

## **TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR** **THE YEAR 2023 / 2024**

### **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	<i>TREASURER</i>	
Mr Dave Landey		
Ms Sarah Grimes		
Ms Nicky Haines		

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 26<sup>th</sup> 2018. The charity is a charitable incorporated organisation (CIO) and came into being when entered onto the register of charities on 30<sup>th</sup> 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 or more recently on the online platform zoom. 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.

Numbers trained have gradually increased over this year with more courses booked and volunteers becoming more active.

### **SECTION D: ACHIEVEMENTS AND PERFORMANCE**

#### ***In the Community***

Herefordshire Heartstart has had a difficult year with our Coordinator retiring and the need to appoint a replacement. Overall we ran 48 courses or events, with nearly 450 attendees in total.

Public courses, which are those organised directly by the charity rather than by a group or other community organisation, are now more frequent. We have been incredibly lucky to have all the venues donate their rooms for free. This generosity is much appreciated.

We continue to deliver courses to businesses in and around Herefordshire. Many return annually to update their staff skills.

#### ***In schools and colleges***

We train students at Hereford Sixth Form College annually. Students attend in their own time and this is not a compulsory activity.

#### ***Volunteers***

We currently have 20 volunteers. Twelve of these are actively involved in the delivery of courses. Recently we have gained four new volunteers who have begun supporting our trained volunteers while they await their training.

We had a training event earlier in the year with an opportunity to meet the Coordinator. A small number of volunteers took up this opportunity. Another event is planned later this year for refresher training for current volunteers.

#### ***Future Plans***

Our aim for the future is to maintain the name and good reputation of Herefordshire Heartstart within the community. We will do this by:

- running courses at as many different venues and times as our resources permit
- 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

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- finding partnerships in local businesses and organisations to raise awareness of the need for emergency life support training
- making use of local publications to inform the public of Herefordshire of who we are, what we do and how to contact us

Trustees are keeping a close eye on the bank balance and will submit funding applications as and when necessary.



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## SECTION E: FINANCIAL REVIEW

	<u>2023/24</u>	<u>2022/23</u>
Opening balance	15,043	16,579
Income:		
Donations and sponsorship	2,849	2,843
Other income	207	21
Schools income	264	198
	3,320	3,062
Expenditure:		
Coordinator	4,042	3,277
Coordinator (schools)	0	86
Coordinator's mileage	62	0
Phone & broadband	0	-500
Volunteers' mileage & training	77	938
Course costs inc equipment	125	0
Insurance	726	724
General running expenses	273	73
Schools costs	0	0
	5,305	4,598
Closing balance	13,058	15,043
Community Funds	5,547	7,796
Schools Funds	2,511	2,247
Reserves	5,000	5,000
	13,058	15,043

### Income

Our course programme lost momentum during the time needed to recruit a replacement Coordinator but by the end of the financial year was running well. We continue to see a reduced level of donations at courses, anecdotally due to fewer people carrying cash nowadays. This was partly offset by donations from some local groups for whom we



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ran courses, and we thank all those who gave so generously. Our intention is to improve our online donation facility to enable individual attendees to contribute.

Other Income includes £102 Gift Aid, and the Schools Income represents sums received from Herefordshire Sixth Form College for courses we ran during the year.

### ***Expenditure***

The two significant items of expenditure during the year were Coordinator's time and the insurance premium. In addition website hosting cost £179 and we paid £125 for the printing of attendance certificates.

### ***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.

The trustees have set aside a reserve of £5,000 to cover running costs if there is a sudden drop in income or the need to replace broken training equipment. This sum is reviewed annually.

All funds are held in a bank account with the Charities Aid Foundation, and all payments and withdrawals require two authorised signatures.

## **SECTION F: DECLARATION**

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

Signed on behalf of the charity trustees:

Signatures



Full names            Frederick Clive Edwards

Position             Chair of Charity Trustees

Date            27/1/25



DAVID LANDEY

Trustee



