



Tonbridge & Tunbridge Wells

Community First Responders

Trustees' Annual Report

April 2024 – March 2025

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1. Charity Information

The charity is registered in England with the name **Tonbridge & Tunbridge Wells Community First Responders**, also known as **TTWCFR** as a Charitable Incorporated Organisation (CIO) with the registration number **1194244**. The registered address of the CIO is **Mayo House, 66 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BG**.

The CIO is governed by our first edition **Constitution dated April 2021**, and there has been no changes to the Trustees or structure, governance and management during the reporting period.

The current trustees are Fergus Chalmers, Linda Rout, Robert Cray and Christopher Bellis. In addition to the trustees, the CIO had 6 other members at the end of the reporting period.

2. Reporting Period

This Report covers the period 1st April 2024 up to and including 31st March 2025

3. Object

The objects of the CIO are

The relief of sickness and the preservation of good health among people residing permanently or temporarily in Tonbridge, Tunbridge Wells, and the surrounding communities:

1. by the provision of trained Community First Responders (CFRs) to attend medical emergencies as directed by the South East Coast Ambulance service (SECAmb);
2. to advance the education and awareness of the general public in relation to cardiopulmonary resuscitation (CPR) by bystanders and the use of publicly accessible Automated External Defibrillators (AEDs);
3. to improve accessibility to Public Access Defibrillators (PADs) by members of the community.

Public Benefit Reporting

During the reporting period, the charity has furthered each element of its charitable objective as outlined above. The charity trustees have had regard to the Charity Commission's guidance on public benefit.

Community First Responders

During the reporting period, our volunteer Community First Responders provided approximately **1,450 hours** on call and available to respond to medical emergencies in the community. During this time, our volunteers were directed by South East Coast Ambulance to around **700 calls** and attended around **580 patients** providing immediate medical care.



CPR and AED Training and Awareness

During the reporting period our volunteers staged **6 public awareness events**, delivering CPR training to more than **250 members of the public**.

The team have also been engaging with local schools and community groups such as Scouts, Brownies and Girl Guides, as well as local church groups. The team has also been engaged with the WI.

Improving accessibility to Public Access Defibrillators

During the reporting period, our volunteers directly maintained our network of 9 Public Access Defibrillators through regular checks and replacement of consumables where required. We have also assisted others in maintaining their own devices, and have actively promoted registration of devices to make them publicly available.

Our volunteers have worked on identifying areas of need, and during the reporting period have delivered **2 additional Public Access Defibrillator sites** through direct fundraising, supporting the delivery of several other privately funded sites.

4. Financial Review

At the end of the reporting period, the CIO held £10,822 in distributable reserves and retained profit. This includes £10,147 of reserves carried over from the previous financial year.

At the end of the reporting period, the CIO held £3,904 in capital assets and £6,920 in current assets.

Income

The CIO received £2,239 through sales and £4,272 through direct donations and fundraising.

Expenditure

The CIO spent £1,779 on cost of sales including provision of new directly funded defibrillator sites, £1,250 on administrative and running costs including £305 on CFR kit and equipment, £249 on maintaining PAD sites, and £423 on deployment of new PAD sites. £2,383 was lost through depreciation of assets.

Reserves

It is agreed that the CIO should hold a minimum of £2,500 in cash reserves at any time to ensure its operating costs can be covered in the event of a downturn in fundraising.

Future Spending

It was acknowledged that the CIO continues to hold significant reserves, and ideas are being sought to increase spending to further to CIO charitable objectives in following years.



Appendix A

Financial Reports

Balance Sheet

Tonbridge & Tunbridge Wells CFR

As at 31 March 2025

	£	£
Capital Assets		
Computer Equipment Brought Forward	400	
Other Capital Asset Brought Forward	7,746	
PAD Site Brought Forward	1,202	
Computer Equipment Purchase	330	
Other Capital Asset Purchase	2,775	
Computer Equipment Depreciation Brought Forward	-400	
Other Capital Asset Depreciation Brought Forward	-5,331	
PAD Site Depreciation Brought Forward	-434	
Computer Equipment Depreciation In Year	-55	
Other Capital Asset Depreciation	-1,928	
PAD Site Depreciation In Year	-401	
Net Book Value	3,904	
Current Assets	6,920	
Bank Account: Business Current Account	6,139	
Bank Account: Petty Cash	354	
Bank Account: PayPal	427	
/ess Current Liabilities		3
Suspense Account		3
Net Current Assets	£6,918	
Total Assets	£10,822	
Owner's Equity		
Retained Profit		10,822
Total Owner's Equity		£10,822

Profit & Loss
Tonbridge & Tunbridge Wells CFR
Accounting Year 2024/25

	Debit	Credit
Turnover		6,511
	Sales	2,239
	Donations	4,272
less Cost of Sales	1,779	
	Cost of Sales	1,779
Gross Profit		4,731
less Administration Expenses	1,250	
	CFR Equipment	305
	PAD Consumables	249
	Web Hosting	35
	Internet & Telephone	20
	Advertising and Promotion	142
	Staff Entertaining	170
	Bank/Finance Charges	34
	Insurance	295
less Staff Costs	423	
	PAD Deployment	423
less Depreciation	2,383	
	Depreciation Charge	2,383
Operating Profit		£675
less Drawings		£0
less Profit & Loss journal entries		£0
Retained Profit this period:		£675
Retained Profit brought forward:		£10,147
Distributable Reserves / Retained Profit carried forward:		£10,822