



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 September 2020 **(Period start date)** **To** 31 August 2021 **(Period end date)**

Charity name: Heartstart Malvern

Charity registration number: 1170697

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To increase the survival rate from cardiac arrest in Malvern and the surrounding villages by providing free resuscitation training and increasing the number of public access defibrillators.
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	Heartstart Malvern's activities have been severely restricted during the reporting period due to the COVID pandemic. As a consequence of the restrictions which were in place during the pandemic, Heartstart Malvern was unable to deliver any training during the reporting period. However, the trustees held a number of virtual meetings during this period to review and update lesson plans so training could resume in a COVID safe way once restrictions are lifted. Two public access defibrillators were installed during the reporting period. Since its launch in January 2017, Heartstart Malvern has provided free training to over 3,000 people and has installed 29 Public Access Defibrillators
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees give regard to the guidance issued by the Charity Commission on public benefit. All of Heartstart Malvern's charitable activities are of benefit to local residents and visitors. The trustees will minimise public risk in decision making and receive no personal benefit from the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Heartstart Malvern is not a grant making organisation.

Policy on social investment including program related investment	Para 1.38	Heartstart Malvern does not have a Social Investment Policy and does not invest funds.
Contribution made by volunteers	Para 1.38	Heartstart Malvern is a volunteer-led and volunteer-run charity. There are no paid staff. Using volunteers enables Heartstart Malvern to be completely sustainable, keep our running cost to a minimum and to provide all of our training completely free of charge. The use of volunteers also ensures that all funds donated to Heartstart Malvern are used to fulfil our objectives.
Other		The success of Heartstart Malvern is due to its volunteers and the support of the local community. The trustees would like to acknowledge and thank all of Heartstart Malvern's volunteers for their enormous contribution to the success of the charity. The trustees would also like to thank the local community for coming forward for training and supporting the charity through various fundraising activities.

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	<p>Due to the restrictions placed on Heartstart Malvern during the pandemic, its achievements during this reporting period are very limited.</p> <p>Some of our achievements during this period include:</p> <ul style="list-style-type: none"> • Ensuring the financial stability of the charity during the pandemic • Installing a further two public access defibrillators • Maintaining the existing 27 public access defibrillators so they were ready for use during an emergency • Reviewing our lesson plans and preparing to deliver training in a COVID safe way • Replacing some of our old training equipment

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Since its formation on January 2017, Heartstart Malvern has provided free training to over 3,000 people and has installed 29 public access defibrillators.
Performance of fundraising activities against objectives set	Para 1.41	No fundraising objectives are set. Despite the COVID pandemic, income was up during this period by just over £3K, largely due to a number of grants.
Investment performance against objectives	Para 1.41	No funds are invested by Heartstart Malvern.
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity was in a strong financial position at the end of the reporting period with a closing balance of almost £13K. During the reporting period, the trustees made a decision to maintain a larger reserve than normal due to the uncertainty around the duration of the pandemic and its impact on our income.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Heartstart Malvern normally holds sufficient reserves to cover its operational costs for a 12 month period. This is estimated to be approximately £5,000. A significantly higher reserve has been held during the COVID pandemic due to financial uncertainties created by the pandemic.
Amount of reserves held	Para 1.22	The charity does not hold a separate account for its reserves. Instead, it maintains a balance of at least £5k in its current account.
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	There are no uncertainties about Heartstart Malvern continuing as a going concern.

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	Heartstart Malvern is funded entirely by charitable donations from individuals and other organisations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Heartstart Malvern does not invest funds and has no Investment Policy.
A description of the principal risks facing the charity	Para 1.46	Heartstart Malvern is completely reliant on adhoc charitable donations and has no regular income stream.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	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	Volunteers are asked to become a trustee as and when a vacancy arises. Applications are then considered at a trustees meeting and formally approved at the next AGM.

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	Heartstart Malvern is a small charity and does not have a formal induction process for new trustees. Instead, any new trustee is supported by other trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Heartstart Malvern is a small charity and has a flat organisational structure. The charities work is overseen by the trustees. Heartstart Malvern is not affiliated to any other organisation.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Heartstart Malvern
Other name the charity uses	N/A
Registered charity number	1170697
Charity's principal address	St Gabriel's Worcester Road Hanley Swan Near Malvern Worcestershire WR8 0EA

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

Heartstart Malvern's website is www.heartstartmalvern.org.uk

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	Richard Vakis-Lowe	Chairperson		
2	Catherine Millar	Secretary		
3	Melanie Baker	Treasurer		
4	Jean Williams			
5	David Bijl			
6	Angela Kirton	Training Co-ordinator		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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		

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)	Rhonda Jarvis-Lowe	JEAN WILLIAMS
Position (eg Secretary, Chair, etc)	Chairman	TRUSTEE
Date	25 th May 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Heartstart Malvern

1170697

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Sep-20

To

Period end date
31-Aug-21

Section A Receipts and payments

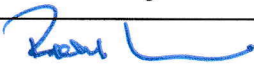
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations (General)	1,356	-	-	1,356	7,266
Donation (Mayors Charity)	3,514	-	-	3,514	-
COVID Grants	2,500	-	-	2,500	-
Co-op Grant	2,962	-	-	2,962	-
Inmemoriam donation	263	-	-	263	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	10,595	-	-	10,595	7,266
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,595	-	-	10,595	7,266
A3 Payments					
Defibrillators, cabinets & consumables	1,015	-	-	1,015	1,428
Overheads (incl printing and insurance)	2,090	-	-	2,090	3,587
Event costs	-	-	-	-	72
Miscellaneous	100	-	-	100	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,205	-	-	3,205	5,087
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,205	-	-	3,205	5,087
Net of receipts/(payments)	7,390	-	-	7,390	2,179
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	7,390	-	-	7,390	2,179


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	To current account	7,390	-	-
		-	-	-
		-	-	-
	Total cash funds	7,390	-	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	N/A			
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	29 Defibrillators and cabinets		43,500	20,000
	Training equipment		3,000	500
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	

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

Signature





Print Name

Richard Vakis-Lowe

John Williams

Date of approval

25.05.22

25.05.22