

Corstorphine First Aid Support and Training

Trustees' Annual Report

2024 - 2025





Introduction

Corstorphine First Aid Support and Training is known as 'CFAST' for short. We became a registered charity (SC051712) in 2022 having previously been a not-for-profit organisation under the name '*Corstorphine Emergency Response (CER)*'.

We are fully volunteer led and operated, providing event first aid and medical cover, community training and skill sessions, regulated workplace first aid courses and community resilience during times of need.

We are based in Edinburgh but as our reputation has grown stronger over recent years, we have been asked to support communities and events across Scotland.

This report ensures our organisation is compliant with the 'Charities Accounts (Scotland) Regulations 2006' which sets out the requirement that we prepare receipts and payments accounts which must consist of:

- a Trustees' Annual Report
- a report from an external scrutineer
- a statement of the receipts and payments
- a statement of the balances as at the last day of the financial year
- notes to the accounts.

The Board of Trustees would like to take this opportunity to thank all the volunteers of CFAST for their continued support and dedication to both the charity and to supporting communities across Scotland over the past year.

Highlights and Impact

The past year has been exceptionally busy and has seen a dramatic increase in demand for our services. We could not deliver these services without our committed volunteers, and it is because of their professional and committed approach to supporting communities, as ambassadors for our organisation, that more and more people are asking for our help.

The past year has seen significant investment in our IT infrastructure, which we have been able to combine with our ambition to better support our volunteers to access the information they need, when they need it. We have provided each volunteer with a CFAST email address and Microsoft account and have, for the first time, created a single 'HUB' for volunteers to access information about policies, procedures, advice and wellbeing support 24/7, 365 days a year.

We are now using technology to improve our data management process in respect of patient reporting. We have purchased equipment which allows volunteers to complete patient information forms electronically, which improves the security around information handling whilst decreasing the administrative burden on volunteers and supporting efficiency.

Whilst efficiency is critical, this must be balanced with high quality care and treatment of patients. The past year has seen improved efforts to deliver better learning and development opportunities for our volunteers to enable exactly that. Volunteers have undertaken:

- Enhanced clinical skills training
- Major incident medical management and support course
- Practical fire training
- Ten second triage



Alongside training, we have invested in new equipment to support our volunteers to undertake their roles and to deliver the highest quality standards of care. Investment in this equipment also demonstrates to the public, and all of the organisations we work with, our commitment to exceptional delivery of service.



As an organisation we have strengthened our partnership with 'Connifox Adventure Park' over the past year, and now provide first aid cover for all their events on an exclusive basis. We are also thankful to Connifox for their continued support for our charity and their generosity in providing space for our volunteers, both new and existing, to undertake training, free of charge.

For the second year in a row, our volunteers have been recognised in Edinburgh's 'Inspiring Volunteer Awards' hosted by Volunteer Edinburgh and Robert Aldridge, Rt. Hon. Lord Provost of The City of Edinburgh. This is a clear demonstration of the exceptional commitment of our volunteers who give their time, energy and commitment to support the people of Edinburgh.

As our profile has grown within the local community, we have sought to attract new volunteers to the charity. Our recruitment campaigns have been successful in attracting talented individuals who we are investing in to support their development. We will continue to grow our volunteer pool and will look to provide a greater range of opportunities for our volunteers to be involved with.

Overall, the past year has been extremely positive for the charity and it is not possible to outline all of our successes here. The Board of Trustees is eager to build on the momentum of the past year to continue to grow the charity in the years to come.

Challenges

Whilst it is welcome that demand for our services has increased, this has presented some challenges for the organisation as we have fought to maintain exceptional standards of delivery for those we work with.

We know that recruitment of new volunteers means investment of time to support training and development. With one trainer for the whole of the organisation it has been difficult to balance demand to join the organisation with the availability of training – to ensure our volunteers have the right skills and experience to deliver our services. This issue has been raised at Board level as an ongoing risk, and action will be taken to mitigate this going forward.

As with most, if not all, charitable organisations we are operating in a landscape of fiscal instability and uncertainty. Whilst as an organisation we are not dependent on public sector funding to undertake our activities, wider cuts to public spending can have an impact on other organisations abilities to hold events which they would in turn contract us to provide medical services for – thereby putting sources of income for our organisation at risk. Additionally, the Board is mindful of inflation and note the costs of goods has increased which has a direct impact on the organisation's expenditure.

The Board is in agreement that more robust financial forward planning is required for the future, to safeguard the organisation against future financial challenges. Financial planning must be accompanied by robust procedures to ensure effective delivery. This will be taken forward as a priority and more detail is set out at the next section.

As with any organisation that grows, it is important that we re-assess the roles, responsibilities and workload of our volunteers to ensure this remains fair and balanced. The growth of the charity and the increase in demand for our services has had a noticeable impact on volunteer workload over the past year – particularly for those on the Board of Trustees and the management team. The Board of Trustees has noted this and will proactively undertake an assessment of roles and responsibilities of volunteers, with a view to making decisions about where additional resource is required moving forward.

As an entirely volunteer-led and operated charity, there always remains the challenge that the core functions of our organisation, and our ability to deliver services, are entirely reliant on the continued support and goodwill of our volunteers and Board members. This will remain a challenge but one which the Board of Trustees is cognisant of and will actively monitor.



Looking Forward

The growth of the organisation has, more than ever, highlighted the need for a clear strategic vision and direction, underpinned by actions to be taken, which will enable us to continue to deliver on what is the purpose of our charity.

This year we will develop a new strategy for the organisation and all our work will be guided by this going forward. We will set out ambitions around where we want to be as an organisation in the years to come, and how we will get there – whilst clearly setting out the impact that will have on the people and communities we are looking to support.

Finance has already been noted as a challenge in this paper, and the Board is in agreement that robust financial forward planning should be a key theme within the future strategy.

The Board of Trustees will assess progress against the strategic plan regularly, including finance, and will publish that progress in future versions of the Trustee's Annual Report – ensuring transparency and openness and as part of our legal obligations.

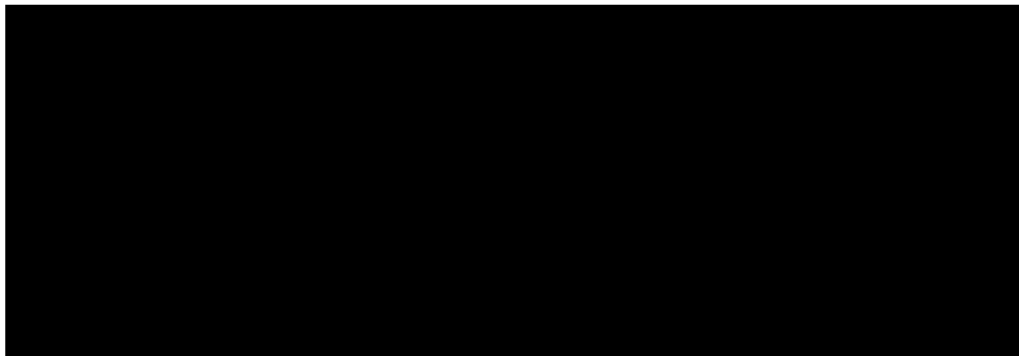
Alongside the development of the strategy, the Board of Trustees is clear that work is required with regards to the administrative operation of the charity on a day to day basis. This has already been identified as an area for improvement so with the development of a strategy, and more defined workstreams, this will be critical.



Governance

Governance remains in line with what is set out in the organisation's constitution and the Board meets quarterly as a minimum.

The Board of Trustees has seen a refresh in regards Board roles in the past year and has also welcomed a new trustee. Board membership and roles are outlined in the table below.

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Independent Examiners Report

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiners Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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, I do not express an audit opinion on the accounts.

Independent Examiners Statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.

Date: Sunday, April 27, 2025

Statement of Receipts and Payments Year Ending 31 December 2024

	2024	2023
Receipts		
Events	£6,742.00	£9,590.00
Trainings	£1,890.00	£2,760.00
Grants	£5,540.00	£0.00
Donations/Fundraising	£240.00	£378.41
Total Receipts	£14,412.00	£12,728.41
Payments		
Uniforms	£48.33	£1,592.69
Equipment	£9,931.32	£5,226.36
Training Costs	£1,087.33	£1,131.65
Fundraising/Promotion Costs	£398.55	£0.00
Admin Costs	£1,265.33	£0.00
Insurance	£1,558.80	£1,544.48
Volunteer Expenses	£72.55	£40.00
Miscellaneous Costs	£135.47	£0.00
Total Payments	£14,497.68	£9,535.18
Surplus/(Deficit) for year	-£85.68	£3,193.23