

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	Nov	2024	To	31	Oct	2025

Reference and administration details

Charity name	Penicuik Community First Responders
Other names charity is known by	Penicuik First Responders
Registered charity number	SC037495
Charity's principal address	Beeslack Community High School Edinburgh Road Penicuik Scotland
	Postcode EH26 OQF

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mark Halliday	Chairperson		
2	Fiona Hall	Treasurer + Trustee		
3	Sheena Harper	Secretary		
4	Yvonne Mitchell	Coordinator + Trustee	Trustee from 05 Aug 25	
5	Sam Grieve	SAS Representative		
6	Bill Lawson	Trustee	Trustee from 05 Aug 25	
7	Pam Quin			
8	Sandy Wann			
9	Douglas Wilson			
10	Alan Dickson			
11	Gilbert Kirkwood		From 09 May 24	
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Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
None	

Structure, governance and management

Type of governing document

The Constitution document was reviewed in Q1 2025, and then revised for updated trustee responsibilities, names of Scottish Ambulance Service staff removed, with some other minor updates, and approved at the extra ordinary meeting on 09 May 2025.

The Management Committee is made up from the following:
 Volunteers who are not active Penicuik Community First Responders
 Trained voluntary active Penicuik Community First Responders,
 Local divisional representative from the Scottish Ambulance Service (SAS),

Training of the volunteering Penicuik Community First Responders is given by Scottish Ambulance Service trainers. Written exams + practical assessments are performed with independent SAS staff as examiners.

Trustee recruitment and appointment

The Management Committee elect the Chairperson, the Treasurer and the Secretary. Any vacancy in the Management Committee, including the Trustees, may be filled by someone else on the Penicuik Community First Responders Management Committee. Any person appointed shall hold office until the next AGM and can be eligible for re-election.

Objectives and activities

Charitable purposes

To save lives and seek the enhancement of health and the advancement of education.

To work in partnership with the Scottish Ambulance Service (SAS).

To enable trained voluntary Penicuik Community First Responders to attend to local people and administer urgently required emergency care (eg with breathing difficulties, chest pain and heart attacks), until the SAS attend.

To raise awareness in the community of basic emergency life support techniques, recognition of cardiac arrest symptoms, how to administer CPR (cardio-pulmonary resuscitation), and how to use AEDs (automated external defibrillators) etc.

In addition we check and maintain 8 external defibrillators for public access.

Summary of the main activities in relation to these objects

Operate a rota for the volunteers to sign up to being on call. Aim to recruit more first responders to have sufficient volunteers to provide on call to provide cover at all times.

Meetings and training sessions have been held with members of the public, with staff and residents at local retirement homes, local primary and secondary schools, with youth groups (Brownies and Girl Guides, as well as Cubs and Scouts), sports clubs and at various other business premises, to raise awareness around the Penicuik area, of basic life saving techniques (CPR + use of AEDs) and the work of the Penicuik Community First Responders.

Achievements and performance

Summary of the main achievements of the charity during the financial period	<p>Calls attended: 92 (75 last year) Average response time: 5 minutes (6 minutes last year)</p> <p>Most calls attended were for chest pain, unconsciousness, breathing difficulties or suspected strokes.</p> <p>Donations and income from fundraising: A total of £3750 was raised from local people/businesses, following call outs and training courses, for supporting the Penicuik Community First Responders objectives and maintaining external defibrillators to the Penicuik EH26 postal area.</p> <p>Volunteers from the Penicuik Community First Responders group assisted in the training of school pupils, youth groups and local adults, in the skills required for emergency life support and administration of cardio-pulmonary resuscitation. As well as increasing awareness of heart attack symptoms and recognition of the need for urgent basic emergency life support assistance, the team gave vital training in the community.</p> <p>The AGM was attended by staff from the Scottish Ambulance Service, who spoke and praised the efforts of the volunteers of the scheme. The Penicuik Community First Responders was the first voluntary self-funded First Responders scheme set up in Scotland, back in 2005.</p> <p>Although measures put in place by the Scottish Ambulance Service during the Covid 19 pandemic reduced the number of responders by limiting their age to under 70s, training courses for new responders are being reinstated again. We hope to have more responders available to be on call this coming year.</p> <p>Penicuik Community First Responders are supporting 8 of the Public Access Defibrillators (PADs), with monthly monitoring as well as purchasing and replacing time expired or used consumables. Penicuik now has 13 PADs available 24 hrs a day on outside walls. This allows the Scottish Ambulance 999 emergency call taker to direct the caller to the nearest local defibrillator, if appropriate, for the local community to use. In addition, another 19 defibrillators are located inside GP + dental surgeries, local businesses, leisure and sports clubs, etc, totalling 32.</p>
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Financial review

Brief statement of the charity's policy on reserves	No reserves policy exists.
Details of any deficit	Not applicable
Donated facilities and services (if any)	See summary of the voluntary Penicuik Community First Responders Group in Achievements and Performance section above.

APPENDIX 1


Other optional information

None required.

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Fiona Hall</i>	
Full name(s)	Fiona Hall	Mark Halliday
Position (e.g. Chair)	Treasurer and Trustee	Chairperson
Date	06 April 2026	24/04/26.