



Malden Emergency First Aid Society

(Registered Charity No 272691)

Annual Report

Malden Emergency First Aid Society,
Rear of Malden Leisure Centre,
Cocks Crescent,
New Malden,
KT3 4TA

Annual Report 2021

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Trustees Annual Report for the period 1st January 2021 to 31 December 2021

1. Introduction

Malden Emergency First Aid Society (MEFAS) was established in 1968 by former members of the disbanded Malden and Coombe Civil Defence Corps and others. At the same time a network was formed and an organisation called National Voluntary Civil Aid Services (Civil Aid) was established. MEFAS affiliated with that charity. MEFAS was also known as Kingston Upon Thames Civil Aid until a few years ago when the decision was made to withdraw from Civil Aid to concentrate on delivering First Aid Training.

MEFAS operated within the structure of Civil Aid and MEFAS's Constitution reflected the aims and objectives of Civil Aid. Over the last year discussions were held to change MEFAS's Constitution to reflect its own aims and objectives and bring them up to date. Nevertheless, the original objective remains the same, namely,

"The objective of the Society shall be to provide for the benefit of the public First Aid and/or other assistance for the relief of sickness, injury or distress, in cases of emergency, in the Royal Borough of Kingston Upon Thames or elsewhere."

The Charity has various "Powers" including providing First Aid and Light Rescue training and other skills that may be useful in an emergency, providing First Aid or general assistance cover at events and, to own or manage a suitable building.

2. Structure

The Charity is an unincorporated association governed by its Constitution adopted in December 1976 and amended in May 1985.

The Charity is managed by an Executive Committee. The Executive Committee is made up of Officers who are voted into post annually. Those Officers are for all intents and purposes the Trustees of the Charity. During 2021 the Executive Committee was constituted as follows:

Godfrey Gwyn Isaac	-	Chairman
Godfrey Cowin	-	Secretary
Christine John	-	Treasurer
Simon John Hill	-	Member
Mark Edward John	-	Member

There were 2 vacant Officer positions during the year.

Membership is open to anyone over the age of 7 but only adults can be trained to attend events, have the right to vote at Annual or Extra-ordinary meetings or be voted onto the Executive Committee.

The Executive Committee oversee the day to day management of the Society. Members are asked their views on what they would like to be involved in during the year.

All Executive Officers give their time voluntarily and receive no remuneration or other benefits relating to the management of the Charity.

3. Objectives and Activities

The main objective of the Charity is to provide First Aid training to the public and assistance should there be an emergency. MEFAS First Aid instructors provide First Aid at Work training for employers to meet their legal obligation to its work force. The training is provided under an approved learning provider NUCO. Income from such courses is fed back into new equipment and supplies. This helps to support general public training for free or at cost. Event cover income is also applied for the benefit of First Aid supplies and public support at events.

MEFAS leases the rear of the Malden Centre, a council owned building, on a 5 year revolving lease. The building is sublet to charitable groups and local government services to provide training or assist the public. Income from those sources is used to cover the rent payable to the Royal Borough of Kingston Council, general maintenance and repairs of the building.

Local groups using the hall included –

- Children's 11 Plus education

- Mother and Baby

- Various Religious groups

- Art Students

- Advance Motorists

4. Main Achievements for the year

The start of the year was difficult as Covid 19 restrictions were in place and there was little interest in undertaking First Aid training due to the virus. Planned events were cancelled and no lettings took place. Under the Health and Safety at Work rules, First Aid at Work training could be delivered in small numbers with dedicated equipment during lock down (see pictures below) obeying safe distance, extensive cleaning and hygienic protocols along with making suitable adjustments to the courses.

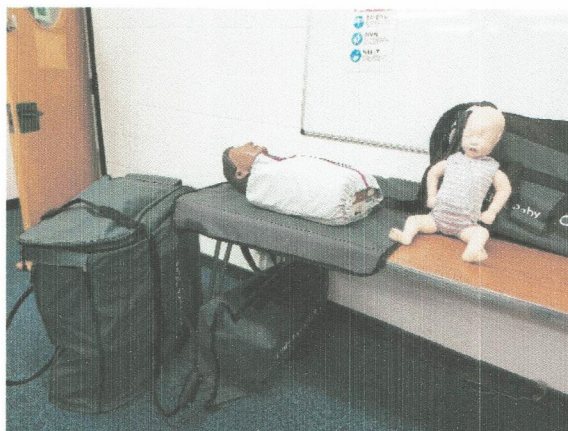
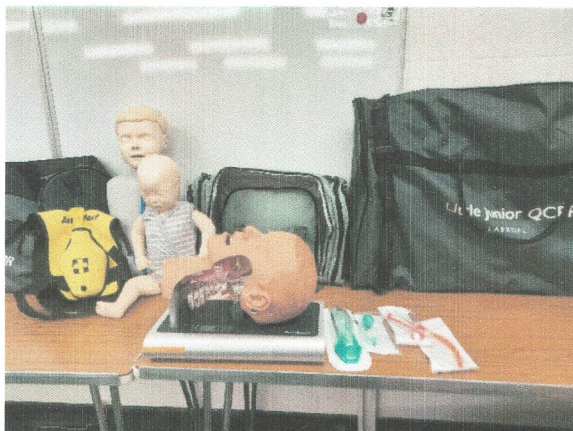


The UK Resuscitation Council make changes to first aid practices to minimise the risk of catching Covid and these adjustments were included in revised training methods. No private or public courses could be delivered under Covid rules governing gatherings during lock downs or restricted gatherings. Nevertheless, public avoidance to close contact continued to limited enquires. Furthermore, as a Charity, consideration was given to trainers' health and wellbeing when offering courses. As a consequence very few courses were provided.

Central Government had put in place support grants in the Spring of 2021 some of which were related to the previous autumn restrictions. Having applied for the earlier business support grants the local authority automatically paid subsequent grants to MEFAS. The grants covered loss of income which was used to pay rent and other costs and, the grants enabled new training equipment to be purchased. The new manikins are electronic and record trainee efforts to deliver effective chest compressions and breathing. The latest manikins will benefit trainees and improve understanding of pressure, depth and regularity when safety rules are revoked

The pictures below also show new training choking vests for adults and children and a training head for intubation training in advanced First Aid.





During lock down, the premises were prepared for reopening. When specific groups (baby and education) were allowed to mix first the MEFAS hall became their meeting place as their usual premises were being used as Covid vaccination centre sites. By September, some regular users returned whilst temporary ones left.

In 2021, one of the trainers requalified as an instructor for another 3 years.

In September, MEFAS provided First Aid cover at the Ham Fair on Ham Common and in November provided cover at Corpus Christi Fireworks evening. It was good to once again see the public benefiting from skills acquired by MEFAS members. The Executive is grateful for the many hours its volunteers spend on activities that keep the building fit for purpose and various activities such as attendance at events – schools and fetes and, providing training that benefit others to acquire employment or confidence around family members.

5. Main Policies

Insurance

The Charity has in place protection for volunteers who may be injured whilst on duty at events or attending training courses. Public liability protection for trainers including malpractice and those covering event duties. General Public Liability up to £5 million for the Charity and occasional users of the hall. The latter cover includes provision for on or around the premises. The Charity is recharged building insurance for specific damage by the council and is based on a portion of the whole leisure centre. Statutory Employee insurance cover is also in place as “volunteers” are treated as though they are employed even though no remuneration is paid. No claims have been made against any of the insurance policies.

To date, the Charity has not availed itself to Trustee Insurance as it is not specifically written into the Society’s Constitution. It is proposed that future amendments of the Constitution is likely to follow the Charity Commission’s model and include such a provision.

Health and Safety

A policy is in place to ensure the wellbeing of members, those who use the premises or people members come in contact with. The Council is responsible for keeping the building's Fire management facilities up to date and other safety issues, for example Fire Doors, Emergency lighting in compliance with Health and Safety Executive Standards. The Societies role is to notify the Council of any matters that falls below standards.

Before teaching or going out on duty a risk assessment is normally undertaken. In 2021 during Covid, the Society was registered for Track and Trace and displayed several NHS notices to encourage hall users and trainees to remember to stay safe, obey distance markings, use of face masks and hand washing. Trainers and trainees were required to use lateral flow tests before attending First Aid training course and members before attending a duty. Different Risk Assessments were prepared for covering eventualities.

A more robust set of cleaning activities were carried out by hall cleaner and by users of the premises who were required to wipe down anything that was touched during their hire with careful storing of chairs and tables. Windows had to remain open at all times the hall was in use. Any group which had a Covid incident cancelled their future booking and did not return until all people within the group were well.

Volunteering

The Society supports equal opportunity principles. Anyone can apply to become a member of the Society. There is no obligation to train in First Aid as other skills can be applied within the Society such as assisting in administration, handyman, have driving skills, have rescue interests, nursing or other skills. The Society welcomes people especially those with hidden or nonhidden disabilities or of any gender or race. Volunteers may be required to complete authorisations for a full DBS check should they come into contact with vulnerable children or adults. Such checks will be made through Kingston Voluntary Action (KVA) and where appropriate in accordance KVA volunteer manual.

Personal Information

The Society is required to keep personal membership information in a safe manner in order to provide accurate information to insurers and to be in a position to contact the member in relation to duties, training and other linked purposes. The information is kept securely and will be destroyed 3 years after membership ceases if the member has training qualifications.

Personal information provided for First Aid at Work training will be kept for 3.5 years as required by NUCO in case a replacement certificate needs to be reissued. Thereafter the personal details will be destroyed.

Personal information relating to persons treated is required to be kept for 6 years in case of a claim against event organisers or for malpractice and, in respect of children, details of an incident is required by law to be kept for 6 years after the age

of 18. Any such documents are stored appropriately and destroyed as soon as time expired.

6. Future Plans

The Society was managed by 5 volunteer Executive officers during 2021. To avoid Committee numbers reducing below quorate, steps will be taken to seek new members willing to be Committee members.

New members are also needed to provide support at events and act as assistants in other circumstances. Kingston Voluntary Action and Kingston Future will be approached to see if they can assist in promoting volunteers.

Improvements to the Society's website will be made during the year especially in regard to interested parties paying for training. The current e-voice platform may also be replaced. There will be increased advertising to raise awareness of the Society. Additional event duties may come from providing First Aid cover at the New Malden Jubilee Square when open. In the meantime, 2 events are already booked and several enquiries made for training courses.

7. Financial Report for 2021

The Financial Reports are written following Charity Commission guidance on Receipt and Payments accounting practices. The accounts were independently audited by a competent qualified accountant.

The Society is not registered for Gift Aid with HM Revenue and Customs. Subscriptions are exempt and hire receipts inappropriate. The small amount of funds donated was immaterial. Most of the monies received by the Society in 2021 was by way of grants under specific Government Schemes and thus not appropriate for gift aid. Accordingly, there was no receipts on which Gift Aid could be claimed. A review will be carried out of Gift Aid if there is a possibility of a claim to HM Revenue and Customs.

The Society has no restricted funds but does apply some funding to reserves towards a purchase of an Ambulance, equipment and liabilities. Reserves are also required as a safety net for unexpected bills such as back dated rent increases and to cover the full period of the lease which is currently 5 years at £11,500 per annum. The Council gave the Society 2 free quarter's rent during the 2020 pandemic and £6,960.72 of Central Government Grants in respect of 2020 Covid assistance was received in 2021. This allowed full rent to be paid to the Council. The Council has given notice that it will review the lease arrangements and issue a revised lease of up to 10 years. The anticipated rent increase is expected to be at CPI rate from October 2020.

In ordinary circumstances the Society is reliant on income volunteers raise by providing assistance at events, training and sub-rental income. The Society is very

grateful for the financial support of the local authority and the Government during the pandemic and providing a kick start rebuilding fund.


Depreciation policy

The Society depreciates equipment at 20%. New equipment was depreciated by 30% to reflect a second-hand value should the new manikins be put up for sale. New uniform, first aid supplies and other short life purchases are written off in the year of purchase.

8. Declaration

The Executive Committee declare that they have approved the Executive Committee report above.

Signed on behalf of the Society's Executive Committee

Signature(s)	
Full names(s)	Christine John, MBE
Position	Treasurer
Date	14 June 2022



MALDEN EMERGENCY FIRST AID SOCIETY

Charity No. 272691

Financial Statements as at 31 December 2021

Balance Sheet as at 31 December 2021

Assets	2021	2020
Current Assets		
Current Account	17,576.55	7,221.79
plus payments in transit	0.00	139.50
Petty Cash	0.00	640.17
Duplicate payment	146.78	0.00
	<u>146.78</u>	<u>779.67</u>
	17,723.33	8,001.46
Less Current liabilities		
Unpaid cheques	0.00	-120.54
	<u>0.00</u>	<u>-120.54</u>
	17,723.33	7,880.92
Longterm Assets		
Deposit Account	85,368.33	85,359.49
Equipment	2,843.21	1,015.06
	<u>88,211.54</u>	<u>86,374.55</u>
	105,934.87	94,255.47
Represented By		
Accumulated Fund B/F	94,255.47	92,606.35
Deprecation on equipment	-1,246.77	-253.76
Net Surplus 2021	<u>12,926.17</u>	<u>1,902.88</u>
	105,934.87	94,255.47

Accounting, Related Policies and Notes to the Accounts

1. Financial Statements for the year are prepared on a Receipts and Payments basis with minor adjustments for year end monies in transit as allowed by the Charity Commission.
2. Depreciation recorded at 20% for a full year and 30% for new additions.
3. Office telephone costs of £88.41 are shown against Hall account & General Expenses.
4. Cleaning costs by volunteers for the year was valued at £916.00 but not paid.
5. Reserves are held in the deposit account. Hall Reserve £20,000, Vehicle £20,000 and Equipment £20,000.
6. Covid Grants of £6,960.72 in respect of 2020 lockdowns were received in 2021.
7. Monies in respect of a duplicate payments was repaid in 2022.
8. Reserves and surpluses represent volunteer efforts since the Charity was established.

Christine John, MBE
Treasurer

Date: 04/02/2022

Tibor Diossy, ACMA. CGMA

TIBOR DIOSSY

Date:

10/04/2022



MALDEN EMERGENCY FIRST AID SOCIETY

Financial Statements as at 31 December 2021

Charity No. 272691

Receipts and Payment Account

<u>UNIT</u>	<u>2021</u>	<u>2020</u>	
Receipts			
Subscriptions	70.00	60.00	
First Aid Courses	885.00	120.00	
First Aid Duties	220.00	125.00	
Donation/Sundry Receipts	171.52	409.50	
Government Grants	8,000.00	0.00	
Gross Interest	8.84	74.35	
	<u>9,355.36</u>	<u>788.85</u>	
Payments			
First Aid Supplies and Equipment	175.96	133.27	
First Aid Course Costs	497.42	222.64	
Travel and Subsistence	36.08	9.32	
Training & Development	526.00	140.88	
Insurance / Office Expenses	173.03	136.95	
Sundry Expenses inc insurance	501.41	34.68	
Covid Directly Related Costs	0.00	39.00	
	<u>1,909.90</u>	<u>716.74</u>	
Surplus (Deficit)	<u>7,445.46</u>	<u>72.11</u>	
	<u>9,355.36</u>	<u>788.85</u>	
HALL			
Receipts			
Rent Receivable	6,514.00	5,502.50	
Government Grant	11,427.72	5,000.00	
	<u>17,941.72</u>	<u>10,502.50</u>	
Payments			
Heat and Light	707.84	403.20	
Repairs and Maintenance	55.86	796.46	
Rent and Water	11,052.20	5,557.08	
Insurance	503.70	489.51	
Telephone/General Expenses	88.41	251.37	
Sundry Expenses	2.00	27.42	
Covid Directly Related Costs	51.00	1,146.69	
Prior year reimbursements	141.47	0.00	
	<u>12,461.01</u>	<u>8,671.73</u>	
Surplus	<u>5,480.71</u>	<u>1,830.77</u>	
	<u>17,941.72</u>	<u>10,502.50</u>	
Net Surplus	<u>12,926.17</u>	<u>1,902.88</u>	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Malden Emergency First Aid Society

On accounts for the year
ended

31 December 2021

Charity no
(if any)

272691

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 or section 145 of the Charities Act 2011 (the Charities Act). Nevertheless, an independent examination is needed under Charity Objects.

It is my responsibility to:

- examine the accounts,
- to follow the procedures laid down in the general Directions given by the Charity Commission and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:

Date:

10/04/2022

Name:

TIBOR DIOSI ACMA CGMA

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Management Accountants

Address:

15 Egmont Road
New Malden
KT3 4DS