

Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day 01	Month 01	Year 23		Day 31	Month 12	Year 23

## 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 and Membership Secretary	1 <sup>st</sup> January to 11 <sup>th</sup> February	
3	Simon Kimber	Membership Secretary	24 <sup>th</sup> March - 17 <sup>th</sup> June	
4	Gordon Downie	Treasurer	1 <sup>st</sup> January to 31 <sup>st</sup> September	
5	Michael Clark	Treasurer	9 <sup>th</sup> August – 31 <sup>st</sup> December	
6	Alison Pierce	Secretary (Compliance Officer)	1 <sup>st</sup> January to 11 <sup>th</sup> February	
7	Kevin Marsden	Secretary	24 <sup>th</sup> March – 31 <sup>st</sup> December	
8	Paul Sadler	Fleet Manager		
9	Simon Grover	Fundraising Manager	24 <sup>th</sup> March – 31 <sup>st</sup> December	
10	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) or by Special General Meeting

### 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 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 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, Fleet Manager. Other roles may include Membership Secretary, Training Manager, Fundraising Manager. The Executive Committee also appoints sub-committees as deemed appropriate during the operational year (e.g. Training sub-Committee).

#### Relationship with other related parties

SFW EVS is a member of the Nationwide Association of Blood Bikes (NABB) and ensures it has at least 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.

Event 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**

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.

**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)**

### 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, 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 vehicles), 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 vehicle 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. To reduce risk in the current financial climate due to recent reduced fund performance the portfolio was closed in September 2023 in favour of high interest bank accounts.

### 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:

- ◆ 7204 jobs
- ◆ 212,892 miles
- ◆ Cumulative Mileage 2,658,797 miles since 2007

#### Prescott and Other Events

The 2023 Prescott Bike Festival, the groups' main fundraising event, achieved pre-covid levels of interest and attendance after a 2 year absence due to Coronavirus.

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

Severn Freewheelers (SFW) received donations and grants from a number of local Community funds, regional charitable trusts and corporate funded schemes, following application for funding. Other donations were received from individuals, corporates, organisations and local groups who had made SFW their chosen charity of the year.

#### The Pharmacy Army

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

## 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) and high interest bank accounts based on risk analysis.

### 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 Pharmy Army.
- ◆ To secure donations from Charitable Trusts for capital purchases (e.g. Motorcycles).  
To deliver a Prescott Event in 2024

## 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

7<sup>th</sup> July 2024



Charity Name Severn Freewheelers Emergency Voluntary Service	No (if any) 1120999
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## Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2023	To	Period end date 31/12/2023
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### 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 £
<b>A1 Receipts</b>					
Sales	3,388				6,617
Other Income	132,707				92,587
Other Receipts	2,280				2,724
Interest Received	1,773				226
Prescott Bike Festival	50,919				46,920
<b>Sub total</b>	<b>191,067</b>				<b>149,074</b>
<b>A2 Asset and investment sales, etc.</b>					
<b>Total receipts</b>	<b>191,067</b>				<b>149,074</b>
<b>A3 Payments</b>					
Bike Expenditure (1 2 3 4 5 6 Van)	43,675				45,724
Prescott Bike Festival	37,620				37,614
Cost of Sales	1,076				1,393
Members	4,254				8,056
Office Expenses (premises Staff Office)	1,538				1,424
Professional Fees	200				1,040
Insurance	7,813				7,067
Vat	- 1,748				1,740
<b>Sub total</b>	<b>94,428</b>				<b>104,058</b>
<b>A4 Asset and investment purchases, etc.</b>					
	21,392				25,682
<b>Total payments</b>	<b>115,820</b>				<b>129,740</b>
<b>Net of receipts/(payments)</b>	<b>75,247</b>				<b>19,334</b>
<b>A5 Transfers between funds</b>	62,007				-
<b>A6 Cash funds last year end</b>	129,659				110,325
<b>Cash funds this year end</b>	<b>266,913</b>				<b>129,659</b>

### 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 £
<b>B1 Cash funds</b>				
	Current Account	23,347	-	-
	Reserve Account	243,566	-	-
	Petty Cash		-	-
	<b>Total cash funds</b>	<b>266,913</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Details			
				-
				-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Details			
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval





# 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

31/12/2023

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:

Date:

4<sup>th</sup> March 2024

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.