

*Simple skills save lives***TRUSTEES ANNUAL REPORT 2022/23****SECTION A: REFERENCE AND ADMIN DETAILS**

Herefordshire Heartstart CIO's principal address and registration numbers are as above. The charity is not known by any other name.

Names of the charity trustees who manage the charity:

Trustee name	Office (if any)	Dates acted (if not the whole period)
Mr Frederick Clive Edwards	Chair	
Mrs Cathy Matthews		
Mr Dave Landey		
Mrs Sarah Janes		
Ms Gina Children		
Ms Jan Powell		April 2022-Feb 2023

There are no other trustees of Herefordshire Heartstart.

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT***Description of the charity's trusts***

The charity's governing document is its constitution, adopted at the AGM on June 26th 2018. The charity is a charitable incorporated organisation (CIO) and came into being when entered onto the register of charities on 30th September 2018.

Charity trustees, up to a maximum of 12, are appointed by existing charity trustees. Trustees meet once a quarter to discuss and manage the charity.

Meetings take place at the business address of one of our trustees. We would like to thank TRP Sealing Systems for their continuing support of Herefordshire Heartstart.

SECTION C: OBJECTIVES AND ACTIVITIES***Summary of the objects of the charity set out in its governing document***

The objects of the CIO are set out in clause 3 of its constitution as being:

The advancement of education and the protection and preservation of life by:

- i. Increasing local public awareness of the need for emergency life support training.
- ii. Arranging and providing courses and other opportunities for people to learn the essential knowledge, skills and attitudes necessary to help them deal with emergency situations to the best of their ability.
- iii. Encouraging attendance on training courses.

- iv. Ensuring that the conduct and delivery of training of and by the instructors is in accordance with the current guidelines set or accepted by the Resuscitation Council UK or any other guidelines approved by the British Heart Foundation.
- v. Contributing to the wider development of the Heartstart initiative.

We measure and celebrate the success of Herefordshire Heartstart against these five objects.

Summary of the main activities undertaken for the public benefit in relation to these objects

The trustees' vision is such that everyone in the county can react to support a life and alert qualified medical assistance in emergency situations. To ensure that more people survive a heart attack or other life-threatening emergency by providing quality training and imparting the confidence to act.

As a charity it has taken us some time to recover from the effects of the pandemic. However, over this year we have gradually seen the number of courses we run increase and attendance on these courses is slowly returning.

SECTION D: ACHIEVEMENTS AND PERFORMANCE

In the Community

We are working towards increasing the number of community courses organised by the charity. Courses have been booked in local community spaces but there has been a reluctance to return.

Courses booked by community organisations are increasing. Numbers at these are slowly returning. Over the last year we have delivered to parish halls, community groups including walking clubs, sports clubs and churches.

We still have several courses booked from care organisations and doctors' surgeries for cpd training for their staff.

In schools

We continue to work with the local sixth form college as well as a few high schools. Basic first aid is now on the school curriculum and we support schools in delivering aspects of this.

Volunteers

Our pool of volunteers has decreased since the pandemic and we strive to recruit more. Those volunteers we have are active and enjoy delivering courses in the community.

We have a new training officer who is the Resuscitation Officer for the Wye Valley Trust, Hereford. He attends meetings to inform trustees of any changes in guidance as required. He is also available to train new volunteers as required. Our course delivery has been updated to include the changes since the end of the pandemic and guidance issued by the Resus Council UK.

Grants / funding

Donations have been slow to return to previous levels. We believe in part due to the current financial situation everyone finds themselves in and the cost of living crisis.

During this financial year our Charity Coordinator has indicated they wish to resign due to personal circumstances, and we are actively recruiting a replacement. Part of the challenge for the new coordinator will be to increase and develop funding avenues for the charity.

Future Plans

Herefordshire Heartstart has had a challenging year due to the severe impact of the pandemic and slow recovery. Our aim for the future is to maintain the name and good reputation of Herefordshire Heartstart within the community. We will do this by:

- contacting the parish councils explaining the importance of emergency life support skills and offering training to local communities

- contacting groups and organisations that have used Herefordshire Heartstart previously to offer training again
- sourcing funding to ensure future activities coordination
- making use of local publications, social media and our website to inform the public of Herefordshire of who we are, what we do and how to contact us

SECTION E: FINANCIAL REVIEW

Income

Momentum of the course programme picked up steadily during the year, resulting in an increase in donations. The trustees would like to thank all contributors, including the Rotary Club who donated £500 and Special Metals who gave £500.

Trustees were pleased to be able to restart the charity's work with local schools and hope to build on this in future years.

Expenditure

Co-ordinator's time was again the main item of expenditure during the year. General running expenses were low as the charity benefitted from the stocks of non-perishable course materials and equipment that were acquired before covid.

Restricted Funds represent the balance of the Co-operative Local Community Fund, which was used to continue to rebuild our presence in the county following the lockdowns.

Closing Funds

Community Funds are free reserves that are used to run courses to the public, and "Schools" Funds are designated by the trustees for the costs associated with running courses in schools.

Some years ago the trustees set aside a reserve of £5,000 to cover running costs in the event of a sudden drop in income or the need to replace broken training equipment. This sum is reviewed annually and is still considered to be an appropriate sum.

All funds are held in a bank account with the Charities Aid Foundation. All payments from the account require two trustee signatories.

Income and Expenditure Report 2022/23

	<u>2022/23</u>			<u>2021/22</u>
	<u>Total</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	
Opening balance	16,579	15,259	1,320	15,004
Income:				
Donations and sponsorship	2,843	2,843	0	1,663
Co-op Local Community Fund	0	0	0	3,600
Arnold Clark Community Fund	0	0	0	1,000
Other income	21	21	0	0
Schools income	198	198	0	212
	3,062	3,062	0	6,475
Expenditure:				
Coordinator	3,277	3,157	120	3,400
Coordinator (schools)	86	86	0	112
Coordinator's mileage	0	0	0	108
Volunteers' mileage & training	938	0	938	0
Course costs inc equipment	0	0	0	284
General running expenses	297	35	262	996
	4,598	3,278	1,320	4,900
Closing balance	15,043	15,043	0	16,579
Community Funds	7,795	7,795	0	9,443
Schools Funds	2,248	2,248	0	2,136
Reserves	5,000	5,000	0	5,000
	15,043	15,043	0	16,579

SECTION F: DECLARATION

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity trustees:

Signatures




Full name

DAVID LANDER

Position

Trustee

Date

27/11/23

Full name

SARAH JAMES

Position

Trustee

Date

27/11/23

