycles).
- ◆ To deliver a Prescott Event in 2023.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Kevin Marsden

Position

Secretary

Date

18 August 2023



Charity Name Severn Freewheelers Emergency Voluntary Service		No (if any) 1120999	CC16a
Receipts and payments accounts			
For the period from	Period start date 01/01/2022	To Period end date 31/12/2022	

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 £	Last year to the nearest £
A1 Receipts					
Sales	6,617.00				4,619.00
Other Income	92,587				50,257.00
Other Receipts	2,724.00				25,738.00
Interest Received	226.00				12.00
PBF10					9,060.00
Prescott Bike Festival	46,920.00				
Sub total	149,074.00				89,686.00
A2 Asset and investment sales, etc.					
Total receipts	149,074.00				89,686
A3 Payments					
Bike Expenditure (1 2 3 4 5 6 Van)	45,724.00				46,528.00
Prescott Bike Festival	37,614.00				
PBF10					6,425.00
Cost of Sales	1,393.00				300.00
Members	8,056.00				1,694.00
Office Expenses (premises Staff Office)	1,424.00				362.00
Professional Fees	1,040.00				999.00
Insurance	7,067.00				
Purchases					2,726.00
Vat	1,740.00				864.00
Sub total	104,058.00				59,898.00
A4 Asset and investment purchases, etc.	25,682.00				48,618.00
Total payments	129,740.00				108,516
Net of receipts/(payments)	19,334.00				- 18,830
A5 Transfers between funds					-
A6 Cash funds last year end	110,325				129,155
Cash funds this year end	129,659				110,325

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	6,556	-	-
	Reserve Account	123103	-	-
	Petty Cash		-	-
	Total cash funds	129,659	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Schroders Multi Asset Fund	General	50,000	62,007
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
				-
				-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name	Date of approval
Gordon Downie	08/03/2023



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Severn Freewheelers Emergency Voluntary Service

On accounts for the year
ended

31/12/2022

Charity no
(if any)

1120999

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent
examiner's statement

In the course of my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn 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:

W Pitt

Date:

8th March 2023

Name:

Laura E Pitt

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

FCCA

Address:

Brothertons Accountants

Commercial House, 2 Abbeymead Avenue, Abbeymead, Gloucester

GL4 5UA

Only complete if the examiner needs to highlight material problems.

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