

NEWARK COMMUNITY FIRST AID

England & Wales · Charity number 1152694

Details

Other names NCFA

Status Registered

Legal form CIO

Registered 2013-07-03

Register [View on the Charity Commission register](#)

Contact

Address 6 Mount Road
Balderton
Newark
NG24 3HF

Phone 07973904808

Email newarkcommunityfirstaiders@hotmail.com

Website www.newarkcommunityfirstaid.co.uk

Activities

Objects: THE RELIEF OF SICKNESS AND PROVISION OF FIRST AID IN NEWARK ON TRENT AND SURROUNDING AREAS, IN PARTICULAR BUT WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING BY:(1) PROVIDING A FREE TO USE FIRST AID SERVICE AT PUBLIC EVENTS.(2) THE ADVANCEMENT OF EDUCATION AND TRAINING IN ASPECTS OF FIRST AID.

Activities: We provide first aid training and first aid event cover in Newark on Trent and surrounding areas mainly within 15 miles of the town centre. Our community training and community/charitable event cover is provided free of charge - donations appreciated. Workplace training and cover for commercial events is provided at inexpensive rates. These services are provided by our volunteers.

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

Geography

- Lincolnshire
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£129,489	£85,645	-	-
2024-06-30	£95,337	£70,424	-	-
2023-06-30	£103,078	£85,507	-	-
2022-06-30	£133,024	£151,169	-	-
2021-06-30	£43,796	£33,818	-	-

Trustees

Name	Role	Appointed
Dr MARGARET MCDUGALD	Chair	2013-06-09
Clare Owen		2025-02-10
Dr Jane Elizabeth Selwyn		2019-10-07
Margaret Anne Shaw		2022-03-10
Mark Andrew Stafford		2015-09-21
PETER SMITH		2013-06-09
Sajidah Ahmad		2025-02-10

NEWARK COMMUNITY FIRST AID

England & Wales - Charity number 1152694

Accounts

NEWARK COMMUNITY FIRST AID

Registered Charity: 1152694

TRUSTEES ANNUAL REPORT

Period 1st July 2024 to 30th June 2025



Contact Details

Registered Address

6 Mount Road
Balderton
Newark
Nottinghamshire
NG24 3HF

Telephone

07973 904808

Electronic Communication

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Newark Community First Aid

Twitter:



Newark First Aid

Aims & Purposes

Newark Community First Aid is constituted as a Charitable Incorporated Organisation based on the Association model; it was registered with the Charities Commission on 3rd July 2013. We are governed by our Constitution. Our aim is to provide first aid services in Newark on Trent and the surrounding area, thus helping to reduce suffering and save lives.

The primary services provided by the charity are:

- the provision of qualified and fully resourced first aiders at local events
- providing first aid training to all members of the local community

The services are provided by our members who are volunteers; our primary operating area is based on Newark and a 14-mile radius around the town but could include other parts of Nottinghamshire and Lincolnshire.

Structure & Management

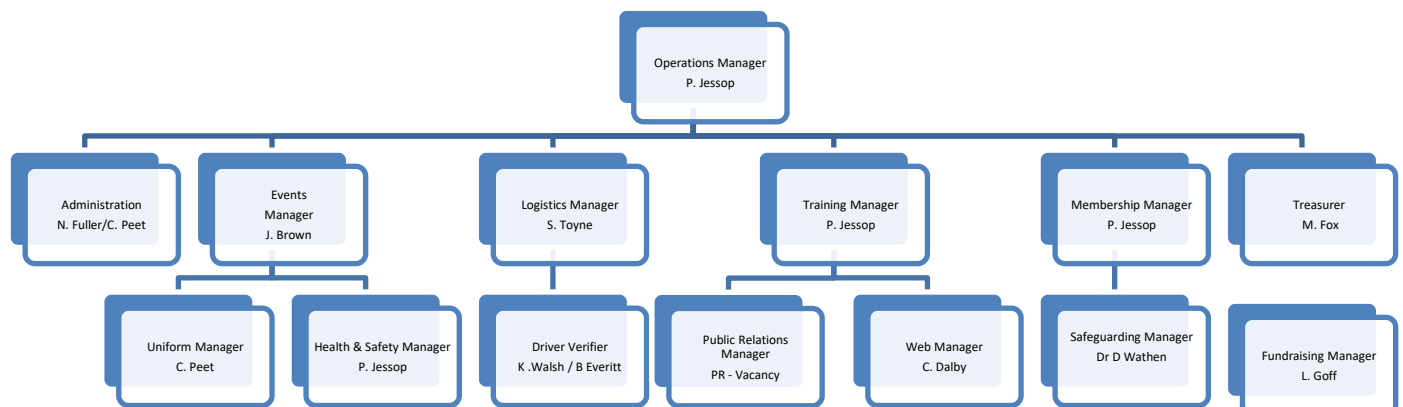
Newark Community First Aid has up to 8 Trustees who oversee the working of the organisation, ensuring it complies with current legislation and guidance in respect of its charitable operation. The Trustees are from a range of backgrounds including the public, private and charitable sectors.

At present our Trustees are:

Peter Smith	Dr Margaret McDougald	Margaret Shaw	Dr Jane Selwyn
Mark Stafford	Clare Owen	Sajidah Ahmad	

Trustees are appointed or re-appointed at our Annual General Meeting held normally in September or October. All Trustees give their time on a voluntary basis and receive no remuneration or other benefits.

An Operations Management Team made up of volunteers carry out the day-to-day work of the charity. This team are experienced and suitably qualified to fulfill their respective roles in the framework detailed below.



Operations Management Team

Managing the delivery of our services requires a large team of experienced volunteers, many of whom give time daily to ensure a smooth operation and high quality of service. Our charity operates 7 days a week, with volunteers working on background tasks as well as our front-line operations. The amount and scope of background work is often surprising to those who only see our volunteers at events or in their training role.

Our team deals daily with email and phone enquiries, managing course and event bookings and operational activities. Our training team are involved in course preparation for our workplace and community training – cleaning manikins, checking resources, managing e-learning, putting together delegate packs and providing candidate support. The training team also manage the training of our own volunteers. Our Event Manager liaises with event organisers and the local Safety Advisory Group, risk assessing events to ensure adequate manpower and resources are provided. Tasks include producing event medical plans, information packs, maps and guidance material as well as collating statistics and feedback post event. Our Logistics Manager and team are busy every day checking and restocking equipment, cleaning equipment and vehicles, carrying out and organizing maintenance. Finance, fundraising and membership managers are also busy weekly with their responsibilities.

Training Team

Our Training Operation is fulfilled by 4 trainers, most of whom have many years of experience providing training in the workplace, event first aid and advanced first aid. Our workplace first aid and paediatric first aid training is approved, monitored and accredited by the First Aid Industry Body.

Our Event First Aid Operation is delivered by our volunteers who are trained on a range of competencies. On joining all new members undertake induction training including safeguarding, health & safety, and basic life support. On completion of all elements of initial training members are classed as Apprentice First Aiders. Volunteers can then progress to become First Aiders by completing First Aid at Work, Paediatric and Event First Aid courses. Volunteers then attend events, develop their skills, and gain experience before deciding if they wish to progress to become Advanced First Aiders by completing AFA and Frec3 training.

Volunteers

Membership of NCFCA is open to anyone over the age of 16 who meets the requirements of our joining procedure which includes criminal record checks through the DBS, health checks and if required asylum and immigration checks. Criminal record checks are repeated in line with statutory requirement every 3rd year, health checks are updated if any change occurs to a member's health.

Our trained volunteers meet weekly for training on Monday evenings at the Newark Academy, London Road, Balderton. In addition to weekly training members maintain their competencies through distance and e-learning modules designed by NCFCA. They also attend additional face to face training as required to maintain the competencies relative to their role. Members are assessed annually. We also have non uniformed members who assist with support work such as fundraising and public relations – some of these are full members of NCFCA others are supporters in line with our constitution. We are very grateful for the hard work and commitment shown by all our volunteers which makes it possible to deliver a high-quality community service. The Trustees would like to place on record our thanks to all our members who are dedicated to the work of the charity and who give so much time to help their community.

Insurance

To protect our members, those we treat, those we train and the public at large we ensure we have insurance more than the industry norm. We hold Employee, Public, Medical Malpractice, Professional Indemnity, Vehicle, Equipment and Building insurance.

Policies and Procedures

To ensure the effective operation of the charity the Trustees have put in place a range of policies and procedures. These are designed to protect the charity, its members, service users and those who may be affected by our operations. Many of the policies include training packages for example our Safeguarding, Infection Prevention & Control and Health & Safety policies. A review of our Infection Prevention and Control Policy was undertaken this year.

Our policies include:

Safeguarding - Health & Safety – Equality and Diversity – Infection Prevention and Control – Grievance – Disciplinary – Whistle Blowing – Finance – Events – Data Protection (GDPR) – Complaints.

Objectives and Activities

In planning our activities for the year, we kept in mind the Charities Commission guidance on public benefit at our Trustee and Operations meetings. We believe that the activities undertaken by the charity and summarised in this report fulfil this requirement. The Trustees, Management Team and all of our volunteers are committed to achieving the objects of the charity 'The relief of sickness and provision of first aid in Newark on Trent and surrounding areas' which are centred on delivering first aid training and first aid cover at events.

In respect of first aid training NCFE provide:

- Community Training – this training is provided **free of charge** to individuals, community, charity, and sports groups. Donations are gratefully received and used to develop the service.
- Commercial Training – this vocational training is provided to workplaces, schools and charities to comply with HSE First Aid Regulations 1981 or Dept of Education requirements in school & pre-school settings. The training is charged at inexpensive prices to encourage companies to train more staff to save lives - all profits are re-invested into the charity.

In respect of first aid event cover NCFE provide:

- Risk assessed event cover & the provision of adequate manpower and resources.
- The service is **free of charge** to Community Events though donations are gratefully received.
- Our event services are also provided to a range of commercial event organisers running generally large local events. These events are charged per hour per first aider. These inexpensive charges allow us to maintain and develop our services.

Our philosophy is to provide a service that is affordable to all sectors of the community so that anyone can access both first aid training and event cover. We are also committed to making our service as accessible as possible. We believe that this will encourage many more people to learn first aid enabling them to provide life-saving care. Our policy encourages more event organisers to provide suitable & sufficient first aid cover at their events.

Overview of Achievements, Challenges and Performance this Year

The 12-month period commencing 1st July 2024 has seen very heavy demand for all of our services with our workplace courses showing a large increase with candidate numbers up by 26%. This follows similar increases in the preceding 2 years.

We made recruitment again our priority for the year. We decided to copy our 2023-24 campaign. Using a mixture of social media, targeted leaflet drops and targeted advertising. We increased the area of Newark covered by the leaflet drops to include 2 new postcode areas. The results were excellent as we recruited another 10 very keen volunteers.



First Aid at Work candidates pose after successfully completing their course.

We also decided the time was right to expand our vehicle fleet – we planned to purchase a new Front-Line Ambulance which could act as a Mobile Treatment Unit and Event Ambulance. To achieve this, we launched an Appeal for funds in January 2025 as the vehicle cost was quoted as being £71,000. We planned to allocate £35,000 of our own funds, we had 2 successful grant applications amounting to £25,000 and fundraising enabled us to reach our target at our year end. The vehicle was ordered and delivered in July at the start of our current operational year. We were also lucky to spot two second hand 4x4 ambulances for sale in April 2025 – a vehicle we had been looking for. After two site visits we purchased a 10-year-old vehicle which equipped with a specialized stretcher made this an excellent purchase.

We have stability now in the events market with more events such as PlantWorx moving to Newark Showground from the now closed East of England Showground. Other large events such as Focus and the Unity Festival are now making Newark their home with many returning and annual events.

Our community training though up only 3 candidates against the previous year was our 2nd highest annual number of candidates with 1,657 people trained. Community training is a vital part of our charitable work - training people to save lives - as statistics show 80% of cardiac arrests occur at home.

We continue to roll out our Mental Health First Aid courses which receive high acclaim from candidates in their feedback

We have spent a good deal of time, effort and funds ensuring that all of our equipment is fully maintained, updated and replaced. All of our 4x4 vehicles have had new tyres and our Static Treatment Unit has been fully overhauled.



Our new Land Rover Discovery 4x4 Ambulance

It is clear from the demand for our services and the feedback we receive from course candidates, event organisers and patients that the community appreciates the service we provide. Our volunteers gain a great deal from their volunteering. Our aim must be to encourage more people to volunteer with us.

Community Training

Community training is a key part of our charitable work -delivering public benefit – equipping people with skills to save lives. We provide first aid training to a wide range of community groups, charities, youth groups and pupils in schools. Giving them the skills to manage everyday minor injuries to recognise serious medical conditions and perform life saving techniques. It gives them confidence to get involved.

All of our courses are FREE of charge to candidates, we travel to their location, we work with parish councils and others to promote the events locally. Removing the barriers of cost and travel gives many more the chance to learn these vital life skills. This year statistics were announced that showed England has seen a decrease in survival rates for cardiac arrest. Already one of the lowest survival rates in Europe we now only have 7.6% of people surviving out of hospital cardiac arrest. We continue to make training in CPR and use of defibrillators a focus of our community courses.

This year we have trained 1,657 people. We have provided training to the public across Newark in venues such as the Catholic Centre, Fernwood Village Hall, Christ Church Hall, Balderton Community Centre, St Giles Church Hall as well as to groups such as Newark My Sight, Newark Emmaus Trust, Nottinghamshire and Lincolnshire Girl Guides, U3A groups in Newark, Sutton in Ashfield and Rainworth.

We have visited villages to train people in Basic Life Support – open courses for anyone to attend in Collingham, Foston, Hoveringham, Witham St Huges, Rolleston and Ollerton.

We have also continued to provide training in schools and visits to early years settings. Visits to nurseries are designed to reduce fears children may have with ambulances. We take our special team of ‘casualties’ – our teddies to engage with the youngsters. We also run short 20-minute sessions to involve the 4-year-olds in simple first aid – putting on a plaster – cooling a burn. The UK Resuscitation Council are encouraging this early introduction to first aid, encouraging youngsters to learn as they grow.

In June we joined with Newark and Sherwood District Council, Nottinghamshire Police and Nottinghamshire Fire and Rescue to deliver 2 weeks of Safety Training to local schools in Devon Park Newark and Vicar Water in Clipstone. We provided hands on resuscitation training – feedback was excellent and the youngsters clearly enjoyed the event.

Our aim is to continue to develop and expand our Community Training next year 2025-26.



Above – Basic Life Support course – practicing CPR

Below – some of our special team on a Nursery visit.



School children perform CPR during Safety Week at Devon Park.

Commercial – Workplace Training

This year we have seen again phenomenal growth in demand for our courses with a 26% increase in candidates attending. We are also delighted that feedback from candidates remains very positive with 97.6% of candidates rating our courses as excellent the remainder very good or good. We have continued to deliver our 'Open courses' using blended training a mix of e-learning and face to face training – a combination that seems to suit candidates and employers. We know blended learning does not work well for everyone, and we support learners who find e-learning difficult – sometimes due to English not being their first language or issues using computers. Delivering our courses in Newark helps local organisations reduce travel costs and aids the environment.

Having attended many courses over the years it is only today I have understood many of the procedures – I feel much more confident – thank you for an excellent course.

I am pleased that my company has moved its first aid training to NCFIA. The course was clear with plenty of practical work. Enjoyed it greatly and a great trainer.

Above - Some of the comments from this year's students feedback forms.

Many schools and companies prefer on-site training and 'classic courses' with all the course learning in a face-to-face environment. If rooms are suitable to hold this training we are pleased to accommodate it.

The First Aid Industry Body that accredits and regulates our courses continues to develop resources ensuring standardisation and high quality in training and assessment.

All of our Trainers have completed training in Life Threatening Bleeding ahead of this subject being added to the First Aid at Work Suite of courses from October 2025. This life saving training will equip candidates to use tourniquets, haemostatic dressings and other equipment when faced by exceptional bleeding incidents. We have trained our own members and others since 2015 to use this specialized equipment and are pleased to see it included in First Aid at Work.



Students are now training in the use of Tourniquets

We have continued during the year to develop and strengthen our training relationship with companies such as Lincolnshire Co-op, Bakkavor and NSK as well schools and Academy Groups

Funds raised through vocational training are used to provide our FREE community services – helping to train youngsters in schools, youth groups and charities.

With work related stress, depression and anxiety affecting hundreds of thousands of workers and over 17

million working days lost according to the latest HSE Statistics – Mental Health First Aid is vitally important to staff and employers. We are pleased to say we are now seeing an uptake in our Mental Health First Aid courses and we are working with companies and councils to link our courses to their existing workplace support systems. We are planning to expand this area of training in our next operational year.



The number of volunteer hours given by our members in preparation and delivery of training was 2,033 hours which was a slight decrease (-5%) on the previous year. We would like to thank our Training Manager Philip Jessop and Kevin Walsh for excellent delivery of courses.

Much behind the scenes work takes place, helped by many of our volunteers – in preparing resources, cleaning manikins, administration and supporting trainers. Thanks to Jake Ramsay, Chris Peet, Laurence Goff and Frank Nichol.

Community Public Access Defibrillators and Public Access Bleed Kits

The UK Resuscitation Council continues to stress the importance of communities and workplaces providing public access defibrillators. All of our workplace courses include training in the use of defibrillators and CPR – much of our community training has concentrated on this vital area of first aid.

Having these lifesaving devices in public places gives people the opportunity to help save a life. Use of these Automated External Defibrillators is though still low with only 3% of CPR attempts outside of hospital using the devices.

We act as guardian to the Automated External Defibrillators in Balderton on behalf of the Parish Council and have agreed to support the store staff in Lincolnshire Co-op stores in Nottinghamshire with any AED problems related to their Community AED programme.



Above - Our Fundraising Manager checking the new AED positioned at Lakeside Balderton in spring 2025

This year in Newark we have seen an increase in knife attacks, these have been isolated but devastating to families affected. There are already in Newark several public access bleed kits and we have provided training to Newark Town Council and some local schools on catastrophic bleeding. The latest statistics shows that knife crime is falling in England but homicides involving knives, bottles etc still accounts for 46% of deaths.

Catastrophic bleeding is bleeding so severe that a life may be lost within minutes, this could occur in accidents in the home involving glass and tools – in workplaces or at the scene of road accidents.

The Association of Ambulance Chief Executives has stated that they await more research before making a decision on whether to endorse public access bleed kits. A major concern is that these kits include equipment that requires those using it to have had training, so that it is used safely and appropriately to maximise the casualty's chance of survival.

We aim to provide training so that many more people can deal with bleeding incidents.

We have devised two courses this – a Free Community Course that we have already delivered to some groups and will advertise more in our next operational year. We also have a new commercial course which we plan to launch in 2026.

Event First Aid Cover

When our year began on 1st July 2024 we were heading into our peak summer season. In the first week our volunteers provided first aid cover to the 5-day Gate to Southwell Folk Festival, athletics, the Normous Newark Autojumble, band concerts, athletics, horse shows and the new Positively Empowering Kids family day at Christ Church School in Middlebeck.



Left above – Crowds enjoy the sun at the Gate to Southwell Folk Festival at Kirklington Lakes. Above right preparing the Hovercraft ride at Positively Empowering Kids Family Day.

July also saw the arrival of Unity Fest a new 5-day event festival for lesbian, bi, trans and queer women. The festival had relocated to Newark from Liverpool and the attendees had a great festival with plenty of music, dance and sport. Railwayana drew large crowds of railway enthusiasts and the 6 day Focus Religious Festival returned – keeping our volunteers busy with 173 casualties treated



Above left: some of our team with attendees enjoying the Unity Festival. Above centre: a packed hall at the Railwayana Auction, Above right: two of our team at our First Aid Centre during the Focus Festival, Below left: time for a game of air hockey with a youngster at Focus. Below Centre – cycle responders prepare for The Hexgreave Summer Run and below right: Runners in action at Hexgreave



August saw the now popular 'Beach' return to Newark along with other favourites such as the 4-day Stonedead Rock Festival, Newark Festival and the Koi Carp Show. New shows – The Euro Car Show at Newark Showground, Fernwood Summer Party and Retford Panto in the Park attracted good crowds.



Left: Euro Car Show

Right: Retford's Panto in the Park



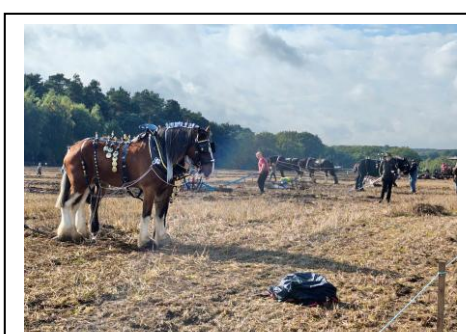
September started with a late booking for the Tour of Britain – covered thanks to a great effort by our volunteers. All the regular events such as Dragon Boats on the River Trent, Flintham and Southwell Shows, Newark Kit Car Show and new events such as the Pike Anglers ensured a very busy September.



Left above: the finish of Tour of Britain in Newark, Centre above: Friday night at Stonedead Festival, right above: Dragon Boat Racing on the River Trent.

October and particularly November saw continuing heavy demand for event cover. Vintage Tractor and Midland Machinery Shows, plus firework and commemorative events like Remembrance Day. In October we were delighted again to cover the National Ploughing Championships this year at Thoresby Estate.

The Aztec Festive Gift Fair was packed and Historical Escapades brought many to Newark Market Place. Late November and December brought bad weather with many Christmas Markets, Christmas Lights and the annual Rowing Club races all having to be cancelled.



Left above: some of our team at Flintham Show, Centre above: Horse ploughing at the National Ploughing Championship at Thoresby, right above: packed halls at the Festive Gift Show at Newark Showground.

Spring 2025 saw the return of the Carole Nash Motor Cycle Show, the regular Normous Newark Autojumbles, alongside cross country running, ploughing matches and Antique Fairs. In February we supported a very wet regional Orienteering competition at Clumber Park and a new event – The Doctor Kronovator Fire Show which drew huge crowds to Newark Market Place in February. After being let down at short notice by their medical provider we stepped in at a week's notice to provide cover to the European Ploughing Championship at Retford. Also delighted to provide cover for the first Air Ambulance walk.



Left above: Ploughing at the European Ploughing Championship. Centre Above: the Lincs & Notts Air Ambulance sponsored walk in Sherwood Pines. Right above the Dr Kronovator Fire Show.

March, April and May saw our volunteers busy with all the regular events such as Newark Garden Show, the Nottinghamshire County Show and AEC Rally – joined by new events such as Retford Charter Day, Summer League Races in Sherwood Pines and after several years the return of Ollerton St Georges Day.



Pictured left: – Competitors race for home in the Summer League Race at Sherwood Pines.

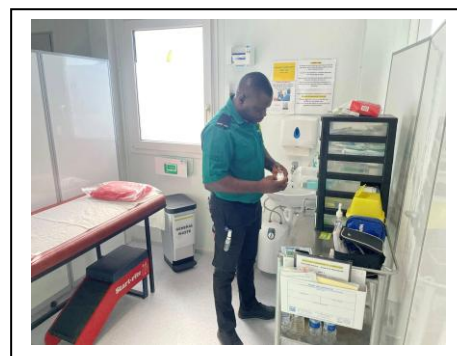
Centre: - A mechanical Dragon at Ollerton St Georges Day

Right: Storm Troopers 'arrest' a few children at Retford Charter Day

June closed a busy year of events with charity walks, the annual Gordon Welbourne Runs, athletics and showjumping, school fetes, the East Bridgford Show and Hoveringham Car Show, village fetes and Armed Forces Day and the now established Newark Duck Race. New events included the Oddsock Festival at Blyth, Streets Ahead in Newark and the North Mukham Jamboree. ***Right members at Coddington Fete.***



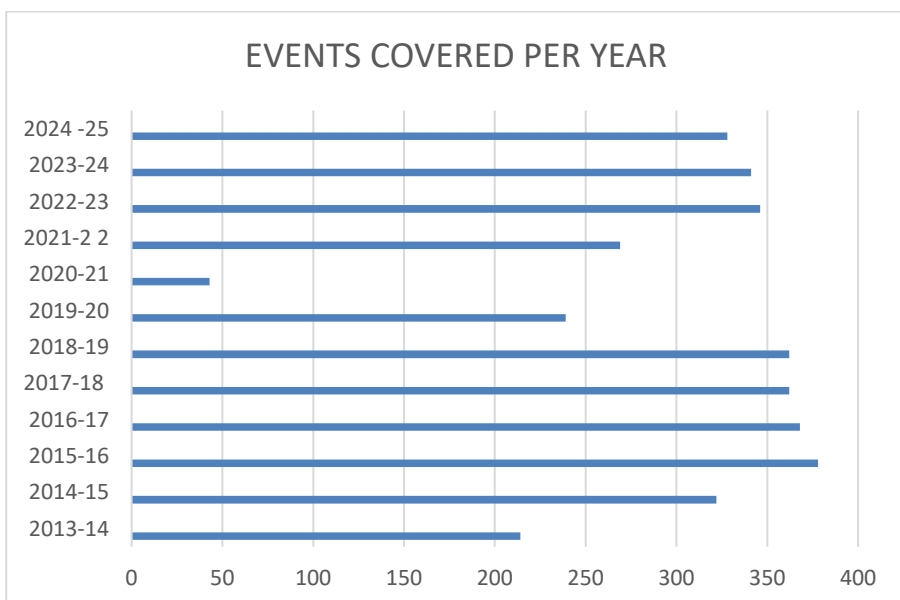
We aim to provide a high quality first aid service at events and this requires a great deal of behind-the-scenes effort. Starting when we receive a request from an event organiser and the sending out of a booking form. Our events team then need to collate information on the proposed event; risk assess the first aid needs and then produce a Medical Plan. Liaising with the organiser, site visits for new events and venues and co-ordination between our events and logistics team. Pre-event work includes organising our volunteer teams, allocating and preparing vehicles and equipment. During the event our volunteer's key role is providing first aid / medical aid to people who become ill or injured at events. They do though have other duties to perform, ensuring regular cleaning, recording radio communications, maintaining patient records, monitoring the site and working with other agencies such as site security, organisers team and the emergency services.



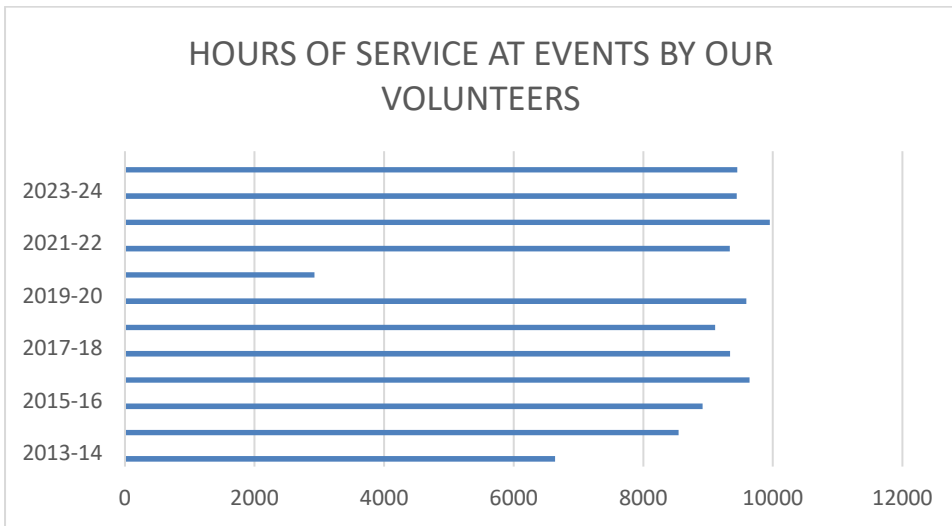
Left: Radio control at the Nottinghamshire County Show. Centre: Members team packs – rotas, maps, critical incident guides, radios and first aid kits ready to be allocated. Right – checking equipment at our First Aid Centre.

After the event we review how it went and look through feedback from organisers and patients with a view to ensuring we continue to give excellent care. We are pleased to report that all events were manned and resourced to the required level during the year.

As a charity relying on volunteers, we have to ensure that we do not take on more events than we can cope with. We plan very carefully for this and are pleased to say that we have never let any event down by not turning up or cancelling late in our 12-year history. We do now encourage all event organisers to contact us at least 3 months in advance, we thank all the organisers we work with for trying to work to this policy. If we can of course we will take late bookings to help out.



The graph (left) shows that the number of events provided with first aid cover this last year at 328 is close to the previous year at 341. Most of the reduction in events was due to winter cancellations due to weather. Plus, cancellation of summer events at Newark Castle – closed for restoration work



The graph (left) shows the number of hours of voluntary service at events given by our volunteers since our charity was formed in 2013.

This year our volunteers gave 9,450 hours an increase of 0.9% on the previous year.

We continue to receive a steady number of out of area requests for event cover, a proportion of these are due to event organisers being let down at the last minute by other first aid/medical organisations. If we have capacity to assist, we do, but most out of area events are declined as we are so busy locally.

Feedback

We send feedback forms to event organisers after their event – approximately 42% reply.

We ask the organiser to rate us on 4 criteria, our booking process, our team members communication skill at events, the appearance of our volunteers and their efficiency in responding to incidents. The rating can be poor, average, good, very good or excellent.

Of those who replied in the year 2024-25:

Booking process: Excellent 86%, Very Good 14%

Communication of our members: Excellent 89%, Very Good 6% Good 2.5% Average 2.5%

Appearance of members: Excellent 91%, Very Good 6%, Good 3%

Response to incidents: Excellent 90% Very Good 5% good, 2.5%, Average 2.5%

Comparing this year to last we have seen a reduction of 2% in the excellent ratings overall. We continue to work hard to improve all areas of our operation.

This year, again, all our team of volunteers who have worked at events deserve a special big thank you for the commitment they have shown. Without the gift of their time (9,450 hours) we would not have covered the 328 events. We would particularly like to thank our Events Manager Jonathan Brown and Philip Jessop & Neil Fuller for all their efforts behind the scene organizing the event cover, collating data and contacting event organisers for their feedback.

Logistics - Development of Resources & Equipment

Our Logistics section has had an extremely busy year working to keep our vehicle fleet and equipment maintained to high standards. Daily activities include vehicle maintenance, checking and restocking equipment, monitoring our on-line system to ensure all equipment is in date. All of our vehicles have been serviced and we would like to thank Alistair Christie Motors of Newark for keeping us on the road. It is our aim to keep all of our treatment facilities hygienically clean and we use the guidance in the NHS Policy – National Standards of Healthcare Cleanliness 2021 to shape our procedures.

In September of 2024 our management team attended the Emergency Services Show at the NEC Birmingham to meet with uniform, equipment and vehicle suppliers. Aimed with a 'shopping list' we visited ambulance suppliers to look at the latest innovations and to view in particular the latest front-line ambulance from BAUS AT and their UK dealership BVS from Essex. Impressed by the design and build of the BAUS AT we engaged in discussions to purchase a new vehicle in 2025. We were also looking to purchase a 'summer uniform' combining smartness, durability and comfort in the heat. Having viewed a range of suppliers we began discussions with Sugdens of Wakefield. Replacing and upgrading our torches and emergency lighting and viewing solar power and storage devices was also on our list, a number of suppliers products stood out and we will be looking in purchasing in our next year 2025-26.



Left: our Logistics and Event Managers at the NEC viewing the latest Front-Line Ambulance from Baus AT, Centre: checking equipment prior to the Nottinghamshire County Show. Right: preparing for painting our Static Unit in April 2025 – as part of ongoing maintenance

We have been looking for some years to purchase an additional 4x4 Ambulance to assist in the extrication of casualties when weather conditions, accessibility and terrain preclude the use of road ambulances. We wanted a vehicle with a fitted stretcher, ideally a Land Rover. We felt a good quality second hand vehicle would best suit our needs though they rarely come available – until April 2025 when two came on the Market. Our Logistics and Operations Managers visited the two vehicles one in Herefordshire and the other in Liverpool. Having been particularly impressed by the Land Rover Discovery in Liverpool we purchased the vehicle from Bu le Light UK a company we have previously done business with.

Once the vehicle joined our fleet our logistics team purchased a full set of equipment, designed a layout of kit and had the vehicle on the road in a few weeks. This year we have also carried out heater servicing on all of our vehicles, thanks to PB Auto Electrics of Mansfield and have purchased new specialist tyres for our 4x4 vehicles thanks to Kwik Fit at Newark.

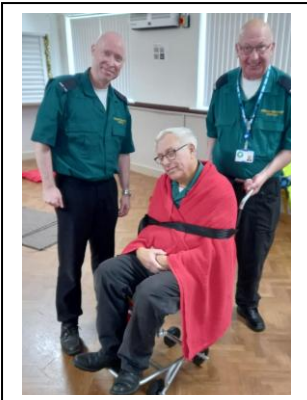


Pictured right: - Our new 4x4 Ambulance with stretcher

Development & Commitment of our Volunteers

Our new group of volunteers that joined us in Spring 2025 completed their apprentice training and moved on to attend First Aid at Work and Paediatric training – all passing the knowledge and skills assessments. They have since been out gaining practical experience at events under supervision.

To maintain members core skills and to develop teamwork and communication we hold weekly training on Monday evenings at Newark Academy in Balderton. We feel this a very important as skills fade is an accepted principle and is clearly a possibility in first aiders who may not be called upon to manage a particular injury or illness that often. During the year our volunteers have also undertaken day courses on Moving & Handling of patients using stretchers, Fracture Management and Critical Incident Training.



Left: Moving and Handling – training using carry chair, Centre: Managing a ‘spinal injury’ – fitting a collar. Right: Assessing for breathing on an unconscious casualty

Each year all members have to complete an annual assessment which takes between 60 – 90 minutes. The assessment is all practical with volunteers assessed in line with their role. These assessments were held in spring 2025. The overall standard was very high though a few members needed to undertake some additional training prior to re-assessment. Our volunteers also have to keep their knowledge base up to date on a 3-year rolling assessment – this involves completing modules via distance learning and e-learning.

In the last year members attended 1,866 hours of training including face to face, e-learning and distance learning. That figure represents a 6% increase against the previous year 2023-24

A tremendous amount of work undertaken by our volunteers is in support work which includes all the background operational work on training and events plus administration, fundraising, managing our finances and logistics. This year the number of hours devoted to this work is 8,088 hours an increase of 3.6% against last year. The figure includes 2,033 hours of service delivering training and 6,055 hours in general support activities.

Our volunteers commit a great deal of their time to our charity, ensuring we can support the local community. In this year 2024-25 the total number of hours of service was 19,404 hours of voluntary service which equates in monetary terms to £236,923:00 if using the National Living Wage as a guide.

Fundraising

This year we launched an appeal to assist us to purchase our new Ambulance/Mobile Treatment Unit. The initial cost of the vehicle was set at £71,000 plus the cost of a multi-posture cot stretch at £15,000. Our policy has always been to self-fund through our regular income – from commercial training and events when possible, turning to the public for support for major projects like the Ambulance that can provide community benefit. We applied for Grant Funding to the Nottinghamshire County Council Community Fund and were delighted to be awarded with a grant for £15,000. We also received a £10,000 grant from the George Reed Fund. In June we launched a Christmas Raffle to raise funds towards equipment and radios for the Ambulance/ Treatment Unit and our new 4x4 Ambulance. By the end of our financial year on 30th June we had raised £1,148:00 – but still 5 months plus to go. We would like to thank all of our volunteers, their families and friends who supported the raffle and all the event organisers who allowed us to sell at their events. In June the supplier of our new ambulance - BVS Ltd of Essex gave us some great news - that they could discount the price of our vehicle saving us £3,000 and would also supply a fully serviced 2nd hand multi posture stretcher free of charge. We would like to thank Jack Byrne and his team at BVS for their support. The new Ambulance was delivered in July 2025 just after the end of the financial year covered by this report.



Left: Newark Business Awards who generously supported us as their Charity of The Year.

Right – some of our volunteers collecting in spring 2025 in Asda Newark

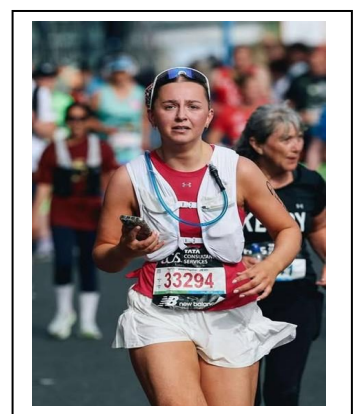


We also have received donations from Cargills PLC, we were made Charity of the Year at the Newark Business Awards and would like to thank local businesses who donated at the event. One of our members Abbie Sumner who is in her final year at Medical School ran for us in the London Marathon. A great effort from Abbie crossing the line on a hot day and raising £1,100 towards our new Ambulance. We were also delighted to be chosen as charity of the year by the President of the Newark Rotary Club who presented us with a cheque for £2,000:00 in June. A generous donation was made by Jean Hudson and family in memory of her husband Paul who passed away suddenly in April 2024. Paul had been a founding member of our charity and a first aider in the community for over 50 years. Thanks also to Asda and Morrisons in Newark and the Original Factory Shop in Ollerton for allowing us to hold collections in store.



Left: some of our team collecting in Ollerton in February 2025

Right: Abbie Sumner running the London Marathon for us in 2025



Public Relations & Recruitment

This year again we have focused our PR effort into the recruitment of new volunteers. We therefore decided to run a repeat of the campaign used in 2023/24 with a mix of door-to-door leaflet drops, adverts in village magazines and a sustained Facebook campaign. The leaflet drop, via the Royal Mail targeted 2 different post code areas to the previous year but was equally successful with 10 new volunteers joining.



Some of our new members: Sue left with one of our experienced members Lindsey, Centre: Alice with David On the right: Charlie at a new running event in Epperstone.

Thanking our retired volunteers

During the year our Chair of Trustees Dr Margaret McDougald and our Operations Manager Philip Jessop have visited our retired volunteers to thank them for all their years of service. They visited 3 volunteers who were all founding members of our charity.

Jean Bennett a retired Mental Health Nurse had been a key player in setting up our charity holding strong views on our vision to provide FREE community services in respect of training and event first aid cover. She became our clinical auditor ensuring our patient report forms were completed to standard and was one of our most active volunteers supporting our team at events with her extensive knowledge and assisting with community training. Jean helped during Covid at the vaccination centre and was one of the first to return to 'active service' after the Covid crisis. Jean gave over 40 years' service as a community first aid volunteer having previously been with St John Ambulance. Terry Alberry was also a founding member of our charity and was instrumental in setting our values. Terry was a very active volunteer who was trained as an advanced first aider. He was very dependable and spent time most weeks providing first aid cover at events and cheering up the 'troops' with his stories. He also helped with fundraising and community training. Anne Vooght also a founding member having previously been a local Responder for 'Lives' and a St John Ambulance volunteer - she had a great deal of experience. Anne was always keen to help at events and was a regular attendee at weekly training. We thank them all for their outstanding commitment to our charity and their community. **Sad Loss** in November 2024 Tony Wells one of our retired founding members passed away after a short illness having served his community for 50 years.



*Left to right:
Jean, Terry,
Anne and
Tony.*



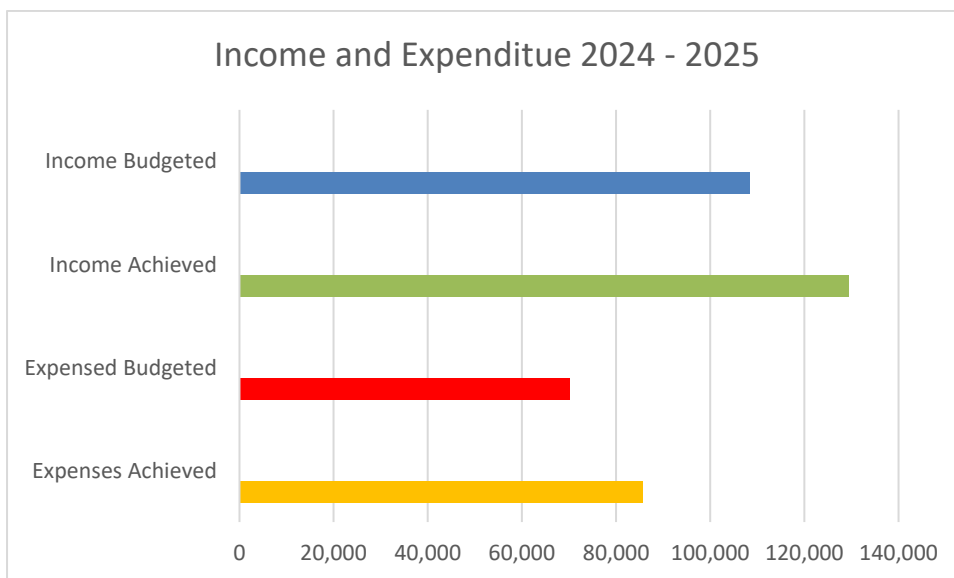
Finances

We started our financial year with a healthy balance at the bank of £60,974:00

Our aim for this year was to invest in our Ambulance Fleet by purchasing a third Front Line Ambulance/ Mobile Treatment Unit. Our Business Plan for this was based on the purchase of a Baus AT constructed vehicle in line with the rest of the fleet. Additional plans for the year were to purchase a new summer uniform and to purchase new equipment for our new ambulance.



We anticipated that events and training income would be in line with the previous year or slightly raised and we had confidence that we could attain some grant funding and increase our fundraising. We were mindful of our need to maintain our reserves in line with our current policy. Our aims were achieved and reserves maintained as can be seen in our Annual Accounts.



Graph left shows:

Income was £21,030 over budget at £129,489.

Expenditure was £15,357 over budget at £85,645.

This was totally accounted for by the unbudgeted purchase of the 4x4 Ambulance

This resulted in a closing balance at bank of £104,819.

The closing balance at the bank is high, for the reason that the payment for our new Ambulance occurred in July 2025 once the vehicle was delivered – which was the start of our next operational/financial year.

The final payment for the Ambulance was £67,500 paid in the first week of our 2025-26 year thus reducing our funds at the bank to £37,319 well above our reserve's threshold.

At our annual stock-take at the year-end our equipment, vehicle and building assets stand at £446,735:00.

Full finance details can be found in our audited accounts.

Forward Development of our Services

With this year's investment in a new 4x4 Ambulance and the anticipated arrival next week of our new Ambulance/Mobile Treatment Unit we are now in a very healthy position in respect of our vehicle fleet. Our First Aid Centre at Newark Showground continues to prove itself an outstanding asset and is in very good order. Overall, we have sufficient equipment stock – all in good order. The quantity and condition of all of these assets give us confidence we can provide a high-quality service going forward.

In our next operational year starting July 1st 2025 we intend to invest in solar panels on one of our vehicles as a trial to see if we can reduce costs and improve resilience. We also have a maintenance plan in respect of vehicles and equipment which will see continued investment in these areas. We are looking to improve our resilience in particular with regard to the increased risk of power outages – we aim to purchase a new range of torches, emergency lighting and solar powered storage devices. We hope that this may be achieved with some funding from the National Lottery.

As always, our greatest asset is our team of volunteers and our ability to continue to provide our services is dependent on them. We have a great team and our key aim for next year is to recruit more volunteers and develop them through training. We plan to launch a Recruitment Campaign in January 2026 based on our previous successful campaigns in January 2023 & 2024 using leaflet drops via the Royal Mail, targeted advertising and social media. We will cover a larger area with leaflets and this will require increased funding.

We also need to strengthen our back-room operations by involving more of our current experienced volunteers in management and administration positions. We will also actively aim to recruit volunteers into these positions. With increasing demand, we are also looking at employing one or more staff to cover key administration roles. Increasing those involved in these areas will also safeguard the charity going forward by building a succession strategy.

In the next year we are also planning to launch a new Community Course on Bleeding and targeted training on Life Threatening Bleeding in certain business sectors. We will also run a Lifesaver Campaign in 2026 aimed at increasing the number of people with basic life support and defibrillator skills in the light of a further reduction in survival rates for out of hospital cardiac arrest in England.

Signed on behalf of the Trustees



Dr Margeret McDougald

Date 26-01-26

Chair of Trustees.

CC16a details
Charity Name
Charity number
For the period from

RECEIPTS AND PAYMENTS ACCOUNTS
Newark Community First Aid
1152694
1 July 2024 to 30 June 2025

A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations	16431	0	0	16431	4844
Sponsored & Matched Donations	0	0	0	0	0
Income from Collections	473	0	0	473	317
Income from Attendance at Events	59812	0	0	59812	59986
Income from Courses	39706	0	0	39706	27906
Grants	11250	0	0	11250	0
Raffle	1148	0	0	1148	890
Gift Aid Recovered	0	0	0	0	0
Other Income (note 3)	669	0	0	669	1394
Loans	0	0	0	0	0
Total	129489	0	0	129489	95337
A3 PAYMENTS					
Purchase of Equipment	5063	0	0	5063	10230
Purchase of Uniforms for Members	1983	0	0	1983	2455
Insurance Cover	8814	0	0	8814	7736
Vehicle Expenses	30300	0	0	30300	7941
Expenses Covering Events inc maintenance	14666	0	0	14666	20080
Courses for the Public & Members (inc Training)	10055	0	0	10055	6664
Hire of Premises	5488	0	0	5488	5534
Administration Expenses	6865	0	0	6865	7644
Fund Raising Equipment & Other Costs	0	0	0	0	0
Public Relations & Advertising	2411	0	0	2411	2136
New Building (inc site works)	0	0	0	0	0
Loan Repaid	0	0	0	0	0
Total Payments	85645	0	0	85645	70424
Net Receipts / (Payments)	43845	0	0	43845	24913
Transfers between Funds	0	0	0	0	0
Cash Funds last year end	60974	0	0	60974	35197
Cash Funds this year end	104819	0	0	104819	60974

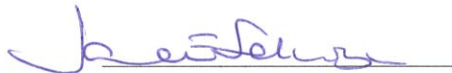
Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund as above	60110	0	0
	Add cheques not yet presented	864	0	0
	Total Cash Funds (as per bank statement)	60974	0	0
Other Monetary Assets	nil			
Investment assets	nil			
	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General		
Non Disposable Equipment	Vehicles, Reusable Equipment & Building	General		
Liabilities	Details			
	Cheques not yet presented	General	864	0

Notes:

- 1) During the year no claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Donations under 'Other Income' were for Lottery - Gifts in Memoriam (669).
- 4) There have been no donations from the Trustees.
- 5) Free use has been granted of rooms for training in return for the First Aid training for staff at the site.
- 6) There have been no transfers between funds this year.
- 7) A stock take of assets is made each year on the basis of current list prices.

Signed by one or more Trustees on behalf of the Trustees and Members

Date 26.01.26



Jane E Selwyn
Print Name



Mark Sturges
Print Name



Section A Independent Examiner's Report

Report to the trustees

Charity Name Newark Community First Aid

On accounts for the year ended

30th June 2025

Charity no (if any)

1152694

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2025

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

Signed: [Signature]

Date: 16-11-2025

Name: Kay Rawson

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

Accountant MA

NEWARK COMMUNITY FIRST AID

England & Wales - Charity number 1152694

Accounts

NEWARK COMMUNITY FIRST AID

Registered Charity: 1152694

TRUSTEES ANNUAL REPORT

Period 1st July 2023 to 30th June 2024



Contact Details

Registered Address

6 Mount Road
Balderton
Newark
Nottinghamshire
NG24 3HF

Telephone

07973 904808

Electronic Communication

Email:

newarkcommunityfirstaiders@hotmail.com

Website:

www.newarkcommunityfirstaid.co.uk

Facebook:



Newark Community First Aid

Twitter:



Newark First Aid

Aims & Purposes

Newark Community First Aid is constituted as a Charitable Incorporated Organisation based on the Association model; it was registered with the Charities Commission on 3rd July 2013. We are governed by our Constitution. Our aim is to provide first aid services in Newark on Trent and the surrounding area, thus helping to reduce suffering and save lives.

The primary services provided by the charity are:

- the provision of qualified and fully resourced first aiders at local events
- providing first aid training to all members of the local community

The services are provided by our members who are volunteers; our primary operating area is based on Newark and a 14-mile radius around the town but could include other parts of Nottinghamshire and Lincolnshire.

Structure & Management

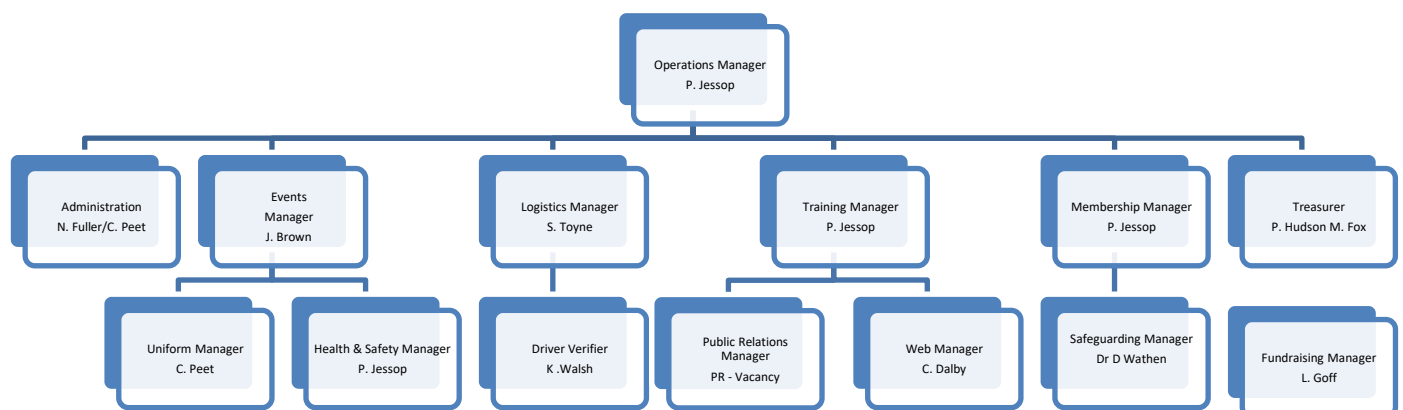
Newark Community First Aid has up to 8 Trustees who oversee the working of the organisation, ensuring it complies with current legislation and guidance in respect of its charitable operation. The Trustees are from a range of backgrounds including the public, private and charitable sectors.

At present our Trustees are:

Peter Smith Dr Margaret McDougald Margaret Shaw Dr Jane Selwyn
Mark Stafford

Trustees are appointed or re-appointed at our Annual General Meeting held annually in September or October. All Trustees give their time on a voluntary basis and receive no remuneration or other benefits.

An Operations Management Team made up of volunteers carry out the day-to-day organisation of the charity. This team are experienced and suitably qualified to fulfill their respective roles in the framework detailed below.



Operations Management Team

Managing the delivery of our services requires a large team of experienced volunteers, many of whom give time daily to ensure a smooth operation and high quality of service. Our charity operates 7 days a week, with volunteers working on background tasks as well as our front-line operations. The amount and scope of background work is often surprising to those who only see our volunteers at events or in their training role.

Our team deals daily with email and phone enquiries, managing course and event bookings. Our training team are involved in course preparation for our workplace training – cleaning manikins, checking resources, managing e-learning, putting together delegate packs and providing candidate support. The training team also manage the training of our own volunteers. Our Event Manager liaises with event organisers and the local Safety Advisory Group, risk assessing events to ensure adequate manpower and resources are provided. Tasks include producing event medical plans, information packs, maps and guidance material as well as collating statistics and feedback post event. Our Logistics Manager and team are busy every day checking and restocking equipment, cleaning equipment and vehicles, carrying out and organizing maintenance. Finance, fundraising and membership managers are also busy weekly with their responsibilities.

Training Team

Our Training Operation is fulfilled by 4 trainers, most of whom have many years of experience providing training in the workplace, event first aid and advanced first aid. Our workplace first aid and paediatric first aid training is approved and monitored by the First Aid Industry Body.

Our Event First Aid Operation is delivered by our volunteers who are trained on a range of competencies. On joining all new members undertake induction training including safeguarding, health & safety, and basic life support. On completion of all elements of initial training members are classed as Apprentice First Aiders. Volunteers can then progress to become First Aiders by completing First Aid at Work, Paediatric and Event First Aid courses. Volunteers then attend events, develop their skills, and gain experience before deciding if they wish to progress to become Advanced First Aiders by completing AFA and Frec3 training.

Volunteers

Membership of NCFA is open to anyone over the age of 16 who meets the requirements of our joining procedure which includes criminal record checks through the DBS and health checks. Criminal record checks are repeated in line with statutory requirement every 3rd year, health checks are updated if any change occurs to a member's health.

Our trained volunteers meet weekly for training on Monday evenings at the Newark Academy, London Road, Balderton. In addition to weekly training members maintain their competencies through distance and e-learning modules designed by NCFA. They also attend additional face to face training as required to maintain the competencies relative to their role. Members are assessed annually. We also have non uniformed members who assist with support work such as fundraising and public relations – some of these are full members of NCFA others are supporters in line with our constitution. We are very grateful for the hard work and commitment shown by all our volunteers which makes it possible to deliver a high-quality community service. The Trustees would like to place on record our thanks to all our members who are dedicated to the work of the charity and who give so much time to help their community.

Insurance

To protect our members, those we treat, those we train and the public at large we ensure we have insurance more than the industry norm. We hold Employee, Public, Medical Malpractice, Professional Indemnity, Vehicle, Equipment and Building insurance.

Policies and Procedures

To ensure the effective operation of the charity the Trustees have put in place a range of policies and procedures. These are designed to protect the charity, its members, service users and those who may be affected by our operations. Many of the policies include training packages for example our Safeguarding, Infection Prevention & Control and Health & Safety policies. A review of our Data Protection Policy and head injury and wound care guidance has been undertaken this year.

The policies include:

Safeguarding - Health & Safety – Equality and Diversity – Infection Prevention and Control – Grievance – Disciplinary – Whistle Blowing – Finance – Events – Data Protection (GDPR) – Complaints.

Objectives and Activities

In planning our activities for the year, we kept in mind the Charities Commission guidance on public benefit at our Trustee and Operations meetings. We believe that the activities undertaken by the charity and summarised in this report fulfil this requirement. The Trustees, Management Team and all of our volunteers are committed to achieving the objects of the charity 'The relief of sickness and provision of first aid in Newark on Trent and surrounding areas' which are centred on delivering first aid training and first aid cover at events.

In respect of first aid training NCFE provide:

- Community Training – this training is provided **free of charge** to individuals, community, charity, and sports groups. Donations are gratefully received and used to develop the service.
- Commercial Training – this vocational training is provided to workplaces, schools and charities to comply with HSE First Aid Regulations 1981 or Dept of Education requirements in school & pre-school settings. The training is charged at competitive prices with profits re-invested into the charity.

In respect of first aid event cover NCFE provide:

- Risk assessed event cover & the provision of adequate manpower and resources.
- The service is **free of charge** to Community Events though donations are gratefully received.
- Our event services are also provided to a range of commercial event organisers running generally large local events. These events are charged per hour per first aider. These inexpensive charges allow us to maintain and develop our services.

Our philosophy is to provide a service that is affordable to all sectors of the community so that anyone can access both first aid training and event cover. We are also committed to making our service as accessible as possible. We believe that this will encourage many more people to learn first aid enabling them to provide life-saving care. We also believe our policy encourages more event organisers to provide suitable & sufficient first aid cover at their events.

Overview of Achievements, Challenges and Performance this Year

The 12-month period commencing 1st July 2023 has seen very heavy demand for all of our services with our community courses showing a phenomenal increase of 230%.

We made recruitment our priority for the year. Nationally volunteering has seen a huge decline since the Covid pandemic and is now at its lowest level since records began. We decided to concentrate our campaign around Christmas 2023 and January 2024. Using a mixture of social media, targeted leaflet drops and targeted advertising. The results were excellent as we recruited more new volunteers than ever before in one year.

We also aimed to continue stabilizing our funds after the effects of the pandemic. This has also been achieved with income well over budget and expenditure well below.

We have also seen stability return to events with all of our long-standing events now back in the calendar as they were pre-pandemic. The closure of the East of England Showground has seen more events move to Newark Showground, we have had more demand from the athletics sector and more small events requesting cover.

Our Commercial Training which had seen two years of huge growth stabilized at this new high level in the year 2023-24.

Kevin Walsh one of our trainers took a more active role in delivering commercial courses. Having qualified as Mental Health First Aid Trainer with the First Aid Industry Body in December 2022 he has now developed our training package in this key area and is now rolling out the training

We are also extremely pleased to see a 3-fold increase in the number of candidates attending our FREE Community First Aid Courses. This area of training has seen slow growth since the pandemic but with 1,654 candidates it makes it our second highest number trained in a 12-month period. Community training is a vital part of our charitable work - training people to save lives - as statistics show 80% of cardiac arrests occur at home.

We have continued to develop our services, through training our volunteers and upgrading our resources. A fundraising campaign starting in March 2024 raised by June the £3,500:00 needed to purchase new radios for our vehicle fleet. This has increased our range of radio communications which is particularly important for events like cross country running, cycling and horse trekking events.

It is clear from the demand for our services and the feedback we receive from course candidates, event organisers and patients that the community appreciates the service we provide. Our volunteers gain a great deal from their volunteering. Our aim must be to encourage more people to volunteer with us.



Pictured above some of our team at Armed Forces Day – June 2024.



Demonstrating control of bleeding on a FREE Community Course – Nov 2023

Community Training

Community training is a key part of our charitable work we provide first aid training to a wide range of organisations and individuals. Giving them the skills to save lives and manage injuries and minor illnesses they may come across in the home or whilst involved in community activities. It gives them confidence to deal with these incidents which reduces the demand on the NHS. This area of our work is clearly of public benefit. All of our courses are FREE of charge to candidates, we travel to their location, we work with parish councils and others to promote the events locally. This we believe makes it possible for everyone to attend if they wish to do so. With England still having some of the worst survival rates from cardiac arrest in Europe we believe that providing our Basic Life Support training can make a difference.

This year we have trained 1,695 people compared to 502 last year. We have provided training to the public across Newark in venues such as the Catholic Centre, Hawtonville and Bridge Community Centre's as well as to groups such as Newark My Sight, Southfield House, Newark Emmaus Trust, Nottinghamshire Mind and Reach. We have trained local scout and guide groups including the newly formed Woodborough Squirrels. Courses have been held in local villages including South Clifton, Foston, Syerston, Collingham, Balderton and Thurgarton.

We have also continued to provide training in schools and visits to early years settings. Visits to nurseries are designed to reduce fears children may have with ambulances.

Lincolnshire CO-OP provide weekly walks across Lincolnshire, Newark and Eastern Nottinghamshire designed to get people out enjoying the fresh air, meeting others and getting exercise. They have nearly 200 Walk Leaders and we were asked to develop a 3-hour first aid course for them. We then delivered this training to groups across their operating area with courses held in villages and towns such as Hemingsby, Leasingham, Spalding, Market Rasen and the city of Lincoln. In June we joined with Newark and Sherwood District Council, Nottinghamshire Police and Nottinghamshire Fire and Rescue to deliver 2 weeks of Safety Training to local schools. The events were held in Devon Park Newark and Vicar Water in Clipstone. We provided hands on resuscitation training – feedback was excellent and the youngsters clearly enjoyed the event.

We are delighted to have been able during the year to deliver our courses to a wide cross section of our local community ranging in age from 4-year-olds at nursery to a 94-year-old resident in a local care home who can now use a defibrillator!! We have delivered to those vulnerable in society – the homeless, groups with special needs due to loss of vision and physical disability, those with special educational needs, and groups supporting those with mental ill health. We have given school children important life skills through first aid training. Our aim is to continue to develop our Community Training next year 2024-25.



Above – Home First Aid course – treating burns – Below – secondary school pupils practice CPR



Commercial – Workplace Training

This year we have continued to run all of our 'Open' workplace courses using blended training. These are our local advertised courses that allow businesses and schools to book on individual candidates. Blended training is part e-learning and part face to face training and it has been well received by employers and students. We have identified some students who need additional support with their e-learning particularly those who do not have English as their first language. In these cases, we have worked with their employers to organize on-site training where our training team can work through with candidates as they complete their e-learning module. We are still providing full face to face classic courses to organisations that prefer that format.

The First Aid Industry Body that we use to approve, monitor and regulate our courses introduced new standards of training in 2022. This is to ensure quality of training across the training providers they work with. These changes added significantly to the administration of courses, but we are pleased to say that further changes have mitigated some of the original issues. The FAIB have also produced a range of new course books and materials which are clear, easy to follow and well-illustrated. We have used these new resources to enhance our courses ensuring we continue to provide the highest quality training at inexpensive prices.



New range of FAIB Course Books

We are confident in our training standards and feedback from students shows 96.6% of students rate our courses as excellent. This year we have seen demand for our courses stabilize after two years of growth that doubled the demand for our courses. We are pleased to say that we were able to avoid any price rises during our financial year.

We have continued during the year to develop and strengthen our training relationship with large local companies such as Lincolnshire Co-op, Bakkavor and NSK as well as the many smaller businesses and local councils we provide with training. We have grown again the number of schools and Academy Groups who use our services – we now provide training to schools as far apart as Langold in North Nottinghamshire down to East Leake on the Leicestershire border. Funds raised through vocational training are used to provide our FREE community services – helping to train youngsters in schools, youth groups and charities.



With work related stress, depression and anxiety affecting 914,000 workers and over 17 million working days lost according to the latest HSE Health & Safety at Work Statistics – Mental Health First Aid is vitally important to staff and employers. We are pleased to say we are now seeing an uptake in our Mental Health First Aid courses and we are working with companies and councils to link our courses to their existing workplace support systems. We are planning to expand this area of training in our next operational year.

Specialised Courses

During the year we devised some specialised courses to meet the needs of particular workplaces.

We provided moving and handling training with the emphasis on using evacuation sledges for Newark Town Council. We also developed a Management of Bleeding Course – looking at dealing with minor bleeding, severe bleeding and shock up to life threatening trauma resulting in catastrophic bleeding. We have delivered this course to companies and schools and with more organisations purchasing bleed kits we anticipate growth in demand in the next year.



Practicing applying a Tourniquet on our new Management of Bleeding course.

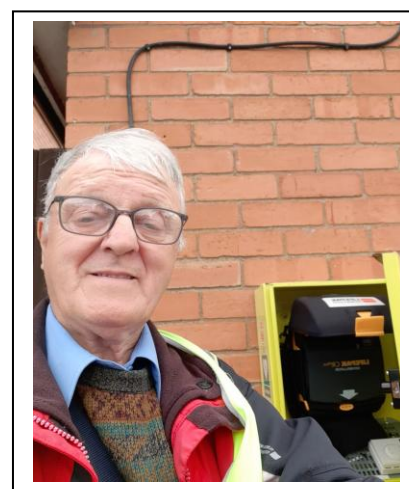
The number of volunteer hours given by our members in preparation and delivery of training was 2,144 which was a slight increase on the previous year. We would like to thank our Training Manager Philip Jessop and all of his team particularly Kevin Walsh and Jake Ramsay for the hard work they have undertaken on behalf of the charity.

Community Public Access Defibrillators

The UK Resuscitation Council continues to stress the importance of communities and workplaces providing public access defibrillators. During the year we have provided specific defibrillator training to staff from Newgate, NSK Bearings, Highfields school and all our courses include defibrillator awareness. We have also provided advice on purchasing CPADs to organisations such as the Conservative Club, Balderton Parish Council and local sports clubs.

We continue to check the Automated External Defibrillators in Balderton on behalf of the Parish Council. We have agreed to support the store staff in Lincolnshire Co-op stores in Nottinghamshire with any AED problems related to their Community AED programme.

***Right - Our Fundraising Manager checking one of Balderton's Community Public Access Defibrillators.
Below – The new Public Access Defibrillator at Highfields School – we provided staff training.***



Event Cover

As our new trading year started on 1st July 2023 we already had a full calendar of events up to Christmas with bookings already strong for 2024. The 1st July saw our team at the UK Techfest at Newark Showground as thousands enjoyed heavy beat of the Tech music.

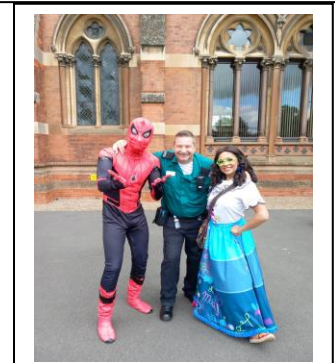


Left above - One of our team keeps an eye on the crowd at Techfest, whilst on the right the bands wow the crowds. The event was tinged with sadness as it was the last Techfest at least for now!!

The first two months of the year saw regular events such as athletics, brass band concerts, Newark Book Festival and Innovation drawing the crowds. The Focus religious festival returned to Newark Showground requiring a large logistics operation and 6 days of 24-hour cover with up to 10 volunteers per day. August started with super heroes at Kelham Hall, the new Save the Rave Concerts drew large crowds and the month ended with a return of the Stonedead Rock Festival bigger than ever plus Newark Festival.



Left: the Innovation Event shows off road repair equipment, centre: Evening Service in the Big Top at Focus and right: one of our team at the Focus set up – our volunteers were kept busy with nearly 200 casualties. Below right one of our team joins Super Heroes at Kelham Hall – Below left & centre Save the Rave Concerts.



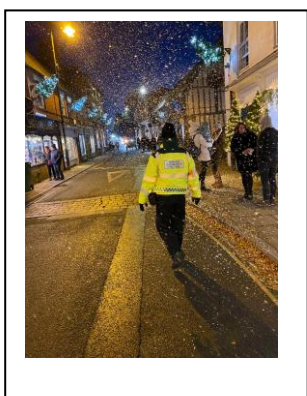
September was extremely busy with Dragon Boat Racing on the river Trent and the return of the popular agricultural shows at Flintham and Southwell. We were also asked to cover the start and finish of the Nottinghamshire stage of the Tour of Britain – attracting thousands to both Edwinstowe and Newark.



Left: above the sprint finish of Tour of Britain in Newark, centre: some of our team at Edwinstowe for the start of Tour of Britain stage, right: a very busy Festive Gift Fair in October at Newark Showground.

October and November saw a range of small shows and regular large events such as the Festive Gift Show, Vintage Tractor and Midland Machinery Shows, plus firework and commemorative events like Remembrance Day and All Souls. November and December had its Christmas themed events, with Christmas Markets in Newark plus new market events in Southwell, Mansfield Woodhouse, Saxilby and Norwell. We also covered for the first time Southwell Young Farmers Christmas Tractor Run which attracted huge crowds. Newark Rowing Club held its normal Head Races on the river Trent but unfortunately snow resulted in the cancelation of the Mental Elf Run in Sherwood Forest.

Spring 2024 saw the return of the Carole Nash Motor Cycle Show, the regular Normous Newark Autojumbles, alongside cross country running, ploughing matches and indoor show jumping. In February we were pleased to support the two-day Notts Alone mental health events aimed at young people held at Notts County FC and at the YMCA in Newark.



Left: One of our team in the 'snow' at Southwell Christmas Market, Centre: tractors dressed with lights and baubles head out on the Southwell YFC Christmas Tractor Run. Plenty of motor bikes on display at the January 24 Carole Nash Bike Show.

March, April and May saw the many regular events joined by new events such as the 3-day Hornby Railway Show, the Gerald Story Fun Run for Cancer Research, the Plastic Ocean Show, Elston Live, Move More in May and the poignant 'Ride For Grace' in memory of the students killed in Nottingham earlier in the year.

June as always closed the year with a massive calendar of events keeping our volunteers extremely busy.



Pictured left: – The Midlands Woodwork Show – draws crowds to a display.

Centre: - The Blankney Hunt Ball – one of several balls attended during the year.

Right: One of the many layouts at the Hornby Railway Show.

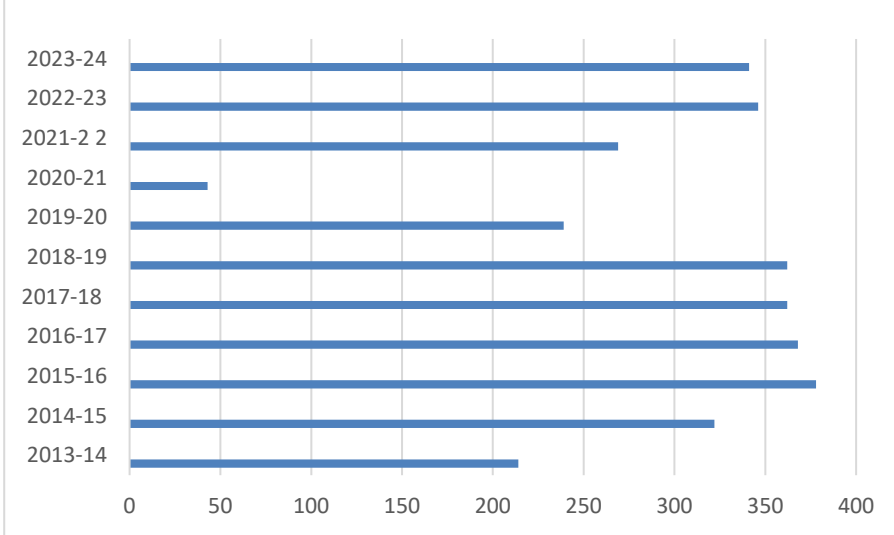
Delivering a high quality first aid service at events takes a great deal of planning, often a considerable logistics effort and communication with our team of exceptional volunteers. The work starts when we are contacted by an event organiser requesting first aid cover. Our events team need to collate information on the proposed event, risk assess the first aid needs and then produce a Medical Plan. In 2023 this was made more complicated with the publishing of a new Medical Chapter in the national Purple Event Guide, which was then quickly re-written. The Purple Guide is the 'bible' for event organisers giving them guidance on running a safe and successful event. The new guidance though created some confusion with event organisers, the local Safety Advisory Group and venue owners. To clarify the situation, we held discussions with the East Midland Ambulance Services representative on the safety advisory group and then developed a new booking system for events. The new system has to date worked well giving event organisers clear guidance based on the Purple Guide plus our risk assessment based on the event organisers input and our experience.

During the event our volunteer's key role is providing first aid / medical aid to people who become ill or injured at events. They do though have other duties to perform, ensuring regular cleaning, monitoring and recording communications, completing checks on vehicles and equipment. At many events the pace of work is steady but it may be a 12-hour shift at other events it is all go.

After the event we review how it went and look through feedback from organisers and patients with a view to ensuring we provide a high-quality service. We are pleased to report that all events were manned and resourced to the required level during the year.

As a charity relying on volunteer's, we have to ensure that we do not take on more events than we can cope with. We plan very carefully for this and are pleased to say that we have never let any event down by not turning up or cancelling late in our 11-year history. We do now encourage all event organisers to contact us at least 3 months in advance, we thank all the organisers we work with for trying to work to this policy. If we can of course we will take late bookings to help out.

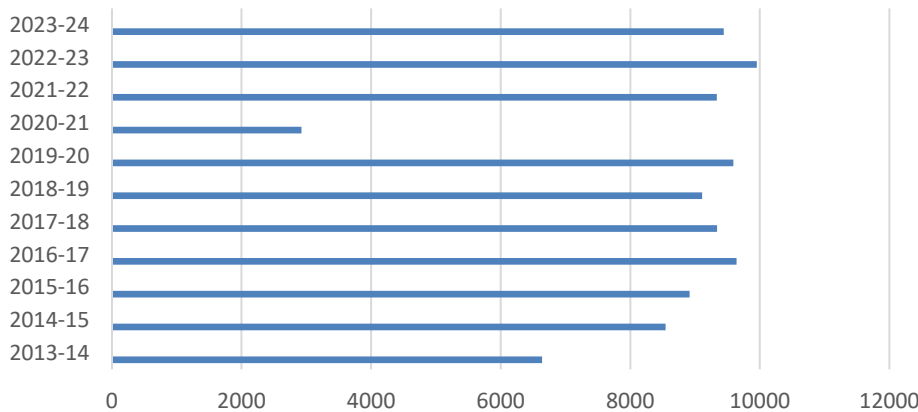
EVENTS COVERED PER YEAR



The graph (left) shows that the number of events provided with first aid cover this last year at 341 is close to the previous year at 346.

The year 2019/2020 was affected by COVID in the last quarter. 2020/2021 COVID affected the entire year.

HOURS OF SERVICE BY OUR VOLUNTEERS



The graph (left) shows the number of hours of voluntary service given by our volunteers since our charity was formed in 2013.

This year our volunteers gave 9,441 hours down a few hundred on last year's record.

We continue to receive a steady number of out of area requests for event cover, a proportion of these are due event organisers being let down at the last minute by other first aid/medical organisations. If we have capacity to assist we do, but most out of area events are declined as we are so busy locally.

This year, again, all our team of volunteers who have worked at events deserve a special big thank you for the commitment they have shown. Without the gift of their time (9,441 hours) we would not have covered the 341 events. We would particularly like to thank our Events Manager Jonathan Brown and Neil Fuller for all their efforts behind the scene organizing the event cover, collating data and contacting event organisers for their feedback.

Logistics - Development of Resources & Equipment

Our Logistics section has had another busy year ensuring that our vehicle fleet and equipment are maintained to high standards. The logistics section is kept busy daily, with equipment checks, maintaining the online tracking system to ensure all items are in stock and in date, cleaning, ordering, servicing and ensuring equipment is charged and ready to be deployed. This year we have had our Marquee First Aid Posts checked and repaired by Specialised Canvas of Stavely in Derbyshire. In May we developed a brake problem with our towable First Aid Unit and we would like to thank Portland Towing of Lincoln for carrying out the required repair and servicing of the Unit. We have had all of our electrical equipment PAT tested and our monitoring equipment, defibrillators, aspirators and medical gas delivery equipment serviced.



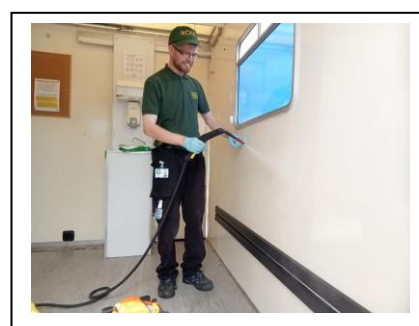
Left above: One of our Marquees newly refurbished and cleaned Centre: All of our Treatment Units have had services and MOTs Right above: Our Towable Unit being prepared for transport for repairs

All of our vehicles have been serviced and we would like to thank Alistair Christie Motors of Newark for keeping us on the road. Our First Aid Centre at Newark Showground has proven to be an exceptional asset throughout the year and our logistics team have maintained it to a very high standard. Both patients and event organisers have commented on the high quality of the facilities at the First Aid Centre. It is our aim to keep all of our treatment facilities hygienically clean and we use the guidance in the NHS Policy – National Standards of Healthcare Cleanliness 2021 to shape our procedures.



Left our First Aid Centre with our 4x4 and Cycle Response Unit.

Right: Steam cleaning a Treatment Unit as part of the cleaning protocol.



In spring 2024 we launched a raffle to raise funds to purchase new radio sets for our fleet of vehicles. The aim was to improve our communications particularly at events taking place over large distances such as cycle racing, long distance running and horse events. The raffle was a great success and all the radios have been installed. Our handsets were also upgraded in line with our radio licence. We would like to thank the National Radio Bank from Bourne for their advice and their skillful installation.

Development & Commitment of our Volunteers

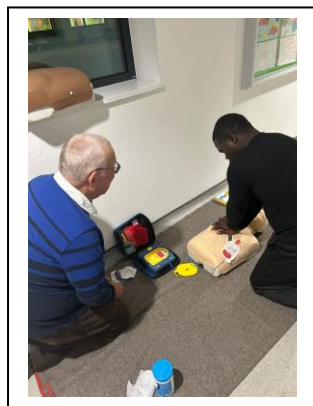
Our volunteers are our most important asset, vital to our success; they deliver our services to the community. We are delighted to report that membership has risen during the year as we have welcomed a team of new enthusiastic recruits. All new members complete 5 distance learning modules as part of their Apprentice Training these cover areas such as health & safety, safeguarding and infection control. This training culminates in a training day so that members can develop skills in these areas. All new members also learn Basic Life Support before moving on to qualify in First aid at Work and Paediatric First Aid.



Left: new members practice donning and doffing PPE on their Apprentice Training Day. Right: new members completing their First Aid written examination,



To maintain members core skills and to develop teamwork and communication we hold weekly training on Monday evenings at Newark Academy in Balderton. We feel this a very important as skills fade is an accepted principle and is clearly a possibility in first aiders who may not be called upon to manage a particular injury or illness that often. If a first aider only updates and practices their skills annually or every 3 yearly as they requalify then skills fade is often displayed.



Left: Resuscitation practice at our weekly training, Centre: Managing a 'casualty' at a multi casualty incident with Notts Fire and Rescue. Right: Banksman training at our Drivers Training Day.

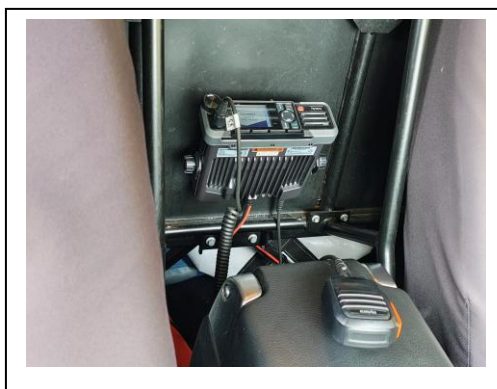
We assess all of our volunteers annually in line with the role they perform. We are pleased to say that standards in the current year were high. We also require all active members who attend events to requalify every 3 years in all of their required training modules either through distance or e-learning tests or by attending and passing the specific course assessment criteria. This year all of our members who drive our vehicles have passed their annual assessment and attended a driver's training day looking at areas such as using a banksman and slow maneuvering. We have also started to roll out training in managing multi casualty critical incidents. Jonathan Brown our Events' Manager has developed resources and a training package. We have held training incidents over the year with Nottinghamshire Fire and Rescue Service and Newark Showground staff.

In the last year members attended 1,749 hours of training including face to face, e-learning and distance learning.

A tremendous amount of work undertaken by our volunteers is in support work which includes all the background operational work on training and events plus administration, fundraising, managing our finances and logistics. This year the number of hours devoted to this work is 7,804 which is a slight fall of 1.8% against last year. In total this year our members gave 21,138 hours of voluntary service (+5% on last year) to the local community which equates to £242,000:00 if using the National Living Wage as a guide.

Fundraising

This year we have held a raffle to raise funds to purchase new radios for our vehicles. The raffle commenced in March and raised the target amount of £3.600. We would like to thank all of our volunteers, their families and friends who supported the raffle and all the event organisers who allowed us to sell at their events. Our policy has always been to self-fund through our regular services – commercial training and events when possible, turning to the public for support for major projects that can provide community benefit. We have also continued to have donations from local collecting boxes in stores – we would like to thank the owners for their support.

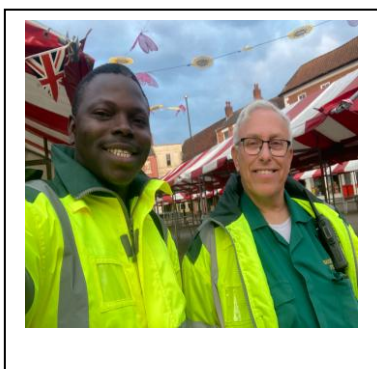


Far left one of our volunteers selling raffle tickets at Southwell Folk Festival.

Centre – the new radios purchased for our fleet with the raffle proceeds.

Public Relations & Recruitment

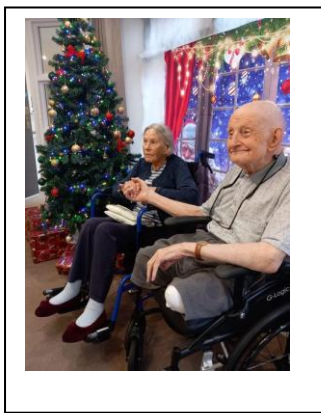
This year we have focused our PR effort into the recruitment of new volunteers. Having reviewed previous recruitment campaigns, we had noticed over the last years a steep decline in results from newspaper and radio advertising. We therefore decided to run the campaign with a mix of door-to-door leaflet drops, adverts in village magazines and a sustained Facebook campaign. The leaflet drop was mainly via the Royal Mail Door to Door service with some of our Trustees and members covering additional areas. The results were excellent with our largest intake of new members during one campaign.



Some of our new members, Ola left with our Ops Manager, Dragos centre, Alison, Ellie, Cheryl - right

Our Losses

This year we have suffered the loss of several of our founding members. In January we received the very sad news of the passing of Dr Peter Crookes who had played a leading role in the formation of our charity. Peter was our first Chair of Trustees and he had devoted his life to the service of the sick and injured through his work as a local GP and his association with local first aid provision. He had served our local community for over 50 years as a leading figure in first aid and we are proud to have served alongside him. In February after several years of deteriorating health we lost Christine Paknoham. Chris had championed the formation of our charity and devoted hours to setting up our systems, she was the voice of the organisation as Administration Manager dealing with course and event bookings and general enquiries. Chris retired just over a year before her death, having given 10 years' service to us and over 25 years to first aid in Newark. In April and very suddenly Paul Hudson our Finance Manager since the charity was formed died at home. Paul was a lifelong first aider – joining as a boy cadet in Chesterfield and giving over 60 years of devoted service. A founder member of our charity he was very committed and like Chris and Peter will be fondly remembered.



Above Left – Dr Crookes and his wife the Christmas before his death, centre - Chris Paknoham collecting for our Treatment Centre in 2022 and right Paul Hudson on duty at an event in 2023. 145 years of Community Service

Finances

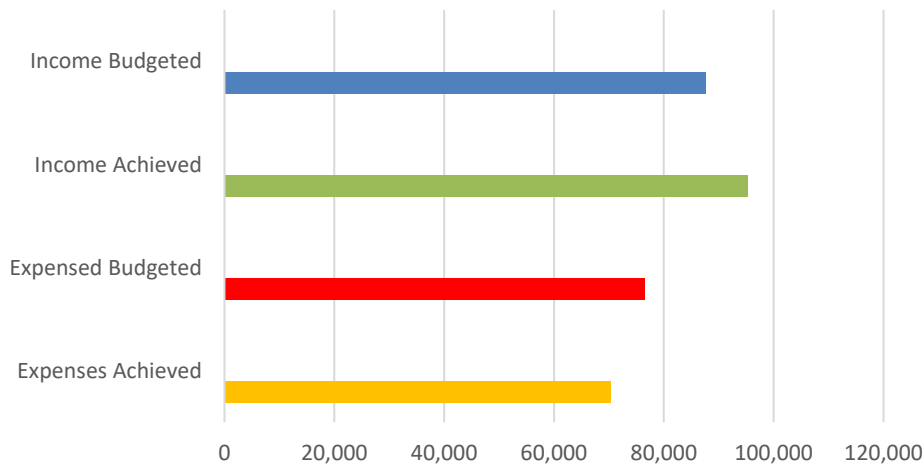
We started our financial year with a balance at the bank of £33,124:00

Our aim for this year was to stabilise our accounts after large expenditure in 2021-22 on our new First Aid Treatment Centre and a steady financial year in 2022-23 due to the economy.

We anticipated that events and training income would be depressed due to high inflation and both individuals and companies struggling with finances. However, the financial situation turned out better than expected with income over budget and expenditure under budget.



Income and Expenditure 2023 - 2024



Graph left shows:

Income was £7,567 over budget at £95,337.

Expenditures was £6,060 under budget at £70,424.

This resulted in a closing balance at bank of £60,110.

Full finance details can be found in our audited accounts.

Forward Development of our Services

We are currently in a good position regarding our equipment, resources and buildings. We do however feel now is the time to purchase an additional Mobile Treatment Unit/Ambulance. We have been in discussion with Baus and have a quote for a new vehicle. Fundraising will commence in January 2025 with a view to acquiring the vehicle in the coming financial year. We are also looking at purchasing some summer uniform and additional equipment to improve our resilience.

Recruitment is top priority and we have planned a recruitment programme starting in December 2024 through to Spring 2025— increasing membership substantially is our key aim. We will also continue to stabilize our finances with a view to improving our services to the community.

Signed on behalf of the Trustees

Dr Margaret McDougald (Chair of Trustees)

10/2/25.

Date:

CC16a details **RECEIPTS AND PAYMENTS ACCOUNTS**
Charity Name **Newark Community First Aid**
Charity number **1152694**
For the period from **1 July 2023 to 30 June 2024**

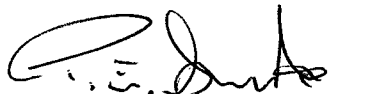
A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations (note 3)	4844	0	0	4844	3,093
Sponsored & Matched Donations	0	0	0	0	0
Income from Collections	317	0	0	317	1,393
Income from Attendance at Events	59986	0	0	59986	65,470
Income from Courses (note 3)	27906	0	0	27906	30,221
Grants	0	0	0	0	0
Raffle	890	0	0	890	0
Gift Aid Recovered	0	0	0	0	762
Other Income (note 9)	1394	0	0	1394	2,139
Loans (which may convert to donations)	0	0	0	0	0
Total	95337	0	0	95337	103,078
A3 PAYMENTS					
Purchase of Equipment	10230	0	0	10230	13,680
Purchase of Uniforms for Members	2455	0	0	2455	860
Insurance Cover	7,736	0	0	7736	7,939
Vehicle Expenses	7941	0	0	7941	11,911
Expenses Covering Events inc maintenance	20080	0	0	20080	16,116
Courses for the Public & Members (inc Training) (note 9)	6664	0	0	6664	16,156
Hire of Premises	5534	0	0	5534	3,860
Administration Expenses	7644	0	0	7644	4,678
Fund Raising Equipment & Other Costs	0	0	0	0	236
Public Relations & Advertising	2136	0	0	2136	1,151
New Building (inc site works) (note 8)	0	0	0	0	2,920
Loan Repaid (note 11)	0	0	0	0	6,000
Total Payments	70424	0	0	70424	85,507
Net Receipts / (Payments)	24913	0	0	24913	17,571
Transfers between Funds (note 7)	0	0	0	0	0
Cash Funds last year end	35197	0	0	35197	15553
Cash Funds this year end	60110	0	0	60110	33,124

Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund as above	60110	0	0
	Add cheques not yet presented	864	0	0
	Total Cash Funds (as per bank statement)	60974	0	0
Other Monetary Assets	nil			
Investment assets	nil			
Assets retained for own use (note 10)	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General		14,251
Non Disposable Equipment	Vehicles, Reusable Equipment & Building	General		307,792
Liabilities	Details			
	Cheques not yet presented	General	864	0
	Loan which may convert to donation (note 11)	General		

Notes:

- 1) During the year no claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Because of the use of external Fund Raising Organisations, some Donations (under Income) are not classifiable separately this year under any of the other headings.
- 4) Donations under 'Other Income' were for Lottery Donation (861), Gifts in Memoriam (533).
- 5) There have been no donations from the Trustees.
- 6) Free use has been granted of rooms for training in return for the First Aid training for staff at the site.
- 7) There have been no transfers between funds this year.
- 8) The 'Costs of Courses for the Public and Members' and 'Costs of Training Members' heads have been merged – it had become almost impossible to distinguish the costs between them.
- 9) A stock take of assets is made each year on the basis of current list prices.

Signed by one or more Trustees on behalf of the Trustees and Members



Date 4th MARCH 2025

PETER E. SMITH
Print Name

_____ Print Name



Section A

Independent Examiner's Report

Report to the trustees

Newark Community First Aid

On accounts for the year ended

June 30th 2024

Charity no (if any)

1152694

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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

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

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

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

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

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

Signed:

Date:

02/02/2025

Name:

Kay Rawson

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

Accountant (AAT)

Address:

10 Harcourt Street,

Newark,

NG24 1RF

Section B

Disclosure

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

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

NONE

NEWARK COMMUNITY FIRST AID

England & Wales - Charity number 1152694

Accounts

NEWARK COMMUNITY FIRST AID

Registered Charity: 1152694

TRUSTEES ANNUAL REPORT

Period 1st July 2022 to 30th June 2023



Contact Details

Registered Address

6 Mount Road
Balderton
Newark
Nottinghamshire
NG24 3HF

Telephone

07973 904808

Electronic Communication

Email:

newarkcommunityfirstaiders@hotmail.com

Website:

www.newarkcommunityfirstaid.co.uk

Facebook:



Newark Community First Aid

Twitter:



Newark First Aid

Aims & Purposes

Newark Community First Aid is constituted as a Charitable Incorporated Organisation based on the Association model; it was registered with the Charities Commission on 3rd July 2013. We are governed by our Constitution. Our aim is to provide first aid services in Newark on Trent and the surrounding area, thus helping to reduce suffering and save lives.

The primary services provided by the charity are:

- the provision of qualified and fully resourced first aiders at local events
- providing first aid training to all members of the local community

The services are provided by our members who are volunteers; our primary operating area is based on Newark and a 12-mile radius around the town but could include other parts of Nottinghamshire and Lincolnshire.

Structure & Management

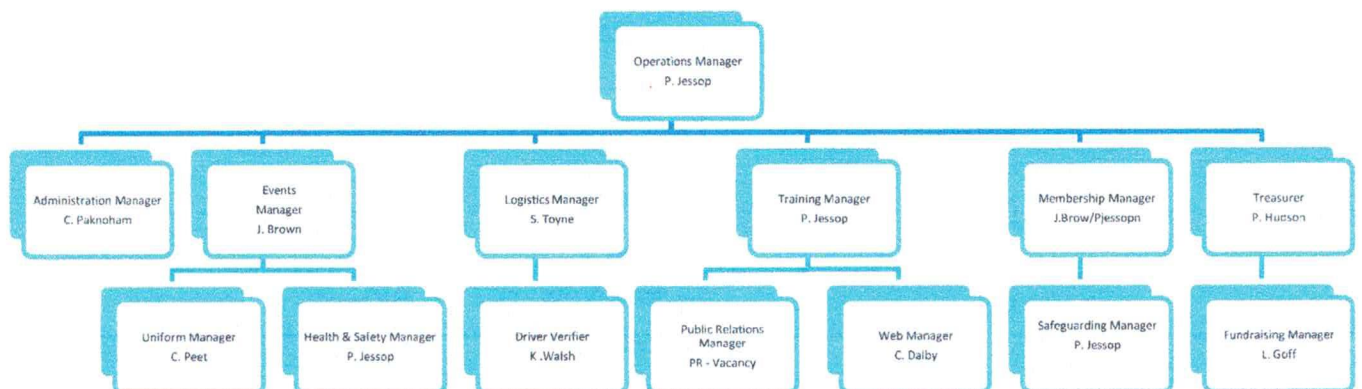
Newark Community First Aid has up to 8 Trustees who oversee the working of the organisation, ensuring it complies with current legislation and guidance in respect of its charitable operation. The Trustees are from a range of backgrounds including the public, private and charitable sectors.

At present our Trustees are:

Peter Smith Dr Margaret McDougald Dr Peter Crookes Margaret Shaw
Councillor Jack Kellas Dr Jane Selwyn Mark Stafford

Trustees are appointed or re-appointed at our Annual General Meeting held annually in September or October. All Trustees give their time on a voluntary basis and receive no remuneration or other benefits.

An Operations Management Team made up of volunteers carry out the day-to-day organisation of the charity. This team are experienced and suitably qualified to fulfill their respective roles in the framework detailed below.



Operations Management Team

Managing the delivery of our services requires a large team of experienced volunteers, many of whom give time daily to ensure a smooth operation and high quality of service. Our charity operates 7 days a week, with volunteers working on background tasks as well as our front line operations. The amount and scope of background work is often surprising to those who only see our volunteers at events or in their training role.

Our Administration Manager deals daily with email and phone enquiries, managing course bookings and being first contact for event bookings too. Our training team are involved in course preparation for our workplace training – cleaning manikins, checking resources, managing e-learning, putting together delegate packs and providing candidate support. The training team also manage the training of our own volunteers. Our Event Manager liaises with event organisers and the local Safety Advisory Group, risk assessing events to ensure adequate manpower and resources are provided. Tasks include producing event medical plans, information packs, maps and guidance material as well as collating statistics and feedback post event. Our Logistics Manager and team are busy every day checking and restocking equipment, cleaning equipment and vehicles, carrying out and organizing maintenance. Finance, fundraising and membership managers are also busy weekly with their responsibilities.

Training Team

Our Training Operation is fulfilled by 4 trainers, most of whom have many years of experience providing training in the workplace, event first aid and advanced first aid. Our workplace first aid and paediatric first aid training is approved and monitored by the First Aid Industry Body.

Our Event First Aid Operation is delivered by our volunteers who are trained on a range of competencies. On joining all new members undertake induction training including safeguarding, health & safety, and basic life support. On completion of all elements of initial training members are classed as Apprentice First Aiders. Volunteers can then progress to become First Aiders by completing First Aid at Work, Paediatric and Event First Aid courses. Volunteers can then attend events, develop their skills, and gain experience before deciding if they wish to progress by attending additional training to become Advanced First Aiders.

Volunteers

Membership of NCFCA is open to anyone over the age of 16 who meets the requirements of our joining procedure which includes criminal record checks through the DBS and health checks. Criminal record checks are repeated in line with statutory requirement every 3rd year, health checks are updated if any change occurs to a member's health.

Our First Aid & Advanced First Aid trained volunteers normally meet weekly for training on Monday or Tuesday evenings at the Newark Academy, London Road, Newark. In addition to weekly training members maintain their competencies through distance learning and e-learning modules designed by NCFCA. They also attend additional face to face training as required to maintain the competencies relative to their role. Members are assessed annually. We also have non uniformed members who assist with support work such as fundraising, radio control, public relations – some of these are full members of NCFCA others are supporters in line with our constitution. We are very grateful for the hard work and commitment shown by all our volunteers which makes it possible to deliver a high-quality community service. The Trustees would like to place on record our thanks to all our volunteers who have worked so hard in the difficult conditions post pandemic, combined with the pressures of everyday living over the last 12 months.

Insurance

To protect our members, those we treat, those we train and the public at large we ensure we have insurance more than the industry norm. We hold Employee, Public, Medical Malpractice, Professional Indemnity, Vehicle, Equipment and Building insurance.

Policies and Procedures

To ensure the effective operation of the charity the Trustees have put in place a range of policies and procedures. These are designed to protect the charity, its members, service users and those who may be affected by our operations. Many of the policies include training packages for example our Safeguarding, Infection Prevention & Control and Health & Safety policies. A review of our Disciplinary, Grievance and GDPR Policies have been undertaken this year.

The policies include:

Safeguarding - Health & Safety – Equality and Diversity – Infection Prevention and Control – Grievance – Disciplinary – Whistle Blowing – Finance – Events – Data Protection (GDPR) – Complaints.

Objectives and Activities

In planning our activities for the year, we kept in mind the Charities Commission guidance on public benefit at our Trustee and Operations meetings. We believe that the activities undertaken by the charity and summarised in this report fulfil this requirement. The Trustees, Management Team and all of our volunteers are committed to achieving the objects of the charity 'The relief of sickness and provision of first aid in Newark on Trent and surrounding areas' which are centred on delivering first aid training and first aid cover at events.

In respect of first aid training NCFE provide:

- Community Training – this training is provided **free of charge** to individuals, community, charity, and sports groups. Donations are gratefully received and used to develop the service.
- Commercial Training – this training is provided to workplaces, schools and charities to comply with HSE First Aid Regulations 1981 or Dept of Education requirements in school & pre-school settings. This training is charged for at competitive prices with profits re-invested into the charity.

In respect of first aid event cover NCFE provide:

- Risk assessed event cover & the provision of adequate manpower and resources.
- The service is provided **free of charge** to Community Events though donations are gratefully received.
- Our event services are also provided to a range of commercial event organisers running generally large local events. These events are charged per hour per first aider. These inexpensive charges allow us to maintain and develop our services.

Our philosophy is to provide a service that is affordable to all sectors of the community so that anyone can access both first aid training and event cover. We are also committed to making our service as accessible as possible. We believe that this will encourage many more people to learn first aid enabling them to provide life-saving care. We also believe our policy encourages more event organisers to provide suitable & sufficient first aid cover at their events.

Overview of Achievements, Challenges and Performance this Year

The 12-month period commencing 1st July 2022 has seen very heavy demand for all of our services with our commercial training at record breaking levels. However the shadow of the Coronavirus Pandemic still hangs over our operations, with some members struggling with their health and recruitment of volunteers proving difficult.

The year 2020/21 was all about COVID and our response to it. 2021/22 was about recovery, re-building normal services and developing with the addition of our new First Aid Centre at Newark Showground. This year 2022/23 has been about stability. After the financial hit of COVID and the costs incurred with the building of the First Aid Centre we needed to stabilize our funds. This we have done, more than doubling our funds held at the bank on the year on year closing balance.

We have also seen stability return to events with a full 12 months of event work, allowing us to judge demand and our ability to meet that demand. Many events from the pre-pandemic returned alongside new events such as the Focus (religious) Festival. Some event organisers tried to bring back events from the past such as Newark Kit Car Show which worked and Americana that did not. Whilst other events changed dates and venues. We are pleased to say that we were able to provide cover to 98% of requests.

During the pandemic and the year that followed we continued to see growing demand for our Commercial Training and that has continued. This year we have seen an 18% increase in candidates making this a record breaking year.

We are also extremely pleased to see an increase in the number of candidates attending our FREE Community First Aid Courses. This area of training was cancelled throughout the pandemic and last year demand was extremely slow. It is a vital part of our charitable work training people to save lives when required. Statistics show 80% of cardiac arrests occur at home.

Our greatest challenge remains that of stabilising our membership at a level that allows us to cover events/training whilst reducing demand on individual volunteers. During the year we have seen new volunteers join, some volunteers leave, some unable to commit due to illness, whilst others return to more active roles. Overall we have had a reduction of 5% in our number of volunteers. Nationally volunteering is at its lowest level since records began and that creates a tremendous challenge to our charitable operations.

It is clear from the demand for our services and the feedback we receive from course candidates, event organisers and patients that the community appreciates the service we provide. Our volunteers gain a great deal from their volunteering. Our aim must be to encourage more people to volunteer with us.



Pictured above one of our Mobile Treatment Units at Christmas in Newark – December 2022.



Southwell Young Farmers get to grips with spinal injury on a FREE Community Course – Nov 2022

Community Training

During the year 2020/21 we were unable to undertake any community training, partly due to government restrictions and guidelines on social distancing and partly due to public concerns around the corona virus.

We had planned to re-launch in 2021/22 but this was not possible due to our workload in other areas. This year though we have been more pro-active and a reduction in concern around coronavirus has seen more groups approach us for training. Community training is a key part of our charitable work it clearly provides public benefit – the ability to save a life. All of our courses are FREE of charge to candidates, we travel to their location, we work with parish councils and others to promote the events locally. This we believe makes it possible for everyone to attend if they would like to. With England still having some of the worst survival rates from cardiac arrest in Europe we believe that providing our Basic Life Support training can make a difference.

This year we have trained 502 people compared to 290 last year an increase of 73%. We have provided training to groups in villages such as: Norwell, Coddington, Sutton on Trent, Foston, Papplewick, Navenby, South Scarle, Collingham and Averham. In Newark we have provided training to the young homeless through the Emmaus Trust, those with sight loss through Nottingham My Sight, Scouts and Guides, Young Farmers, Newark Bowls Club and Hockey Club.

We have also continued to provide training in schools and visits to early years settings. Visits to nurseries are designed to reduce fears children may have with ambulances.

In May we joined the Community Team of Lincolnshire Co-op at Staunton Estates in Lincolnshire to meet their Health Walk Leaders. Lincolnshire Co-op provide weekly walks across Lincolnshire, Newark and Eastern Nottinghamshire designed to get people out enjoying the fresh air, meeting others and getting exercise. They have nearly 200 Walk Leaders and starting in July 2023 we will be training all the leaders using a bespoke first aid course we have designed for them.

Commercial – Workplace Training

This year we have continued to run all of our advertised workplace courses using blended training. The mix of part e-learning and part face to face has been well received by employers and students. A few students have needed additional support with their e-learning particularly those who do not have English as their first language. We are still providing full face to face classic courses to organisations that prefer that format. During the first 6 months of the year we had to review our prices due to the worldwide and national economic situation. The Ukraine War and other factors created huge price rises particularly in energy costs. With inflation racing we adjusted our prices from 1st Jan 2023. We aimed to protect our margins whilst keeping the rise to a minimum so as not to impact our customers too much.



***Above - Basic Life Support training
Norwell – Below – a nursery visit***



The First Aid Industry Body that we use to approve, monitor and regulate our courses have introduced new standards of training during the year. This is to ensure quality of training across the training providers they work with. The changes have introduced more paperwork, increasing administration of courses and therefore costs. We are planning to monitor the effects of the new system to end of December 2023.

We are confident in our training standards and feedback from students shows 96.8% of students rating our courses excellent compared to 96.6% last year. This year we have seen an 18% increase in candidates this follows a 74% increase the previous year making this year our busiest ever.

This year we are pleased to have been chosen to provide training to Lincolnshire Co-op and two more Academy School Groups. We are grateful for the continued support of so many local, regional and national organisations who use our training services. Funds raised through commercial training is used to provide our FREE community services – helping to train youngsters in schools, youth groups and charities.



With work related stress, depression and anxiety affecting 914,000 workers and over 17 million working days lost according to the latest HSE Health & Safety at Work Statistics – Mental Health First Aid is vitally important to staff and employers. In December 2022 one of our Trainers – Kevin Walsh completed and passed the FAIB Mental Health Trainer qualification allowing us train this important subject.

We are now offering 3 Mental Health Courses in addition to our full range of Workplace and Specialist First Aid Courses.

*Some of our Volunteers pictured right
with their Mental Health First Aid Certificates.*



*Students pictured left show off their
bandaging skills*

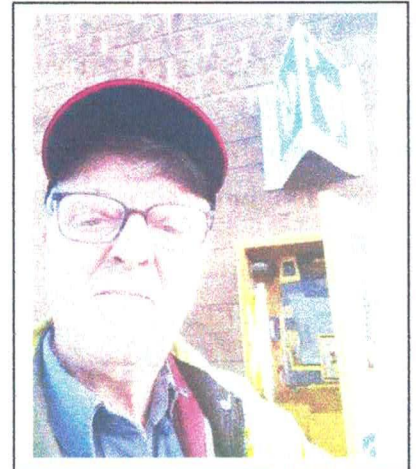
The number of volunteer hours given by our members in preparation and delivery of training was 1,736 which was broadly the same as the previous year at 1,782. We would like to thank our Training Manager Philip Jessop and all of his team particularly Kevin Walsh for the hard work they have undertaken on behalf of the charity.

Community Public Access Defibrillators

The UK Resuscitation Council continues to stress the importance of communities and workplaces providing public access defibrillators. During the year we have provided specific defibrillator training to staff from Newgate and NSK Bearings and all our courses include defibrillator awareness. We have also provided advice on purchasing CPADs to organisations such as the Conservative Club, the Womens Institute and 2 community groups who are fundraising locally.

We continue to check the Automated External Defibrillators in Balderton on behalf of the Parish Council. We have agreed to support the store staff in Lincolnshire Co-op stores in Nottinghamshire with any AED problems related to their Community AED programme. We are also, as this trading year ends, advertising a series of FREE Community Courses aimed at AED awareness across Newark and Balderton.

Our Fundraising Manager checking one of Balderton's Community Public Access Defibrillators



Event Cover

When our trading year started on 1st July 2022 it was a world away from the previous year – event organisers were now clearly very confident compared with 2021 when events were still cancelling due to COVID concerns. 1st July saw Techfest return as thousands attended Newark Showground to enjoy the music and meet back with friends. New multi-day events such as Innovation, East Midlands Chilli Festival, Newark Kit Car show, Home Education, Newark on Sea and Focus crowded the calendar in July and August. Focus a 6 day religious festival brought our biggest multi-day logistics challenge since the European Juggling Festival of 2019.



Above left the Showground packed full for the 6 day Focus Festival whilst top right shows the 'Beach' has come to Newark on Sea – 14 days of sun and sand for local youngsters to enjoy.

These first two months of the year also saw regular events return with Southwell Folk Festival back in a July spot, Normous Newark Auto Jumbles and 1 day and 3 day International Antique fairs plus many community events. August ended with a return of the Stonedead Rock Festival bigger than ever plus Newark Festival in a new format and a new event the Koi Carp show. September was extremely busy with an Americana Show, Dragon Boat Racing on the river Trent and a return of the popular agricultural shows in Collingham, Flintham and Southwell – which all saw bumper crowds. October and November again saw the return of most pre-pandemic events such as Hamfest, Newark Vintage Tractors and the Midlands Machinery Show. In October we were honoured to be asked by to cover The National Ploughmans Show in Derbyshire, having covered the Show in Lincolnshire in 2019.



Left: the National Ploughmans Competition in Derbyshire, centre: Remembrance Service at the Vintage Tractor Show and right: the team at Stonedead Rock Festival.

December 2022 saw our volunteers at Christmas celebrations in Newark and Bingham, the annual Trent Boat Race at Farndon and new events such as the Sherwood Pines 'Elf' Run. January 2023 saw the return of the Carole Nash Motor Cycle Show which had cancelled last minute in 2022. The Quilt Show, Orienteering in Clumber Park, Cross Country Running, Antiques, Indoor Show Jumping and Auto Jumbles filled the calendar in January and February. March saw the return of the Midland Woodwork Show, we also covered two more National Shows the Shire Horse Show and the English Schools Cross Country Championships. We were delighted to cover the Cross Country having covered it in 2017 the last time it was held in Nottinghamshire. This is a very busy event held at Wollaton Park in Nottingham, requiring a full range of resources – cycle response, 4x4 ambulances, road ambulances, main and additional first aid posts and a large first aid and medical team.



Left: The team at the Christmas 'Elf' Run for Nottingham Mind in Sherwood Forest December 2022, Centre the English Schools Cross Country at Wollaton Hall in March 2023. Right: display at Carole Nash Bike Show in Jan 2023

April and May saw events back to normal with Newark Garden Show, Nottinghamshire County Show, sports competitions, horse shows and charity events. May also saw our volunteers covering multiple events celebrating King Charles Coronation. At the end of May we were asked to provide first aid cover for the Emergency Services Show in Nottingham a large event celebrating the work of all emergency services across the county. June closed the year with a massive calendar of events keeping our volunteers extremely busy.



Pictured left: – throw line practice at Southwell Folk Festival on set up day – with open water near the site.

Centre: - one of the team enjoying the moment at Coronation celebrations in Coddington

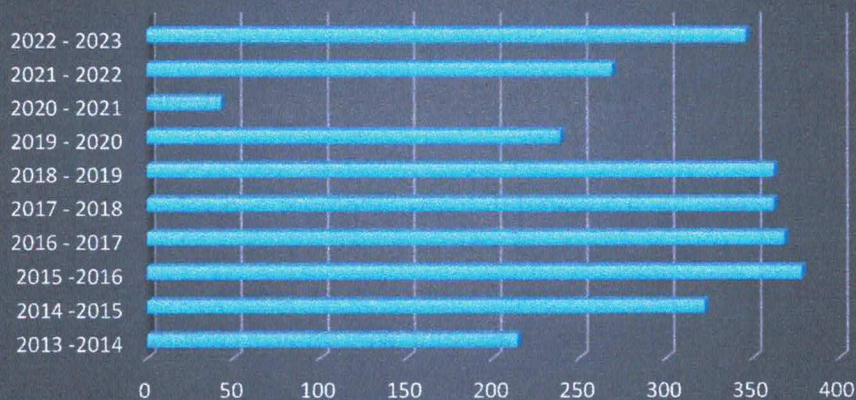
Right: The team covering Muskham Fun Run on Coronation weekend.

To be able to deliver a reliable and high quality service to such a wide range of events, at many and varied venues, at different times of the year requires all of our volunteers working together. The work starts when we are contacted by an event organiser requesting first aid cover. Our Events Manager Jonathan Brown then begins the task of collating information on the event, corresponding with the organiser, assessing the medical needs and preparing a medical plan. This year that has been more difficult as the Event Purple Guide produced by the Event Industry Forum has been changed several times. This guide is designed to support event organisers in all aspects of event planning including medical / first aid requirements. This work creates a fair amount of paperwork and Jonathan has been helped by Neil Fuller in this regard. Once the plan is on paper then our logistics section need to organise equipment and vehicles and our volunteers step forward to be there on the day.

During the event our volunteers key role is providing first aid / medical aid to people who become ill or injured at events. They do though have other duties to perform, ensuring regular cleaning, monitoring and recoding communications, completing checks on vehicles and equipment. At many events the pace of work is steady but it may be a 12 hour shift. At other events it is all go – the Focus Festival saw our volunteers treat 166 patients, with many 2 or 3 day events resulting in 50 + patients being treated.

After the event we review how it went and look through feedback from organisers and patients with a view to ensuring we provide a high quality service. We are pleased to report that all events were manned and resourced to the required level during the year.

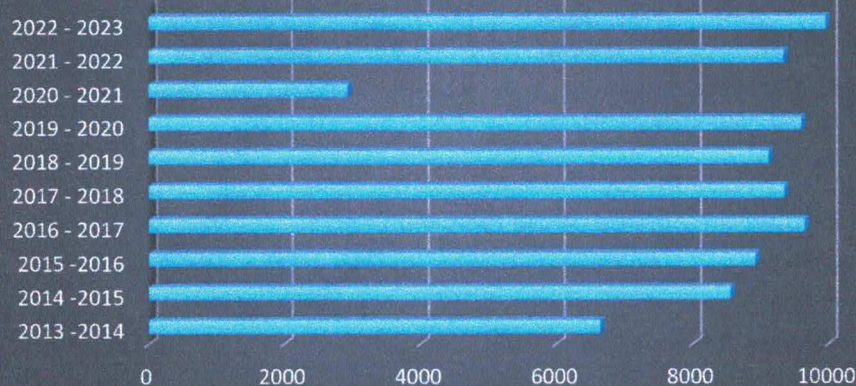
Number of Events Provided with First Aid Cover per year (July 1st - June 30th)



The graph (left) shows that the number of events provided with first aid cover this last year is close to the normal numbers of around 360 seen in the 3 year period 2017 – 2019.

The year 2019/2020 was effected by COVID in the last quarter. 2020/2021 COVID affected the entire year.

Number of Volunteer Hours at Events worked by our Members each Year



The graph (left) shows the number of hours of voluntary service given by our volunteers since our charity was formed in 2013.

The record breaking number of 9,952 hours this year is down to the increasing number of events we have covered requiring multi-day and 24 hour cover.

The number of events covered increased from 269 in 2021-22 to 346 this year and this led to a 29% increase in patients treated.

In November 2022 we wrote to the many event organisers who use our services urging them to book early and we are grateful to the vast majority who complied and we would like to thank them.

We continue to receive a steady number of out of area requests for event cover, a proportion of these are due event organisers being let down at the last minute by first aid/medical organisations. If we have capacity to help we do, but most out of area events are declined as we are so busy locally.

This year, again, all our team of volunteers who have worked at events deserve a special big thank you for the commitment they have shown. Without the gift of their time (9,952 hours) we would not have covered the 346 events. We would particularly like to thank our Events Manager Jonathan Brown and Neil Fuller for all their efforts behind the scene.

Logistics - Development of Resources & Equipment

In 2021-22 our logistics department had its busiest year ever with the planning, procurement, build and bringing into service of our First Aid Centre at Newark Showground on top of all normal demand. This year though has continued at that same pace with an incessant demand for resources, equipment and vehicles to service events. As an example in the period from 23rd July to the 4th September 2022 on only 3 days were events not requiring servicing with equipment and vehicles.

Our Logistics Manager Stephen Toyne and his team have ensured that all equipment and vehicles have been available as required throughout the year. He has continued with groundworks around our First Aid Centre, extending the original pathway and grassing outside areas. Thanks to Mick Ellerby for his help with this and other maintenance tasks. Also thanks to Jake Ramsay for assisting with vehicle cleaning and stocking. Plus all of our other volunteers who assist throughout the year.



Left above: Stephen and Chris cleaning down the outside of the First Aid Centre.

Centre: preparations to extend the pathway.

Right above: Jake signing off the cleaning log.

The logistics section is kept busy daily, with equipment checks, maintaining the online tracking system to ensure all items are in stock and in date, cleaning, ordering, servicing and ensuring equipment is charged and ready to be deployed.

As it became clear that income was stronger than budgeted in the first 6 months the decision was taken to bring forward some work on our vehicle fleet. Our Land Rover 4x4 Response Unit had its battenberg livery removed and a new body kit applied. Both our Mobile Treatment Units had a full overhaul of their night heaters by P & B Autos of Mansfield. A new spare wheel system was fitted to our oldest Mobile Unit and its main heating system was upgraded. Thanks to Alistair Christie Motors of Newark for keeping us on the road. Our new Cycle Response Unit was kitted and our Static First Aid Unit had a full service and a roof repair bringing it in to top condition. We also purchased a range of equipment for use in Major Incidents.



Left our new Cycle Response Unit with the 4x4 in new Battenberg.

Right AY14 Mobile Unit after its upgrades and repairs.



Development & Commitment of our Volunteers

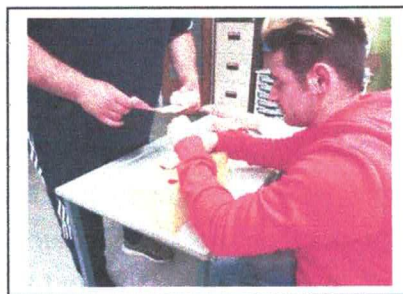
Our volunteers are our most important asset, vital to our success; they deliver our services to the community. Like most charities we have seen a range of changes in our volunteers and changes in the wider public's view on volunteering. These changes seem to be related mainly to the pandemic, people's views shaped by their pandemic experience the current employment market and concerns about wider national issues like the fear of recession. In the last year we have seen volunteers leaving due to changing demands at work or family issues, relocating due to work or retirement, struggling with mental health problems or dealing with ill health. We also see some members unable to commit to as much volunteering due to changes in work shifts, having to do more paid work to pay the bills, whilst younger members are having to give more time to their school work. Overall we have seen a 5% reduction in membership. We have been able to maintain our services because members have given more of their time to help and we therefore must thank all of our volunteers for their outstanding commitment.

During the year members have attended weekly training at Newark Academy – in September 2022 we moved our training night back to Mondays which has encouraged more people to attend. During the year members have further updated their knowledge by completing distance learning modules and attending training days. Courses on Moving & Handling People, Fracture Management and Mental Health First Aid, plus members attending requalification in First Aid at Work and Paediatric First Aid have all helped to develop the skills of our volunteers.



Members practicing skills. Top Left:- resuscitation, Centre:- use of carry chairs, right: -airway management.

Bottom left:- fracture management, Centre: - using haemostatic dressings, Right:- applying a box splint



The Event Purple Guide designed to aid event organisers has this year suggested that first aiders should hold the First Response Emergency Care (level 3) qualification. Our existing training already exceeds this standard but to avoid confusion in the eyes of organisers we have undertaken training our volunteers to FREC3. We do have some concerns on several levels on this requirement but it provides some additional refresher training.

All members completed and passed their annual role assessments.

In the last year members training hours increased significantly from 1,535 hours in 2021-22 to 2,222 hours this year. This increase of 45% is for several reasons namely increased advanced first aid training including FREC3, additional day courses in skills areas such as handling and training in mental health first aid.

A tremendous amount of work undertaken by our volunteers is in support work which includes all the background operational work on training and events plus administration, fundraising, managing our finances and logistics. This year the number of hours devoted to this work has increased to 7,947 from 7,576. Most of this is accounted for by support for training and logistics.

Fundraising

This year we have had a very low level of fundraising after the huge effort put into raising funds for our new First Aid Centre on the Showground in 2021-22. Our policy has always been to self-fund through our regular services – commercial training and events when possible, turning to the public for support for major projects that can provide community benefit. We are always though grateful for the generous donations made by those attending our community training and to the personal donations made by individuals. This year we were delighted to be put forward by customers at ASDA in Newark for consideration for support from the ASDA Foundation – donation of £400 was gratefully received.



Far left ASDA Newark Community Champion hands over a cheque for £400.

Some of our team at the Nottinghamshire County Show on our joint PR & Fundraising display.

Public Relations & Recruitment

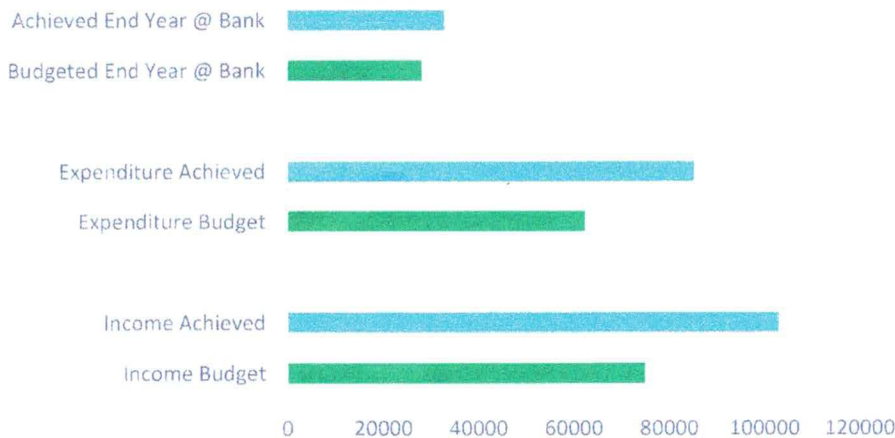
This year much of our face to face PR has been included as part of our first aid event cover. We have though attended a small number of PR events such as the Expo Careers Fair aimed at local youngsters. Most of our recruitment PR activities have been on social media mainly Facebook. That has proved to be a worthwhile and cost effective activity which again has resulted in some new members joining our charity. With high prices and often low circulation we have moved away from regular paper media and radio advertising, but have used it linked to specific campaigns such as Basic Life Support training in Newark. This years efforts by our volunteers who in total gave 20,121 hours of voluntary service is a shining example of commitment to our community – something to shout about next year as we aim to recruit more members.

Finances

We started the year with a low bank balance of £15,553 having spent heavily in 2021-22 to secure the building and equipping of the new First Aid Centre at Newark Showground. Due to the economic situation the country found itself in at the end of our last financial year we set a low budget for the year 2022-23. We anticipated that events and possibly training would struggle as peoples personal finances were affected by high fuel prices and high inflation. However midway through the year with income steady and event and training bookings strong we decided to increase spending to cover some projects we had identified around our vehicle fleet. Thanks to Paul Hudson for his work on our accounts.



Income & Expenditure - Budgeted - Achieved



Graph left shows:

Income was £28,103 above budget at £103,078.

Expenditures was £23,143 over budget at £85,507.

This resulted in a closing balance at bank of £33,124 which was £4,960 over budget.

Full finance details can be found in our audited accounts.

Forward Development of our Services

We are currently in a good position regarding our equipment, resources and vehicles. We plan to run an Easter Raffle Draw with funds raised going to purchasing radios for our vehicles, we are also intending to replace our full body resuscitation manikin. The radios will provide improved range and reception at events such as cycle racing and running, the manikin will have a range of added features to develop our volunteers to provide top quality resuscitation.

We will also push forward with a strong recruitment programme starting in November thru to Spring 2024 – increasing membership substantially is our key aim. We will continue to stabilize our finances, increase our reserves with a view to improving our services to the community.

Signed on behalf of the Trustees

Dr Margaret McDougald (Chair of Trustees)

Date: 27/11/23



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity name
NEWARK COMMUNITY FIRST AID

**On accounts for the year
ended**

30th JUNE 2023

Charity no
(if any) **1152694**

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/06/2023**

**Responsibilities and
basis of report**

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

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

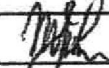
**Independent
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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: **3/10/23**

Name: **MICHAEL JOHNSON**

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

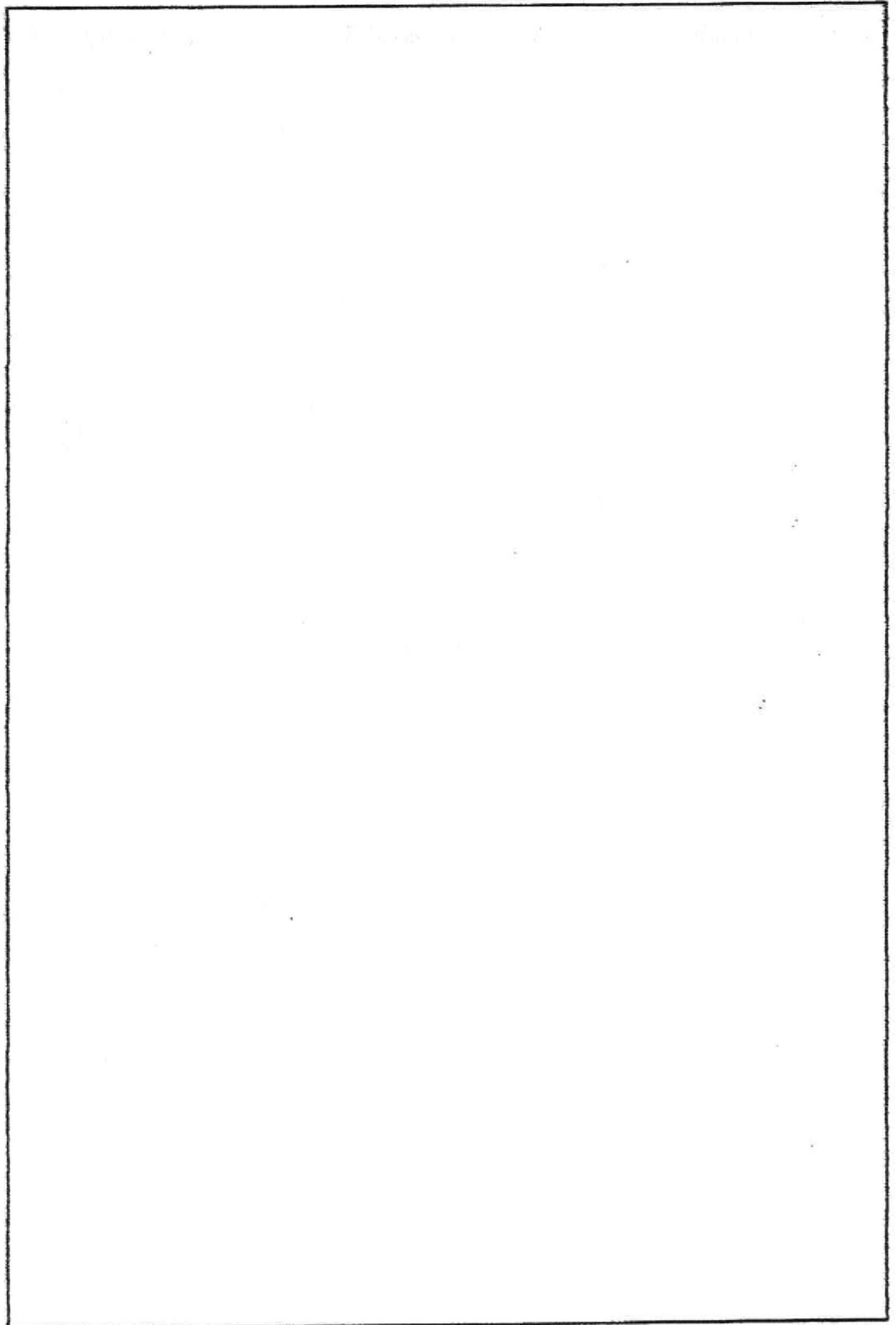
Retired Corporate Bank Manager

Address:

**22. NORTH ROAD
RUBINGTON
NOTTINGHAM NG11 6AD**

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

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



CC16a details **RECEIPTS AND PAYMENTS ACCOUNTS**
Charity Name **Newark Community First Aid**
Charity number **1152694**
For the period from **1 July 2022 to 30 June 2023**

A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations (note 3)	3,093	0	0	3,093	9,731
Sponsored & Matched Donations	0	0	0	0	7,291
Income from Collections	1,393	0	0	1,393	1,169
Income from Attendance at Events	65,470	0	0	65,470	36,716
Income from Courses	30,221	0	0	30,221	23,270
Grants	0	0	0	0	19,730
Raffle	0	0	0	0	9,635
Gift Aid Recovered (note 1)	762	0	0	762	1,264
Other Income (note 9)	2139	0	0	2,139	2,218
Loans (which may convert to donations)	0	0	0	0	22,000
Total	103,078	0	0	103,078	133,024
A3 PAYMENTS					
Purchase of Equipment	13,680	0	0	13,680	6,399
Purchase of Uniforms for Members	860	0	0	860	512
Insurance Cover	7,939	0	0	7,939	7,436
Vehicle Expenses (incl Static & Gazebo Units)	11,911	0	0	11,911	5,991
Expenses Covering Events	16,116	0	0	16,116	6,504
Courses for the Public & Members (inc Training) (note 9)	16,156	0	0	16,156	6,181
Hire of Premises	3,860	0	0	3,860	3,522
Administration Expenses	4,678	0	0	4,678	3,559
Fund Raising Equipment & Other Costs	236	0	0	236	1,518
Public Relations & Advertising	1,151	0	0	1,151	312
New Building (inc site works) (note 8)	2,920	0	0	2,920	109,235
Loan Repaid (note 11)	6,000	0	0	6,000	0
Total Payments	85,507	0	0	85,507	151,169
Net Receipts / (Payments)	17,571	0	0	17,571	(18,145)
Transfers between Funds (note 7)	0	0	0	0	0
Cash Funds last year end	15,553	0	0	15,553	33,898
Cash Funds this year end (note 8)	33,124	0	0	33,124	15,553

Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund as above	33,124	0	0
	Add cheques not yet presented	2,073	0	0
	Total Cash Funds (as per bank statement)	35,197	0	0
Other Monetary Assets	nil			
Investment assets	nil			
Assets retained for own use (note 10)	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General		14,827
Non Disposable Equipment	Vehicles, Reusable Equipment & Building	General		303,975
Liabilities	Details			
	Cheques not yet presented	General	2,073	0
	Loan which may convert to donation (note 11)	General	16,000	

Notes:

- 1) During the year one claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Because of the use of external Fund Raising Organisations, some Donations (under Income) are not classifiable separately this year under any of the other headings.
- 4) Donations under 'Other Income' were for Lottery Donation (855), Gifts in Memoriam (20), Miscellaneous sales (1,264).
- 5) There have been no donations from the Trustees.
- 6) Free use has been granted of rooms for training in return for the First Aid training for staff at the site.
- 7) There have been no transfers between funds this year.
- 8) During the previous year steps were taken to acquire a safe building at Newark Showground before the existing building collapsed
- 9) The 'Costs of Courses for the Public and Members' and 'Costs of Training Members' heads have been merged – it had become almost impossible to distinguish the costs between them.
- 10) A stock take of assets is made each year on the basis of current list prices, this year extra stock has been purchased at the end of the year and for dealing with Major Incidents.
- 11) A repayment of a Loan for £6,000 was made, leaving an outstanding loan of £16,000 (note this may be converted to a donation).

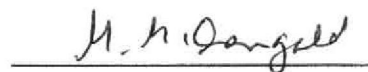
Signed by one or more Trustees on behalf of the Trustees and Members

Date 27-11-23



MARK STAFFORD

Print Name



M. M. DOUGLAS

Print Name



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity name
NEWARK COMMUNITY FIRST AID

**On accounts for the year
ended**

30th JUNE 2023

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(if any) **1152694**

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

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


**Independent
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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: **3/10/23**

Name: **MICHAEL JOHNSON**

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

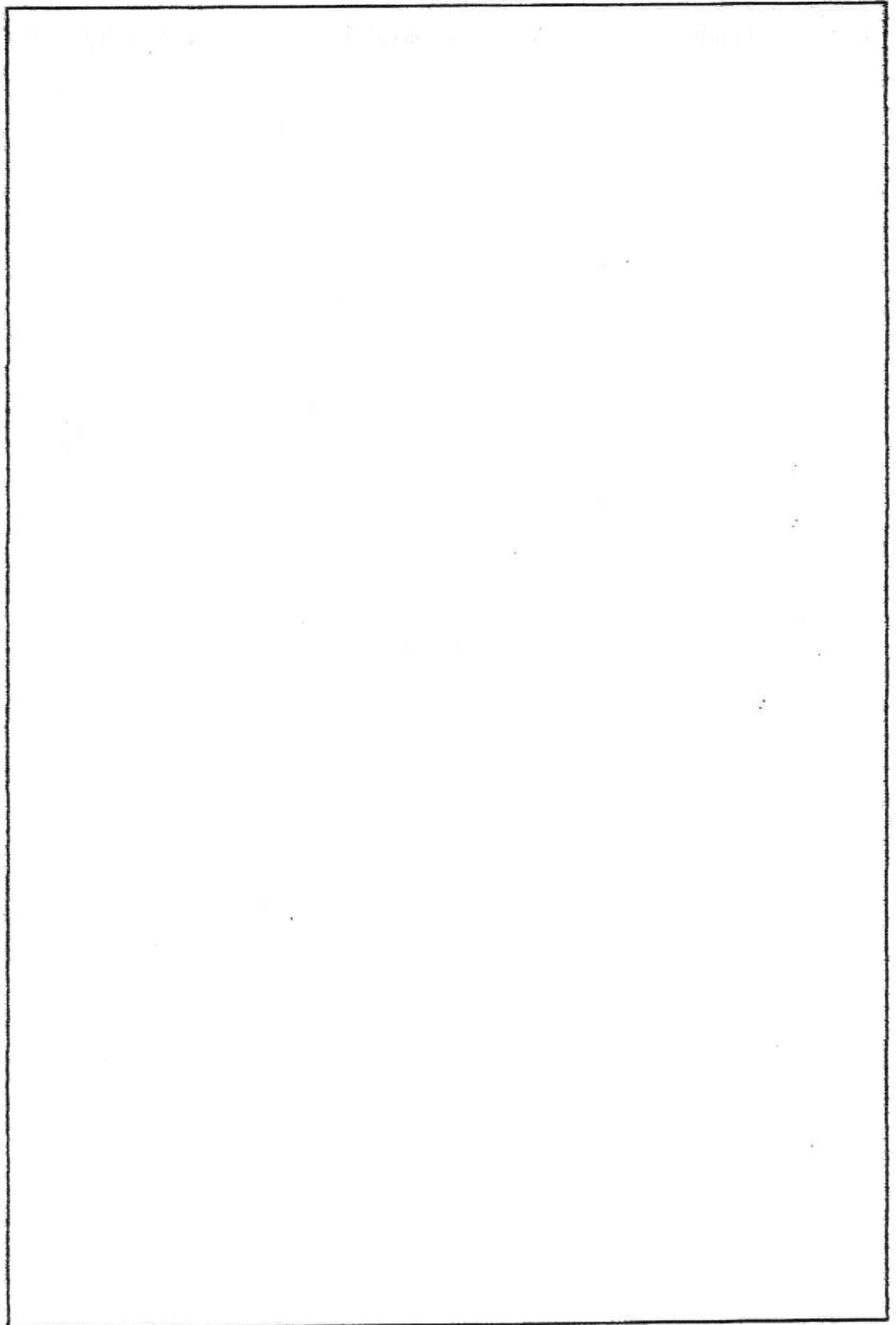
Retired Corporate Bank Manager

Address:

**22. NORTH ROAD
RUBINGTON
NOTTINGHAM NG11 6AD**

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

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



CC16a details **RECEIPTS AND PAYMENTS ACCOUNTS**
Charity Name **Newark Community First Aid**
Charity number **1152694**
For the period from **1 July 2022 to 30 June 2023**

A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations (note 3)	3,093	0	0	3,093	9,731
Sponsored & Matched Donations	0	0	0	0	7,291
Income from Collections	1,393	0	0	1,393	1,169
Income from Attendance at Events	65,470	0	0	65,470	36,716
Income from Courses	30,221	0	0	30,221	23,270
Grants	0	0	0	0	19,730
Raffle	0	0	0	0	9,635
Gift Aid Recovered (note 1)	762	0	0	762	1,264
Other Income (note 9)	2139	0	0	2,139	2,218
Loans (which may convert to donations)	0	0	0	0	22,000
Total	103,078	0	0	103,078	133,024
A3 PAYMENTS					
Purchase of Equipment	13,680	0	0	13,680	6,399
Purchase of Uniforms for Members	860	0	0	860	512
Insurance Cover	7,939	0	0	7,939	7,436
Vehicle Expenses (incl Static & Gazebo Units)	11,911	0	0	11,911	5,991
Expenses Covering Events	16,116	0	0	16,116	6,504
Courses for the Public & Members (inc Training) (note 9)	16,156	0	0	16,156	6,181
Hire of Premises	3,860	0	0	3,860	3,522
Administration Expenses	4,678	0	0	4,678	3,559
Fund Raising Equipment & Other Costs	236	0	0	236	1,518
Public Relations & Advertising	1,151	0	0	1,151	312
New Building (inc site works) (note 8)	2,920	0	0	2,920	109,235
Loan Repaid (note 11)	6,000	0	0	6,000	0
Total Payments	85,507	0	0	85,507	151,169
Net Receipts / (Payments)	17,571	0	0	17,571	(18,145)
Transfers between Funds (note 7)	0	0	0	0	0
Cash Funds last year end	15,553	0	0	15,553	33,898
Cash Funds this year end (note 8)	33,124	0	0	33,124	15,553

Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund as above	33,124	0	0
	Add cheques not yet presented	2,073	0	0
	Total Cash Funds (as per bank statement)	35,197	0	0
Other Monetary Assets	nil			
Investment assets	nil			
Assets retained for own use (note 10)	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General		14,827
Non Disposable Equipment	Vehicles, Reusable Equipment & Building	General		303,975
Liabilities	Details			
	Cheques not yet presented	General	2,073	0
	Loan which may convert to donation (note 11)	General	16,000	

Notes:

- 1) During the year one claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Because of the use of external Fund Raising Organisations, some Donations (under Income) are not classifiable separately this year under any of the other headings.
- 4) Donations under 'Other Income' were for Lottery Donation (855), Gifts in Memoriam (20), Miscellaneous sales (1,264).
- 5) There have been no donations from the Trustees.
- 6) Free use has been granted of rooms for training in return for the First Aid training for staff at the site.
- 7) There have been no transfers between funds this year.
- 8) During the previous year steps were taken to acquire a safe building at Newark Showground before the existing building collapsed
- 9) The 'Costs of Courses for the Public and Members' and 'Costs of Training Members' heads have been merged – it had become almost impossible to distinguish the costs between them.
- 10) A stock take of assets is made each year on the basis of current list prices, this year extra stock has been purchased at the end of the year and for dealing with Major Incidents.
- 11) A repayment of a Loan for £6,000 was made, leaving an outstanding loan of £16,000 (note this may be converted to a donation).

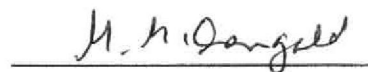
Signed by one or more Trustees on behalf of the Trustees and Members

Date 27-11-23



MARK STAFFORD

Print Name



M. M. DOUGLAS

Print Name

NEWARK COMMUNITY FIRST AID

England & Wales - Charity number 1152694

Accounts

NEWARK COMMUNITY FIRST AID

Registered Charity: 1152694

TRUSTEES ANNUAL REPORT

Period 1st July 2021 to 30th June 2022



Contact Details

Registered Address

6 Mount Road
Balderton
Newark
Nottinghamshire
NG24 3HF

Telephone

07973 904808

Electronic Communication

Email:

newarkcommunityfirstaiders@hotmail.com

Website:

www.newarkcommunityfirstaid.co.uk

Facebook:

 Newark Community First Aid

Twitter:

 Newark First Aid

Aims & Purposes

Newark Community First Aid is constituted as a Charitable Incorporated Organisation based on the Association model; it was registered with the Charities Commission on 3rd July 2013. We are governed by our Constitution. Our aim is to provide first aid services in Newark on Trent and the surrounding area, thus helping to reduce suffering and save lives.

The primary services provided by the charity are:

- the provision of qualified and fully resourced first aiders at local events
- providing first aid training to all members of the local community

The services are provided by our members who are volunteers; our primary operating area is based on Newark and a 12-mile radius around the town but could include other parts of Nottinghamshire and Lincolnshire.

Structure & Management

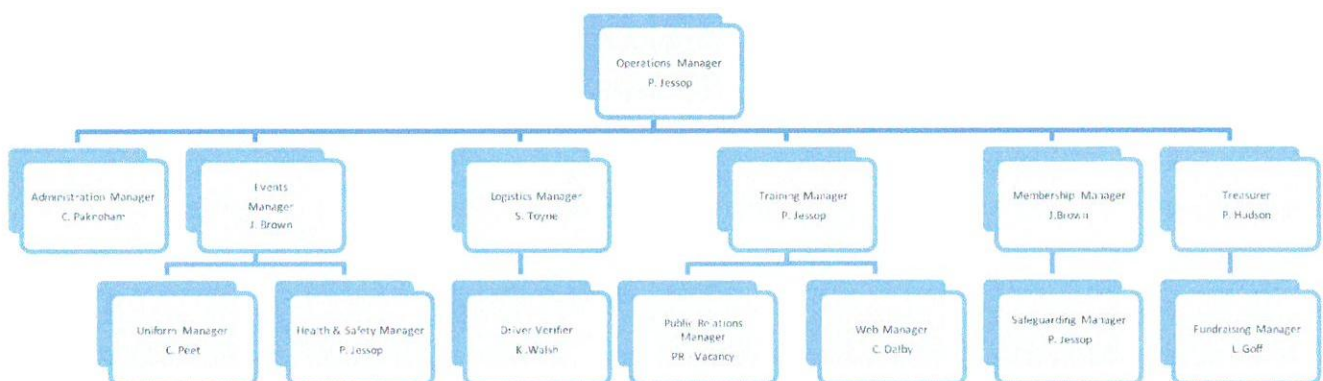
Newark Community First Aid has up to 8 Trustees who oversee the working of the organisation, ensuring it complies with current legislation and guidance in respect of its charitable operation. The Trustees are from a range of backgrounds including the public, private and charitable sectors.

At present our Trustees are:

Peter Smith Dr Margaret McDougald Dr Peter Crookes Margaret Shaw
Councilor Jack Kellas Dr Jane Selwyn Mark Stafford

Trustees are appointed or re-appointed at our Annual General Meeting held annually in September or October. All Trustees give their time on a voluntary basis and receive no remuneration or other benefits.

An Operations Management Team made up of volunteers carry out the day-to-day organisation of the charity. This team are experienced and suitably qualified to fulfill their respective roles in the framework detailed below.



Operations Management Team

Managing the delivery of our services requires a large team of experienced volunteers, many of whom give time daily to ensure a smooth operation and high quality of service. Our charity operates 7 days a week, with volunteers working on background tasks as well as our front line operations. The amount and scope of background work is often surprising to those who only see our volunteers at events or in their training role.

Our Administration Manager deals daily with email and phone enquiries, managing course bookings and being first contact for event bookings too. Our training team are involved in course preparation for our workplace training – cleaning manikins, checking resources, managing e-learning, putting together delegate packs and providing candidate support. The training team also manage the training of our own volunteers. Our Event Manager liaises with event organisers and the local Safety Advisory Group, risk assessing events to ensure adequate manpower and resources are provided. Tasks include producing event medical plans, information packs, maps and guidance material as well as collating statistics and feedback post event. Our Logistics Manager and team are busy every day checking and restocking equipment, cleaning equipment and vehicles, carrying out and organizing maintenance. Finance, fundraising and membership managers are also busy weekly with their responsibilities.

Training Team

Our Training Operation is fulfilled by 5 trainers, most of whom have many years of experience providing training in the workplace, event first aid and advanced first aid. Our workplace first aid and paediatric first aid training is approved and monitored by the First Aid Industry Body.

Our Event First Aid Operation is delivered by our volunteers who are trained on a range of competencies. On joining all new members undertake induction training including safeguarding, health & safety, and basic life support. On completion of all elements of initial training members are classed as Apprentice First Aiders. Volunteers can then progress to become First Aiders by completing First Aid at Work, Paediatric and Event First Aid courses. Volunteers can then attend events, develop their skills, and gain experience before deciding if they wish to progress by attending additional training to become Advanced First Aiders.

Volunteers

Membership of NCFCA is open to anyone over the age of 16 who meets the requirements of our joining procedure which includes criminal record checks through the DBS and health checks. Criminal record checks are repeated in line with statutory requirement every 3rd year, health checks are updated if any change occurs to a member's health.

Our First Aid & Advanced First Aid trained volunteers normally meet weekly for training on Monday or Tuesday evenings at the Newark Academy, London Road, Newark. In addition to weekly training members maintain their competencies through distance learning and e-learning modules designed by NCFCA. They also attend additional face to face training as required to maintain the competencies relative to their role. Members are assessed annually. We also have non uniformed members who assist with support work such as fundraising, radio control, public relations – some of these are full members of NCFCA others are supporters in line with our constitution. We are very grateful for the hard work and commitment shown by all our volunteers which makes it possible to deliver a high-quality community service. The Trustees would like to place on record our thanks to all our volunteers who have worked so hard in the difficult conditions caused by the pandemic and the recovery from it over the last 12 months.

Insurance

To protect our members, those we treat, those we train and the public at large we ensure we have insurance more than the industry norm. We hold Employee, Public, Medical Malpractice, Professional Indemnity, Vehicle and Equipment insurance.

Policies and Procedures

To ensure the effective operation of the charity the Trustees have put in place a range of policies and procedures. These are designed to protect the charity, its members, service users and those who may be affected by our operations. Many of the policies include training packages for example our Safeguarding, Infection Prevention & Control and Health & Safety policies. A review of Infection Control and Safeguarding Policy has been undertaken this year.

The policies include:

Safeguarding - Health & Safety – Equality and Diversity – Infection Prevention and Control – Grievance – Disciplinary – Whistle Blowing – Finance – Events – Data Protection (GDPR) – Complaints.

Objectives and Activities

In planning our activities for the year, we kept in mind the Charities Commission guidance on public benefit at our Trustee and Operations meetings. We believe that the activities undertaken by the charity and summarised in this report fulfil this requirement. The Trustees, Management Team and all of our volunteers are committed to achieving the objects of the charity 'The relief of sickness and provision of first aid in Newark on Trent and surrounding areas' which are centred on delivering first aid training and first aid cover at events.

In respect of first aid training NCFE provide:

- Community Training – this training is provided **free of charge** to individuals, community, charity, and sports groups. Donations are gratefully received and used to develop the service.
- Commercial Training – this training is provided to workplaces to comply with HSE First Aid Regulations 1981 or Dept of Education requirements in school & pre-school settings. This training is charged for at competitive prices with profits re-invested into the charity.

In respect of first aid event cover NCFE provide:

- Risk assessed event cover & the provision of adequate manpower and resources.
- The service is provided **free of charge** to Community Events though donations are gratefully received.
- Our event services are also provided to a range of commercial event organisers running generally large local events. These events are charged per hour per first aider. These inexpensive charges allow us to maintain and develop our services.

Our philosophy is to provide a service that is affordable to all sectors of the community so that anyone can access both first aid training and event cover. We are also committed to making our service as accessible as possible. We believe that this will encourage many more people to learn first aid enabling them to provide life-saving care. We also believe our policy encourages more event organisers to provide suitable & sufficient first aid cover at their events.

Overview of Achievements and Performance this Year

The 12-month period commencing 1st July 2021 has been one of steady recovery as the effects of the COVID Pandemic began to subside.

Unlike the year 2020/2021, when all aspects of our normal operations were severely affected by Coronavirus this last year has seen our COVID operations end and normal operations start to grow back. We started the year on July 1st, 2021, with a good number of Workplace First Aid courses planned and bookings at a high level. This continued throughout the year. On the event front there was still concern amongst event organisers as government COVID guidelines were constantly changing and many were reluctant to organise their events. The first 6 months of the year saw quite a number of events reschedule from their normal summer dates to autumn, whilst many autumn events such as Flintham Show and Hamfest decided not to run. Even in January 2022 events such as the Carole Nash Bike Show pulled out at the last minute from lack of confidence. From February though, event work stabilized and much returned to normal.

As the year started we were already heavily committed with our project to build a new First Aid Centre at Newark Showground. We had launched our fundraising campaign with 5kMAY and had launched our Christmas Raffle in June. Our project team were in consultation with Concept Cabins of Ilkeston, Simon Eccleston and his team at Newark and Nottinghamshire Agricultural Society and a large number of other organisations. This project was extremely hard work but was delivered on time, to budget and has proved its worth since opening in May 2022.



Pictured above two of our volunteers at the new one day Newark Show – May 2022.



Pictured above one of our volunteers checks out the reception window at the new First Aid Centre

During 2021/22 we were able to return to face to face weekly training for our own members whilst continuing with distance learning modules to ensure members training was up to date. Additional training days were run to update practical skills around moving and handling and resuscitation. New members continued to work on their competencies with additional training days supporting their development.

In December 2021 we had the sad news of the death of Maureen Dobson one of our founding members and Trustees. Maureen worked on our behalf throughout her illness and a group of members provided a guard of honour at her funeral in Collingham.

After a great deal of work on all fronts and a huge effort on fundraising we were pleased to end the year with sufficient funds to meet our goal of maintaining reserves at £15,000.

Community Training

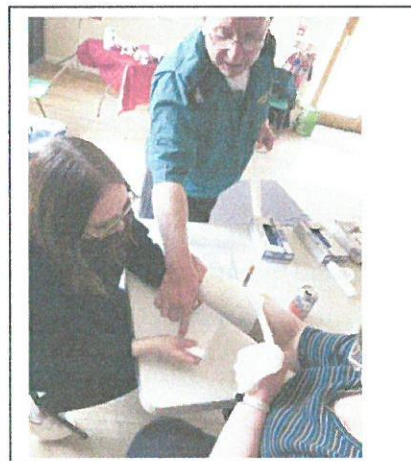
During the year 2020/21 we were unable to undertake any community training, partly due to government restrictions and guidelines on social distancing and partly due to public concerns around the corona virus.

In the first half of this year we received a small number of requests for training mainly from youth groups, however this increased in the second half of the year. In total we trained 290 candidates on 18 courses. This compares with typically 1,200 – 1,500 candidates per year pre COVID. Our plan was to relaunch our Community Courses during 2021/22 using our previous format of advertising free courses in local villages and a number of locations in Newark. This though was not possible due to other demands on our training team, so all candidates came from requests from groups or schools. We have run courses in villages – Thurgarton, Weston, Maplebeck and Foston plus training for pupils in schools such as Newark Academy and Lovers Lane. We also ran sessions for Girl Guides, Brownies and Riding for the Disabled. Our plan going forward is to relaunch fully in 2023.

Commercial – Workplace Training

This year we have continued to run all of our advertised workplace courses using blended training. The mix of part e-learning and part face to face seems to appeal to many companies and schools. Feedback has generally been good giving employers a little more flexibility – staff able to complete the e-learning in quiet times or employers paying staff to train out of hours. We are still providing full face to face courses to organisations that prefer that format. A few students have needed additional support with their e-learning particularly those who do not have English as their first language.

As the year progressed and COVID restrictions eased we returned to running courses as per the format pre-COVID in respect of distancing and mask wearing. We still offer face masks to those who wish to wear them, we provide gloves to all candidates and make hand gel available. To maintain the confidence of candidates we are still providing all candidates with their own cleaned manikin with new lungs. We are pleased to report that throughout the pandemic we have had no instances of coronavirus linked to our training operations.



Pictured left Manikins awaiting the candidates at staff training at John Hunt School Balderton, Centre - Kevin one of our trainers coaching candidates and right Newark Showground staff practicing bandaging on their EFAW course.

We have again increased the number of companies and academy school groups using our training services. As this year comes to an end, we have agreements in place to further expand our customer base. This year we have seen a 74% increase in the number of candidates attending our courses, this is on top of growth seen last year and in the previous year. Feedback from students showed 96.6% rated our courses excellent the rest as very good or good..

The number of volunteer hours given by our members in preparation and delivery of training was 1,782 which was broadly the same as the previous year at 1,824. We would like to thank our Training Manager Philip Jessop and all of his team for the hard work they have undertaken on behalf of the charity.

Community Public Access Defibrillators

The UK Resuscitation Council continues to stress the importance of communities and workplaces providing public access defibrillators. During the year we have provided specific defibrillator training to staff from several local companies and all our courses include defibrillator awareness.

We continue to check the Automated External Defibrillators in Balderton on behalf of the Parish Council. We have agreed to support the store staff in Lincolnshire Co-op stores in Nottinghamshire with any AED problems related to their Community AED programme. We are also planning to launch some community training in areas where the Co-op operates to increase awareness of the importance of using AED's and combining with cardio pulmonary resuscitation in the case of cardiac arrest. The plan is to commence this project in 2023.

Her Majesty the Queens Platinum Jubilee

In June 2022 the country celebrated the Queens Platinum Jubilee. We were pleased to provide first aid cover for 14 local events over the June weekend. We were also delighted that our Operations Manager Philip Jessop was one of 70 volunteers from across the country who was awarded the Queens Platinum Jubilee Award for services to the community. The award came with an invitation to Buckingham Palace for the Platinum Concert at the Palace. We were also pleased that our members were recognised by the Lord Lieutenant of Nottinghamshire and invited to his Jubilee Garden Party at Cauntton Manor. Four of our members represented our charity and were thanked for their work throughout the year.



Pictured left – Philip Jessop our Operations Manager and Stephen Toyne our Logistics Manager pictured in London at the Concert at the Palace.

Pictured right – Carol Squires and Laurence Goff at the Cauntton Manor Garden Party.

Event Cover

When the year started on 1st July 2021 there was very little confidence in the events market. Most of the events held in July and August had chosen to cancel, though track and field athletics made a return and some predominantly outdoor events such as the Normous Newark Auto Jumbles continued to operate. Events though continued to cancel such as the 2 day Brownhills Summer Spectacular and 5 day Home Education Festival. As August finished a flurry of events were held over the bank holiday weekend and September saw many summer events reschedule such as Newark Garden Show, Southwell Folk Festival and Rufford Pony Show. October, November and December saw the return of some old favourites such as the Midland Machinery and Vintage Tractor shows alongside Antique Fairs, Auto Jumbles and Christmas Festivities. Overall though bookings remained lower than normal and we were able to help at events a little further afield in Kirkby and Sutton in Ashfield and in Hucknall. January and February 2022 started slowly but by March and April new events such as the National Shire Horse Show, Midland Fitness Games and the Land Rover Show joined returning events such as Peterborough Antiques, Hexgreave Running, Velo 99 Cycling and Newark Garden and Dog Show. As May and June arrived so did a sort of normality with the County Show back in its new one day format in May a huge boost in early June with the Queens Platinum Jubilee and a very busy June programme of regular and new events. It was noted that most events seemed to attract larger crowds than normal – most likely due to people needing to get out after the months of COVID restriction.



Pictured above left – the return of Stonedead Rock Festival in 2021 and to celebrate students from 2 academic years at Nottingham Uni – pictured right the Graduation Ball 2021.

The overall effect was that 2021/22 saw our volunteers attend 269 events compared with only 43 events in 2020/21 and 239 in 2019/20 - both years affected by the Pandemic. The 269 figure is though still down when compared against the year 2018/19 when we attended 362 events.



Old events returned such as Oxtan Bonfire Night – team on duty – pictured left.

New events emerged such as the Midlands Fitness Games – pictured right.

We are pleased to report that all events were manned to the required level with many of our new members out learning about the events, venues and our event systems. We were also pleased to see more of our members who had stepped back during COVID due to their vulnerability now also returning to 'active service'. Feedback from Event Organisers was excellent. During the year our Events Manager introduced a new system for patient feedback using QR codes this also resulted in excellent feedback from patients. We are continuing to work on feedback from patients but we know this is an industry wide problem, but we hope to encourage more feedback in the coming year.



Left some of the team at the AEC Rally May 2022 returning after a two year break.

Also right the return of the Hexgreave 10 K run in April 2022 after its enforced break.



We have always been very keen on infection control; the pandemic increased everyone's awareness and we have continued to monitor advice from Public Health England and the NHS. During the year we adopted the new NHS Guidelines on Infection Control which we were already broadly in line with. We also adopted the new NHS Cleaning Guidelines, which worked well in our new First Aid Centre.



Pictured Left – Infection Training – Mopping Practice.



Pictured right – cleaning down in one of our Mobile Treatment Units

We continue to receive a steady number of out of area requests for event cover, a proportion of these are due event organisers being let down at the last minute by first aid/medical organisations. If we have capacity to help we do, but most out of area events are declined as we are so busy locally.

This year, again, all our team of volunteers who have worked at events deserve a special thank you for the commitment they have shown. With the bounce back of events demands placed on our team increased substantially and all deserve praise. We would particularly like to thank our Events Manager Jonathan Brown and his deputy Beverly Henderson for all their efforts.

In total our members gave 9,335 hours of service at events. This compares with 2,923 hours last year an increase of 6,412. The 9,335 hours compares with 9,110 hours in 2018/19 and 9,592 hours in 2019/20.

Logistics - Development of Resources & Equipment

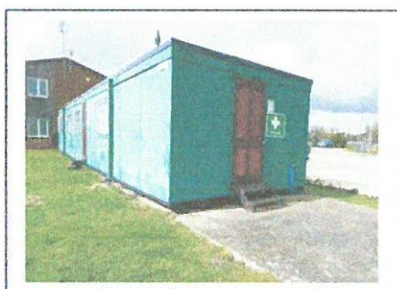
Our logistics department have had the busiest year ever with the planning, procurement, build and bringing in to operation of our new First Aid Centre plus the bounce back of events producing huge demand on equipment and vehicles. Our new First Aid Centre at Newark Showground is the charities biggest project to date both financially and in the amount of work needed to bring the project to fruition.

Pictured right top the new building being delivered and bottom completed and ready for operation.

Our Logistics Manager Stephen Toyne was part of the project management team who planned the project and designed the building but most of his work came in the final few months bringing the Centre into operation. This work included meeting key deadlines including identifying equipment needed for the new Centre identifying and liaising with suppliers and agreeing delivery dates. Also decommissioning the old portacabin first aid unit in line with agreements with the Showground Management. Stephen and his team had to carry out maintenance on equipment transferring to the new building and arrange disposal of equipment no longer required. He worked with the team from Concept Cabins of



Ilkeston as the building was delivered and erected. We would like to thank the Concept Team and Site Services for their efficiency in erecting and installing the build over a 5 day period. Once the new building was delivered at the end of March 2022 the race was on to fully commission the building – working with local companies such as 1st For Gas to sort out plumbing, McConnells to link all the electrics, Newark Signs (pictured left) for signage and FW Pammenter who completed the groundworks including the ambulance parking bays. We would like to extend our thanks to all of the management and staff of these companies for their hard work ensuring we met our deadlines.



The old First Aid portacabin pictured left – now demolished and pictured right a group of members at the Opening Ceremony for the new Centre May 2022.



Stephen and his team then worked throughout April taking delivery of furnishings and equipment, setting up the facilities and completing the final clean through and achieving the deadline of the 14th May 2022 when the building was officially opened.

The steady increase in events during the year meant we have had to bring our supplies of medical gases back to pre-COVID levels and rebuild stock levels of disposable equipment which we had run down during the main period of the pandemic. With the increase in events our logistics team have been extremely busy every week, checking, cleaning and restocking equipment and vehicles. During the year we have maintained and serviced our equipment & vehicles as part of our annual plan. We also added another Cycle Response Unit to our fleet and wish to thank Nottinghamshire County Council for donating stocks of PPE. We wish to extend our thanks to Stephen, his team particularly Mick Ellerby, Tony Wells, Aaron Roberts and Jake Ramsay and all who helped in what has been a phenomenally busy year.



Left – Our new Cycle Response Unit – kitted and ready for action.

Right – Our logistics manager calibrating and checking equipment.

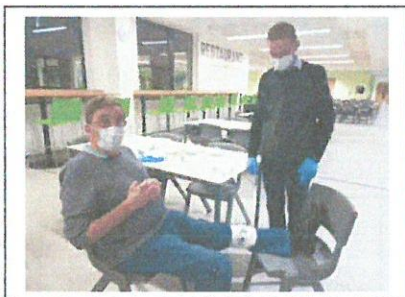


Development & Commitment of our Volunteers

Our volunteers are our most important asset, vital to our success; they deliver our services to the community. We recognise the difficulties and pressures that our members have endured during the pandemic and as the pandemic has waned. Some of our members were in the particularly vulnerable category and had to isolate though continued to help where they could and continued to train using ZOOM and distance learning modules. Most members including some in the highly vulnerable category returned to patient facing roles as soon as government restrictions allowed events to resume in 2020. A few members though are still not back to full active service as this year ends in June 2022. During the year 2020/21 we gained a good number of new members some who have gone on to develop their skills and become key members of our team whilst others have left the charity.

Like many charities we are seeing a range of changes in our volunteers and changes in the wider public's view on volunteering. These changes seem to be related to the pandemic, people's views shaped by their pandemic experience the current employment market and concerns about wider national issues like the fear of recession. In the last year we have seen volunteers leaving due to having to change jobs, relocate due to work, struggling with mental health problems as well as the regular issues such as retirement and family issues. We also see some members unable to commit to as much volunteering due to changes in work shifts, having to do more paid work to pay the bills, whilst younger members are having to give more time to their school work. We are pleased to say that we have continued to recruit new members. We have though seen an overall fall of 11% in membership over the year compared to a 25% increase last year.

Pictured below our Volunteers Develop their Skills



Pictured above left and centre – practicing bandaging – right – getting to grips with using a scoop stretcher

Pictured below left: infant resuscitation, Centre: adult resuscitation and right: using a carry chair.



Pictured Left– New members using a Carry Sheet and Centre and Right – its time to sling you up!!!

During the year members have attended weekly training at Newark Academy – training has concentrated on practical skills. Attendance at weekly training has been lower since moving to Tuesday evenings and the plan will be to return to Mondays from September 2022. In September 2021 some of our team attended the Emergency Services Show at the NEC. In Spring 2022 we held full day training courses 2 courses on Moving & Handling People, 2 courses for New Members, A Diversity Training Day run by the Rainbow Trust and training days on Resuscitation and Catastrophic Bleeding.

In the last year members training hours decreased slightly to 1,535 hours down from 1,735 the previous year. This fall of 11% is mainly due to most members being fully up to date on their training.

A tremendous amount of work undertaken by our volunteers is in support work which includes all the background operational work on training and events plus administration, fundraising, managing our finances and logistics. This year the number of hours devoted to this work has increased to 7,576 from 6,466 last year. Most of this is accounted for by the fundraising and logistics work around the new First Aid Centre.

Fundraising

After virtually no fund raising activity in 2020/21 due to the pandemic – this year we have seen a very high level of fundraising mainly aimed at securing funding for our new First Aid Centre at Newark Showground.



Pictured left Dr McDougald our Chair of Trustees and Ops Manager Philip Jessop with David and Tony Strawson who made generous donations to our First Aid Centre.

Right presentation of a cheque for our work at the Dragon Boat Event from the organisers.

In the last year we saw income from our fundraising rise from £13,000 last year to over £32,000 this year. We ran a successful Christmas Raffle resulting in over £9,000 of income, we received a generous donation of £8,000 from the National Lottery Community Fund and £6,000 personal donations from Tony & David Strawson who are Trustees of Newark and Nottinghamshire Agricultural Society. In December 2021 we ran a matched funding campaign through the Big Give raising £2,500 and held store collections at Morrisons and Asda Stores in Newark. We would like to thank all who supported our campaign including the many people who made personal donations. We are also grateful to Newark and Nottinghamshire Agricultural Society who paid directly for the groundworks base for the new building. We would particularly like to thank our Fundraising Manager Laurence Goff and members Aaron Roberts and Fred Wright who all raised large amounts as part of our Christmas Raffle. The First Aid Centre cost just over £109,000 which with the funding paid directly by NNAS for groundworks brings the final total to £120,000. We are delighted that in just 11 months from the conception of the project we were able to design, fundraise, arrange the build and delivery, equip and open the building on time. Our thanks to all involved.



Pictured left: Chris Paknoham our Admin Manager Collecting at Morrisons, Above the Big Give and right Nick Mowbray drawing the winner in our 2021 Christmas Raffle with Laurence Goff our Fundraising Manager..

Public Relations & Recruitment

This year we have been able to return to some face to face public relations activity though at much lower level than pre-COVID. We have attended some secondary schools and the Future First Expo at Newark Showground to showcase our activities to youngsters over 16 years of age and this has resulted in some new members.

Most of our PR activities have been on social media mainly Facebook and Twitter. That has proved to be a worthwhile and cost effective activity which again has resulted in some new members joining our charity..



Left – one of our team at the 2021 Careers Expo – demonstrating Paediatric Resuscitation.

Right our Stand at the Newark Vintage Tractor Show 2021 – PR & Fundraising

Finances

We started the year with a reasonably healthy bank balance of £33,698 considering the pandemic effect of the previous 2 years. We had though to build into our budget the ambitious target that would allow us to achieve the purchase of the new First Aid Centre. We budgeted income at - £111,505 but achieved income of £133,024 therefore exceeding budget by £21,519. We budgeted expenditure at £133,329 and actually spent £151,169 over budget by 17,840. Full finance details can be found in our audited accounts.



Forward Development of our Services

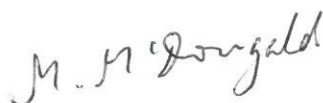
The year ahead is still very difficult to predict with any certainty. We seem to have seen the end of the coronavirus as a pandemic though the virus is still knocking people down as it continues to circulate in the community. There are concerns that as with flu the coronavirus may come back stronger over the winter of 2022/23. This may affect our availability of volunteers and could undermine some confidence in events.

There are also concerns in the event market about the effect of increased fuel prices – putting off attendees, this does seem to have been happening to equestrian events in the first 6 months of 2022. There are also growing concerns that the high cost of living could reduce the amount of money available to spend on leisure activities. Therefore there are concerns about the future event market.

As we stand now, we can see continued high demand for our workplace training though that may also be affected by the anticipated future economic downturn.

With increased costs affecting first aid equipment, course materials and much increased fuel costs we will have to review our price structure in 2023. We will push forward with a strong recruitment programme this coming year and continue to stabilize our finances with a view to improving our services to the community.

Signed on behalf of the Trustees



Dr Margaret McDougald (Chair of Trustees)



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Newark Community First Aid

On accounts for the year ended

June 30, 2022 Charity no (if any) 1152694

Set out on pages

Three and four Three(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

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

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

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

Signed: Andrew Chapple Date: October 31, 2022

Name: Andrew Chapple

Relevant professional qualification(s) or body Chartered Accountant

(if any):

Address:

Section B

Disclosure

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

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

CC16a details **RECEIPTS AND PAYMENTS ACCOUNTS**
Charity Name **Newark Community First Aid**
Charity number **1152694**
For the period from **1 July 2021 to 30 June 2022**

A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations (note 3)	9,731	0	0	9,731	11,684
Sponsored & Matched Donations	7,291	0	0	7,291	713
Income from Collections	1,169	0	0	1,169	736
Income from Attendance at Events	36,716	0	0	36,716	7,600
Income from Courses	23,270	0	0	23,270	16,385
Grants	19,730	0	0	19,730	2,200
Raffle	9,635	0	0	9,635	80
Gift Aid Recovered (note 1)	1,264	0	0	1,264	1,918
Other Income (note 9)	2,218	0	0	2,218	1,405
Covid Costs Recovered (note 9)	0	0	0	0	1,075
Loans (which may convert to donations)	22,000	0	0	22,000	0
Total	133,024	0	0	133,024	43,796
A3 PAYMENTS					
Purchase of Equipment	6,399	0	0	6,399	5,773
Purchase of Uniforms for Members	512	0	0	512	1,365
Insurance Cover	7,436	0	0	7,436	7,155
Vehicle Expenses (incl Static & Gazebo Units)	5,991	0	0	5,991	2,884
Expenses Covering Events	6,504	0	0	6,504	2,985
Courses for the Public & Members (inc Training) (note 10)	6,181	0	0	6,181	4,549
Hire of Premises	3,522	0	0	3,522	3,793
Administration Expenses	3,559	0	0	3,559	2,642
Fund Raising Equipment & Other Costs	1,518	0	0	1,518	544
Public Relations & Advertising	312	0	0	312	1,053
New Building (inc site works) (note 8)	109,235	0	0	109,235	0
Covid Costs for Recovery (note 9)	0	0	0	0	1,075
Total Payments	151,169	0	0	151,169	33,818
Net Receipts / (Payments)	(18,145)	0	0	(18,145)	9,978
Transfers between Funds (note 7)	0	0	0	0	0
Cash Funds last year end	33,698	0	0	33,698	23,720
Cash Funds this year end (note 8)	15,553	0	0	15,553	33,698

Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund as above	15,553	0	0
	Add cheques not yet presented	179	0	0
	Total Cash Funds (as per bank statement)	15,732	0	0
Other Monetary Assets	nil			
Investment assets	nil			
Assets retained for own use (note 11)	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General		12,899
Non Disposable Equipment	Vehicles, Reusable Equipment & Building	General		298,393
Liabilities	Details			
	Cheques not yet presented	General	179	0
	Loan which may convert to donation		16,000	
	Loan which will be repayable		6,000	

Notes:

- 1) During the year one claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Because of the use of external Fund Raising Organisations, some Donations (under Income) are not classifiable separately this year under any of the other headings.
- 4) Donations under 'Other Income' were for Lottery Donation (814), Gifts in Memoriam (765), Miscellaneous sales (638).
- 5) There have been donations from at least one Trustee.
- 6) Free use has been granted of rooms for training in return for the First Aid training for staff at the site.
- 7) There have been no transfers between funds this year.
- 8) During the year steps were taken to acquire a safe building at Newark Showground before the existing building collapsed
- 9) The Recovery of Covid Costs (purchasing goods for housebound citizens) in 2019-21.
- 10) The 'Costs of Courses for the Public and Members' and 'Costs of Training Members' heads have been merged – it had become almost impossible to distinguish the costs between them.
- 11) A revaluation of assets has been made this year on the basis of current list prices.

Signed by one or more Trustees on behalf of the Trustees and Members

De Jane Selwyn



Jane Selwyn

M. S. M. G. R. A. W.

Date 21-11-22

Print Name

Print Name



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Newark Community First Aid

On accounts for the year ended

June 30, 2022 Charity no (if any) 1152694

Set out on pages

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

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

Signed: [Signature] Date: October 31, 2022

Name: Andrew Chapple

Relevant professional qualification(s) or body Chartered Accountant

(if any):

Address:

Section B

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Signed by one or more Trustees on behalf of the Trustees and Members

De Jane Selwyn



Jane Selwyn

M. S. M. Grant

Date 21-11-22

Print Name

Print Name

NEWARK COMMUNITY FIRST AID

England & Wales - Charity number 1152694

Accounts

NEWARK COMMUNITY FIRST AID

Registered Charity: 1152694

TRUSTEES ANNUAL REPORT

Period 1st July 2020 to 30th June 2021



Contact Details

Registered Address

6 Mount Road
Balderton
Newark
Nottinghamshire
NG24 3HF

Telephone

01636 683202
07973 904808

Electronic Communication

Email:

newarkcommunityfirstaiders@hotmail.com

Website:

www.newarkcommunityfirstaid.co.uk

Facebook:

 Newark Community First Aid

Twitter:

 Newark First Aid

Aims & Purposes

Newark Community First Aid is constituted as a Charitable Incorporated Organisation based on the Association model; it was registered with the Charities Commission on 3rd July 2013. We are governed by our Constitution. Our aim is to provide first aid services in Newark on Trent and the surrounding area, thus helping to reduce suffering and save lives.

The primary services provided by the charity are:

- the provision of qualified and fully resourced first aiders at local events
- providing first aid training to all members of the local community

The services are provided by our members who are volunteers; our primary operating area is based on Newark and a 12-mile radius around the town but could include other parts of Nottinghamshire and Lincolnshire.

Structure & Management

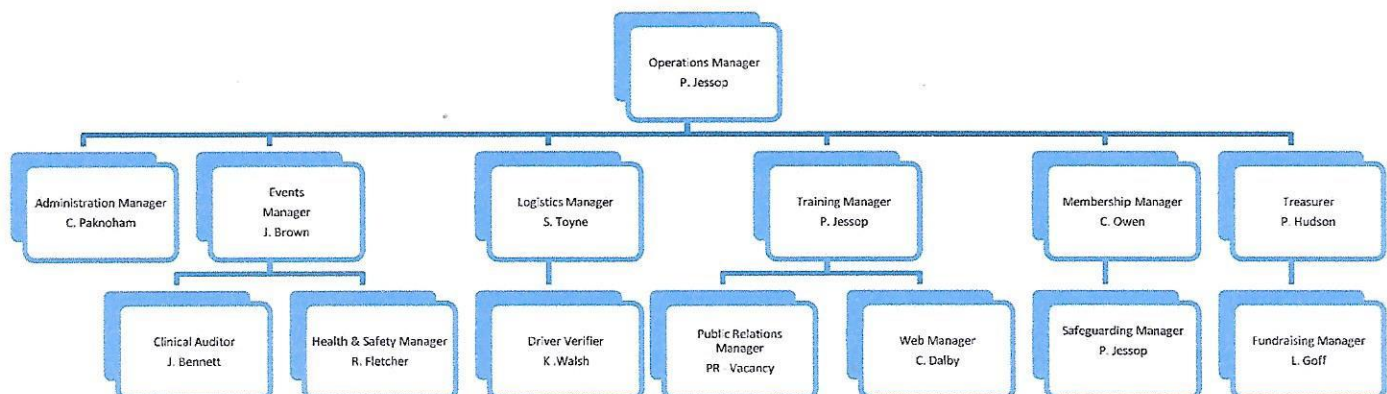
Newark Community First Aid has up to 8 Trustees who oversee the working of the organisation ensuring it complies with current legislation and guidance in respect of its charitable operation. The Trustees are from a range of backgrounds including the public, private and charitable sectors.

At present our Trustees are:

Peter Smith	Dr Margaret McDougald	Dr Peter Crookes
Councillor Maureen Dobson	Dr Jane Selwyn	Mr Mark Stafford

Trustees are appointed or re-appointed at our Annual General Meeting held annually in September or October. All Trustees give their time on a voluntary basis and receive no remuneration or other benefits.

An Operations Management Team made up of volunteers carry out the day-to-day organisation of the charity. This team are experienced and suitably qualified to fulfill their respective roles in the framework detailed below.



Our Training Operation is fulfilled by 7 trainers, most of whom have many years of experience providing training in workplace, event first aid and advanced first aid. Our workplace first aid and paediatric first aid training is approved and monitored by the First Aid Industry Body.

Our Event First Aid Operation is delivered by our volunteers who are trained on a range of competencies. On joining all new members undertake induction training including safeguarding, health & safety, and basic life support. On completion of all elements of initial training members are classed as Apprentice First Aiders. Volunteers can then progress to become First Aiders by completing First Aid at Work, Paediatric and Event First Aid courses. Volunteers can then attend events, develop their skills, and gain experience before deciding if they wish to progress by attending additional training to become Advanced First Aiders.

Volunteers

Membership of NCFA is open to anyone over the age of 16 who meets the requirements of our joining procedure which includes criminal record checks through the DBS and health checks. Criminal record checks are repeated in line with statutory requirement every 3rd year, health checks are updated if any change occurs to a member's health.

- Our First Aid & Advanced First Aid trained volunteers normally meet weekly for training on Monday or Tuesday evenings at the Newark Academy, London Road, Newark. They also attend additional training as required to maintain the competencies relative to their role. During the Coronavirus Pandemic - Zoom, distance learning and e-learning replaced weekly training until May 10th, 2021. We also have non uniformed members who assist with support work such as fundraising, radio control, public relations – some of these are full members of NCFA others are supporters in line with our constitution. We are very grateful for the hard work and commitment shown by all our volunteers which makes it possible to deliver a high-quality community service. The Trustees would like to place on record our thanks to all our volunteers who have worked so hard in the difficult conditions caused by the pandemic over the last 12 months.

Insurance

To protect our members, those we treat, those we train and the public at large we ensure we have insurance more than the industry norm. We hold Employee, Public, Medical Malpractice, Professional Indemnity, Vehicle and Equipment insurance.

Policies and Procedures

To ensure the effective operation of the charity the Trustees have put in place a range of policies and procedures. These are designed to protect the charity, its members, service users and those who may be affected by our operations. Many of the policies include training packages for example our Safeguarding and Health & Safety policies.

The policies include:

Safeguarding - Health & Safety – Equality and Diversity – Infection Prevention and Control – Grievance – Disciplinary – Whistle Blowing – Finance – Events – Data Protection (GDPR) – Complaints.

Objectives and Activities

In planning our activities for the year, we kept in mind the Charities Commission guidance on public benefit at our Trustee and Operations meetings. We believe that the activities undertaken by the charity and summarised in this report fulfil this requirement. The Trustees, Management Team and all of our volunteers are committed to achieving the objects of the charity 'The relief of sickness and provision of first aid in Newark on Trent and surrounding areas' which are centred on delivering first aid training and first aid cover at events.

In respect of first aid training NCFCA provide:

- Community Training – this training is provided **free of charge** to individuals, community, charity, and sports groups. Donations are gratefully received and used to develop the service.
- Commercial Training – this training is provided to workplaces to comply with HSE First Aid Regulations 1981 or Dept of Education requirements in school & pre-school settings. This training is charged for at competitive prices with profits re-invested into the charity.

In respect of first aid event cover NCFCA provide:

- Risk assessed event cover & the provision of adequate manpower and resources. The service is provided **free of charge**. Donations are gratefully received and used to develop the service.

Our philosophy is to provide a service that is affordable to all sectors of the community so that anyone can access both first aid training and event cover. We are also committed to making our service as accessible as possible. We believe that this will encourage many more people to learn first aid enabling them to provide life-saving care. We also believe our policy encourages more event organisers to provide suitable & sufficient first aid cover at their events.

Achievements and Performance this Year

The 12-month period commencing 1st July 2020 has been tremendously challenging, scattered with disappointments, a great deal of hard work, but also many positive outcomes.

Unlike the year 2019/2020, when the start of the worldwide pandemic affected the final 3 months of our trading year, this year all 12 months have been affected by the shadow of Coronavirus. We started the year on July 1st, 2020, with great expectation of an improving situation, the first event of 2020 had occurred 2 days previously on the 29th of June. We anticipated that though it was too late to recover most summer events that by September 2020 we would see a return to some normality. On the training front the HSE and the First Aid National Governing Body announced that workplace training could re-commence w/c 6th July 2020. We restarted our courses on 8th July, with this in mind and lockdown lifted we started to plan for a re-start of community training in autumn 2020.



Pictured right above measuring up for social distancing and planning class layouts prior to restarting training in July 2020.

We were also still providing community support with daily telephone welfare checks on the vulnerable, and food and medication deliveries to those shielding. Our own volunteers were continuing to work hard on confirming and updating their knowledge via distance learning.

However, as we now know this was a false dawn. Event organisers were reluctant to organise events as regional case numbers spiked leading to the government introducing a tiered response with local lockdowns. By October 2020 the 2nd wave was on the way and further national restrictions. This has meant massively reduced demand for event services, we also decided not re-commence community training and from November 2020 to May 2021 all village halls were closed, and schools were not accepting visitors.

We have though also had many positive outcomes in the last 12 months; our work on e-learning during spring 2020 allowed us to incorporate this into our workplace training courses as they re-started. This was widely welcomed and received positive feedback from candidates. It also helped us ramp up the number of courses delivered and increase their profitability. We were able to use the distance learning packs we had developed, plus our skills learnt on Zoom and e-learning to allow the vast majority of our members to get up to date on their training. We built an effective social media campaign that has resulted in our best recruitment campaign to date. Using our range of new training skills, we have been able to bring these new recruits into service much quicker. We continued to play our part in the Covid Community Response providing first aid cover at Newark Vaccine Centre for 3 months.



Pictured right some of our team at the Newark Vaccine Centre

We have, despite a huge drop in income, been able to increase our bank balance. We have also continued to look forward – aiming to further improve our resources by purchasing a new First Aid Treatment Centre at Newark Showground. This has also led to closer working relationships with Newark and Nottinghamshire Agricultural Society and local funding organisations.

The situation is still far from normal, but we are in a good place to move forward and deliver our charitable objectives.

Community Training

During the last 12 months we have not undertaken any community training.

Most of our community training is aimed at increasing awareness of basic life support skills and use of defibrillators. With less than 10% of people who suffer an out of hospital cardiac arrest surviving this is an area where increasing the numbers of people with these skills can result in lives being saved.

Since the start of the pandemic in March 2020 the number of out of hospital cardiac arrests in England has stayed relatively stable, mirroring 2019 levels though a large spike occurred at the end of April 2020. There are currently no figures to show if the pandemic has affected survival rates. In Europe there is evidence of a decline in survival rates most notably from a study in France, the reasons why are not totally clear.

We feel that BLS training is important, we therefore hope to re-start community training in autumn 2021.

Commercial – Workplace Training

We restarted our Commercial Training programme w/c 6th July 2020. Having developed a range of e-learning training materials during the first lockdown and working with E-Learn Here, we were able to restart with a full offer of e-learn and face to face courses.

During the last year we have increased the number of companies and academy school groups using our services. As this year comes to an end, we have agreements in place to further expand our customer base. In the previous year 2019/20 we saw a 62% increase in candidates – this year that figure has increased by a further 2.5% year on year.

We had to re-start our courses in July 2020 bearing in mind government restrictions and guidance from the HSE, Resuscitation Council UK, and Public Health England. We held meetings with the management team at South Muskham Village Hall, our main venue for 'open courses,' to agree cleaning responsibilities to minimize the risk of infection. During most of the year, we were the only user of the hall.

We also had to redesign all aspects of the course from staff set up, candidates arriving on site, managing toilets, class layout and delivering the training. We took the decision to provide all candidates with their own manikin to make them feel more confident, as many were very nervous about attending training.



Pictured – right: training was changed to keep social distancing – including using 'arms' to practice bandaging.

Pictured – left: when training skills that could not avoid closer contact - candidates wore full PPE.



To be able to meet the government requirements on social distancing we had to reduce the number of candidates but to ensure we could meet the demand we increased the number of courses by 61% compared to the previous year. Providing all candidates with manikins significantly increased the cleaning and preparation time for each course. Providing additional PPE and packing all candidate materials in advance also increased the amount of work – pre course.

There was also an increased financial cost per candidate from the use of more lungs, cleaning wipes and additional PPE for each student, compounded by an increase in the costs of these materials.

We were able to run some on-site courses after a site risk assessment.

We are pleased to say that all requests for training were met, we had no cases of coronavirus linked to our training and feedback from students showed 98.1% rated the courses as excellent. We would like to acknowledge the work on our behalf performed by the booking and cleaning staff of South Muskham Village Hall. Also, we would like to thank Philin Iesson (Training Manager) and all who helped him.

Community Public Access Defibrillators

The UK Resuscitation Council continues to stress the importance of communities and workplaces providing public access defibrillators. During the year we have provided specific defibrillator training to staff from several local companies and all our courses include defibrillator awareness.

We continue to check the Automated External Defibrillators in Balderton on behalf of the Parish Council. This year we have also worked closely with Lincolnshire Co-operative Society to provide community access defibrillators to all their stores in the Newark and Retford areas. We had discussions with the Lincoln Co-op in early 2020, we agreed to provide support to stores in Nottinghamshire as defibrillators were introduced. As with everything else the pandemic has created delays but as part of the Co-op's drive to put these vital devices into stores it held a major funding campaign as part of its Community Champions Scheme over the period November 2020- February 2021. We helped by making a video to spearhead the campaign. This raised sufficient funds to purchase the defibrillators and the Co-op made a generous donation of £6,240 to our funds. Once the defibrillators are in place, we aim to start a program of linked first aid courses and in-store demonstrations for local residents.



Our Events and Logistics Managers receiving the Donation from Lincolnshire Co-op Community Champions scheme for supporting their Community Defibrillator Initiative

Our Fundraising Manager checking defibrillators in Balderton



Event Cover

Throughout the whole of our trading year the pandemic has had a massive effect on events. Government restrictions through national and area lockdowns, plus an ever-changing situation as new variants appeared - led to a lack of confidence in event organisers. The vast majority of organisers took the view not to commit funds and resources into their 2020/21 events but cancel them with a view to restarting in 2022. Some organisations noticeably the International Antique and Collectors Fair made significant changes allowing them to operate some of their events. A few event organisers for example Southwell Folk Festival and Newark Garden Show have moved their dates from summer to autumn 2021.

The overall effect has been a collapse in event bookings down 82% on 2019/2020 with only 43 events compared to 239. Last year's figure was already well down and compared to a normal year the fall is over 88%. This has also resulted in a 72% fall in event income for the year.

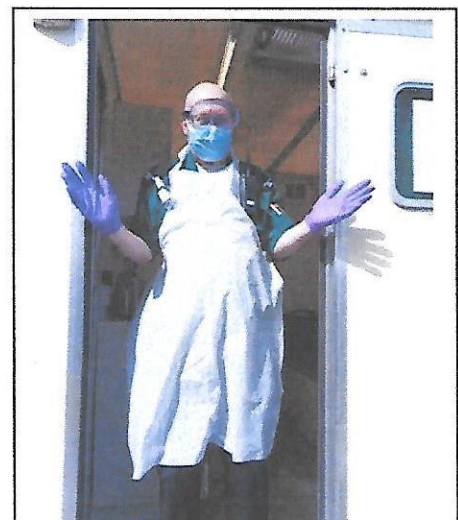
Throughout the year Chris Paknoham (Administration Manager) and Jonathan Brown (Events Manager) have been working with event organisers as the roller coaster situation of booking, canceling, rescheduling, and re-canceling has taken place. Jonathan has also been liaising with the Event Industry Forum and representatives on the local Safety Advisory Group as government guidance has changed. Our aim is always to provide a high-quality service which means providing the correct numbers of first aiders and resources as dictated by the event and the varying guidance around the Coronavirus. We would like to thank Chris and Jonathan for their commitment.

Social distancing when outside at events was one defence against the virus as events restarted in 2020/21 below left a team at IACF 3-day Antiques and pictured right members at IACF Runway Monday.



We are always very keen on infection control; this though has been heightened by current events. We have increased the frequency of general cleaning at events with additional touch point cleaning. All members have received update training on the use of PPE and our event managers have increased their supervision and monitoring across these areas. We are pleased to say that as a result we have had no known cases of coronavirus amongst our members or patients related to our event operations.

Pictured right an advanced first aider in PPE awaiting a patient.



Pictured right

Finishing off a deep clean at Peterborough Showground First Aid Post.

Pictured far right

Cleaning down a treatment unit prior to an event.



Since events restarted in April 2021, we have received more out of area requests for first aid cover than ever before. The reasons are not totally clear, but some event organisers have said their previous medical provider has ceased trading others that providers had let them down at the last minute. We have taken on some requests as one-off events and have agreed a few events on a longer-term basis.

This year, more than ever, all our team of volunteers who have worked at events deserve a special thank you for their commitment, for delivering services effectively and safely. Most members have decided to return to event work though some, due to medical concerns, are still remaining cautious about close contact with the public at large.

In total our members gave 2,923 hours of service at events (including Covid Support). This compares with 9,592 hours last year a fall of 70% which is in line with the fall in events.

Logistics - Development of Resources & Equipment

With a drastically reduced events programme, Stephen Toyne our Logistics Manager has had to ensure we hold sufficient disposable and medical gas supplies to meet changing needs whilst keeping stocks low to reduce stock going out of date. Our computerised tagging system introduced 18 months ago has helped and most out of date equipment has been used for training. During the year we have maintained and serviced our equipment & vehicles as part of our annual plan. We have been able to keep down costs overall by making only necessary purchases. However, the cost price of PPE rocketed in 2020 with items like disposable gloves and face masks in short supply but costing up to 10 times the pre-pandemic price.

We have taken the opportunity to completely re-organise our 2 equipment stores and update processes and paperwork. We have also undertaken repairs to our static First Aid Unit and to the Showground First Aid Post. The Showground First Aid Post stood unused and unheated throughout the period March 2020 to April 2021, and this has exacerbated the decline in the fabric of the portacabin. We had identified in 2019 that the building was deteriorating and at our AGM in September 2020 we discussed that actions needed to be taken to replace the building as it was reaching the end of its operational life.



Left - Volunteer member working on repairs to our Static Treatment Unit.

Right – Managers stocktaking and date checking.

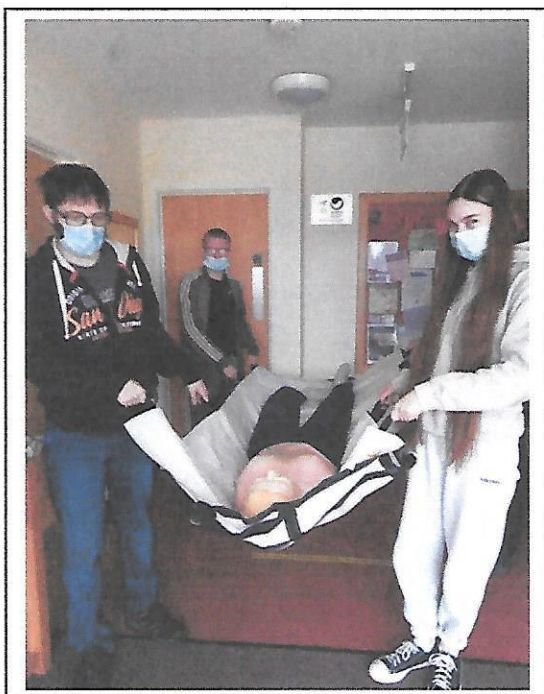


Development & Commitment of our Volunteers

- Our volunteers are our most important asset, vital to our success; they deliver our services to the community. When the pandemic first hit in March 2020, we put in place support mechanisms that allowed members to communicate and offer mutual assistance. We also maintained regular contact with members shielding or isolating and provided shopping and medication deliveries as needed. These systems continued throughout the last year but has periods of unlocking occurred they were used less. Many members wanted to get out and meet up and return to some normality.

In Autumn 2020 we restarted face to face training for our volunteers with part and full day weekend training for small groups. We concentrated on skills updates covering resuscitation and moving and handling people. This was very well attended and conducted with covid security in place.

Pictured below and right moving people training.



In November 2020 the government re-introduced measures to combat the spread of the virus and we stopped face to face training.

In January 2021 we resumed weekly Zoom training concentrating on developing members knowledge on medical conditions. This combined with members continuing with distance learning helped to keep members up to date and enhance their knowledge.



In May 2021 we returned to face-to-face training - again concentrating on skills this time fracture management.



Pictured right above: members practice applying a cervical collar as part of their fractures training.

Pictured left: members in a zoom session on heart conditions.

We are delighted that during the year membership increased by 25%, and it is pleasing that so many people are willing to give their time to help others. Having developed zoom, distance, and e-learning throughout the previous 12 months we were able to put these to use to quickly train our new members. The first and second groups quickly passed through their apprentice training and moved on to complete their first aider training, a third group is now progressing through the stages. We wish to welcome and congratulate all these new volunteers. ***Pictured below: New members practicing their skills.***



In the last year members training hours decreased slightly to 1,735 hours down from 1,824 the previous year. This fall of 8% is mainly due to most members being fully up to date on their training.

Our managers put in huge amounts of time every day, because of the pandemic their workload has in many cases increased as has their share of the overall workload. The Trustees would like to thank Jonathan Brown, Stephen Toyne, Chris Paknoham, Laurence Goff, Paul Hudson and Philip Jessop for their exceptional commitment. The number of hours members devoted to providing public training increased from 1,432 in 2019/20 to 1,824 this year, the number of hours in work such as preparing events, PR & fundraising fell from 7,561 to 6,466. This has resulted in an overall 8% reduction in support hours.

Fundraising

During the first 10 months of the year our general fundraising activities such as street & store collections, event collections, flag days and raffles were virtually wiped out. Only a Christmas Market stall was possible and that was affected by poor weather though we thank all who helped prepare and on the day.

We were though very grateful for the support from local organisations, and personal donations both from supporters and our own members. The Gusto Community Fund donated £500 thanks to Brandon Mersh and both Nottinghamshire and Newark Masonic Lodges donated funds allowing us to purchase 2 new defibrillators.



Pictured above left: members on our Christmas Stall, Centre: our Chair Dr McDougald receiving the donation from Brandon on behalf of Gusto's, right: our Logistics Manager receiving a cheque from Ken Purslow on behalf of the Masons.

In the last year we saw income from our fundraising fall from over £26,000 in 2019/20 to £13,000 this year. This 50% fall was expected due to the government restrictions on social distancing.

In April 2021 we launched the start of our appeal for £85,000 to build a new First Aid Treatment Centre at Newark Showground. This Centre will replace the current portacabin that has been the Showground First Aid Post since 2013. Its age (40 years) and the effects of the weather have caused deterioration and we feel the building will not last 12 months as repair is no longer possible. We launched our appeal with 5KMAY – linking with run for heroes we raised over £1,700 during the month. In May we also launched our page on the new Newark and Sherwood Lottery and support for that is growing steadily. In mid-June we launched our Christmas Raffle with a view to it raising over £4,500, following the success of our 2019 raffle. We have a comprehensive plan going forward for this appeal with a view to the Treatment Centre opening in June 2022.



Pictured left: our Chair of Trustees Dr Margaret McDougald who ran 5k every day in May

Pictured right: our Fundraising Manager selling raffle tickets.



Public Relations & Recruitment

The pandemic has affected our face-to-face PR activities – all jobs, youth and community fairs we would normally attend were cancelled. We were unable to run our Community Roadshows for most of the year and with greatly reduced footfall in Newark Town Centre it was not worthwhile restarting them.

All our activities have been on social media mainly Facebook and Twitter. That has though proved to be a worthwhile activity with 18 new members joining as volunteers in the last year.

Derek Fletcher

We were greatly saddened by the passing of Derek Fletcher one of our founding members. Derek was a key member of our fundraising team who has raised thousands of pounds for our charity. He was willing to stand out collecting in all weathers and was always cheerful, reliable, and self-effacing. Even in the past few years after a diagnosis of a serious medical condition he continued to work tirelessly on our behalf. He is sadly missed.

The COVID 19 Emergency.

When the emergency started in March 2020, we put into place a range of plans to allow us to provide Community Support as required. As a member of the Local Resilience Forum Volunteer Cell, we were asked to support health and social care. On 1st July 2020, when our year started, we were continuing with these various activities, primarily providing telephone welfare checks on those vulnerable and shielding on behalf of Nottinghamshire County Council Adult Social Care. In total we provided this service for 18 weeks which was the longest commitment made by a volunteer group belonging to Nottinghamshire LRF. We were also still receiving weekly requests to provide shopping and medication deliveries and hospital and GP transport. The requests for transport came to an end in autumn 2020 but we continued to provide shopping deliveries although at a much-reduced level until May 2021. In January we were asked to provide first aid cover at the Newark Vaccination Centre alongside Newark Community Responders. We agreed to help short term as training demands were high and we anticipated an uptick in events in late April. We provided our Marquee First Aid Post, additional equipment and radios as the centre expanded to give second jabs alongside the first. In total we provided 1005 hours of cover at the centre.

Finances

At the start of this year, with the prevalence of Coronavirus and much doubt in the way forward we set ourselves a careful budget. We budgeted income at - £36,025 but achieved income of £43,796 therefore exceeding budget by £7,771. We budgeted expenditure at £33,032 and actually spent £33,818 slightly over budget. The additional expenditure is all accounted for by uniform costs of new members. Full finance details can be found in our audited accounts.

Forward Development of our Services

The year ahead is still very difficult to predict with certainty. We are in a better place than last year, with large numbers now fully vaccinated against Coronavirus and others in the pipeline. The incidence of new variants though continues and the timescale for the effectiveness of the vaccine is still not known. It is possible we will see a movement from pandemic to the endemic stage of the virus but that again is not clear. Brexit passed without any real issues affecting our operations.

As we stand now, we can see continued high demand for our workplace training and that will continue to be conducted in a covid secure way easing if the situation and guidance allows. We are planning to re-introduce our community training in Autumn 2021, this will initially be at low level due to the demands placed on us by workplace training. There is a steady flow of events booked from the end of July and into September, with a fairly busy November already booked. We also are seeing more outside area requests still coming in; therefore, we are planning for a near normal Autumn. In 2022, if the situation stays as now, we could see very heavy demand for events – but that cannot be taken for granted.

We will put together a strong fundraising campaign in 2021/22 with a view to raising the £85,000 for the new First Aid Treatment Centre and we hope that it will be built, and in operation by the end of the year – June 30th 2022. Until a clearer picture emerges we will again set a cautious overall budget to protect our finances and the charity.

Signed on behalf of the Trustees



Dr Margaret McDougald (Chair of Trustees)

16/10/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity name
Newark Community First Aid

**On accounts for the year
ended**

June 30, 2021

**Charity no
(if any)**

1152694

Set out on pages

Three and four

(Remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended June 30, 2021

**Responsibilities and
basis of report**

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

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

**Independent
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Andrew Chapple

Date:

September 3 2021

Name:

Andrew Chapple

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

Chartered Accountant

Address:

34a Musters Road, West Bridgford, Nottingham

NG2 7PL

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

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

[Empty box for disclosure details]

CC16a details

RECEIPTS AND PAYMENTS ACCOUNTS

Charity Name

Newark Community First Aid

Charity number

1152694For the period from **1 July 2020 to 30 June 2021**

A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations (note 3)	11,684	0	0	11,684	18,578
Sponsored Donations	713	0	0	713	75
Income from Collections	736	0	0	736	1,433
Income from Attendance at Events	7,600	0	0	7,600	27,486
Income from Courses	16,385	0	0	16,385	16,938
Grants	2,200	0	0	2,200	0
Raffle	80	0	0	80	6,104
Gift Aid Recovered (note 1)	1,918	0	0	1,918	1,178
Other Income (note 9)	1,405	0	0	1,405	229
Covid Costs Recovered (note 9)	1,075	0	0	1,075	0
Total	43,796	0	0	43,796	72,021
A3 PAYMENTS					
Purchase of Equipment	5,773	0	0	5,773	6,360
Purchase of Uniforms for Members	1,365	0	0	1,450	168
Insurance Cover	7,155	0	0	7,155	6,896
Vehicle Expenses (incl Static & Gazebo Units)	2,884	0	0	2,884	8,143
Expenses Covering Events	2,985	0	0	2,985	7,455
Courses for the Public & Members	1,297	0	0	1,297	3,832
Hire of Premises	3,793	0	0	3,793	4,871
Training of Members	3,252	0	0	3,252	374
Administration Expenses	2,642	0	0	2,642	7,299
Fund Raising Equipment & Other Costs	544	0	0	544	1,233
Public Relations & Advertising	1,053	0	0	1,053	2,367
New Vehicle	0	0	0	0	60,000
Covid Costs for Recovery (note 9)	1,075	0	0	1075	169
Total Payments	33,818	0	0	33,818	109,167
Net Receipts / (Payments)	9,978	0	0	9,978	(37,146)
Transfers between Funds (note 7)	0	0	0	0	0
Cash Funds last year end	23,720	0	0	23,720	60,866
Cash Funds this year end (note 8)	33,698	0	0	33,698	23,720

Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund	33,658	0	0
	Cash in Transit	40	0	0
	Total Cash Funds	33,698	0	0
Other Monetary Assets	nil			
Investment assets	nil			
Assets retained for own use	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General	12,899	
Non Disposable Equipment	Vehicles	General	100,250	
	Other	General	57,265	
Liabilities	Details			
	Suppliers accounts not yet paid	0	0	0

Notes:

- 1) During the year one claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Because of the use of external Fund Raising Organisations, Donations (under Income) are not classifiable separately this year under any of the other headings.
- 4) Donations under 'Other Income' were for Lottery Donation (15), Gifts in Memoriam (317), Miscellaneous sales (1,073).
- 5) There have been donations from a Trustee.
- 6) Free use has been granted of rooms for training in return for the First Aid training for staff.
- 7) There have been no transfers between funds this year.
- 8) The anticipated acquisition of a vehicle to be purchased in the year 2019-2020 increased the amount of fund raising and has led to a high current account balance as at the end of the current year. The purchase is anticipated to be effected between October and December 2019.
- 9) The Recovery of Covid Costs (purchasing goods for housebound citizens) in 2019-20 of £169 is included under Other Income shown separately for the current year.
- 10) No attempt has been made to value retained assets this year.

Signed by one or more
Trustees on behalf of
the Trustees and Members



M. STAFFORD



P. SMITH

Date

16 OCT 2021

Print Name

Print Name



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity name
Newark Community First Aid

**On accounts for the year
ended**

June 30, 2021

**Charity no
(if any)**

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Andrew Chapple

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September 3 2021

Name:

Andrew Chapple

**Relevant professional
qualification(s) or body
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Chartered Accountant

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Date

16 OCT 2021

Print Name

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