

Registered Charity No: 1124695  
(England and Wales)

Company No: 6265957



# Trustees' Annual Report and Unaudited Financial Statements

For the year ended 31<sup>st</sup> October 2020

## Festival Medical Services

*Mission:* Professional event healthcare supporting charities worldwide

*Vision:* Best possible medical care at UK events and health-related charities  
making a difference around the world



## The Queen's Award for Voluntary Service

# 1. Introduction by Chair of Trustees

As with many organisations 2020 has seen a reduction in activities owing to the COVID crises. For FMS this has meant:



- No festivals
- Our training curtailed at the onset of the first lockdown
- Considerable reduction in donations to FMS
- Grants to our worthy causes being halted at the beginning of the crisis
- Staff being furloughed

However, members enjoyed covering the BBC's The Glastonbury Experience in June. This and a fireworks event at Longleat were the only events covered.

We are grateful to Glasto Chat for their continued support during the crisis; and Mendip District Council for the £10,000 Discretionary Grant.

We celebrated receiving The Queen's Award for Voluntary Service. This is the highest award given to local volunteer groups across the UK to recognise outstanding work done. It is the MBE for volunteer groups.

I take great pride in FMS being a going concern and viable. Our Governance is good, and this year we have taken the time to make further improvements. Here are some examples:

- Developed a robust Risk Mitigation Tool
- Developed our Strategy
- Written Role Descriptions for key Board Roles and Committees
- Written the FMS Prospectus to hand to potential clients and supporters
- Determined that our Vision is "Best possible medical care at UK events and health-related charities making a difference around the world"

The Trustees have looked at our Cash Flow projections for the next five years. They examined various scenarios from the most positive to the worst-case scenarios. In all scenarios FMS will survive – even with no festivals until 2022.

We are so pleased that we have been able to support the vaccination programme in Somerset. FMS is involved in rolling out the vaccination to three hundred residential care settings and covering the mass vaccination centres and GP vaccination hubs across the County. Our members are going above and beyond to support this immensely important work.

One of our founders, Nich Woolf, was awarded a British Empire Medal in the 2021 New Year's Honours, for services to emergency medicine and disaster response. Nich has worked as a volunteer in extremely challenging circumstances in Afghanistan, Pakistan, Ethiopia, and Haiti; and, more recently, COVID prevented his return from Vanuatu where he was one of the only paramedics. And, of course, providing invaluable support at the festivals that FMS covers. Nich has helped us raise more than £1,000,000 to provide grants for medical projects worldwide. He has a mission to put health inequalities right.

**Mike O'Connor**

## 2. Festival Medical Services (FMS)



### **FMS Art Competition 2020: Winner Under 8's: James Braithwaite**

James was inspired by wanting to play his guitar on the Pyramid Stage when he is older. He goes to Glastonbury every year and loves watching all the music. James is in a band of musically talented young people and will, one day, fulfil his ambition of playing at Glastonbury.

Festival Medical Services (FMS) is a charity that provides doctors, nurses, paramedics, first responders and other trained medical and administrative personnel to music festivals and outdoor events throughout the UK. Additionally, we award significant grants to charities that make a real difference to the lives of people.

We provide a full range of medical services rather than a minimum emergency response.

Our costs are low as we engage highly professional staff who offer their services free of charge because we fund a range of charities.

We also support medical staff who want to help others, by training and improving practices in less fortunate parts of the world.

## 3. FMS' plans for the future

**We will continue to support the roll out of vaccinations in the UK, and assist, wherever its capacity allows, to reduce infection.**

We have examined scenarios with festivals in 2021, and without festivals in 2021. Even without festivals in 2021 our cash does not sink below the £150,000 reserve. It is the intention to continue with our core costs (staff, premises) beyond the present furlough period (September 2021) so that we have trained staff in place to take us into a new festival year in 2022 or sooner.

It is planned to resume Grant making as soon as Festivals resume.

Our training has moved largely online since the first lockdown. The practical based skills are difficult to assess and it is hoped that these can resume when it is safe to do so.

It is anticipated that when festivals recommence, they will "build back safer" and FMS will be part of this safer approach.

## 4. FMS's Impact

FMS draws upon the following resources to do its work:

- Volunteers selected from a membership of 1,600 clinical practitioners and



support staff

- FMS has its own Training Division and offers a comprehensive portfolio of medical training courses including FREC responder training, CPD events for clinical professionals and life support/first aid
- FMS is equipped with ambulances, medicines and medical supplies and equipment.

### **What FMS has achieved:**

By providing on-site medical care at events FMS has achieved the following:

- Early treatment of casualties preventing escalation of trauma
- Prevention of casualty deterioration by reducing travel
- Reducing the environmental impact of travel to hospitals
- Assisting event organisers in complying with obligations
- The relief and support given to the beneficiaries of the charities which FMS funds
- Relieving the strain on local hospitals who would be unable to cope with the volume of casualties

**COVID 19 has meant that FMS's Impact in 2020 has been limited.**



**FMS Art Competition 2020: Winner 15–18 year Category: Neamh Unwin**  
The NHS Rainbow as a symbol of hope to get us through COVID-19

**In 2020 FMS awarded grants to the following Charities:**

<b>Charity/Project</b>	<b>Purpose of Grant</b>	<b>Grant</b>	<b>Progress in 2020</b>
<b>Health Improvement Project Zanzibar</b> The relief of sickness and the preservation of health among people residing permanently or temporarily in Zanzibar. To relieve sickness and to preserve the health of people of Zanzibar by providing and assisting in the provision of equipment, facilities and health services <a href="http://www.hipz.org.uk/">http://www.hipz.org.uk/</a>	Care for pediatric burns patients.		There has been continued supply of essential medical consumables and medicine to support the treatment of burns patients in Makunduchi and Kivunge Hospital. In total Kivunge & Makunduchi HIPZ has supported 84 inpatient cases in 2020. HIPZ has also supported the establishment of physiotherapy at Kivunge Hospital which is also benefitting the burns cases. During the year the previously committed grant of <b>£4,897</b> was paid.
<b>Kambeng Trust</b> Supports the rural village of Bakary Sambouya in The Gambia, with healthcare, education and sustainable community development. <a href="http://www.kambengtrust.org.uk/The_Kambeng_Trust/home.html">http://www.kambengtrust.org.uk/The_Kambeng_Trust/home.html</a>	Cost of bed nets, 1/3rd cost of healthy meals, and 50% cost of "seed funding" for additional Clinic services in the community haemoglobin, BM and urine testing kits	<b>£4,198</b>	The funding helped expand the range of testing done in the clinic lab and they are now able to distribute 400 bed nets, part funded by the FMS grant.
<b>St Peter's Life-Line</b> Supporting St Peter's Schools and Community in Kajuki, Kenya. A remote, rural and desperately poor community. <a href="http://www.stpeterslifeline.org.uk/">http://www.stpeterslifeline.org.uk/</a>	Contribution of £1,500 to cover of a child's operation (Fortune)	<b>£1,500</b>	The operation was successful, but after a brain scan fluid was detected on Fortune's brain, and on 11 March underwent another operation. She came out of surgery and has recovered.
<b>Yeovil Hospital Charity</b> launched an appeal to raise £2 million for a dedicated Breast Cancer Unit. The new unit will bring all of the relevant services together, meaning that patients will no longer need to move around the hospital to access the various services they need. Patients can see a specialist nurse, have their clinical examination, an ultrasound scan, a mammogram, a biopsy, a prosthesis fitting, and an appointment with a doctor, all in one place.		<b>£1,000</b>	At the 23 <sup>rd</sup> February 2021 £1,683,911 (84%) had been raised. They have another 16% to raise to meet their target.
<b>We Hear You</b> providing support through counselling for individuals who have been affected personally or through association by cancer and other life threatening illnesses	Support for the Outdoors Courses	<b>£4,710</b>	As a result, participants reported 84% overall improvement to their wellbeing and nature connection. For many participants, the experience was deeply impactful.



Charity/Project	Purpose of Grant	Grant	Progress in 2020
<b>Care Africa Network</b> Improving the lives of orphans, vulnerable children, families and future generations and empower women and girls by providing consultations and needs led training in successful methods, (including the treatment of post-traumatic stress disorder), to local organisations, and funding income generating projects, to empower community supported family care of children in crisis.	Funding for courses which improve the lives of orphans and vulnerable children	<b>£6,265</b>	The courses were successfully run
	<b>Total</b>	<b>£17,673</b>	



#### **FMS Art Competition 2020: Winner 19 and over Real Life: Ian Mason**

Using a pinhole camera, with overlapping film to create an atmospheric West Holts Stage scene at Glastonbury. Ian Said "The pinhole photograph records a much slower passing of time than a normal one, capturing the essence of the scene rather than its factual representation. As such I feel the spirit of the place is recorded in a much more accurate way and creates the feeling of being there. The abstract haze of movement also represents the mass of people enjoying the festival at its sunny Sunday afternoon best. 20 second exposure on colour roll film using a wooden box camera with a 0.2mm pinhole instead of a lens."

## **FMS' Grant Making Policy**

FMS aims to make a real, practical difference in everything we do. Our grants demonstrate this commitment with the range of grants awarded. These are the criteria that we use:

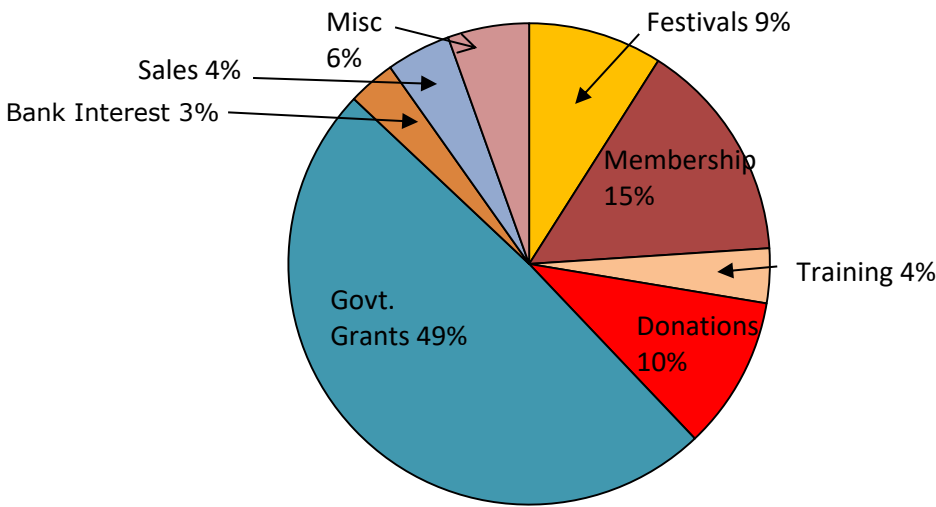
- Only applications from charities registered with the Charity Commission of England and Wales, Scotland, or Northern Ireland will be considered.
- Every such application will be considered
- Applications from smaller charities will be given priority
- The application must be focused on a specific project with a defined time frame
- The project must be health or education-based
- The project must have an element of capacity building, in other words it must leave a legacy of enduring benefit
- FMS does not support any application that includes funding for airfare international or domestic, but may occasionally support local transport or similar where it is an integral part of the project
- Successful charities are expected to provide a video for presentation at the FMS AGM demonstrating to the membership how their grant has been used, what benefits it has provided and to whom
- Successful applications will usually have a champion within FMS, in other words someone who would oversee the project and hopefully be able to visit it
- FMS will strive to ensure a project delivers the greatest possible benefit for the sum donated and within a time frame and may include expertise and advice as well as money
- FMS will satisfy itself that all donations are used in a non-partisan way and take all reasonable steps to ensure these are not used to support terrorist activities as determined by the Terrorism Act 2000. FMS is aware of its obligation to report any concerns about grants being misused in this way

**FMS' Grant making stopped at the point when Glastonbury 2020 was cancelled.**

5. Financial Review of FMS

Where our income came from 2019/20

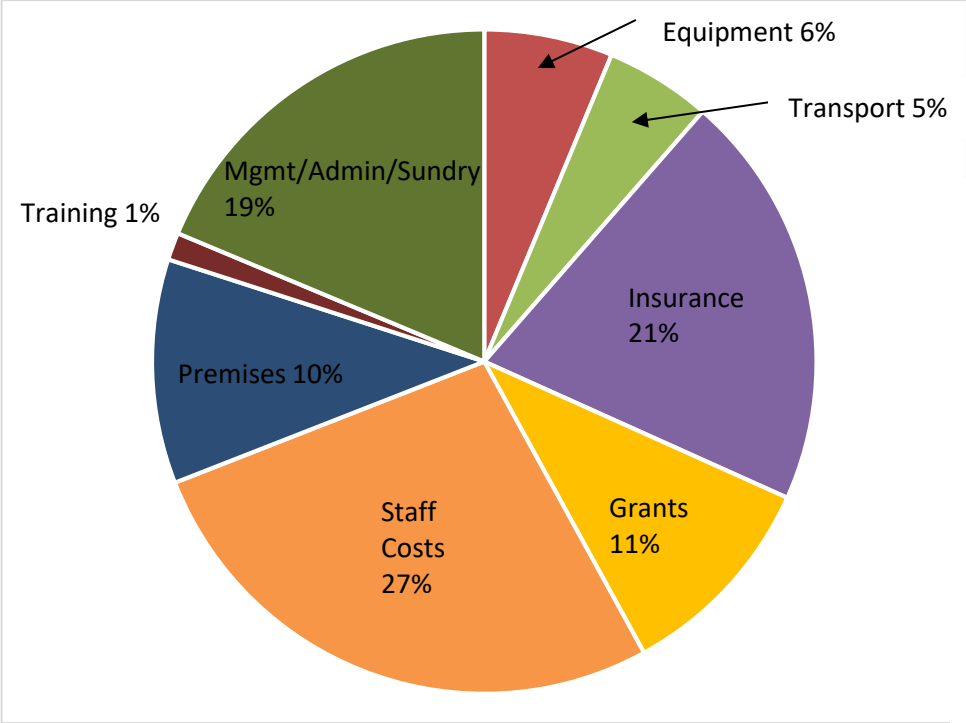
Total income for the year was £52,509 (2019: £447,320). The split of the funding sources can be seen below:



**Government Grants:** Festival Medical Services is grateful for the Furlough Grant from Central Government, and the Discretionary Grant from Mendip District Council

How the money was spent 2019/20

Total expenditure for the year was £161,818 (2019: £373,978). The split of the funding sources can be seen below:



The details are summarised in Note 6 of the Accounts. During the year FMS as part of its charitable activities has made grants totaling £17,673 (2019: £100,375).

There was a deficit for the year of £109,309 (2019: £73,342 surplus).

Internal Controls

The Trustees have overall responsibility for ensuring that the organisation has appropriate systems of control, financial and otherwise. They are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the Financial Statements comply with



the FRS 102 SORP and Companies Act 2006. The Trustees recognise that systems of control can only provide a reasonable and not complete assurance against inappropriate or ineffective use of resources, or against the risk of errors or fraud. They remain satisfied that the internal systems provide reasonable assurance that the organisation operates efficiently and effectively, safeguards its assets, maintains proper records and complies with relevant laws and regulations.

Our system includes a rolling five-year cash-flow, and annual budgets approved by trustees. These are reviewed by the Senior Leadership Team and the Board. The Board also considers actual results compared with plans and forecasts. Our Financial Procedures are regularly reviewed by the Finance Officer, Finance Director and a Trustee with Financial Expertise. Tests are carried out to ensure the Procedures are being adhered to.



**FMS Art Competition 2020: Winner  
19 and over Go Wild: Melissa  
Sheppard**

Replica of the Ribbon Tower Lamp.

### **Fundraising Statement**

Our values shape everything that we do; and this extends to our fundraising.

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although we do not undertake widespread fundraising from the public, the legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes. Such amounts receivable is presented in our accounts as 'Donations'. In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fundraisers or third parties.

### **Investment policy**

We bank our cash to obtain maximum interest payments with minimum charges, mainly through the specialist charity services provided by the Co-operative Bank, Triodos Bank, Nationwide, Charity Bank, Reliance Bank, and Clydesdale Bank. We spread our funds so that we stay under the £85,000 covered by the Financial Services Compensation Scheme. We are

unwilling to invest in long term investments as our funds are comparatively small and all but working capital is granted to charities (see reserves below).

FMS ensures that its deposits are not being invested in arms manufacture, tobacco, fast food, gambling, alcohol, fossil fuel, slavery, fracking, nuclear, pornography, and companies with dubious human rights (e.g. oil, gas, and mining companies).

The money that we gained from our short-term investments in 2020 was £1,672 (2019: £2,401) bank interest.



**Care Africa Network** Empowering communities in Africa to continue to care well for orphans and vulnerable children despite the pressures of the crisis

**Project Funded by Festival Medical Services**

### **Reserves Policy**

A charity needs to have enough reserves to allow it to cover known liabilities and contingencies, absorb setbacks and take advantage of change and opportunity.

Our trustees annually review the charity's reserves and after quantifying all known risks the trustees recently set a level of reserves of £150,000. This is considered to be the working capital that Festival Medical Services needs to give it time (one year) to rebuild. These reserves are freely available.

At 31 October 2020 the level of reserves held by the charity stood at £346,691 (2019: £456,000) of which £342,578 (2019: £451,030) are unrestricted Funds and £4,113 (2019: £4,970) were restricted funds. Of the unrestricted funds £29,982 (2019: £37,928) were held as fixed assets and £5,000 (2019: £10,000) stock. This leaves £307,596 (2019: £380,532) of free reserves which are readily available.

**The Trustees appreciate that £307,532 is considerably above the determined minimum of £150,000. However, it is needed to ensure that we will be in existence when festivals restart after the pandemic.**

## Risk Management

Our Risk Register is split into four areas:

- Organisational Risk
- Clinical Risk
- Operational Risk
- Board Oversight

At every meeting, our trustees monitor one of these risks in detail on a rotational basis.

The Risk Register helps to ensure that there are sufficient risk assessment processes in place, and that assurances are provided to the board as well as highlighting any areas for concern.



FMS member Nick Sutcliffe. I always had a crazy plan to walk home, in Martock (Somerset), from New Scotland Yard on my last day at work following 30 years' service in the Met. Initially, it was simply an opportunity to think and reflect upon all the things that were important to me – the kind of things, I'm sure, we all push to the backs of our minds owing to our seemingly busier and busier lives.

However, living in the depths of Somerset (approx. 150 miles from central London) and retiring in the midst of Winter, presented two minor flaws to my plan. The significance of such trifling matters gained a new perspective when my wife, Stephanie, was diagnosed with breast cancer in 2018. Steph's bravery was immense. She faced surgery, chemo and radiotherapy without complaint, no doubt to help shield me and our daughter from the terrible anguish she and all cancer patients must feel. Thankfully, Steph's treatment went extremely well.

So, armed with a tent, a compass, and a tin of beans, I set off from New Scotland Yard on Monday 6th of January 2020 at 1030 hrs and arrived home, via the local pub, the following Saturday. All monies raised were donated to Yeovil Breast Care Unit Appeal

**Project supported by Festival Medical Services**

## 6. Charity Objects

Festival Medical Service's charity's objects are:

(a) the relief of sickness by the provision of medical services and emergency relief particularly at public gatherings;



- (b) to advance the education and training of members and volunteers of the Charity, and of members of the public in general, in the subject of medical care; and
- (c) any Charitable purpose which the trustees shall from time to time think fit

## 7. Public Benefit

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006, to have due regard to the Charity Commission's general guidance on public benefit "Charities and Public Benefit".

The provision of medical care at events, and grants to worthy causes, are charitable for the purposes of public benefit. We are here to provide a service to the public and support worthy causes. We consider how our planned activities contribute to public benefit.

## 8. Safeguarding

We are committed to being accountable and transparent regarding our safeguarding policies and approaches. We have zero tolerance for harassment, bullying or exploitation of any kind.

We have a comprehensive safeguarding policy which is regularly reviewed.

## 9. How we operate

Together, every decision we make ensures our work is efficient, effective and sustainable, and takes us closer to our goal of relieving of sickness by the provision of medical services and emergency relief at festivals, and making the world a better place with the grants that we make.

### Patrons

Heidi Thomas  
Stephen McGann

### Trustees

Our governing document is our Memorandum and Articles of Association.

Trustees for the year ending 31st October 2020:

Phil	Barker	Finance Director and Company Secretary
Cara	Chapman	
Tony	Daniel	
Will	Green	
Paul	Hooton	Clinical Director
Chris	Howes	Managing Director
Alex	Layard	
Adele	Lomax	(resigned 27th March 2021)
Mike	O'Connor	Chair
Dave	Parry	Operations Director
Neil	Rushton	
Nich	Woolf	
Peter	Jordan	(appointed 27th March 2021)

Festival Medical Services was incorporated as a company limited by guarantee on 1<sup>st</sup> June 2007 and registered as a charity on 1<sup>st</sup> June 2007 with a Memorandum and Articles as its Governing Document. It operates throughout England and Wales.

FMS has a “Unitary Board” comprising senior leaders and trustees.

It is not unusual for small charities to have trustees that play both a governance and executive role. Having four trustees that are ex officio senior leaders has many advantages:

- faster decision making
- shared responsibility
- clearer strategic thinking

There is scope for increasing the diversity of the eight elected trustees when they retire from the Board.

- Gender: There have been small improvements. Currently there are three females on the Board, compared with two in June 2015
- Ethnicity: The sort of events that FMS covers does not tend to attract those from an ethnic background. This relative monoculture is mirrored in FMS' membership
- Disability: There are no Trustees with visible disabilities
- Age: Currently the average age of FMS Trustees is 56 years. The average age in 2015 was 55.
- Background: This is not varied

### **Recruitment, Training and Induction of Trustees**

Our Trustees are appointed by secret ballot at the Annual General Meeting. One third of the Trustees retire each year by rotation, except for the Managing Director, Operations Director, Finance Director and Clinical Director (who are ex officio Trustees). Trustees retiring can stand for re-election to the Board.

When a vacancy arises, it is advertised within the FMS membership detailing the skills gaps to be filled, and how it would like to balance the Board diversity. If FMS is unable to fill the vacancy, then the trustees are recruited by traditional methods such as word of mouth. If this fails, then the vacancy can be left open or advertised using a trustee brokerage service.

We voluntarily encourage a process of achieving better gender, ethnicity, disability, age and background balance on the board. We encourage members who we feel would benefit the board with their skill set and improve the Board's diversity



#### **St Peter's Life-Line**

Supporting St Peter's Schools and Community in Kajuki, Kenya. A remote, rural and desperately poor community.

**Project supported by Festival Medical Services**

# Charity Governance Code

In 2020 Festival Medical Services compared its Governance with that of the Charity Governance Code. Below is an outline of this comparison.

Charity Governance Code	FMS' Position
1. The board meets as often as it needs to be effective.	FMS Board meets four times a year which is considered effective
2. The chair, working with board members and where they exist staff, plans the board's work and meetings, making sure trustees have the information, time and space they need to explore key issues and reach well-considered decisions	With the Company Secretary/Senior Leadership Team the Chair: <ul style="list-style-type: none"> <li>I. Plans the annual cycle of board meetings and AGM</li> <li>II. Sets agendas for the board and AGM</li> </ul>
3. The board regularly discusses its effectiveness and its ability to work together as a team, including individuals' motivations and expectations about behaviours. Trustees take time to understand each other's motivations to build trust within the board and the chair asks for feedback on how to foster an environment where trustees can constructively challenge each other.	The Chair develops the board of trustees including induction, training, appraisal and succession planning
4. Where significant differences of opinion arise, trustees take time to consider the range of perspectives and outcomes, respecting all viewpoints and the value of compromise in board discussions.	The Chair addresses conflict within the board and within the organisation, and liaising with the Managing Director to achieve this
5. The board collectively can get independent, professional advice in areas such as governance, the law and finance. This is either on a pro-bono basis or at the charity's expense if needed for the board to discharge its duties.	The board collectively can get independent, professional advice in areas such as governance, the law and finance. This is either on a pro-bono basis or at the charity's expense if needed for the board to discharge its duties.



# Reviewing the board's composition

Charity Governance Code	FMS' Position
1. The board has, and regularly considers, the skills, knowledge and experience it needs to govern, lead and deliver the charity's purposes effectively. It reflects this mix in its trustee appointments, balancing the need for continuity with the need to refresh the board.	In 2018 a Trustee skills audit was undertaken to assess if there are any skills gaps which the Board should address. The Audit revealed that FMS is strong on Governance (although there might have been confusion with Clinical Governance), Management and Strategic Planning. FMS was not so strong on Fundraising, Media/PR, Political/Parliamentary and Volunteer Support. We have since appointed a Trustee with e-marketing skills
2. The board is big enough that the needs of the charity's work can be carried out and changes to the board's composition can be managed without too much disruption. A board of at least five but no more than twelve trustees is typically considered good practice	The AGM is to be asked to increase the minimum to five. FMS Board has a maximum of twelve Trustees.



**Health Improvement Project Zanzibar**  
preservation of health among people  
residing permanently or temporarily in  
Zanzibar.

**Project supported by Festival Medical  
Services**

# Overseeing appointments

Charity Governance Code	FMS' Position
<p>1. There is a formal, rigorous and transparent procedure to appoint new trustees to the board, which includes advertising vacancies widely</p>	<p>Our Trustees are appointed by secret ballot at the Annual General Meeting. One third of the Trustees retire each year by rotation, except for the Managing Director, Operations Director, Finance Director and Clinical Director (who are ex officio Trustees). Trustees retiring can stand for re-election to the Board.</p>
<p>2. The search for new trustees is carried out, and appointments or nominations for election are made, on merit, against objective criteria and considering the benefits of diversity. The board regularly looks at what skills it has and needs, and this affects how new trustees are found.</p>	<p>New Trustees usually come from within our membership, and often through personal contact and seeking the skills that the Board requires. The Trustees accept that this method could lead to a less diverse Board and is seeking ways to address this</p>
<p>3. Trustees are appointed for an agreed length of time, subject to any applicable constitutional or statutory provisions relating to election and re-election. If a trustee has served for more than nine years, their reappointment is</p> <ul style="list-style-type: none"> <li>i. subject to a particularly rigorous review and takes into account the need for progressive refreshing of the board</li> <li>ii. explained in the trustees' annual report.</li> </ul>	<p>The Trustees are presently considering how this is to be addressed</p>
<p>4. If a charity's governing document provides for one or more trustees to be nominated and elected by a wider membership, or elected by a wider membership after nomination or recommendation by the board, the charity supports the members to play an informed role in these processes</p>	<p>Trustees are appointed at the AGM by the membership present at the meeting. All new trustees are provided with an induction.</p>

## Developing the board

Charity Governance Code	FMS' Position
<p>1. Trustees receive an appropriately resourced induction when they join the board that includes meetings with other members and staff (if the charity has staff) and covers all areas of the charity's work.</p>	<p>All new Trustees are provided with the key documents Trustees receive ongoing support through training opportunities.</p>
<p>2. The board reviews its own performance, including that of the chair. These reviews might consider the board's balance of skills, experience and knowledge, its diversity, how the board works together and other factors that affect its effectiveness.</p>	<p>It was proposed that the performance review be covered by each trustee completing an Individual Trustee Self Reflection <a href="https://knowhow.ncvo.org.uk/tools-resources/board-basics/tools-and-guidance/Individualtrusteeselfreflection.pdf">https://knowhow.ncvo.org.uk/tools-resources/board-basics/tools-and-guidance/Individualtrusteeselfreflection.pdf</a> However, membership of NCVO has not been renewed to in order to limit expenditure in the present difficult times. When FMS starts receiving festival income it will renew its membership and undertake the Self Reflection</p> <p>FMS has a Board Diversity Policy, and undertakes skill balance reviews</p>
<p>3. Trustees can explain how they check their own performance.</p>	



## How FMS Trustees carry out their work





### **BBC Glastonbury**

**Experience:** To coincide with the 50th anniversary of the first ever Glastonbury Festival, BBC Music celebrated the spirit of Glastonbury with back-to-back iconic sets and highlights from past festivals.

**Cover provided by Festival Medical Services**

Occasionally Trustees provide paid cover at events. In doing this the Trustees are satisfied that it is in the interests of the Charity on some occasions, Trustees have the same access to paid roles as the rest of the membership. In reaching this decision the Trustees balanced the advantage of employing a Trustee against the disadvantages of doing so. This decision is reached on the understanding that the majority of the Trustees in office will receive no such payments.

Trustees receive no remuneration for their work as Trustees. The role of Operations Director is a paid one. The current OD is both a paid employee of the charity and a Trustee – previously an elected one and now ex-officio. The Board has decided that it is in the interests of the charity for him to continue in both roles. In reaching this decision Trustees balanced the advantage of employing a Trustee against the disadvantages of doing so. Also, this decision was reached on the understanding that the majority of the Trustees in office will have no such paid positions.

FMS has adopted a conflict of interest policy, a part of which is a requirement for Trustees to declare any potential interest at the beginning of a meeting and absent themselves from the meeting when such items are discussed and not take part in any vote. Additionally, Trustees are required to complete a Conflict of Interest Form declaring any potential interest.

### **Management and Administration**

The Managers are led by a Senior Leadership Team, made up of the Managing Director, Operations Director, Financial Director, Clinical Director, and Human Resources and Organisation Development Manager.

We have a headquarters and stores at Evercreech, where we meet, train staff, store medical supplies and ambulances. We are a geographically challenged organisation and most of our work is done from home. The pandemic has meant that meetings are now by video call. This way of meeting is likely to remain after the pandemic.

FMS Management and Administration comprises:

Senior Leadership Team		Managers	Coordinators
Managing Director *	Clinical Director *	Medical Centre Managers	<b>Medical Centre Team</b> Doctors Nurses Dentists Mental Health Pharmacy Physiotherapy Podiatry Imaging Porters
		Responder Manager	<b>Responder Team</b> First Responders Stages Fleet
		Clinical Governance Manager	<b>Clinical Governance Team</b> Safeguarding Infection Control
		Patient Safety Manager / Caldicott Guardian	<b>Patient Safety Manager &amp; Caldicott Guardian</b> Complaints Lead
	Operations Director *	Operations Manager	
		EPRR and ECC Manager	<b>Medical Communications Team</b> MedComms Manager <b>Event Liaison</b> <b>Duty Ops</b>
		Medical Logistics Manager	<b>Medical Logistics Team</b> Clinical Infrastructure Warehouse Stores Transport
		Support Manager	<b>Support Team</b> Production Campsite Bar Staff
		IT & Administration Manager	<b>Administration &amp; IT Team</b> Administration IT
		Training Manager	<b>Training Team</b> Training
		EPRR Manager	
		Health & Safety Manager	
		Information Governance Manager	
	Finance Director & Company Secretary *		<b>Staff</b> Operations Director 25 hrs/wk Membership Administrator 15 hrs/wk Communications & Finance Officer 20 hrs/wk Warehouse Supervisor 10 hrs/wk

\* Ex-officio member of Board

Delivery is organised by Coordinators who:

- Are appointed by Senior Leadership Team with advice from membership
- Coordinate individual teams between and at events
- Disseminate information from Senior Leadership Team
- Recruit staff and check qualifications
- Manage rotas



### **We Hear You (WHY)**

We Hear You provides free therapeutic support to children, families and individuals in Bath and North East Somerset, Somerset and Wiltshire affected by cancer and other life-threatening conditions. It does this through a variety of services.

**Project supported by Festival Medical Services**

### **Equality, Diversity, and Inclusivity statement**

We are committed to being fair to our employees, volunteers, students and service users. We aim for an environment of equality of opportunity and equality of treatment wherever practically possible.

Our diversity vision is that we will uphold the Equality Act and provide a culture of diversity and inclusivity, fostering good relations between people who possess a protected characteristic and those who do not and advancing equality of opportunity between them.

We do not accept discrimination on the grounds of age, disability, gender reassignment, marital status, race, religion, or sexual orientation.

Members are protected against discrimination in all aspects of their employment, volunteer status, education, and training relationship, which includes recruitment and selection, employment terms and conditions, promotion, appraisal/annual review, assessment of performance, dismissal, and post-termination (such as providing references).

### **Pay Policy**

Responsibility for determining pay rests with the Board of Trustees. It is essential that Trustees are objective and fair when taking decisions on staff pay. This is particularly important in relation to the annual review of staff salaries that takes place at the March Board meeting and setting the salary of new posts. In setting the staff salaries consideration is given to rises in the cost of living, national trends in pay rises, and the market rate for the work. Pay benchmarking studies are often carried out to ensure that FMS staff are paid the market rate.

FMS does not apply any form of performance-related pay, nor does it have a bonus scheme.



## Membership Promise

Every member promise, if the Charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

## 10. Reference and administrative details of the charity, its trustees and advisers

Festival Medical Services (known as FMS) is a registered Charity and Company limited by guarantee. Our Registered Charity Number is 1124695 (England and Wales) and our Company Registration Number is 6265957.

### Independent Examiner:

A C Mole & Sons  
Stafford House  
Blackbrook Park Avenue  
Taunton  
Somerset TA1 2PX

### Registered Office:

Festival Medical Services  
Unit 1 and 2  
Wayside Farm  
Evercreech  
Shepton Mallet  
Somerset BA46QW

### Bankers

The Charity Bank Limited  
Fosse House  
182 High Street  
Tonbridge  
Kent  
TN9 1BE

Triodos Bank  
Deanery Road  
Bristol  
BS1 5AS

The Cooperative Bank plc  
P O Box 101  
1 Balloon Street  
Manchester  
M60 4EP

Nationwide Building Society  
Nationwide House  
Pipers Way  
Swindon  
SN38 1NW

Clydesdale Bank  
30 St Vincent Place  
Glasgow  
G1 2HL

Reliance Bank Ltd  
Faith House  
23-24 Lovat Lane  
London  
EC3R 8EB

## 11. Declarations

### Statement of trustees' responsibilities

The trustees (who are also directors of Festival Medical Services for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**The company has taken advantage of the small companies' exemption in preparing the report above.**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Mike O'Connor	Phil Barker
<b>Position (for example Secretary, Chair, etc)</b>	Chair	Finance Director and Company Secretary
<b>Date</b>		

## **FESTIVAL MEDICAL SERVICES**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FESTIVAL MEDICAL SERVICES**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2020, which are set out on pages 25 to 38.

#### **RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Alexandra Shore FCA DChA  
Chartered Accountant  
A C Mole & Sons  
Stafford House Blackbrook Park Avenue  
Taunton Somerset TA1 2PX  
\_\_\_\_\_2021

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 OCTOBER 2020**

		<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Income</b>					
Donations and Grants	2	-	31,192	31,192	102,224
Income from Other Trading Activities	3	-	2,271	2,271	28,777
Income from Charitable Activities	4	-	14,505	14,505	312,437
Other Income		-	2,869	2,869	1,481
Investment Income	5	-	1,672	1,672	2,401
<b>TOTAL INCOME</b>		-	52,509	52,509	447,320
<b>Expenditure</b>					
Costs of Raising Funds					
Festival tickets		-	-	-	11,806
Merchandise		-	2,101	2,101	2,201
Expenditure on Charitable Activities	6	857	158,860	159,717	359,971
<b>TOTAL EXPENDITURE</b>		857	160,961	161,818	373,978
Net (expenditure)/income for the year		(857)	(108,452)	(109,309)	73,342
<b>Reconciliation of Funds:</b>					
Total funds brought forward		4,970	451,030	456,000	382,658
Total funds carried forward		4,113	342,578	346,691	456,000

The notes on pages 27 to 38 form part of these financial statements.



# **BALANCE SHEET AS AT 31 OCTOBER 2020**

	Note	£	2020 £	£	2019 £
<b>FIXED ASSETS</b>					
Tangible Assets	7		32,471		41,274
Investments	8		1		1
			<u>32,472</u>		<u>41,275</u>
<b>CURRENT ASSETS</b>					
Stock	6	5,000		10,000	
Debtors & Prepayments	11	9,086		22,007	
Cash at Bank and in Hand		305,582		453,046	
			<u>319,668</u>	<u>485,053</u>	
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>					
	12	5,449		70,328	
			<u>314,219</u>	<u>414,725</u>	
<b>NET CURRENT ASSETS</b>					
			<u>346,691</u>	<u>456,000</u>	
<b>TOTAL NET ASSETS</b>					
<b>THE FUNDS OF THE CHARITY</b>					
Unrestricted Funds	14		342,578		451,030
Restricted Funds	14		4,113		4,970
			<u>346,691</u>	<u>456,000</u>	
<b>TOTAL CHARITY FUNDS</b>					

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions of part 15 of the Companies Act 2006 relating to small companies regime.

The accounts were approved by the trustees and signed on their behalf by:

..... Trustee  
M O'Connor - Chair of Trustees

..... Trustee  
P Barker - Finance Director

The notes on pages 27 to 38 form part of these financial statements

2021

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020

### 1 ACCOUNTING POLICIES

#### **(i) Charitable company status**

The charity is a company limited by guarantee and does not have any share capital. The liability of the guarantors, who are the members is limited to £10 per guarantor. At 31 October 2020 the charity had 1610 members. The company is registered in England and Wales. The registered office is Unit 1 and 2, Wayside Farm, Evercreech, Shepton Mallet, Somerset, BA46QW.

#### **(ii) Basis of preparation and assessment of going concern**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) - (Charities SORP (FRS102) second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### **(iii) Funds Structure**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor. Further details of each fund are disclosed in note 14.

#### **iv) Income Recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations and grants are recognised when the charity been notified in writing of both the amount and settlement date. Memberships and festival income is recognised in the period to which it relates.

Income in the form of gifts in kind (including festival passes and equipment) are included at fair value in the statement of financial activities. Fair value is determined as the maximum sale proceeds which could be obtained by the charity.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

### v) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities comprises those costs incurred by the charity in delivery of its activities and service for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Governance costs are included within support costs and comprise all costs associated with meeting the constitutional and statutory requirements of the charity and include the professional fees and costs linked to the strategic management of charity.

### vi) Fixed Assets

Only items with a value greater than £500 are treated as tangible fixed assets. Items below this value are written off in the year they are acquired.

Depreciation on fixed assets has been provided at the following rates

Motor Vehicles	25%	Reducing balance
Equipment	25%	Straight Line

### vii) Fixed Asset Investments

Investments in subsidiary undertakings are included in the Balance Sheet at cost less impairment.

### viii) Stock

Stock is valued at the lower of cost and net realisable value.

### ix) Cash and Cash Equivalents

Cash and cash equivalents include cash in hand, deposits and other short-term highly liquid investments that are readily convertible to known amounts of cash with insignificant risk of change in value.

### x) Financial Instruments

The charity only has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at settlement value.

### xi) Critical Accounting Estimates and Judgements

The preparation of the financial statements requires the trustees to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

### **xi) Critical Accounting Estimates and Judgements - continued**

The resulting accounting estimates will, by definition seldom equal the related actual results. The trustees are of the opinion that there were no estimates or assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

### **xii) Volunteer Reimbursements**

FMS makes a contribution to volunteers costs which is below actual costs incurred and is therefore a reimbursement. HMRC has confirmed that "If there is no office or employment, it follows that the reimbursement of any expenses incurred by voluntary workers in doing the work of the organisation will not give rise to a tax liability."

### **xiii) Donated Services**

In accordance with the Charities SORP (FRS102), any unpaid volunteer time is not recognised in the financial statements.

### **xiv) Operating Leased Assets**

Leases that do not transfer all the risks and rewards of ownership are classified as operating leases. Payments under operating leases are charged to the profit and loss account on a straight-line basis over the period of the lease.

### **xv) Basis of Consolidation**

The financial statements present information about the company as an individual undertaking and not about its group. The company and its subsidiary undertaking Doc Rock Limited, comprise a small-sized group. The company has therefore taken advantage of the exemptions provided by the Charities SORP (FRS102) and the Companies Act for small groups and consolidated accounts are not prepared.

<b>2 DONATIONS AND GRANTS</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Donations	5,405	22,224
Glastonbury Festival	-	80,000
Covid 19 Grants	25,787	-
	<hr/>	<hr/>
	31,192	102,224
	<hr/>	<hr/>
<b>3 INCOME FROM OTHER TRADING ACTIVITIES</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Merchandise and clothing	2,271	105
Food & Bar Takings	-	4,343
Sale of Guest Passes	-	11,806
Electrical hook ups	-	2,810
Facilities fee	-	9,713
	<hr/>	<hr/>
	2,271	28,777
	<hr/>	<hr/>



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

<b>4</b>	<b>INCOME FROM CHARITABLE ACTIVITIES</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Events	4,730	292,655
	Membership*	7,850	10,675
	Training	1,925	9,107
		<hr/>	<hr/>
		14,505	312,437
		<hr/>	<hr/>

Income from Events includes £nil (2019: £11,806) of goods in kind.

### \*MEMBERSHIP INCOME

All members apply through the FMS website, and team coordinators are responsible for their team selection. Once selected, applicants will be emailed welcoming them to FMS and requested £25 for a three-year membership. Teams are split between patient and non-patient facing teams. All members who are patient facing must have a current enhanced DBS disclosure for Adult and Child Workforce and their membership will not be finalised until a valid DBS certificate has been received. All non patient facing applicants must supply two forms of identification as proof of identity and residency before membership is completed. Full details can be found on the FMS website under 'Membership' or by emailing [membership@festival-medical.org](mailto:membership@festival-medical.org).

<b>5</b>	<b>INVESTMENT INCOME</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Bank Interest	1,672	2,401
		<hr/>	<hr/>
		1,672	2,401
		<hr/>	<hr/>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

<b>6 EXPENDITURE ON CHARITABLE ACTIVITIES</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Opening Stock	10,000	10,000
Closing Stock	(5,000)	(10,000)
Medicines and Dressings	696	31,879
Subcontracted Medical Services	-	8,418
Small Equipment Purchases	9,880	10,258
Equipment	249	12,694
Insurance and Fees	32,847	25,840
Volunteer Expenses and Reimbursements	200	9,872
Volunteer Catering and Facilities *	-	44,270
Wages	43,761	47,117
Telephone	1,342	1,721
Transport	8,362	11,245
Postage, Stationery, Website, IT and Software	2,779	8,567
Grants	17,673	100,375
Rent	13,340	14,462
Premises Costs	3,311	3,254
Sundries	133	1,723
Depreciation	11,563	12,249
Profit on Disposal of Vehicles	(672)	(937)
Loss on Disposal of Equipment	912	-
Bank Charges	247	359
Training	2,155	9,127
Payroll Services	1,327	432
Independent Examiner's Fees	2,022	2,058
Trustee Meeting Travel Expenses	691	1,963
Trustee Meeting Expenses	280	874
Trustee Training	-	7
Professional Fees	994	994
FMS 40 Expenditure	-	1,150
Bad Debt	625	-
	<hr/>	<hr/>
	159,717	359,971
	<hr/>	<hr/>

\*Volunteer Catering and Facilities: Festival Medical Services provides food and beverages for those working at events. Charges are made to those volunteers not on duty. This has been found to be the most efficient way of providing good quality food for volunteers at events.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

### 7 TANGIBLE FIXED ASSETS

	Equipment £	Motor Vehicles £	Total £
<b>Cost</b>			
1 November 2019	32,293	80,045	112,338
Additions	4,500	4,500	9,000
Disposals	(5,677)	(7,750)	(13,427)
	—	—	—
31 October 2020	31,116	76,795	107,911
	—	—	—
<b>Depreciation</b>			
1 November 2019	21,040	50,024	71,064
Charge for year	4,451	7,112	11,563
Eliminated on disposal	(4,765)	(2,422)	(7,187)
	—	—	—
31 October 2020	20,726	54,714	75,440
	—	—	—
<b>Net book value</b>			
31 October 2020	10,390	22,081	32,471
	=====	=====	=====
31 October 2019	11,253	30,021	41,274
	=====	=====	=====

### 8 FIXED ASSET INVESTMENTS

	Investments £
<b>Cost</b>	
At 1 November 2019	1
	—
At 31 October 2020	1
	—
<b>Net Book Value</b>	
At 31 October 2020	1
	=====
At 31 October 2019	1
	=====

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

### 8 FIXED ASSET INVESTMENTS (Continued)

The charity's investment at the balance sheet date in the share capital of companies include the following:-

#### **Doc Rock Limited**

Registered Office: 1 Church Close, Lydeard St Lawrence, Taunton, TA4 3SF

Nature of business: Festival passes distribution

Class of shares:                      % holding  
Ordinary                                      100%

	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
Aggregate capital and reserves	(410)	(410)
	<u>          </u>	<u>          </u>

### 9 TRUSTEE EXPENSES AND REMUNERATION

Remuneration of £20,331 (2019: £21,915) was paid to the Trustee D Parry during the year for his role as Operations Director. The Charity's Memorandum of Association includes a provision giving legal authority to make the payment. No remuneration has been paid to, or on behalf of any other trustees (2019: nil).

During the year £656 (2019: £4,265) was reimbursed to five (2019: five) Trustees for travel expenses and £9,315 (2019: £106) to three (2019: two) trustee for other expenses.

<b>10 INDEPENDENT EXAMINER'S FEES</b>	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
Independent Examination and Accountancy	2,022	2,072
Payroll Services	1,327	432
	<u>          </u>	<u>          </u>
	3,349	2,504
	<u>          </u>	<u>          </u>



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

<b>11</b>	<b>DEBTORS</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Prepayments	8,360	18,944
	Other Debtors	726	3,063
		<hr/>	<hr/>
		9,086	22,007
		<hr/>	<hr/>
<b>12</b>	<b>CREDITORS</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Amounts falling due within one year:-		
	Trade Creditors	15	14,469
	Grants	-	50,491
	Accountancy	2,094	2,034
	PAYE/NIC	553	755
	Accruals	-	29
	Deferred income	2,787	2,550
		<hr/>	<hr/>
		5,449	70,328
		<hr/>	<hr/>

## 13 STAFF NUMBERS AND COSTS

The average number of staff employed during the year was: 4 (2019: 4)

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The aggregate payroll costs were as follows:		
Wages & salaries	43,761	47,117

There were no employees with emoluments above £60,000 in the period (2019: nil).

The charity considers its key management personnel to comprise the Trustees and the Senior Leadership Team. The Operations Director is the only paid Senior Leader with a remuneration of £20,331 (2019: £21,915).

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

### 14 STATEMENT OF FUNDS

	Balance as at 31 October 2019 £	Income £	Expenditure £	Balance as at 31 October 2020 £
Unrestricted Funds	451,030	52,509	160,961	342,578
	=====	=====	=====	=====
Restricted Funds:				
Bikes	3,950	-	594	3,356
Defibrillators	1,020	-	263	757
	=====	=====	=====	=====
Total Restricted Funds	4,970	-	857	4,113
	=====	=====	=====	=====

Unrestricted funds are to be applied to the general purposes of the Charity.

The Glastonbury Festival restricted fund represents a grant received from Glastonbury Festivals to support the grant making activities of FMS.

Emico Building Services provided a grant of £4,000 last year for the purchase of bikes used by respondent festivals. In 2019 £2,377 was spent on the purchase of bikes. The balance on the fund represents the net book value of purchased bikes plus the remaining £1,623 of unspent funds.

The Co-op in Evercreech is supporting the purchase/replacement of the defibrillators used at festivals. In 2019 £1,876 was spent on defibrillators of which £1,042 was funded by the Co-op funds. The reserve balance represents the net book value of the assets purchased with restricted funds.

Represented by:

	Unrestricted Funds £	Restricted Funds £
Fixed Assets	29,982	2,490
Stock	5,000	-
Debtors and Prepayments	9,086	-
Cash at bank and in hand	303,959	1,623
Creditors	(5,449)	-
	=====	=====
At 31 October 2020	342,578	4,113
	=====	=====

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

## 15 STATEMENT OF FUNDS FOR THE YEAR ENDED 31 OCTOBER 2019

	Balance as at 31 October 2018 £	Income £	Expenditure £	Balance as at 31 October 2019 £
Unrestricted Funds	382,658	362,203	293,831	451,030
Restricted Funds:				
Glastonbury Festival	-	80,000	80,000	-
Bikes	-	4,000	50	3,950
Defibrillators	-	1,042	22	1,020
Grants	-	75	75	-
Total Restricted Funds	-	85,117	80,147	4,970

Unrestricted funds are to be applied to the general purposes of the Charity.

The Glastonbury Festival restricted fund represents a grant received from Glastonbury Festivals to support the grant making activities of FMS.

Emico Building Services provided a grant of £4,000 last year for the purchase of bikes used by respondent festivals. In 2019 year £2,377 was spent on the purchase of bikes. The balance on the fund represents the net book value of purchased bikes plus the remaining £1,623 of unspent funds.

The Co-op in Evercreech is supporting the purchase/replacement of the defibrillators used at festivals. In 2019 year £1,876 was spent on defibrillators of which £1,042 was funded by the Co-op funds. The reserve balance represents the net book value of the assets purchased with restricted funds.

Represented by:

	Unrestricted Funds £	Restricted Funds £
Fixed Assets	37,928	3,347
Stock	10,000	-
Debtors and Prepayments	22,007	-
Cash at bank and in hand	451,423	1,623
Creditors	(70,328)	-
At 31 October 2019	451,030	4,970

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

### 16 RELATED PARTY DISCLOSURES

There were no related party transactions during the year (2019: £100 of volunteer expenses were paid to a close family member of a trustee for shifts worked at Reading festival).

### 17 OPERATING LEASE

Festival Medical Services is due to pay the following future minimum lease payments under non-cancellable operating leases for which it is leasing, for each of the following periods:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Payments:		
Within one year:	2,495	14,897
Due in one to five years:	-	2,495
	<hr/>	<hr/>
	2,495	17,392
	<hr/>	<hr/>

The Charity has an operating lease on two rental units. It is a 3 year lease due to expire 1 January 2021.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020 – Continued

### 18 STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 OCTOBER 2019

	Restricted Funds	Unrestricted Funds	Total Funds
	£	£	2019 £
<b>Income</b>			
Donations and Grants	85,117	17,107	102,224
Income and Other Trading Activities	-	28,777	28,777
Income from Charitable Activities	-	312,437	312,437
Other Income	-	1,481	1,481
Investment Income	-	2,401	2,401
<b>TOTAL INCOME</b>	<b>85,117</b>	<b>362,203</b>	<b>447,320</b>
<b>Expenditure</b>			
Costs of Raising Funds			
Festival tickets	-	11,806	11,806
Merchandise	-	2,201	2,201
Expenditure on Charitable Activities	80,147	279,824	359,971
<b>TOTAL EXPENDITURE</b>	<b>80,147</b>	<b>293,831</b>	<b>373,978</b>
Net income for the year	4,970	68,372	73,342
<b>Reconciliation of funds:</b>			
Total funds brought forward	-	382,658	382,658
<b>Total funds carried forward</b>	<b>4,970</b>	<b>451,030</b>	<b>456,000</b>