

REGISTERED IN ENGLAND AND WALES
COMPANY NO 04181121
CHARITY NO 1104166

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

INFORMATION
FOR THE YEAR ENDED 31 MARCH 2025

Trustees	Mr S C T Fowler Mrs M White Dr I Haczewski Dr N K Holmes Mr M T Gribbon
Company Secretary	Mr S C T Fowler
Registered charity	1104166
Company number	04181121
Principal address	17/19 Brocks Road Ecotech Business & Innovation Park Swaffham Norfolk PE37 7XG
Registered office	11 London Street Swaffham Norfolk PE37 7BW
Accountants	Clenshaw Minns Chartered Accountants 24 Market Place Swaffham PE37 7QH
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Solicitors	Ward Gethin Archer 11 London Street Swaffham PE37 7BW

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees’ report	1 - 4
Statement of Trustees’ responsibilities	5
Independent Examiner’s report	6-7
Statement of financial activities	8
Balance sheet	9 - 10
Notes to the financial statements	11 - 16

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

The Directors present their report for the year ended 31st March 2025.

Structure, Governance and Management

The organisation is a charitable company, limited by guarantee, incorporated on the 16th March 2001 and registered as a charity on the 7th June 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Risk Management

The Directors have conducted a review of the major risks to which the charity is exposed.

Objectives

We aim to compassionately provide practical, emotional, and psychological support to local people enabling them to navigate their way through cancer, serious illness and grief. In the case of cancer, our support may help a person to stay at home where possible. Our support is from diagnosis, through treatment onto end of life care.

For people with cancer, and those important to them, we can offer our support and services from diagnosis or at any point in their journey

Depending on their need, we are also here for people with a life limiting illness at a palliative stage and their family members.

Values

Our values reflect who we are and underpin everything we do:

Welcoming – we are here to give clients the time they need and to listen without ever passing judgement

Adaptable - we know that everybody is unique, and their experiences unique to them, so we work to meet the needs of each person with understanding and flexibility.

Heartfelt – we treat everyone with unwavering kindness, warmth, compassion and respect.

Services Offered

We have 10 part-time staff supported by approximately 35 volunteers committed to meeting the individual needs of each person, supporting wellbeing, and ensuring those we support are listened to, relieving anxieties and worries wherever possible.

Our emotional and practical support is offered in the following ways:

Initially a member of staff will visit the patient in their home. This is an opportunity to engage with them and /or a family member and give them time and space to speak about their illness and situation. According to their individual needs, we identify which of our services are

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

appropriate and how we can best support them. Where required we can also signpost to additional support, services or sources of advice.

From this point, our support continues for the patient, and their family as appropriate, through regular telephone contact and or/home visits.

Within the home, we can provide home companionship, collect shopping and prescriptions, and can assist in applications for Attendance Allowances and Blue Badges. We can also offer sessions of reflexology with a qualified complementary therapist to aid relaxation.

Our Transport service – Cars with Care – is available to take patients to hospital for their appointments and treatments. Our volunteer drivers will accompany them to the right department, assist as required throughout and then return them home. We are also able to take patients to their GP and other necessary medical appointments as well as to groups which we run from our premises, of which there are many.

Our bereavement group is attended by those who have lost a husband, wife or life partner. This is very much a social group which may be the first step into socializing without their partner. We offer a 'drop in' afternoon for patients, with family members welcome to attend too. The group enables people with similar experiences to get together and provides a break from the illness. Our 'Tea with Friends' afternoon is particularly aimed at those receiving our services who are living alone, although everyone is welcome to attend. Tea, cakes, lighthearted chat, and companionship are enjoyed, and time spent with our staff and volunteers is beneficial to all.

In addition, we can attend to psychological and emotional needs through our cancer counselling service which helps the patient or family member work through the issues of living with cancer.

Bereavement counselling is a vital part of hospice care. We offer both pre and post bereavement counselling to the family members of those we are supporting.

Uniquely, our bereavement counselling also extends to others in our community who are grieving a loss, including from illness, sudden death and suicide. This service is without a waiting list and not restricted to a set number of sessions.

To ensure the person-centred support we offer remains of the highest quality, we connect with health care professionals and other organisations and keep up to date with advancements.

As well as the impact we have on individuals, in providing our support we help ease the demands placed on other organisations and health services and contribute to meeting the ambitions of local and national frameworks.

We are able to offer our support and services, which our community relies upon, without charge to service users. To enable us to do this and to meet our costs, we rely on donations and fundraising as well as a grant from the NHS.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Directors and Trustees

The directors who served during the financial year are as follows – they are all Trustees of the Charity.

Doctor I. Haczewski (Chair)
Mrs M. White (Vice -Chair)
Mr S.C.T. Fowler
Mr M.T. Gribbon
Doctor N.K. Holmes

None of the Directors has any beneficial interest in the company. They all guarantee to contribute £1 in the event of a winding up.

Reserves Policy

The directors have reviewed the reserves of the Charity. The review encompassed the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. They concluded that the charity has sufficient reserves and future income streams to cover its outgoing commitments for the foreseeable future. There is a reserve fund of £115,000 to cover liabilities should the company cease to carry out its objectives.

Achievements and Performance

In the main our referrals come from General Practitioners, District Nurses, local hospitals and organisations or from patients themselves. Our area of referral covers a large area around Swaffham and its surrounding villages. We endeavour to keep the personal touch when we respond to the need of people and give them the service they want and need.

New Referrals	132
Total Care Hours	2768
Hours of Home Support	545
Hours of Telephone Support	89
Number of Escorted Hospital Trips	295
Hours spent on Escorting Patients on Hospital Trips	886
Hours spent supporting Patients in Hospital	14
Groups Attendances	724
Hours of General Bereavement Support Given	6
Hours of Individual Counselling	416
Miles Travelled	28,322
Complementary Therapy Sessions	110

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Financial Report

Our balance sheet as at 31/03/25 shows our total net assets of £455,404.

Our total income for the year was £120,710 - £54,699 coming from NHS Funding, the remainder from fundraising, donations, legacies, regular giving and investment income. Total expenses for the year were £165,455.

The organisation remains in a healthy position and with continued monitoring and continued NHS Funding, we are well placed to provide the services needed by our local communities for the foreseeable future.

Summary

Working capital carried forward is £455,404.

The Company's financial statements are set out on pages 8-16.

On behalf of the Board

S. C. T. Fowler

S.C.T FOWLER
Company Secretary

Date 2/7/25

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2025

Law applicable to charitable companies requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF SWAFFHAM
& LITCHAM HOME HOSPICE LIMITED CHARITABLE COMPANY

I report on the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 8 to 16.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of explanations from you as 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 next statement.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF SWAFFHAM
& LITCHAM HOME HOSPICE LIMITED CHARITABLE COMPANY

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 s386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the statement of Recommended Practice: Accounting and Reporting by Charities 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.

.....
Gavin Minns FCA

Date.....

Clenshaw Minns
Chartered Accountants
24 Market Place
Swaffham
Norfolk
PE37 7QH

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Restricted Funds	Unrestricted Funds £	Total funds 2025 £	Total funds 2024 £
Incoming resources from generated funds					
<u>Voluntary Income</u>					
Donations and bereavements		-	31,601	31,601	80,512
Grants receivable	4		54,699	54,699	54,373
<u>Activities for Generating Funds</u>					
Investment income		-	19,748	19,748	13,996
Other income		-	7,461	7,461	8,384
Fundraising		-	7,201	7,201	7,289
Share revaluation reserve		-	-	-	138
Total incoming resources		-	120,710	120,710	164,692
Costs of generating funds					
Charitable Activities		-	128,678	128,678	109,817
Governance Costs		-	36,777	36,777	34,199
Total resources expended	2	-	165,455	165,455	144,016
Net movement in funds	10	-	(44,745)	(44,745)	20,676
Funds brought forward 1 April 2024		2,500	497,649	500,149	479,473
Fund balances at 31 March 2025		2,500	452,904	455,404	500,149

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

BALANCE SHEET AS AT 31 MARCH 2025

		2025		2024	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		3,693		1,567
Investment	6a		<u>450</u>		<u>450</u>
			4,143		2,017
Current assets					
Debtors	7	3,169		3,169	
Cash at bank and in hand		<u>450,624</u>		<u>497,125</u>	
		453,793		500,294	
Creditors: amounts falling due within one year	8	<u>2,532</u>		<u>2,162</u>	
Net current assets			<u>451,261</u>		<u>498,132</u>
Total assets less current liabilities			<u>455,404</u>		<u>500,149</u>
Income funds					
Restricted funds:			-		2,500
Unrestricted funds:					
Other charitable funds	10	340,404		382,649	
Reserve fund		<u>115,000</u>		<u>115,000</u>	
			<u>455,404</u>		<u>500,149</u>

Notes to the financial statements

Employee numbers

The average number of persons employed by the company during the year amounted to 10
(2024: 9)

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

BALANCE SHEET AS AT 31 MARCH 2025

In approving these financial statements as Trustees of the company we hereby confirm:

- a) That for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006.
- b) That no notice has been deposited at registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31st March 2025; and
- c) That we acknowledge our responsibility for:
 - i. Ensuring that the company keeps accounting records which comply with section 386, and
 - ii. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved by the Board of Trustees on02/07/25..... and signed on its behalf below:

Trustee
Dr I Haczewski

Trustee
Mr S C T Fowler

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:

1.1 Basis of preparation

The financial statements have been prepared in accordance with the statement of Recommended Practice: Accounting and Reporting Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2019, and with the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.3 Grants

Grants and any associated repayments of income tax are normally only accounted for when received, no account being taken of promised or covenanted donations not yet received.

1.4 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.5 Resources expended

Management and administration expenses reflect central establishment costs and do not include the costs of managing charitable projects.

1.6 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1.7 Tangible Fixed Assets and Depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows;

Fixtures, fittings and equipment	33% straight line
Plant and Equipment	25% straight line

2. Total resources expended

	Staff Costs £	Depreciation £	Other costs £	Total 2025 £	Total 2024 £
Direct charitable expenditure: Salaries, travel and patient welfare	128,678	-	-	128,678	109,817
Other expenditure: Management and administration	-	2,355	34,422	36,777	34,199
	<u>128,678</u>	<u>2,355</u>	<u>34,422</u>	<u>165,455</u>	<u>144,016</u>

3. Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the period.

4. Grants receivable

	2025 £	2024 £
NHS Norfolk & Waveney ICB	<u>54,699</u>	<u>54,373</u>

5. Net incoming resources

	2025 £	2024 £
Net incoming resources are stated after charging: Depreciation of tangible owned assets	<u>2,355</u>	<u>1,004</u>

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

6. Tangible Fixed Assets

	Property improvements £	Fixtures, fittings & equipment £	Plant and equipment £	TOTAL £
<u>Cost</u>				
At 1 April 2024	-	8,584	4,920	13,504
Additions	-	4,246	235	4,481
Disposals	-	-	-	-
At 31 March 2025	=	<u>12,830</u>	<u>5,155</u>	<u>17,985</u>
<u>Depreciation</u>				
As at 1 April 2024	-	7,017	4,920	11,937
Charge for the period	-	2,296	59	2,354
Dep'n on Disposals	-	-	-	-
At 31 March 2025	=	<u>9,313</u>	<u>4,979</u>	<u>14,291</u>
<u>Net Book Value</u>				
At 31 March 2025	=	<u>3,517</u>	<u>176</u>	<u>3,693</u>
At 31 March 2024	=	<u>1,567</u>	=	<u>1,567</u>

The above fixed assets have been reviewed in year and several assets have been written off as it has been agreed that the value of these assets are negligible.

6a. Fixed Asset Investment

These comprise 100 Santander shares donated to Swaffham & Litcham Home Hospice valued at fair value at the year-end 31 March 2025.

7. Debtors	2025 £	2024 £
Prepayments	-	-
Other debtors	<u>3,169</u>	<u>3,169</u>
	<u>3,169</u>	<u>3,169</u>

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

8. Creditors: amounts falling due within one year	2025	2024
	£	£
Accruals and deferred income	2,532	2,162

9. Analysis of Net Assets Between Funds	2025	2024
	£	£
Tangible Fixed Assets & Investments	4,143	2,017
Current Assets	453,793	500,294
Current Liabilities	(2,532)	(2,162)
	455,404	500,149

Closing members' funds shown above are held on charitable trust and in accordance with the restrictions contained in the company's Memorandum of Association.

10 Restricted & Unrestricted funds	Reserve Fund	Other Charitable Fund	
	£	Restricted	Unrestricted
		£	£
At 1 April 2024	115,000	2,500	382,649
Profit for the year	-	-	(44,745)
Transfer	-	-	-
At 31 March 2025	115,000	2,500	337,904

11. Transactions with Directors and connected persons

None of the Directors (all of whom also act as Trustees for the charitable activities of the company) entered into any material transactions, contract or other arrangement with the company.

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	Restricted Funds	Unrestricted Funds £	Total funds 2025 £	Total funds 2024 £
Incoming resources from generated funds				
<u>Voluntary Income</u>				
Donations and bereavements	-	31,601	31,601	80,512
Grants receivable		54,699	54,699	54,373
<u>Activities for Generating Funds</u>				
Investment income		19,748	19,748	13,996
Other income		7,461	7,461	8,384
Fundraising		7,201	7,201	7,289
Share revaluation reserve		-	-	138
Total incoming resources	-	120,710	120,710	164,692
Costs of generating funds				
Charitable Activities				
Salaries		115,121	115,121	96,284
Travel		11,454	11,454	11,572
Training		200	200	225
Community support		1,903	1,903	1,736
Reflexology		-	-	-
		128,678	128,678	109,817
Governance Costs		36,777	36,777	34,199
Total resources expended		165,455	165,455	144,016
Net movement in funds	-	(44,745)	(44,745)	20,676
Funds brought forward 1 April 2024	2,500	497,649	500,149	479,473
Fund balances at 31 March 2025	2,500	452,904	455,404	500,149

SWAFFHAM & LITCHAM HOME HOSPICE SUPPORT LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

	2025	2024
Governance Costs		
	£	£
Insurance	2,077	2,124
Postage and stationery	1,880	1,476
Telephone	2,380	3,435
Office expenses	1,308	1,165
Net fundraising expenses	251	693
Repairs and renewals	1,735	2,071
Computer costs	2,116	2,225
Subscriptions and licences	775	540
Bank charges	76	110
Accountancy	1,523	1,434
Depreciation	2,355	1,004
Rent	11,979	11,919
Light and heat	2,474	2,471
Legal and professional	180	-
Rates	1,489	1,401
Cleaning	4,110	2,382
Sundry	69	49
Sale of assets	-	(300)
	<u>36,777</u>	<u>34,199</u>