



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From Russell Franks, Treasurer**

**Period start date 1<sup>st</sup> December 2019**

**Period end date 30<sup>th</sup> November 2020**

**Charity name: Essex Community First Aid Events Volunteers**

**Charity registration number: 1180674 (13/11/18)**

## **Objectives and Activities**

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The objects of the CIO is for the public benefit the advancement of health and saving lives through the provision of first aid and event medical services in Essex and surrounding areas, and facilitation of accredited and non-accredited training to our membership and the wider population.   |
| 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 | The Charity had 66 confirmed booking and was expecting to exceed 120 events for the period covered by this report. As a result of the Covid-19 pandemic most were cancelled and rolled to 2021 period. A result only 13 events went ahead, but one event covered all of August and several days in July and August.  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The events covered raised £6,130 for the continued maintenance of the equipment, training of the volunteers and insurance costs. Funding raised for the initial purchase of equipment totals £17k, with some purchases being delayed due to Covid-19. One significant purchase made was the buying of a vehicle to be a treatment centre at events. The trustees confirm that they have complied with the guidance issued by the Charity Commission on public benefit. |

### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                        | SORP reference |  |
|------------------------|----------------|--|
| Policy on grant making | Para 1.38      |  |
|                        | Para 1.38      |  |

|  |           |  |
|--|-----------|--|
| Policy on social investment including program related investment |           |  |
| Contribution made by volunteers                                  | Para 1.38 |  |
| Other  |           |  |

## 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      | During the past year first aid cover has been provided, allowing events to go ahead and members of the public to be treated (in some cases life threatening). This has allowed other charities to raise funds for their own cause. We did cover the Maldon Promenade every day in August, which is something we were unable to do the previous year. Covid-19 pandemic has seriously restricted the number of events, training courses and open days that went ahead that we were able to attend. We have significantly increased the volunteer base and did complete several First Aid courses for new volunteers. This should put us in a strong position in 2021 when hopefully some normality should start to return. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |



|       |  |  |
|-------|--|--|
|       |  |  |
| Other |  |  |

# Essex Community First Aid Events Volunteers

Statement of Financial Activities including income and  
expenditure account

For year ending 30<sup>th</sup> November 2020

## Income:

|                     | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>£ |
|---------------------|-------------------------|-----------------------|------------|
| Previous balance    | 10,841                  | 1,346                 | 12,187     |
| Donations           | 5,688                   |                       | 5,688      |
| Event Fees          | 6,131                   |                       | 6,131      |
| Corporate Donation  | 9,718                   |                       | 9,718      |
| Grant               | 2,000                   |                       | 2,000      |
| Donation - Training | 0                       |                       | 0          |
| Gift Aid            | 14                      |                       | 14         |
| Total Income        | 34,392                  | 0                     | 35,738     |

## Expenditure:

|                        | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>£ |
|------------------------|-------------------------|-----------------------|------------|
| Communications         | (225)                   |                       | (225)      |
| First Aid Equipment    | (614)                   | (1,346)               | (1,960)    |
| Infrastructure         | (592)                   |                       | (592)      |
| Insurance              | (681)                   |                       | (681)      |
| Volunteer Expense      | (655)                   |                       | (655)      |
| Workwear               | (1,934)                 |                       | (1,934)    |
| Supplies               | (100)                   |                       | (100)      |
| Stationary             | (82)                    |                       | (82)       |
| IT Equipment           | (171)                   |                       | (171)      |
| Financial              | (200)                   |                       | (200)      |
| Printing and Marketing | (1,213)                 |                       | (1,213)    |
| Vehicle                | (9,330)                 |                       | (9,330)    |
| Total Expenditure      | (15,797)                | (1,346)               | (17,143)   |
| Net Total              | 18,595                  | 0                     | 18,595     |

## Position at Bank

Lloyds Bank PLC SC 30.90.89 A/C 38254260

|   | £ in   | £ out |
|---|--------|-------|
| Cash at bank 30 <sup>th</sup> November 2020 | 18,675 | (80)  |
| Pending payables                            |        |       |
| Pending receivables                         | 0      |       |
| Gross total                                 | 18,675 | (80)  |
| Net total                                   | 18,595 |       |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | Expected growth in 2020 didn't happen due to the Covid-19 pandemic. Corporate donations have remained strong during 2020. Though the amount of events covered was significantly down on expectations. The number of days we provided first aid remained similar to 2019, hence income held close to 2019 levels. Corporate donation will allow us to grow in 2021. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | The current cash balance will be reduced through equipment purchase, but a cash reserve will be held to cover costs arising from equipment reaching expiry, use and wear and tear.   |
| Amount of reserves held  | Para 1.22 | £2,500   |
| 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 | N/A  |

### 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 |                                    |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |                                    |
| A description of the principal risks facing the charity                         | Para 1.46 |                                    |
| Other   |           | Reviewed by IV Accountants Limited |



## Structure, Governance and Management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document (trust deed, royal charter)  | Para 1.25 | CIO - FOUNDATION  |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | CIO Foundation Constitution   |
| 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 | There are seven Trustee's each with a different tenure. Once the tenure expires or the Trustee leaves the role, the other remaining Trustee's must seek a replacement and vote. A Trustee can serve a maximum of three terms with a minimum of a year's break before a fourth term. |

### 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 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

### Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Essex Community First Aid Events Volunteers            |
| Other name the charity uses |  |
| Registered charity number   | 1180674  |
| Charity's principal address | 37 Downham Road,<br>Brock Hill<br>Wickford<br>SS11 7LX |
|                             |  |

# 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  | Ian Davey          | Chairman        |                                   |   |
| 2  | Tracy Torteli      | Vice-Chair      |                                   |   |
| 3  | Russell Franks     | Treasurer       |                                   |   |
| 4  | Michael Kitchener  |                 |                                   |   |
| 5  | Kim Hibbert        |                 |                                   |   |
| 6  | Tina Addy          |                 |                                   |   |
| 7  | Linda Joyce Fisher |                 |                                   |   |
| 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 |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

**Funds held as custodian trustees on behalf of others**

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

**Additional information (optional)****Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

**Other optional information**

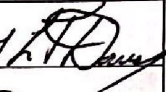
|  |
|--|
|  |
|--|



## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                  |  |
|-------------------------------------|------------------|--|
| Signature(s)                        | T Jaddy          | I.T. Davey  |
| Full name(s)                        | TINA JOANNE ADDY | IAN THOMAS DAVEY   |
| Position (eg Secretary, Chair, etc) | TRUSTEE          | CHAIRMAN   |
| Date                                | 9 APRIL 2021     |  |