

# KEELE COMMUNITY FIRST RESPONDERS

England & Wales · Charity number 1179199

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2018-07-16

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Keele Community First Responders  
Horwood I  
Keele University  
Newcastle-Under-Lyme  
ST5 5BG

**Phone** 07523097008

**Email** [coordinator@keelecfr.org.uk](mailto:coordinator@keelecfr.org.uk)

**Website** [www.keelecfr.org.uk](http://www.keelecfr.org.uk)

## Activities

---

**Objects:** 1) THE RELIEF OF SICKNESS AND THE PRESERVATION OF LIFE IN KEELE AND THE SURROUNDING AREA BY PROVIDING TRAINED VOLUNTEERS TO ATTEND MEDICAL EMERGENCIES AS DIRECTED BY WEST MIDLANDS AMBULANCE SERVICE.2) TO ADVANCE THE EDUCATION AND TRAINING OF THE PUBLIC IN THE SUBJECT OF BASIC LIFE SUPPORT.

**Activities:** Keele Community First Responders provide trained volunteers who respond to 999 calls and deliver emergency medical treatment under the governance of West Midlands Ambulance Service within the area of Keele and the local community

## Classification

---

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

## Geography

- Throughout England

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£11,813	£5,725	-	-
2023-09-30	£14,217	£23,576	-	-
2022-09-30	£12,583	£2,428	-	-
2021-09-30	£1,318	£2,317	-	-
2020-09-30	£1,711	£2,365	-	-

## Trustees

Name	Role	Appointed
<b>RICHARD JOSEPH LAWTON</b>	Chair	2020-01-28
Christopher Wyatt		2025-04-02
Dr PHILIP ANDREW GEORGE MOORE		2020-01-28
Dr Yasmin Cantwell		2024-03-30

**KEELE COMMUNITY FIRST RESPONDERS**

England & Wales - Charity number 1179199

---

# Accounts

---

**Keele Community First Responders**  
(Registered Charity number: 1799199)  
**Financial statements**  
**for the year ended 30 September 2024**

<b>Page</b>	<b>Contents</b>
2	Reference and administrative details
3 - 4	Trustees' annual report
5	Independent examiner's report
6	Receipts & payments account
7	Statement of assets & liabilities
8	Notes to the accounts

**Keele Community First Responders  
Reference and administrative details  
for the year ended 30 September 2024**

<b>Full name</b>	Keele Community First Responders	
<b>Registered Charity number</b>	1179199	
<b>Principal address</b>	Horwood I Keele University Newcastle-under-Lyme ST5 5BG	
<b>Trustees</b>	Richard Lawton Alice Gwyn-Jones Philip Moore Philip Bramwell Yasmin Cantwell	Chair Secretary (resigned 30 March 2024) Treasurer Fundraising Secretary (appointed 30 March 2024)
<b>Bankers</b>	Natwest 75 High Street Newcastle-under-Lyme Staffordshire ST5 1PP	
<b>Independent examiner</b>	Daryl Denson ACMA VAST The Dudson Centre Hope Street Stoke-on-Trent ST1 5DD	

## **Keele Community First Responders Trustees' annual report for the year ended 30 September 2024**

The trustees present the annual report together with the financial statements of the CIO for the year ended 30 September 2024.

### **Governance and management**

The charity is a CIO operated under the rules of its constitution adopted 16 July 2018. Once registered with the Charity Commission, the existing unregistered charity immediately transferred all assets, liabilities, and assets to the CIO in July 2018.

### **Methods adopted for the recruitment and appointment of new trustees**

Trustees are elected annually by the members of the charity.

### **The charity's organisational structure and wider network**

The charity is an association CIO with four current trustees who make up the committee. We are a solely volunteer based charity with no current employees. The trustees undertake the roles of chair, treasurer, fundraiser and secretary. This year the trustees undertook online training in the form of the ICAEW online trustee training course. The trustee committee is supported by additional non-trustee 'lead roles' of social media lead and logistics lead.

The charity has a direct link with West Midlands Ambulance Service NHS University Foundation Trust (WMASUFT) as a WMASUFT community first responder (CFR) scheme. WMASUFT provide community first responders (CFR) and the means for the charity to achieve its objectives of providing emergency response to patients in the local community. Keele CFR is one of many charities working with WMASUFT in this regard throughout the West Midlands. WMASUFT provide all operational governance and training for the CFR role. CFRs residing in the Keele and local areas are invited to join the membership of the charity. The charity provides the means for CFRs to perform their role through its assets and fundraising. The membership of the charity is populated with members who are current and ex CFRs. The trustees and members do not currently need to remain active CFRs and may choose to support the charity outside of the WMASUFT CFR role.

The major risks to the charity currently include loss of the charity responder vehicle, being the charities major asset, through either damage or theft. The vehicle is insured currently for its value and in the case of loss of the vehicle a regional pool vehicle can be obtained temporarily to allow the charity to continue its work. Fundraising has changed in the recent years following the covid virus outbreak. In years prior to this the large quantity of the charity's funds came from donations. Currently the largest percentage of the charity income comes from grants. The charity holds a reserve fund which cannot be used in exception of operational requirements. This reserve fund would allow the charity to run for one year with expenses while funds are raised again. The charity has an established team of CFRs with recruitment planned for early 2025 and does not consider a reduction in the number of volunteers to be a present risk.

### **Aims and objectives**

- The relief of sickness and the preservation of life in Keele and the surrounding area by providing trained volunteers to attend medical emergencies as directed by West Midlands Ambulance Service.
- To advance the education and training of the public in support of Basic Life Support.

## **Keele Community First Responders Trustees' annual report (continued) for the year ended 30 September 2024**

### **Summary of the main activities undertaken**

The charity is a first aid/responder scheme, which supports WMASUFT, by facilitating CFRs with their primary activity of responding to 999 calls within Keele and surrounding areas. The primary focus of the charity is to attend emergency 999 calls and provide first aid and basic life support until the arrival of an NHS ambulance resource. This quicker response to patients in our local area can improve the outcomes for critically ill patients.

The charity's secondary aim is to improve the knowledge of basic life support skills in the community by providing public CPR training. The charity also supports several local automated external defibrillators (AED) situated in static outdoor AED cabinets which are accessible to the public in an emergency.

The charity's general aim is to make emergency life support more readily available within the community, thus improving the public health within the community.

Our CFR volunteers contribute to the charity by providing time 'on call' where they are available to be dispatched to 999 calls by the WMASUFT operational control room. In addition, other duties include hosting CPR teaching sessions for the community, maintaining and checking local AEDs, raising charity funds through fundraising events and raising awareness of the charity's work.

### **Public Benefit**

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have regard to it in their administration of the Charity.

### **Summary of the main achievements during the period**

Over the last financial year our CFR volunteers provided 1571 of on duty hours available to respond to 999 calls. We attended 304 999 calls.

We also provide CPR teaching within the community and hosted 10 courses attended by 368 members of the public.

Through grants and fundraising, the charity has been able to raise funds to purchase a new vehicle and have it equipped as a responding vehicle. This has been an ongoing project requiring raising of funds, purchase of vehicle, equipping with radio and operational equipment and application of identification ambulance livery.

We are currently working with the local community to support and fund an automated external defibrillator (AED) and an AED cabinet which will be available to the public 24 hours a day for emergency use.

### **Financial review**

The results for the year are set out on page 6.

The charity's principal source of funds is currently from grants which have been used to purchase equipment and uniform for our CFRs. Other funds come from locally placed collection pots in the community and from fundraising at events in the local community. Other fundraising has been achieved by volunteers performing sponsored activities.

The funds raised are mainly used to fund equipment and assets which allow the charity to attend medical emergencies, administer emergency assessment and medical intervention. The charity also uses its funds to purchase training and education equipment to help educate members of the community in basic life support. The charity funds are also used to cover insurances where necessary. The charity has no current investments.

**Keele Community First Responders  
Trustees' annual report (continued)  
for the year ended 30 September 2024**

**The organisation's policy on reserves**

The charity holds a reserve fund of £2000. When funds are equal to or below the reserve the charity can only have expenses for immediate and essential operational requirements. This reserve fund is designed to allow the charity to operate for one year while further fundraising is done. At 30 September 2024 the charity held reserves of £5,725 of which £373 was restricted (2023: £nil) and £5,050 unrestricted (2023: £2,194).

Signed on behalf of the Trustees:

Signed Richard Lawton Date 02/06/25

Richard Lawton  
Chair

**Independent examiner's report to the Trustees of  
Keele Community First Responders  
for the year ended 30 September 2024**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 September 2024 which are set out on pages 6 to 8.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of Keele Community First Responders, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Keele Community First Responders' accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 03/06/2025

Daryl Denson ACMA  
VAST

**Keele Community First Responders  
Receipts & payments account  
for the year ended 30 September 2024**

	Note	Restricted Funds £	Unrestricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>Receipts</b>					
Fundraising		-	3,002	3,002	3,176
Grant	2	853	-	853	10,000
Mileage reimbursement		-	989	989	1,041
Car Sale		-	6,500	6,500	-
Insurance payout		-	469	469	-
<b>Total receipts</b>		<b>853</b>	<b>10,960</b>	<b>11,813</b>	<b>14,217</b>
<b>Payments</b>					
Equipment		108	2,406	2,514	497
Uniform		296	487	783	409
Fuel		-	1,127	1,127	779
Car maintenance		-	1,505	1,505	20,757
Insurance		-	1,528	1,528	882
Fundraising costs		-	238	238	-
Accounts costs		-	254	254	252
Website		-	60	60	-
Postage, stationary & printing		70	111	181	-
Travel Costs		-	92	92	-
<b>Total payments</b>		<b>474</b>	<b>7,808</b>	<b>8,282</b>	<b>23,576</b>
<b>Net receipts/(payments)</b>		<b>379</b>	<b>3,152</b>	<b>3,531</b>	<b>( 9,359)</b>
Cash funds at start of this period		-	2,194	2,194	11,553
<b>Cash funds at end of this period</b>		<b>379</b>	<b>5,346</b>	<b>5,725</b>	<b>2,194</b>

**Keele Community First Responders  
Statement of assets and liabilities  
at 30 September 2024**

	<b>2024</b>	<b>2023</b>
<b>Cash assets</b>	<b>£</b>	<b>£</b>
Bank Accounts	5,725	2,194
	<u><b>5,725</b></u>	<u><b>2,194</b></u>
 <b>Liabilities</b>	 <b>£</b>	 <b>£</b>
Independent Examiner's fee	256	254
	<u><b>256</b></u>	<u><b>254</b></u>

These financial statements are accepted on behalf of the charity by:

Signed Richard Lawton

Dated 02/06/25

Richard Lawton  
Chair

**Keele Community First Responders  
Notes to the accounts  
for the period ended 30 September 2024**

**1. Trustees' remuneration and related party transactions**

No remuneration or expenses were paid to Trustees or any related party during the year except the following:

Richard Lawton – Travel Expenses - £92 (2023: £nil)

**2. Grants**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Madeley CFR	-	5,000
Keele University KeyFund	-	5,000
Co-Op Fund	853	-
	<u>853</u>	<u>10,000</u>

**KEELE COMMUNITY FIRST RESPONDERS**

England & Wales - Charity number 1179199

---

# Accounts

---

**Keele Community First Responders**  
(Registered Charity number: 1799199)  
**Financial statements**  
**for the year ended 30 September 2023**

<b>Page</b>	<b>Contents</b>
2	Reference and administrative details
3 - 4	Trustees' annual report
5	Independent examiner's report
6	Receipts & payments account
7	Statement of assets & liabilities
8	Notes to the accounts

**Keele Community First Responders  
Reference and administrative details  
for the year ended 30 September 2023**

<b>Full name</b>	Keele Community First Responders	
<b>Registered Charity number</b>	1179199	
<b>Principal address</b>	Horwood I Keele University Newcastle-under-Lyme ST5 5BG	
<b>Trustees</b>	Richard Lawton Alice Gwyn-Jones Philip Moore Philip Bramwell	Chair Secretary Treasurer Fundraising
<b>Bankers</b>	Natwest 75 High Street Newcastle-under-Lyme Staffordshire ST5 1PP	
<b>Independent examiner</b>	Daryl Denson ACMA VAST The Dudson Centre Hope Street Stoke-on-Trent ST1 5DD	

## **Keele Community First Responders Trustees' annual report for the year ended 30 September 2023**

The trustees present the annual report together with the financial statements of the CIO for the year ended 30 September 2023.

### **Governance and management**

The charity is a CIO operated under the rules of its constitution adopted 16 July 2018. Once registered with the Charity Commission, the existing unregistered charity immediately transferred all assets, liabilities, and assets to the CIO in July 2018.

### **Methods adopted for the recruitment and appointment of new trustees**

Trustees are elected annually by the members of the charity.

### **The charity's organisational structure and wider network**

The charity side of the group is managed by four trustees who are elected from members of the group. These trustees take on the role of chair, treasurer, fundraiser and secretary. Charity members can either be volunteer responders or non-operational associate members who participate in fundraising or training activities.

The organisational structure of the charity includes the coordinator of the group (which at present is the chair trustee) with the group volunteers who form the operational members of the group. The Keele scheme is overseen by West Midlands Ambulance Service Trust who provide policy and procedures for our Community First Responders.

The charity continues to benefit from its relationships within its network. The charities' wider structure includes a close partnership with West Midlands Ambulance Service (WMAS). WMAS provide trained volunteers (Community First Responders CFRs) to Keele Community First Responders. The charity also utilises volunteers from Keele University and the local community to meet its objectives. The charity continues to have a close relationship with Keele University who provide facilities to enable the charity to operate on the university campus.

### **Aims and objectives**

- The relief of sickness and the preservation of life in Keele and the surrounding area by providing trained volunteers to attend medical emergencies as directed by West Midlands Ambulance Service.
- To advance the education and training of the public in support of Basic Life Support.

### **Summary of the main activities undertaken**

The charity members include the trustees and volunteer community first responders (CFRs). CFRs are trained by and operate under the governance of West Midlands Ambulance Service (WMAS) and respond to 999 emergency calls within the local community. This volunteer activity involves a period of "on call" time whereby the CFR's are available to be dispatched to 999 emergency calls by WMAS. The scheme owns and utilises a scheme ambulance response car to attend emergency calls and for charity activities. On arrival at emergencies, CFRs administer first aid and basic life support. The aim of CFRs attending local emergencies is to reduce the response time of WMAS to life threatening emergencies and to provide lifesaving interventions sooner and thereby improve the survival of patients. The charity also aims to improve first aid knowledge in the community by assisting in providing basic life support awareness.

The charity successfully fundraised and purchased a new response car to replace the current scheme car which is nearing 12 years old. Grants from the National Lottery and Keele University Key Fund were sought and awarded. This along with a donation from the disbandment of a neighbouring charity (Madeley Community First Responders) and internal fundraising raised £20,000 for the car purchase.

Volunteers are the heart of the charity. They provide the coverage and response to 999 calls. The volunteers respond to calls, maintain training, train other members, and raise funds at local events. The volunteers also host community training courses where they teach basic life support techniques to members of the community they serve.

**Keele Community First Responders  
Trustees' annual report (continued)  
for the year ended 30 September 2023**

**Public Benefit**

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have regard to it in their administration of the Charity.

**Summary of the main achievements during the period**

The charity continues to operate and meet its objectives.

The charity 'recruited' 2 new CFRs during the period of 2022 - 2023 to expand our active responder team to 12.

With the 12 months of this report our responders provided 1533 hours of cover and responded to 277 emergency 999 calls.

**Financial review**

The results for the year are set out on page 6.

The principal sources of funds are from collections at events attended by the charity. Collection pots are also placed in local businesses which are collected regularly. Donations are periodically made to the charity. Grants have been awarded in previous financial years, usually with a specific purchasing

and upkeep maintains the operational ability of the charity.

No investments are made by or on behalf of Keele Community First Responders.

**The organisation's policy on reserves**

The charity aims to keep a reserve of £1,000 to comfortably cover maintenance and running of the charity vehicle and essential expenditure. At 30 September 2023 the charity held reserves of £2,194 of which £nil was restricted (2022: £9,999) and £2,194 unrestricted (2022: £1,554).

Signed on behalf of the Trustees:

Signed  Date 12/01/24

Richard Lawton  
Chair

**Independent examiner's report to the Trustees of  
Keele Community First Responders  
for the year ended 30 September 2023**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 September 2023 which are set out on pages 6 to 8.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of Keele Community First Responders, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Keele Community First Responders' accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 17/01/2024

Daryl Denson ACMA  
VAST

**Keele Community First Responders  
Receipts & payments account  
for the year ended 30 September 2023**

	Note	Restricted Funds £	Unrestricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>Receipts</b>					
Fundraising		-	3,176	3,176	1,965
Grant	2	10,000	-	10,000	9,999
Mileage reimbursement		-	1,041	1,041	619
<b>Total receipts</b>		<b>10,000</b>	<b>4,217</b>	<b>14,217</b>	<b>12,583</b>
<b>Payments</b>					
Equipment		-	497	497	-
Uniform		-	409	409	565
Fuel		-	779	779	534
Car maintenance		19,999	758	20,757	354
Insurance		-	882	882	880
Fundraising costs		-	-	-	95
Accounts costs		-	252	252	-
<b>Total payments</b>		<b>19,999</b>	<b>3,577</b>	<b>23,576</b>	<b>2,428</b>
<b>Net receipts/(payments)</b>		<b>( 9,999)</b>	<b>640</b>	<b>( 9,359)</b>	<b>10,155</b>
Cash funds at start of this period		9,999	1,554	11,553	1,398
<b>Cash funds at end of this period</b>		<b>-</b>	<b>2,194</b>	<b>2,194</b>	<b>11,553</b>

**Keele Community First Responders  
Statement of assets and liabilities  
at 30 September 2023**

	2023	2022
<b>Cash assets</b>	£	£
Bank Accounts	<u>2,194</u>	<u>11,553</u>
	<u><b>2,194</b></u>	<u><b>11,553</b></u>
<b>Liabilities</b>	£	£
Independent Examiner's fee	<u>254</u>	<u>252</u>
	<u><b>254</b></u>	<u><b>252</b></u>

**Non Monetary Assets held for Charity's Own Use**

The charity holds various assets which were donated to the CIO by the unregistered charity. These include the following:

- Ambulance car and associated lighting and equipment
- Response equipment
- Training equipment
- Uniform
- Various spares and miscellaneous items

These financial statements are accepted on behalf of the charity by:

Signed 

Dated 12/01/24

Richard Lawton  
Chair

**Keele Community First Responders  
Notes to the accounts  
for the period ended 30 September 2023**

**1. Trustees' remuneration and related party transactions**

No remuneration or expenses were paid to Trustees or any related party during the year.

**2. Grants**

	<b>2023</b>	<b>2022</b>
	£	£
Madeley CFR	5,000	-
Keele University KeyFund	5,000	-
National Lottery	-	9,999
	<u><b>10,000</b></u>	<u><b>9,999</b></u>

**KEELE COMMUNITY FIRST RESPONDERS**

England & Wales - Charity number 1179199

---

# Accounts

---

**Keele Community First Responders**  
**(Registered Charity number: 1799199)**  
**Financial statements**  
**for the year ended 30 September 2022**

<b>Page</b>	<b>Contents</b>
2	Reference and administrative details
3 - 4	Trustees' annual report
5	Independent examiner's report
6	Receipts & payments account
7	Statement of assets & liabilities
8	Notes to the accounts

**Keele Community First Responders  
Reference and administrative details  
for the year ended 30 September 2022**

<b>Full name</b>	Keele Community First Responders	
<b>Registered Charity number</b>	1179199	
<b>Principal address</b>	Horwood I Keele University Newcastle-under-Lyme ST5 5BG	
<b>Trustees</b>	Richard Lawton Alice Gwyn-Jones Philip Moore Philip Bramwell	Chair Secretary Treasurer Fundraising
<b>Bankers</b>	Natwest 75 High Street Newcastle-under-Lyme Staffordshire ST5 1PP	
<b>Independent examiner</b>	Daryl Denson ACMA VAST The Dudson Centre Hope Street Stoke-on-Trent ST1 5DD	

## **Keele Community First Responders Trustees' annual report for the year ended 30 September 2022**

The trustees present the annual report together with the financial statements of the CIO for the year ended 30 September 2022.

### **Governance and management**

The charity is a CIO operated under the rules of its constitution adopted 16 July 2018. Once registered with the Charity Commission, the existing unregistered charity immediately transferred all assets, liabilities, and assets to the CIO in July 2018.

### **Methods adopted for the recruitment and appointment of new trustees**

Trustees are elected annually by the members of the charity.

### **The charity's organisational structure and wider network**

The charity side of the group is managed by four trustees who are elected from members of the group. These trustees take on the role of chair, treasurer, fundraiser and secretary. Charity members can either be volunteer responders or non-operational associate members who participate in fundraising or training activities.

The organisational structure of the charity includes the coordinator of the group (which at present is the chair trustee) with the group volunteers who form the operational members of the group. The Keele scheme is overseen by West Midlands Ambulance Service Trust who provide policy and procedures for our Community First Responders.

The charity continues to benefit from its relationships within its network. The charities' wider structure includes a close partnership with West Midlands Ambulance Service (WMAS). WMAS provide trained volunteers (Community First Responders CFRs) to Keele Community First Responders. The charity also utilises volunteers from Keele University and the local community to meet its objectives. The charity continues to have a close relationship with Keele University who provide facilities to enable the charity to operate on the university campus.

### **Aims and objectives**

- The relief of sickness and the preservation of life in Keele and the surrounding area by providing trained volunteers to attend medical emergencies as directed by West Midlands Ambulance Service.
- To advance the education and training of the public in support of Basic Life Support.

### **Summary of the main activities undertaken**

The charity members include the trustees and volunteer community first responders (CFRs). CFRs are trained by and operate under the governance of West Midlands Ambulance Service (WMAS) and respond to 999 emergency calls within the local community. This volunteer activity involves a period of "on call" time whereby the CFRs are available to be dispatched to 999 emergency calls by WMAS. The scheme owns and utilises a scheme ambulance response car to attend emergency calls and for charity activities. On arrival at emergencies, CFRs administer first aid and basic life support. The aim of CFRs attending local emergencies is to reduce the response time of WMAS to life threatening emergencies and to provide lifesaving interventions sooner and thereby improve the survival of patients. The charity also aims to improve first aid knowledge in the community by assisting in providing basic life support awareness.

Volunteers are the heart of the charity. They provide the coverage and response to 999 calls. The volunteers respond to calls, maintain training, train other members, and raise funds at local events. The volunteers also host community training courses where they teach basic life support techniques to members of the community they serve.

### **Public Benefit**

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have regard to it in their administration of the Charity.

**Keele Community First Responders  
Trustees' annual report (continued)  
for the year ended 30 September 2022**

**Summary of the main achievements during the period**

The charity continues to operate and meet its objectives.

The charity 'recruited' seven new CFRs during the summer of 2022 to expand our active responder team to eleven.

With the 12 months of this report our responders provided 898 hours of cover and responded to 179 emergency 999 calls.

**Financial review**

The results for the year are set out on page 6.

The principal sources of funds are from collections at events attended by the charity. Collection pots are also placed in local businesses which are collected regularly. Donations are periodically made to the charity. Grants have been awarded in previous financial years, usually with a specific purchasing goal of a new piece of equipment.

Expenditure supports the running and operational ability of the charity. Equipment and vehicle servicing and upkeep maintains the operational ability of the charity.

No investments are made by or on behalf of Keele Community First Responders.

**The organisation's policy on reserves**

The charity aims to keep a reserve of £1,000 to comfortably cover maintenance and running of the charity vehicle and essential expenditure. At 30 September 2022 the charity held reserves of £11,553 of which £9,999 was restricted and £1,554 unrestricted (2021: £1,398).

Signed on behalf of the Trustees:

Signed



Date

01/02/23

Richard Lawton  
Chair

**Independent examiner's report to the Trustees of  
Keele Community First Responders  
for the year ended 30 September 2022**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 September 2022 which are set out on pages 6 to 8.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of Keele Community First Responders, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Keele Community First Responders' accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 29/03/2023

Daryl Denson ACMA  
VAST

**Keele Community First Responders  
Receipts & payments account  
for the year ended 30 September 2022**

	Note	Restricted Funds £	Unrestricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>Receipts</b>					
Fundraising			1,965	1,965	1,039
Grant	2	9,999		9,999	-
Mileage reimbursement			619	619	279
<b>Total receipts</b>		<b>9,999</b>	<b>2,584</b>	<b>12,583</b>	<b>1,318</b>
<b>Payments</b>					
Medical equipment		-	-	-	15
Uniform		-	565	565	420
Fuel		-	534	534	210
Car maintenance		-	354	354	253
Insurance		-	880	880	811
Fundraising costs		-	95	95	128
Accounts costs		-	-	-	480
<b>Total payments</b>		<b>-</b>	<b>2,428</b>	<b>2,428</b>	<b>2,317</b>
<b>Net receipts/(payments)</b>		<b>9,999</b>	<b>156</b>	<b>10,155</b>	<b>( 999)</b>
Cash funds at start of this period		-	1,398	1,398	2,397
<b>Cash funds at end of this period</b>		<b>9,999</b>	<b>1,554</b>	<b>11,553</b>	<b>1,398</b>

**Keele Community First Responders  
Statement of assets and liabilities  
at 30 September 2022**

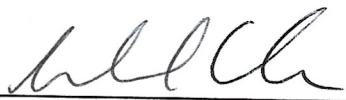
	<b>2022</b>	<b>2021</b>
<b>Cash assets</b>	£	£
Bank Accounts	11,553	1,398
	<u>11,553</u>	<u>1,398</u>
<b>Liabilities</b>	£	£
Independent Examiner's fee	252	240
	<u>252</u>	<u>240</u>

**Non Monetary Assets held for Charity's Own Use**

The charity holds various assets which were donated to the CIO by the unregistered charity. These include the following:

- Ambulance car and associated lighting and equipment
- Response equipment
- Training equipment
- Uniform
- Various spares and miscellaneous items

These financial statements are accepted on behalf of the charity by:

Signed 

Dated 01/02/23

Richard Lawton  
Chair

**Keele Community First Responders  
Notes to the accounts  
for the period ended 30 September 2022**

**1. Trustees' remuneration and related party transactions**

No remuneration or expenses were paid to Trustees or any related party during the year.

**2. Grants**

	<b>2022</b>	<b>2021</b>
	£	£
National Lottery	9,999	-
	<u>9,999</u>	<u>-</u>

**KEELE COMMUNITY FIRST RESPONDERS**

England & Wales - Charity number 1179199

---

# Accounts

---

**Keele Community First Responders**  
**(Registered Charity number: 1799199)**  
**Financial statements**  
**for the year ended 30 September 2021**

<b>Page</b>	<b>Contents</b>
2	Reference and administrative details
3 - 5	Trustees' annual report
6	Independent examiner's report
7	Receipts & payments account
8	Statement of assets & liabilities
9-10	Notes to the accounts

**Keele Community First Responders  
Reference and administrative details  
for the year ended 30 September 2021**

<b>Full name</b>	Keele Community First Responders	
<b>Registered Charity number</b>	1179199	
<b>Principal address</b>	Horwood I Keele University Newcastle-under-Lyme ST5 5BG	
<b>Trustees</b>	Richard Lawton Alice Gwyn-Jones Philip Moore Philip Bramwell	Chair Secretary Treasurer Fundraising
<b>Bankers</b>	Natwest 75 High Street Newcastle-under-Lyme Staffordshire ST5 1PP	
<b>Independent examiner</b>	Daryl Denson ACMA VAST The Dudson Centre Hope Street Stoke-on-Trent ST1 5DD	

## **Keele Community First Responders Trustees' annual report for the year ended 30 September 2021**

The trustees present the annual report together with the financial statements of the CIO for the year ended 30 September 2021.

### **Governance and management**

The charity is a CIO operated under the rules of its constitution adopted 16 July 2018. Once registered with the Charity Commission, the existing unregistered charity immediately transferred all assets, liabilities and assets to the CIO in July 2018.

### **Methods adopted for the recruitment and appointment of new trustees**

Trustees are elected annually by the members of the charity.

### **The charity's organisational structure and wider network**

The charity side of the group is managed by four trustees who are elected from members of the group. These trustees take on the role of chair, treasurer, fundraiser and secretary. Charity members can either be volunteer responders or non-operational associate members who participate in fundraising or training activities.

The organisational structure of the charity includes the coordinator of the group (which at present is the chair trustee) with the group volunteers who form the operational members of the group. The Keele group is overseen by an area coordinator who is then overseen by West Midlands Ambulance service trust who provide policy and procedures for our Community First Responders.

The charity continues to benefit from its relationships within its network. The charities wider structure includes a close partnership with West Midlands Ambulance Service (WMAS). WMAS provide trained volunteers (Community First Responders CFRs) to Keele Community First Responders. The charity also utilises volunteers from Keele University and the local community to meet its objectives. The charity continues to have a close relationship with Keele University who provide facilities to enable the charity to operate on the university campus.

### **Aims and objectives**

- The relief of sickness and the preservation of life in Keele and the surrounding area by providing trained volunteers to attend medical emergencies as directed by West Midlands Ambulance Service.
- To advance the education and training of the public in support of Basic Life Support.

### **Summary of the main activities undertaken**

Our Community First Responders respond to 999 calls from Keele, Silverdale, Madeley and its surrounding areas, in partnership with West Midlands Ambulance Service. The charity attends 999 calls in a vehicle and provides immediate assessment and life support treatment before the NHS ambulance arrives. The charity also provides local teaching of basic life support, CPR and automated defibrillator use to groups and members of the public.

### **Public Benefit**

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have regard to it in their administration of the Charity.

### **Summary of the main achievements during the period**

The charity has continued to operate and support the NHS during the global covid 19 pandemic. Our CFRs have dedicated themselves to responding to 999 emergencies through the various lockdowns and additional measures including to covid-19 positive patients. This is an extraordinary achievement for the charity and its volunteers by itself.

The charity 'recruited' three new CFRs during the summer of 2021 to expand our active responder team to six.

With the 12 months of this report our responders provided 780 hours of cover and responded to 103 emergency 999 calls.

**Keele Community First Responders  
Trustees' annual report (continued)  
for the year ended 30 September 2021**

**Financial review**

The results for the year are set out on page 6.

The principal sources of funds are from collections at events attended by the charity. Collection pots are also placed in local businesses which are collected regularly. Donations are periodically made to the charity. Grants have been awarded in previous financial years, usually with a specific purchasing goal of a new piece of equipment.

Expenditure supports the running and operational ability of the charity. Equipment and vehicle servicing and upkeep maintains the operational ability of the charity.

No investments are made by or on behalf of Keele Community First Responders.

**The organisation's policy on reserves**

The charity aims to keep a reserve of £1,000 to comfortably cover maintenance and running of the charity vehicle and essential expenditure. At 30 September 2021 the charity held reserves of £1,398 (2020: £2,397).

**Main Risks and impact of Covid-19**

Lack of ability to fundraise – This has been recently experienced by the charity due to the covid 19 lockdown. A Large amount of the fundraising happens at social events and lockdowns have challenged that. The charity maintains a protected bank balance to cover the groups expected expenses for one year.

Damage to the charity response car – The charity relies on its vehicle to achieve the groups objectives. The loss of the vehicle would result in the cessation of charity objectives, so members are monitored for risky behaviour and in the past members have been expelled from the charity due to risky driving behaviour and breaches of the NHS Trust driving policy.

Injury to a member of the public – Members have to go to an extensive training programme including manual handling and volunteer safety. The charity also has a public liability insurance policy to protect the charity from issues around injury to the public.

A lack of volunteers – the charity relies on the NHS Trust to provide recruitment and training for CFRs. Should existing CFR numbers reduce without new CFRs joining the scheme the charity's ability to meet its objectives would reduce.

Signed on behalf of the Trustees:

Signed  Date 05/02/22

Richard Lawton  
Chair

**Independent examiner's report to the Trustees of  
Keele Community First Responders  
for the year ended 30 September 2021**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 September 2021 which are set out on pages 6 to 8.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of Keele Community First Responders you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Keele Community First Responders' accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or

which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed \_\_\_\_\_



Date \_\_\_\_\_

08/02/2022

Daryl Denson ACMA  
VAST

**Keele Community First Responders  
Receipts & payments account  
for the year ended 30 September 2021**

	Unrestricted Funds	2021 Total Funds	2020 Total Funds
Note	£	£	£
<b>Receipts</b>			
Fundraising	1,039	1,039	1,072
Heartstart training	-	-	250
Mileage reimbursement	279	279	389
<b>Total receipts</b>	<b>1,318</b>	<b>1,318</b>	<b>1,711</b>
<b>Payments</b>			
Medical equipment	15	15	-
Uniform	420	420	130
Fuel	210	210	214
Car maintenance	253	253	1,704
Insurance	811	811	89
Fundraising costs	128	128	174
Website costs	-	-	48
Accounts costs	480	480	-
<b>Net receipts/(payments)</b>	<b>( 999)</b>	<b>( 999)</b>	<b>( 654)</b>
Cash funds at start of this period	2,397	2,397	3,051
<b>Cash funds at end of this period</b>	<b>1,398</b>	<b>1,398</b>	<b>2,397</b>

**Keele Community First Responders  
Statement of assets and liabilities  
at 30 September 2021**

	2021	2020
<b>Cash assets</b>	£	£
Bank Accounts	1,398	2,397
	<b>1,398</b>	<b>2,397</b>
<b>Liabilities</b>	£	£
Accrual for 2019 & 2020 Independent Examiner's fee		480
Accrual for 2021 Independent Examiner's fee	240	
	<b>240</b>	<b>480</b>

**Non Monetary Assets held for Charity's Own Use**

The charity holds various assets which were donated to the CIO by the unregistered charity.  
These include the following:

- Ambulance car and associated lighting and equipment
- Response equipment
- Training equipment
- Uniform
- Various spares and miscellaneous items

These financial statements are accepted on behalf of the charity by:

Signed 

Dated 05/02/22

Richard Lawton  
Chair

**Keele Community First Responders  
Notes to the accounts  
for the period ended 30 September 2021**

**1. Trustees' remuneration and related party transactions**

No remuneration or expenses were paid to Trustees or any related party during the year.

**KEELE COMMUNITY FIRST RESPONDERS**

England & Wales - Charity number 1179199

---

# Accounts

---

**Keele Community First Responders**  
**(Registered Charity number: 1799199)**  
**Financial statements**  
**for the year ended 30 September 2020**

<b>Page</b>	<b>Contents</b>
2	Reference and administrative details
3 - 5	Trustees' annual report
6	Independent examiner's report
7	Receipts & payments account
8	Statement of assets & liabilities
9-10	Notes to the accounts

**Keele Community First Responders  
Reference and administrative details  
for the year ended 30 September 2020**

<b>Full name</b>	Keele Community First Responders	
<b>Registered Charity number</b>	1179199	
<b>Principal address</b>	Horwood I Keele University Newcastle-under-Lyme ST5 5BG	
<b>Trustees</b>	Richard Lawton Alice Gwyn-Jones Philip Moore Philip Bramwell	Chair Secretary Treasurer Fundraising
<b>Bankers</b>	Natwest 75 High Street Newcastle-under-Lyme Staffordshire ST5 1PP	
<b>Independent examiner</b>	Daryl Denson ACMA VAST The Dudson Centre Hope Street Stoke-on-Trent ST1 5DD	

## **Keele Community First Responders Trustees' annual report for the year ended 30 September 2020**

The trustees present the annual report together with the financial statements of the CIO for the year ended 30 September 2020.

### **Governance and management**

The charity is a CIO operated under the rules of its constitution adopted 16 July 2018. Once registered with the Charity Commission, the existing unregistered charity immediately transferred all assets, liabilities and assets to the CIO in July 2018.

### **Methods adopted for the recruitment and appointment of new trustees**

Trustees are elected annually by the members of the charity.

### **The charity's organisational structure and wider network**

The charity side of the group is managed by four trustees who are elected from members of the group. These trustees take on the role of chair, treasurer, fundraiser and secretary. Charity members can either be volunteer responders or non-operational associate members who participate in fundraising or training activities.

The organisational structure of the charity includes the coordinator of the group (which at present is the chair trustee) with the group volunteers who form the operational members of the group. The Keele group is overseen by an area coordinator who is then overseen by West Midlands Ambulance service trust who provide policy and procedures for our Community First Responders.

The charity continues to benefit from its relationships within its network. The charities wider structure includes a close partnership with West Midlands Ambulance Service (WMAS). WMAS provide trained volunteers (Community First Responders CFRs) to Keele Community First Responders. The charity also utilises volunteers from Keele University and the local community to meet its objectives. The charity continues to have a close relationship with Keele University who provide facilities to enable the charity to operate on the university campus.

### **Aims and objectives**

- The relief of sickness and the preservation of life in Keele and the surrounding area by providing trained volunteers to attend medical emergencies as directed by West Midlands Ambulance Service.
- To advance the education and training of the public in support of Basic Life Support.

### **Summary of the main activities undertaken**

Our Community First Responders respond to 999 calls from Keele, Silverdale, Madeley and its surrounding areas, in partnership with West Midlands Ambulance Service. The charity attends 999 calls in a vehicle and provides immediate assessment and life support treatment before the NHS ambulance arrives. The charity also provides local teaching of basic life support, CPR and automated defibrillator use to groups and members of the public.

### **Public Benefit**

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have regard to it in their administration of the Charity.

### **Summary of the main achievements during the period**

In the financial year of 2019-2020 we gave a total of 867 hours of cover and in that time we responded to 100 emergency 999 calls in our response area. The group gave instruction on 1 Heartstart course.

In the previous financial year of 2018-2019 we gave a total of 1291 hours of cover and in that time we responded to 197 emergency 999 calls in our response area. The group gave instruction on 13 Heartstart courses.

**Keele Community First Responders  
Trustees' annual report (continued)  
for the year ended 30 September 2020**

**Financial review**

The results for the year are set out on page 6.

The principal sources of funds are from collections at events attended by the charity. Collection pots are also placed in local businesses which are collected regularly. Donations are periodically made to the charity. Grants have been awarded in previous financial years, usually with a specific purchasing goal of a new piece of equipment.

Expenditure supports the running and operational ability of the charity. Equipment and vehicle servicing and upkeep maintains the operational ability of the charity.

No investments are made by or on behalf of Keele Community First Responders.

**The organisation's policy on reserves**

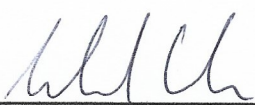
The charity aims to keep a reserve of £1,000 to comfortably cover maintenance and running of the charity vehicle and essential expenditure. At 30 September 2020 the charity held reserves of £2,397 (2019: £3,051).

**Main Risks and impact of Covid-19**

Risks include a lack of fundraising opportunities. Currently during the Covid-19 pandemic the opportunities to fundraise are limited. As a group we have tried to ensure that the backup funds in the account are adequate to maintain the group's operational ability.

The frequency of training provided by the ambulance service has limited our new volunteers over the past 3 years however new courses are now becoming available and our current volunteers are maintaining cover. Covid-19 has also provided operational changes which the group have adapted to.

Signed on behalf of the Trustees:

Signed  Date 25/11/20

Richard Lawton  
Chair

**Independent examiner's report to the Trustees of  
Keele Community First Responders  
for the year ended 30 September 2020**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 September 2020 which are set out on pages 6 to 8.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of Keele Community First Responders you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the Keele Community First Responders' accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 01/12/2020

Daryl Denson ACMA  
VAST

**Keele Community First Responders  
Receipts & payments account  
for the year ended 30 September 2020**

	Unrestricted Funds	2020 Total Funds	2019 Total Funds
Note	£	£	£
<b>Receipts</b>			
Funds transferred from Keele Community First Responders unregistered charity	-	-	2,901
Fundraising	1,072	1,072	2,297
Heartstart training	250	250	400
Mileage reimbursement	389	389	522
<b>Total receipts</b>	<b>1,711</b>	<b>1,711</b>	<b>6,120</b>
<b>Payments</b>			
Medical equipment	-	-	1,065
Uniform	130	130	-
Fuel	214	214	425
Car maintenance	1,704	1,704	1,483
Insurance	89	89	-
Fundraising costs	174	174	96
Website costs	48	48	-
Sundries	6	6	-
<b>Total payments</b>	<b>2,365</b>	<b>2,365</b>	<b>3,069</b>
<b>Net receipts/(payments)</b>	<b>( 654)</b>	<b>( 654)</b>	<b>3,051</b>
Cash funds at start of this period	3,051	3,051	-
<b>Cash funds at end of this period</b>	<b>2,397</b>	<b>2,397</b>	<b>3,051</b>

**Keele Community First Responders  
Statement of assets and liabilities  
at 30 September 2020**

	<b>2020</b>	<b>2019</b>
<b>Cash assets</b>	£	£
Bank Accounts	2,397	3,051
	<b>2,397</b>	<b>3,051</b>
<b>Liabilities</b>	£	£
Accrual for 2019 Independent Examiner's fee	240	240
Accrual for 2020 Independent Examiner's fee	240	-
	<b>480</b>	<b>240</b>

**Non Monetary Assets held for Charity's Own Use**

The charity holds various assets which were donated to the CIO by the unregistered charity  
These include the following:

- Ambulance car and associated lighting and equipment
- Response equipment
- Training equipment
- Uniform
- Various spares and miscellaneous items

These financial statements are accepted on behalf of the charity by:

Signed 

Dated 25/11/20

Richard Lawton  
Chair

**Keele Community First Responders  
Notes to the accounts  
for the period ended 30 September 2020**

**1. Trustees' remuneration and related party transactions**

No remuneration or expenses were paid to Trustees or any related party during the year.

Keele Community First Responders  
(Registered Charity number 1130192)  
Financial statements  
for the year ended 30 September 2020

Page	Notes
1	Statement of financial objectives
2	Income statement
3	Statement of financial position
4	Statement of cash flows
5	Notes to the financial statements