



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st July 2024 to 30th June 2025

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	<p>For the public benefit in Monmouthshire, Wales, to preserve and protect human life by establishing and maintaining a network of publicly available community defibrillators, in order to help improve the survival rates of those who suffer a cardiac arrest in the community, outside of hospital. In furtherance of this object the charity shall have the power to:</p> <ul style="list-style-type: none">a) train members of the public in how to perform cardiopulmonary resuscitation (CPR) and in how to use a defibrillator.b) Where feasible to develop groups of locally based volunteers, who are trained in how to perform CPR and use a defibrillator, who are then available to come to the aid of someone dealing with a cardiac emergency in their community.c) Provide and maintain additional emergency first aid resources, such as community bleed kits for example, at suitable selected locations where this is justifiable and manageable.
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	<p>Provision and maintenance of community defibrillators at 14 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 Installing community bleed control kits initially on small pilot basis</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>It is confirmed that the VLCP trustees have had regard to guidance issued by the Charity Commission on public benefit</p>

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, presented to AGM 15th October 2025.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	No specific objectives set Two resuscitation incidents reported in last year 95 people trained or updated in CPR Volunteer emergency response group continues in one village community First three bleed control kits obtained now installed
Performance of fundraising activities against objectives set	Para 1.41	No specific objectives set
Investment performance		Normal savings a/c interest

against objectives	Para 1.41	
Other		n/a

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Current account £2,952 + savings account £7,125 = total in bank £10,077 Of which allocated maintenance reserve was £7,280 giving an unallocated Cash surplus of £2,797
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	£7,280
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	Bank savings account only
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> 1. Failure of defibrillator(s) or bleed kits 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 Foundation model
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 2024, and has not been replaced. Trustees' meetings are held 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 working closely with Whitecastle and Skenfrith community councils to ensure sustainable reliable provision of defibs in the area and pursue introduction of bleed control kits
Relationship with any related parties	Para 1.51	n/a
Other		

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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	David Johnson		2020 onward	n/a
6	David Loughlin		2025 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

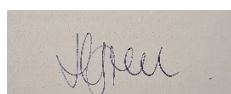
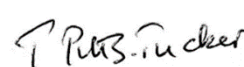
n/a

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 December 2025

Appendix

Trustees' Annual Report - as presented at AGM 15th October 2025

The past year has been a busy one for Village Life. This report summarises what has been achieved and was presented at the AGM on 15th October. It will be included as an appendix to the annual return to the Charity Commission.

Charity Commission, Trustees, Constitution and VL objectives

After some considerable time, effort and extended consultation, we now have a revised constitution recognising that since inception Village Life (VL) has operated on the Charity Commission's foundation model of charitable incorporated organisation, in which the only members are the trustees. There has been a modest turnover of trustees themselves, but we still number six in total. Richard Cotterill stepped down after several years, thanks are due to him. He continues to be a VL volunteer in Newcastle. Late last year we welcomed David Loughlin as a new trustee. At the same time Darren Rockach also joined as a trustee but unfortunately had to resign some months later owing to changed personal circumstances. Since Five Cram stepped down as chair 18 months ago we have been working with a temporary chair appointed at each trustees' meeting, usually the secretary! Ideally this will change at some point, although it is acceptable according to the constitution. The charitable objects in the constitution have been revised to better reflect what VL actually does, and now include provision of further lifesaving equipment such as bleed control kits, as well as the defibrillators themselves. VL has established useful contact with the Save a Life Cymru campaign run by Public Health Wales and aligns with their objectives. These are to save lives by improving survival rates after cardiac arrest outside hospital, through the provision of defibrillators across Wales, and increasing public awareness of and training in CPR & use of defibrillators.

Partnership with Whitecastle and Skenfrith community councils

Having started as a small charity in 2016 at five village sites across the former Llangattock VA community council area VL's remit now extends to nine additional sites, in partnership with Whitecastle (WCC) and Skenfrith community councils (SCC). A survey of all 14 defib sites was completed to identify any issues in need of attention, which have nearly all now been dealt with. Review meetings have been held with WCC in March and recently this October, with production of a report to record progress, including the following

- i. The first task was to ensure all defibs were registered with The Circuit, a BHF run database that is accessible by the 999 services, which was needed at 3 sites
- ii. Batteries and pads, out of date at three sites were remedied. The process was complicated by the discovery of new batteries failing to operate the defib correctly. It turned out this was a recognised but not well publicised problem – Zoll AED Plus defibs need US made Duracell batteries, not Chinese made ones, even though the specification is the same. 5 sites had Chinese batteries which were duly replaced by US made ones, with costs being reimbursed.
- iii. A schedule is now kept by the Secretary with details of each defib, and the expected renewal dates for pads and batteries, so replacements are carried out on time.
- iv. Additional insurance cover for public liability and theft was procured for the five sites previously uninsured, through VL's existing policy with Ansvar.
- v. A detailed survey on the existence or lack of signs at each defib location was carried out. With the agreement of site owners new signs have been placed at: Coed Cil Farm,

Llanvihangel Church, Whitecastle Cottage, Llantilio Crossenny, Woodlands Farm, Cross Ash, Skenfrith & Lanes Garage, Llanvetherine. Since the defibs are all registered on The Circuit national database (British Heart Foundation) 999 operators can identify the nearest defib available in emergency as well as the same information being accessible publicly via www.defibfinder.uk

- vi. Electrical checks on defib installations have been initiated, with all sites in need of checking having now been visited. Frustratingly problems occurred with access to the source of electrical supply at a number, so further visits are being rearranged. At least one site (Llantilio Crossenny) is in need of remedial work to bring it up to safety certificate standard.
- vii. Defib Site refurbishment. Paint to refurbish two of the ex BT phone boxes has recently been obtained so repainting can start.
- viii. Defibrillator renewal program. The VL trustees had previously decided to start the process of renewing defibs as they neared the end of working life, estimated at 10-12 years. A new Zoll AED 3 has been installed at Cross Ash school. This has the benefit of latest design, speed of operation, clarity of instructions and feedback, and an easy method of switching between child and adult settings, with the same pads being used for both child and adult. The previous defib, still operational but 9.5 years old, now acts as a reserve unit available for the whole project in case of malfunction, or other loss of use, at any other sites. It is being kept at the VL secretary's address.
- ix. Training Projector spares. It had been agreed to purchase a reserve projector lamp in case of mishap but the plan remains on hold until needed because of the cost – over £130! The projector itself continues to work satisfactorily, so has not been replaced despite being 9 years old.

Community Bleed Kits.

During the course of the year a new direction opened up looking at the scope for installing community emergency bleed kits alongside defibrillators. Interest in the idea began with the owner of Pwll y Cwm, Sam Williams, installing a bleed kit with the new defibrillator there. The trustees decided to install two further bleed kits in Skenfrith and Llantilio Crossenny on a trial basis. Two different sample kits and cabinets have been obtained from different suppliers. One is quite large so practical difficulties may arise with installation, though it would be good in a farm location being highly visible. The other type was supplied in the wrong configuration for Skenfrith and a further one has been ordered and fitted. The defib phone box at Crossenny is about to undergo refurbishment which will include fitting a bleed kit there.

A further successful grant application was made to the CGEAG community fund to cover the cost of extending the bleed kit scheme with an active letter of support from WCC. News of the success of the application came through at the time of the AGM itself, just too late to be announced until later.

VL also received a very helpful and supportive letter from Rachel Marsh, acting CEO of Welsh Ambulance. Besides offering appreciation and encouragement to VL in providing services such as defibs and introducing bleed kits, that are important in improving community resilience, advice was given on registering the bleed kits so that Ambulance staff are aware of their location.

Publicity

Improving public awareness of defibrillators, where they are and how to use them, is an important part of the Save a Life Cymru campaign, whose objectives VL embraces. Some publicity occurs when

local village networks (on social media) are circulated about forthcoming CPR courses, although the actual uptake of these is on the low side. On occasion there is increased public awareness of defibs and CPR training, after real life incidents, whether locally as at the Rolls Golf Club, or further afield, particularly if young sports players are involved.

VL was invited to run a stall at the Skenfrith Family Fun Day in August which offered a good chance to raise the profile. Trustees and volunteers engaged with people coming from across the whole area, not just Skenfrith. David Loughlin kindly produced a range of new VL publicity materials for the stand. The event was covered by the Monmouthshire Beacon, which also ran an illustrated feature article on VL's planned trial of community bleed kits.

As part of preparation for the Fun Day a new logo with greater visual impact was kindly prepared pro bono by Toby Dyson of the Latch Agency, who lives in Skenfrith, which has met with approval for future use by the Trustees.

WCC held an open meeting on 14th October featuring all 16 active community groups in the area, to inform and engage with the public on what is happening locally. VL was invited to take part and was represented. Thanks are due to the community council for helping to promote VL's activities on its website, including making the VL public information leaflet available.

CPR / Defib Training & Incidents

VL continues to offer training in CPR and use of defibrillators, following Resuscitation Council UK (RCUK) guidelines. The two VL trainers have completed the RCUK approved Basic Life Support instructors' course. 95 people attended VL training courses in the last year, held at various venues across the patch including; Maypole, The Rolls Golf Club x 2, Pwll y Cwm Barn x 2, The Halfway at Tal-y-Coed x 2, Skenfrith, and Cross Ash. VL has always been ready to offer its CPR course to other groups outside the immediate area and discussions are in hand to do this in Bryn y Gwenin and Buckholt.

Two sessions were held for members at the Rolls Golf Club following an incident on the course where someone had collapsed but was resuscitated successfully by a fellow player performing CPR. This led to increased interest in CPR training. Those involved were also offered a chance to debrief after the incident but this turned out not to be needed.

On another occasion a VL volunteer was summoned to an incident of collapse in which the patient remained unconscious for some time, but this was due to an epileptic seizure and CPR was not needed. VL is not aware of any other serious incidents having occurred.

With an incidence of around 35,000 cardiac arrests in the community each year in the UK, on population figures alone one would expect one cardiac arrest every one to two years in this area, a low figure but still a challenge to meet. It is regrettable that survival rates in Wales, after cardiac arrest in the community, are amongst the lowest in Europe at 5%. England manages 10% whereas in Scandinavian countries the figure is 25%. There is work to be done to improve this!

The three new interactive Brayden manikins have proved very popular in training sessions providing useful practical feedback on CPR technique. A small metronome was also purchased to better demonstrate how fast CPR chest compressions should be given.

Fund raising

VL has never charged for its CPR training courses but people are often happy to contribute donations, which are gladly accepted. There have also been some specific local fund raising events, a

major one being the Fun Day held at Skenfrith. Proceeds were to be shared with the village hall, with a proportion being allocated to Village Life. A coffee morning was held in Maypole in early October raising just over £100. £200 was gratefully received from Rockfield community group and £250 from St Maughans PCC earlier in the year after local fund raising events.

Finances

In brief VL remains in a healthy financial position. Income to year end on 30 June 2025 was £8,324 and expenditure £3,536. This income figure includes the £6,065 CGEAG grant, not all of which had been spent by 30 June, but now has been (by October). Cash in the bank at 30 June was £10,077 of which £7,280 has been allocated for anticipated maintenance and asset replacement, leaving an unallocated cash surplus of £2,797.

The partnership arrangements with the community councils have resulted in significantly increased financial support, which greatly increases VL's future sustainability and is much appreciated. It particularly facilitates building up reserves adequate to replace defibrillators, as they progressively reach the end of their operability over the next few years. It is difficult to fund reserves of this sort through grant applications which are often conditional on projects being new and time limited.

CGEAG grant 2024/25

VL was however very fortunate to obtain the grant of £6,065 last September from the Community Green Energy Advisory Group fund. This covered much of the first year's expenditure on the partnership project with WCC and SCC to upgrade and standardise maintenance and resupply of defibs in the area as well as updating CPR training resources.

Tom Pitts-Tucker, VL Secretary



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Lage Life Community Project

No (if any)
1169515

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1/7/2024		30/6/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	6,065	-	-	6,065	-
Donations	1,925	-	-	1,925	2,018
Gift Aid reclaim	127	-	-	127	204
Bank Interest	125	-	-	125	-
Compensation (Duracell Batteries)	82	-	-	82	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	8,324	-	-	8,324	2,222
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	8,324	-	-	8,324	2,222

A3 Payments

Insurance	536	-	-	536	184
Volunteer Emergency Telephone	120	-	-	120	120
AED Maintenance	1,734	-	-	1,734	175

Training	1,146	-	-	1,146	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,536	-	-	3,536	479

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	3,536	-	-	3,536	479
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Net of receipts/(payments)	4,788	-	-	4,788	1,743
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	4,788	-	-	4,788	1,743

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	2,952	-	-
	Co-op Bank 6734312453	7,125	-	-
		-	-	-
	Total cash funds	10,077	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

		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			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

B5 Liabilities

		-	-
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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
<i>LC Green</i>	L Green	14/7/2025
#VALUE!	T Pitts-Tucker	04 12 2025