



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2022 to 31st August 2023

Charity name: Village Life Community Project

Charity registration number: 1169515

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Objects The objects of the CIO are to: (a) To preserve and protect human life by establishing and maintaining a community based emergency response organisation, based around publicly accessible AEDs with volunteers trained in CPR and the use of AEDs. (b) The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision and maintenance of community defibrillators at five local sites. Ongoing provision of training sessions to teach or update people in how to do CPR and use a defibrillator Running a group of volunteers ready to take a defibrillator to where it is needed and assist with resuscitation
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	It is confirmed that the VLCP trustees have had regard to guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable

Contribution made by volunteers	Para 1.38	Regular checking operability of defibrillators Provision of training sessions for members of public Help with fund raising activities Maintenance of village emergency response system at one village site
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Please see end of this document for copy of VLCP chair's annual report narrative, as presented to AGM 25 th October 2023.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	No specific objectives set No resuscitation incidents reported in last year 60 people trained or updated in CPR Volunteer emergency response group continues in one village community
Performance of fundraising activities against objectives set	Para 1.41	No specific objectives set Income from donations £750 higher than usual average of £450
Investment performance against objectives	Para 1.41	No investments held
Other		n/a

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Bank £3702. Reserves £3339 Unallocated Cash £363
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Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves held for projected ongoing maintenance, and for planned replacement of AED & ancillary equipment
Amount of reserves held	Para 1.22	£3339
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Individual supporters making regular donations with supplementary use of Gift Aid
Investment policy and objectives including any social investment policy adopted	Para 1.46	None applicable
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> 1. Failure of defibrillator(s) as lifesaving equipment 2. Theft of equipment 3. Volunteers or members of public facing difficulty after involvement in emergency incident 4. Liability for harm caused by use of or access to equipment 5. Liability arising from training activities 6. Financial shortfalls leading to difficulty in maintaining current provision of equipment and training and future replacement of equipment at end of operable life.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New Trustees appointed with consent of existing trustees following invitation to individuals, already known to the trustees, who have been involved or otherwise interested in the running of the charity

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Following satisfactory completion of CC recommended vetting procedures, the new trustee to have discussions with secretary & be given copies of VLCP Constitution, minutes of recent meetings, recent accounts, latest annual report plus CC guidance documents for trustees: the 'Essential Trustee jigsaw' & 6 main duties; CC3a 'Charity Trustee: what's involved' & The Charity Governance Code for smaller charities. Also online reference to CC3 'The essential trustee, what you need to know, what you need to do' (since it is 40 pages long).
The charity's organisational structure and any wider network with which the charity works	Para 1.51	There are currently six trustees, three of whom have designated roles as chair, treasurer and secretary. Trustees meetings are held two or three times a year including the AGM in October. VLCP is a member of GAVO the Gwent Association of Voluntary Organisations. VLCP was set up with the help of the then public access defibrillator scheme manager at Welsh Ambulance and maintains contact with that organisation.
Relationship with any related parties	Para 1.51	n/a
Other		

Reference and Administrative details

Charity name	Village Life Community Project
Other name the charity uses	working names: Village Life, VLCP or VL, for short
Registered charity number	1169515
Charity's principal address	c/o VLCP Secretary at: Tŷ Uchaf, St Maughans, Monmouth, NP25 5QF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Five Cram	Chair	2016 onward	n/a
2	Thomas Pitts-Tucker	Secretary	2016 onward	n/a
3	Linda Green	Treasurer	2017 onward	n/a
4	Julia Willis		2017 onward	n/a
5	Richard Cotterill		2018 onward	n/a
6	David Johnson		2020 onward	n/a

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

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

n/a

Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a



Other optional information

n/a

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Five Cram	Thomas Pitts-Tucker
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date

20th November 2023

See Chair's narrative annual report overleaf as presented to AGM 25th October 2023

Chair's Annual Report - October 2023

Village Life was set up in 2016 to install and maintain public access defibrillators in Llangattock Vibon Avel CC district and also to provide ongoing training updates in how to perform CPR and use a defibrillator. These remain the chief purposes of the charity. The original intention had been to set up a community based emergency response organisation, based around the defibrillators with volunteers trained to assist but this proved over ambitious in that only one village now has such a structure in operation. The constitution also refers to the possible relief of those in need, for any reason or disadvantage, as an overriding general objective of public benefit. This was the case in two village communities with local Village Life efforts aimed at boosting community spirit and morale during the Covid pandemic. But the trustees recognise that limited funds and resources preclude any significant undertaking beyond the chief purposes to do with operating defibrillators in the community and providing training in their use.

A major change for us all since last year is that Covid has finally turned into being a lower level problem. Along with everyone else Village Life has been able to resume a more normal range of activities this past year, including provision of further training sessions. This report summarises VL activities & developments during the year and will be presented by the chair at the AGM for approval by all the trustees. It is also being sent as part of the required annual return to the Charity Commission.

Insurance cover

After the last AGM in October 2022 the Trustees met at the beginning of March, when there was discussion about whether to continue training or not, in the light of high and it seemed ever increasing insurance costs. The latest premium from Hiscox/PHP had reached £530, more than half VL's usual annual expenditure of around £850. Enquiries about the availability of any help, such as cost sharing or even simply advice about the problem, had disappointingly drawn a blank at the County Council, both Skenfrith and Whitecastle Community Councils, and GAVO (Gwent Association of Voluntary Organisations) as well as the BHF (British Heart Foundation) and RCUK (Resuscitation Council UK). But in the end PHP suggested approaching new brokers, A-Plan in Macclesfield, who recommended a policy with very similar cover at a premium of only £170, with Ansvar, who specialise in insuring faith, charity and not for profit community groups.

Training

The reduced premium has taken off some of the financial pressures and means we do not necessarily have to abandon the VL training programme as indemnity cover for this still continues. A newly revised and updated version of this programme continued in use during the year with six sessions at which 60 people in total attended, including two meetings outside the area, one in Buckholt Community Centre and the other in Garway Village Hall, for the new defibrillator group based in Broad Oak.

Uptake of VL training offered in the community continues at a worthwhile level although rather lower than when VL first started out. Enquiries were made again with Welsh Ambulance as to whether Tom and Kate, our current trainers, could be reapproved given that previously it had been said new arrangements were imminent. Apparently Public Health Wales is now taking over responsibility for CPR & Defibrillator training courses for members of the public, but no definite

trainer scheme has been set up yet. VL has registered an interest in being part of this scheme, which may entail VL trainers attending an update course themselves.

Plans are for a further round of training sessions to be offered in the coming year. It would be much appreciated once again if these could be organised and advertised locally in each village area, using existing community contact networks. Hopefully there will be sufficient interest to justify the effort!

Community Councils

Whitecastle and Skenfrith Community Councils have now taken over from the former Llangattock Vibon Avel CC, which means VL partially straddles both areas. Approaching Les Taylor, clerk to both Skenfrith and Whitecastle CCs, over the insurance question led to better mutual understanding with details of VL's activities being posted on both these websites. VL has also been encouraged to formally apply for financial support as an active local community group with both councils, the results of which application are awaited.

Finances

See the separate detailed statement of accounts by Linda as treasurer. But in broad terms VL's financial position has remained much the same. Incoming donations usually at around £450 have remained below the level of expenses of £850 so that it has been necessary to draw on capital reserves left over from grants and donations received at the time the defibrillators were first installed. Reducing insurance costs will help ease this, as explained above. In the past the trustees have felt unable to set aside reserves to fund future replacement of the defibrillators and associated equipment at the end of its working lifespan. Income raised through donations and other activities has simply been insufficient. And latterly Covid had rather reduced opportunities for public events to raise money. But this was never felt entirely satisfactory and in early September the Trustees reviewed this policy. In the event it was felt preferable that VL should resume this objective and the accounts have been revised accordingly. This has moved VL's financial position from one of credit to debit, with a consequent need to raise an additional £1600 each year for the next 5 to 6 years to meet these future liabilities. One practical problem has been knowing exactly how long the Zoll AED Plus defibrillators can be expected to remain operational. Currently three are 7 years old and two 5 years, with the extended guarantees expiring at 7 years. In future VL may well need to arrange servicing checks with Zoll to extend their life. Given that their operability is potentially critical to life it is envisioned that replacement occurs by 13 years if not sooner. Further enquiries are being made with Zoll about recommended lifespan. Defibrillator replacement costs are expected to be between £1100 to £1200 per unit, allowing for inflation.

Fund raising

If we are to meet these revised targets, for setting aside replacement reserves, plans will need to be made for fund raising and grant applications.

Incidents

No further incidents have occurred in the past year needing a VL defibrillator to be taken out, whether just as a precaution or being used in earnest. The trusty band of volunteer defib gofers continues to be available 24/7 in Maypole & St Maughans, contactable via the village emergency telephone system (VETS). A similar VETS scheme operates in Broad Oak, but the idea hasn't so far caught on in the rest of the VL area.

Equipment Checks

All five defibrillators are checked regularly by kind volunteers, with thanks going to them, and this is also logged with the BHF national defibrillator database, The Circuit, which is referred to by the emergency services during 999 calls.

A recent check in September confirmed the defibrillators and cabinets were in good condition, with first aid leaflets, what to do cards and a scissor/razor pack in each. The rather faded RCUK posters, reminding people how to recognise and what to do for cardiac arrest, are being replaced in the three phone boxes. Paediatric pads were replaced at the school in Cross Ash in April; adult pads and batteries in Rockfield in September; with new batteries also in Newcastle. Both the batteries and adult pads last up to 5 years, but the paediatric pads only two. Electrical safety checks were last done on the three phone boxes in Feb 2021, and are due every 5 years. Responsibility for the electric supply at Cross Ash & Skenfrith comes under the school and village hall respectively.

Charity Commission

The Charity Commission is adopting a new extended range of questions, when filing annual returns, to check on charities' governance, financial procedures and other general policies such as risk management, safeguarding, data security, volunteers etc. VL's existing policies in these areas were drawn up some five years ago now, so the trustees will need to carry out a review of these over the coming months.

Trustees' statement of compliance with Charity Commission guidance on Public Benefit

Charities by law must be concerned with the provision of public benefit. The trustees have a duty to comply with guidance on public benefit from the Charity Commission. This report therefore also includes the following required statement: that the trustees are aware of the guidance on public benefit and have had due regard to it, when exercising any powers or duties to which it applies.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity name
VILLAGE LIFE COMMUNITY PROJECT

No. (if any)
1169515

Receipts and payments accounts

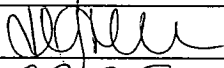
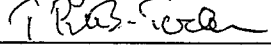
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For the period from	Period start date 01/07/2022	To	Period end date 30/06/2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	776	-	-	776	415
Training Donations	60	-	-	60	-
Gift Aid Reclaim	50	-	-	50	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	886	-	-	886	415
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	886	-	-	886	415
A3 Payments					
Insurance	703	-	-	703	500
Volunteer Emergency Telephone	120	-	-	120	120
AED Maintenance	240	-	-	240	128
Training	116	-	-	116	95
Bank Charges	5	-	-	5	35
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	1,184	-	-	1,184	878
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,184	-	-	1,184	878
Net of receipts/(payments)	- 298	-	-	- 298	- 463
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,844	-	-	3,844	4,307
Cash funds this year end	3,546	-	-	3,546	3,844

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-Operative Bank	3,546	-	-
		-	-	-
		-	-	-
	Total cash funds	3,546	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			L Green	10/07/2023
			T Pitts-Tucker	2 Aug 23