

**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**

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

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.