



Herefordshire Heartstart  
24 Netherwood Road  
Hereford, HR2 6JU.  
Tel: 0845 60 60 654

Registered Charity No: 1177931

Patron: Her Majesty's Lord-Lieutenant of Herefordshire,  
The Dowager Countess of Darnley.

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# TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR 2019/2020



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**TRUSTEES ANNUAL REPORT JULY 2020**

**SECTION A: REFERENCE AND ADMIN DETAILS**

Herefordshire Heartstart CIO's principal address and registration numbers are as above. The charity is not known by any other name.

***Names of the charity trustees who manage the charity:***

Trustee name	Office (if any)	Dates acted (if not the whole period)
Mr Frederick Clive Edwards	Chair	
Ms Jan Powell	Vice-chair	
Mrs Cathy Matthews	Treasurer	
Mrs Gina Children		
Mr Dave Landey		

There are no other trustees of Herefordshire Heartstart.

**SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT**

***Description of the charity's trusts***

The charity's governing document is its constitution, adopted at the AGM on June 26<sup>th</sup> 2018. The charity is a charitable incorporated organisation (CIO) and came into being when entered onto the register of charities on 30<sup>th</sup> September 2018.

Charity trustees, up to a maximum of 12, are appointed by existing charity trustees. Trustees meet once a quarter to discuss and manage the charity.

A committee is made up of members of Herefordshire Heartstart. The committee members are nominated by other members of Herefordshire Heartstart and accepted onto the committee at the AGM. Members can be co-opted on to the committee if specific skills are required for a definite period of time.

Meetings take place at the business address of one of our trustees. We would like to thank TRP Sealing Systems for their continuing support of Herefordshire Heartstart.

**SECTION C: OBJECTIVES AND ACTIVITIES**

***Summary of the objects of the charity set out in its governing document***

The objects of the CIO are set out in clause 3 of its constitution as being:

The advancement of education and the protection and preservation of life by:



- i. Increasing local public awareness of the need for emergency life support training.
- ii. Arranging and providing courses and other opportunities for people to learn the essential knowledge, skills and attitudes necessary to help them deal with emergency situations to the best of their ability.
- iii. Encouraging attendance on training courses.
- iv. Ensuring that the conduct and delivery of training of and by the instructors is in accordance with the current guidelines set or accepted by the Resuscitation Council UK or any other guidelines approved by the British Heart Foundation.
- v. Contributing to the wider development of the Heartstart initiative.

We measure and celebrate the success of Herefordshire Heartstart against these five objects.

### ***Summary of the main activities undertaken for the public benefit in relation to these objects***

The trustees' vision is such that everyone in the county can react to support a life and alert qualified medical assistance in emergency situations. To ensure that more people survive a heart attack or other life-threatening emergency by providing quality training and imparting the confidence to act.

Since last year's AGM we have trained 601 people on 54 courses. These numbers are much lower than expected due to the impact of Coronavirus on Herefordshire Heartstart and many other charities. Twenty-five courses and events were postponed due to Coronavirus up to the proposed date of the 2020 AGM. If these courses had gone ahead, we would easily have trained more people than last year.

The new one-hour course introduced last year has been popular with amongst other, Scout groups, care organisations and GP surgeries. It has allowed us to train more people in emergency life support skills who would otherwise not have accessed the two-hour course.

We completed 77 talks and events which was significantly higher than last year. These events increase local public awareness of the need for emergency life support training. We regularly attend the local cardiac rehab groups organised and run by Wye Valley NHS Trust. Here we share information about the charity and what we offer to those attending one of our courses.

## **SECTION D: ACHIEVEMENTS AND PERFORMANCE**

### ***In the Community***

We continue to run a minimum of one public Heartstart course each month. This course is different to other Heartstart courses in that it is organised by us at Herefordshire Heartstart and not by a group or other community organisations. We have been incredibly lucky to have all the venues donate their rooms for free. Before the Coronavirus lockdown we had held public courses in Hereford as well as the market towns of Ledbury, Kington, Bromyard, Ross-on-Wye and Leominster. Further courses were planned in Hereford and Ross-on-Wye.

We continue to deliver courses to businesses in and around Herefordshire. Many return annually to update their staff skills. We were due to work with some exciting organisations including a local pre-school, a police cadet group, a local sixth form college on longer term projects in the community. These are currently on hold but we hope they will continue in the new financial year once Coronavirus restrictions are eased.

### ***In schools***

Heartstart training for school staff continues. This year we held one full day training for school staff new to the Heartstart scheme and one half day refresher training for those already involved. We attended an information event for school staff at Worcester University informing them of the Heartstart courses available to schools to support the delivery of the new first aid element in the PSHE curriculum. This we attended in conjunction with other Heartstart groups local to Worcester.



We have 41 Herefordshire schools affiliated to the school Heartstart scheme. Schools must reaffiliate each year and provide data to the British Heart Foundation on the numbers trained.

### ***Volunteers***

We currently have 45 volunteers. Twenty-nine of these are volunteer instructors or course helpers with seventeen being currently active in the delivery of courses. 12 members are trustees and/or committee members with five of those also being active in the delivery of courses. Four members are involved with the website and admin side of the charity. We had three new volunteers this year; all have attended their training course with our medical director and become actively involved in the delivery of courses.

Our training event for volunteers was held in November. Unfortunately, due to flooding, attendance was lower than anticipated however half of the active membership were able to attend. This year the focus for the training was the defibrillator. Jayne Jenkins, our training officer, gave a short talk on the history and development of the defibrillator. The volunteers were then able to ask questions about the benefits of use, the increase in survival rates, the role it plays in the chain of survival and much more. She was also able to dispel some myths about the defibrillator. All valuable information that could be shared on a Heartstart course by the volunteers.

### ***Grants / funding***

Once again, we were very well supported by the local community. A 10k run completed by one of our supporters. A donation from Lucton School, after their Harvest cake sale, of £626 was made. Smaller donations were made by one of the Hereford Probus Clubs as well as anonymous donations after talks at the cardiac rehab groups. Tesco 'Bags of Help' community grant was gratefully received and has equipped new volunteers with basic equipment and also purchased 6 new QCPR manikins for use by existing volunteers.

### ***Future Plans***

Herefordshire Heartstart has had a difficult second half of the year due to the severe impact of Coronavirus; in particular on donations. Our aim for the future is to maintain the name and good reputation of Herefordshire Heartstart within the community. We will do this by:

- contacting and rebooking as many of the postponed events as possible
- contacting the parish councils explaining the importance of emergency life support skills after the impact of the Corona pandemic, offering training to local communities
- contacting groups and organisations that have used Herefordshire Heartstart previously to offer training again
- sourcing funding to ensure future activities coordination
- finding partnerships in local businesses and organisations to raise awareness of the need for emergency life support training
- continuing to support the Heartstart school scheme. Providing training for staff currently involved and those new to the scheme
- partnering with new schools to support the provision of first aid within schools in line with new statutory guidelines for the PSHE curriculum
- making use of local publications to inform the public of Herefordshire of who we are, what we do and how to contact us



## **SECTION E: FINANCIAL REVIEW**

### ***Income***

During the year, the main source of unrestricted income was again donations from courses (£5,391 or 41% of the total income). In addition, the charity was delighted to be chosen to be the beneficiary of a sponsored run in the Cardiff 10K, which raised £2,387 including gift aid. We were also successful in our bid to the Tesco Bags of Help fund. The £2,900 is shown as restricted income in the accounts and was used to purchase equipment and materials for our training courses.

“Training Invoiced” represents sums received for Cardiac Rehab training, which the charity provided through a successful and ongoing partnership with the Wye Valley NHS Trust.

“Schools Income” of £515 represents attendance fees received for the Heartstart schools training programme.

### ***Expenditure***

Apart from activities coordination, the main items of expenditure in the year were volunteers’ expenses (mileage claims, DBS checks and the cost of the annual training update), telephone and broadband fees, office costs (including a replacement gazebo), and the equipment purchased with the Tesco grant.

### ***Closing Funds***

Community Funds are free reserves that are used to run courses to the public, and “Schools” Funds are designated for train-the-trainer courses for school staff.

The trustees have set aside a reserve of £5,000 to cover running costs if there is a sudden drop in income or the need to replace broken training equipment. This sum is reviewed annually.

All funds are held in a bank account with the Charities Aid Foundation.



**2019/2020 ACCOUNTS FOR ANNUAL REPORT**

	<b>Total</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b><u>2018/19</u></b>
Opening balance	18,808	18,808	0	22,998
Income:				
Donations and sponsorship	9,105	9,105	0	8,241
Training invoiced	400	400	0	380
Sales	176	176	0	179
Grant: Tesco Bags of Help	2,900	0	2,900	0
Schools income	515	515	0	450
	<b>13,096</b>	10,196	2,900	9,250
Expenditure:				
Coordinator	9,688	9,688	0	9,030
Coordinator (schools)	648	648	0	600
Coordinator's mileage	326	326	0	227
Professional fees	0	0	0	900
Phone & broadband	556	556	0	508
Volunteers' mileage & training	561	561	0	424
Course costs inc equipment	3,065	165	2,900	1,020
Other expenses inc office costs	415	415	0	405
Schools costs	359	359	0	326
	<b>15,618</b>	12,718	2,900	13,440
Closing balance	<b>16,286</b>	16,286	0	18,808
Community Funds	8,951	8,951	0	10,981
Schools Funds	2,335	2,335	0	2,827
Reserves	5,000	5,000	0	5,000
	<b>16,286</b>	16,286	0	18,808



**SECTION F: DECLARATION**

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity trustees:

Signatures

Full names	Clive Edwards	Jan Powell
Position	Chair of Charity Trustees	Vice-chair of Charity Trustees
Date		

