



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st July 2023 to 30th June 2024

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 trustees' narrative annual report narrative, being presented to AGM 23rd October 2024.

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 45 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
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	Current account £1289, + savings account £4000 = total in bank £5289. Of which allocated maintenance reserve was £3514 giving an unallocated Cash surplus of £1775
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 defibs & ancillary equipment
Amount of reserves held	Para 1.22	£3514
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	<ol style="list-style-type: none"> 1. Community fund raising events such as charity pub nights or coffee mornings 2. Individual supporters' regular donations supplemented by Gift Aid 3. Donations following training events 4. Grants from local organisations such as agricultural society 5. Grants from charitable trusts 6. Grants from community councils
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 psychological 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: 'Charity Trustee Welcome Pack', the 'Essential Trustee', 'Charity Trustee: what's involved' & 'Public Benefit – An Overview'
The charity's organisational structure and any wider network with which the charity works	Para 1.51	There are currently six trustees, two of whom have designated roles as treasurer and secretary. Chair stood down this year, not yet replaced. 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 public access defibrillator scheme at Welsh Ambulance. VLCP is about to embark on a project working more closely with Whitecastle and Skenfrith community councils to ensure sustainable reliable provision of defibs in the area
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		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 they fall 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

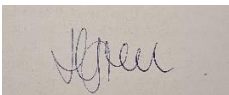

Other optional information

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)	Linda Green	Thomas Pitts-Tucker
Position (eg Secretary, Chair, etc)	Treasurer	Secretary

Date 4th October 2024

Trustees' Annual Report - October 2024

Village Life's chief purposes as a charity remain unchanged. It was set up in 2016 to install and maintain public access defibrillators in the former Llangattock Vibon Avel CC district and also to provide ongoing training updates in how to perform CPR and use a defibrillator. In one village a community response organisation has been set up using volunteers trained in CPR & AED use to help in a resuscitation situation after being summoned by a village emergency telephone system. The constitution also mentions providing relief to those in need in the community, for any reason or disadvantage, as an all-embracing general objective of public benefit. It has been our experience for example that local fund-raising activities are quite social occasions that help bring people together and may reduce possible isolation to some extent.

This report summarises VL activities & developments during the year and is being presented at the AGM for approval by all the trustees. It also forms part of the necessary annual return to the Charity Commission.

Resignation of chair

Because of increased personal commitments Five Cram indicated he wished to step down from being Village Life chair at the trustees meeting in March, although continuing to serve as a trustee. Five has led Village Life as chair since its inception eight years ago with a reassuring light touch that has seen us successfully through various ups and downs. So it is important to recognise this achievement and to offer him a vote of thanks. During the course of the year it became clear there was no-one immediately available to take over this role. So the trustees have agreed to continue without formally appointing a chair. Our constitution allows for this situation and permits trustees to agree on a temporary chair to officiate at each meeting.

Insurance changes to include theft cover

Howden Insurance has taken over from the former A-Plan brokers in Macclesfield and they continue to administer Village Life's policy with Ansvar, who specialise in insuring faith, charity and not-for-profit community groups. When the premium was due for renewal earlier this year it became clear that theft cover was also available for the defibs under an All-Risks clause, despite their not being in locked cabinets, which had proved a barrier previously. The additional theft cover raised the premium from £200 to £300. After discussion among the trustees it was decided to go ahead with the increased cover.

Training

VL training courses in CPR and use of a defib continue to be offered but the take up has been relatively low this year. 12 of the 16 VETS volunteers attended an update session in December. And 12 people came to a session in Skenfrith in March. VL was also asked to provide a training session to members of the community based around Welsh Newton Village Hall. In total only about 45 people have been trained this year, which is a bit disappointing. It seems there is some reluctance for people to come to these sessions, although they are still highly regarded by those that do attend. Alternatives do exist online such as from the BHF, St John's Ambulance or RCUK websites but they don't provide hands on experience with manikins as does the VL course.

On more than one occasion VL has tried to make contact with Public Health Wales who run the Save a Life Cymru campaign that promotes training in CPR and the provision of defibs in the community. It

would perhaps be helpful for VL to be associated with or approved by them, but this has not happened to date. The intention is to continue offering VL training despite this lack of support or recognition.

The VL course is refreshed and updated each year following current guidelines from RCUK. Sessions last about one to one and a half hours usually. It may be possible to achieve more uptake of training in other settings such as coffee mornings or other social groups, by reducing this to a more basic session of 30 minutes. The idea is being further investigated.

Community Councils

The Village Life secretary and treasurer have had meetings with representatives from both Whitecastle and Skenfrith Community Councils, covering the former Llangattock VA CC area and more. Both organisations have expressed appreciation of what VL does and have in fact asked for assistance in ensuring all the 13 defibs in the area are managed appropriately so as to be more reliable and sustainable in the future. Discussions are still at a relatively early stage but a project is being developed to undertake this extension of VL's role. Importantly the community councils have indicated they are prepared to offer some financial support in return.

The first phase of this joint working will involve carrying out a survey of all defibrillator providers in the area to see what may be needed to ensure ongoing and future reliability. Timely provision of replacement pads and batteries, details of ownership, insurance cover, scope for further training and future replacement plans are amongst the items in the survey. There will also be the opportunity to replace some of the training equipment, such as manikins, as the existing ones are becoming rather worn out. Newer models have enhanced features such as circulation displays showing the effectiveness or otherwise of chest compressions. This is very helpful in giving trainees immediate feedback.

Finances

Please see the treasurer's separate financial statement and accounts for a more detailed picture. But in broad terms VL's financial position remains very positive. Income was better than expected at £2222 and expenditure only slightly up at £479. Cash reserves at the end of June 2024 were £5289 of which £3514 was allocated as reserve for anticipated maintenance, leaving an unallocated cash surplus of £1775.

Fund raising

It has been a successful year with regard to fund raising. £333 came from a coffee morning in May. Rockfield community group also donated £250 as part of their activities. Besides the money actually raised, events like these also bring some added life into the community as social events, which is very beneficial

A generous grant of £500 was received from Llangattock District Agricultural & Ploughing Society following a training session given in Buckholt last year, which some members of the society attended. And a further £60 was similarly received from the group at Welsh Newton after training delivered there.

Incidents

No further incidents have occurred in the past year in which a defib was needed. The group of volunteers ready to get the defib and help with CPR continues to be available 24/7 in Maypole & St

Maughans, contactable via the village emergency telephone system (VETS). A similar VETS scheme operates in neighbouring Broad Oak, but the idea hasn't so far caught on in the rest of the VL area.

Equipment Checks

All five defibrillators continue to be checked regularly by VL volunteers, many thanks 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 audit in October confirmed the defibrillators and cabinets were in good condition, with instructions, first aid booklets and scissor/razor pack at each site. Electrical safety checks are due in the next year.

Proposed Changes to VL Constitution

For some time it has been clear that Village Life does not work in the way its constitution envisages. VL is a Charitable Incorporated Organisation (CIO). Since its foundation in 2016 the trustees have been the only members of the CIO. This fits with the Charity Commission 'foundation' model of governing document for CIOs and is appropriate as it only needs a small group of people to run Village Life. But although labelled as being a foundation model the original VL constitution was written to follow the 'association' model constitution for CIOs, in which membership is open to a much wider group of people, not just the trustees. Accordingly, it has quite complex clauses around rules for membership, the conduct of meetings and decision making. These are redundant and could possibly become an obstacle to running Village Life more simply and efficiently.

The proposal is therefore being made at the AGM in October to change the VL constitution to the Commission's foundation model, in which the only members are the trustees. This involves substantial changes but remains an administrative matter in their view not needing their prior consent. But updating the area of benefit to be Whitecastle and Skenfrith community council areas, as Llangattock Vibon Avel Community Council no longer exists, is more complex. Although currently only a footnote to the final clause of our present constitution, it should really originally have been in the main 'objects' clause. Changing this does require the Commission's prior consent, which has been requested but this may entail the resolution being delayed beyond the date of the AGM.

Charity Commission and Review of VL Policies

The Charity Commission now poses an 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 originally drawn up some five years ago, so a major exercise to review and update them all was carried out by the trustees earlier this year. The policies have been combined to form the basis of a risk management tool for use in future. Two final additional policies that complete the task are being presented for adoption at the AGM, on Health and Safety, and Bullying and Harassment.

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 (NCHV)
1169515

CC16a

Receipts and payments accounts

For the period from	Period start date 01/07/2023	To	Period end date 30/06/2024
------------------------	---------------------------------	----	-------------------------------

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	2,018	-	-	2,018	776
Training Donations	-	-	-	-	60
Gift Aid Reclaim	204	-	-	204	50
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,222	-	-	2,222	886
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,222	-	-	2,222	886
A3 Payments					
Insurance	184	-	-	184	703
Volunteer Emergency Telephone	120	-	-	120	120
AED Maintenance	175	-	-	175	240
Training	-	-	-	-	116
Bank Charges	-	-	-	-	5
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	479	-	-	479	1,184
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	479	-	-	479	1,184
Net of receipts/(payments)	1,743	-	-	1,743	298
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,546	-	-	3,546	3,844
Cash funds this year end	5,289	-	-	5,289	3,546

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-Op Bank 6725407700	1,289	-	-
	Co-Op Bank 6734312453	4,000	-	-
		-	-	-
	Total cash funds	5,289	-	-
	(agree balances with receipts and payments account(s))			

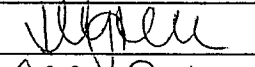
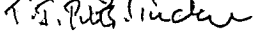
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	L Green	07/08/2024
	T Pitts-Tucker	12/9/24