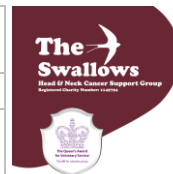




Trustees' Annual Report for the period



		Period start date			Period end date		
		01	04	2022	31		03
From					To		2023

Section A Reference and administration details

Charity name The Swallows Head & Neck Cancer Support Group

Other names charity is known by None

Registered charity number (if any) 1149794

Charity's principal address 68-70 Waterloo Road

Blackpool

Lancashire

Postcode

FY4 1AB

Names of the existing charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrew Grice	Chair		The Board
2	Joe Bannister	Treasurer		The Board
3	Norman Hill			The Board
4	David Baxter		06/04/2023	The Board
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accounts		
Charity Advisor		
Clinical Advisor	A Nigam, Surgeon	Victoria Hospital, Blackpool
Clinical Nurse	Joanne Ashton	Victoria Hospital, Blackpool

Name of chief executive or names of senior staff members (Optional information)

Christopher Curtis

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted November 2012
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the AGM held in November or during the year with all Trustee approval

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have a policy in place to safeguard vulnerable adults and it will be carried out in line with our policy and procedures.

We have a strong working relationship with hospitals and receive patient, carer referrals plus advice on dealing with patients.

The charity supports the work of HPV Action team and the campaign to get all boys vaccinated against HPV.

Our Trustees give their time voluntary and receive no remuneration or other benefits for carrying out Trustee duties.

Section C Objectives and activities

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

We support all people affected by head and neck cancers, patients, caregivers, friends, or relatives. It is our mission for every person affected by head and neck cancer to have access to support at the point they need it, by the method of their choice, on a 24/7 basis.

We hold monthly face-to-face Support Groups across the UK, along with a monthly virtual meeting which can be accessed across the globe. Information can be found on our website.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

<p>Our meetings give both patients, caregivers the opportunity to discuss their issues, seek new ideas and help problem solve what they are going through.</p> <p>We have a full range of information leaflets, posters, and books to help people understand Head & Neck Cancer and to also help early diagnoses of the disease.</p> <p>It is a proven fact that early diagnosis saves lives. Therefore, it’s important to educate and inform people globally about, how to avoid such cancers, and how to look for warning signs that allow for early diagnosis and treatment.</p> <p>Our website has been designed by patients and caregivers for patients and caregivers, lots more information to help you with questions, information, and lots of patient & caregiver stories.</p>
<p>We keep in mind our Constitution and guidance from the Charities Commission when looking to support Head & Neck cancer patients, carers and family members and review these on a regular basis at our Trustee meetings.</p> <p>We support all people affected by head and neck cancers, patients, caregivers, friends, or relatives. It is our mission for every person affected by head and neck cancer to have access to support at the point they need it, by the method of their choice, on a 24/7 basis.</p> <p>Ensuring we can improve the cancer journey of Head & Neck cancer patients by supporting, awareness and creating a patient’s voice.</p> <p>We continue to share experiences with newly diagnosed patients who are on the cancer journey by holding regular monthly meetings, 24/7 support line and via our social media network plus website.</p> <p>The charity shop continues to help with both fundraising and as a central point for awareness.</p> <p>The trustees consistently correspond with patients, carers, family members and clinical staff to understand how the charity can support everyone.</p> <p>We offer a 24/7 support line to allow patients to talk to someone who has been through the cancer journey so giving hope and understanding.</p>

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our volunteers are the backbone of the charity and have volunteered lots of hours to help the charity maintain the growth and support to patients, caregivers, and the NHS.

In June 2017 our volunteers were recognised by the Queen and the charity received the MBE for Voluntary Sector.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Equipment Supplied to Hospitals for the benefit of Head & Neck Cancer Patients/Caregivers.

Supply of Awareness Leaflets & Posters

Supply leaflets and posters to Hospitals, Doctors & Dental surgeries, Hospitals, Libraries, Cancer Clinics.

Supported the Heath Mela conference

Support local Health Mela events to drive awareness of inequalities in Head & Neck Cancer, arrange Oral Screening lead by local dentist.

Spoke and attended various conferences and events

We speak at various conferences about the issues patients and caregivers have through the cancer journey.

Campaign to get our boys vaccinated against HPV

We continue to drive the campaign for boys to be vaccinated at age 12 against HPV.

Monthly Support Meetings

Held a monthly support meeting every 2nd Wednesday of the month and have support in the region of 12,500 newly diagnosed patients.

We hold several events throughout the year.

Charity Shop and office

Our charity shop deals directly with the public to help with fundraising and have a high street presence to help with the Awareness campaign around Head and Neck cancer.

The premise allows us to have our head office based within the premises.

Working with the NHS 'Core20|Plus5'

Initiative, looking at the inequalities of Head & Neck Cancer

Section E Financial review

Brief statement of the charity's policy on reserves

We have three accounts.

1. Interest account
2. Working account
3. Red Ring Account (Projects)

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)




Full name(s)

Chris Curtis

Norman Hill

Position (eg Secretary, Chair, etc)

Chief Executive Officer

Trustee

Date

5th October 2023

5th October 2023



Overview of the Audited Accounts

INCOME & EXPENDITURE	April 2022 - March 2023
INCOME	
Grants/Sponsorship received	£99,844.00
Shop takings	£59,012.00
Donations	£26,920.00
Just giving	£6,780.00
Fundraising	£1,037.00
Bank interest received	£99.00
Total Income	£193,692.00
EXPENSES	
Payroll	-£63,134.94
Chris Curtis Consultancy	-£31,800.00
Rent/Rates/Room hire/Storage	-£29,032.77
Marketing - Website/Printing / Advertising	-£27,958.50
HNCC	-£14,578.96
Professional fees	-£7,442.26
Patient grants and support	-£6,087.24
Travel, Food, Mileage & Subsistence	-£5,243.26
Subscriptions/Licenses	-£3,782.67
IT Equipment/services and software	-£3,406.90
Utilities: Electric/Gas/Phone/Water	-£3,110.70
Insurance	-£2,576.35
Postage	-£2,687.21
HR and training	-£1,193.04
Sundry	-£1,366.89
Core 20 project	-£1,000.00
EPOS System	-£722.40
Repairs & Maintenance	-£412.18
Just giving cost	-£216.00
Fundraising costs	-£158.00
Bank charges	-£530.60
Total expenses	-£206,440.87

Independent Auditors Report

Board of Trustees & Officials
The Swallows Head & Neck Cancer Support Group
68-70 Waterloo Road
Blackpool
FY4 1AB

I have audited the accompanying financial statements of accounts for The Swallows Head & Neck Cancer Support Group, dated 1st April 2022 to 31st March 2023.

I believe that the audit evidence that I have been provided and obtained is sufficient and appropriate to provide a basis for my audit opinion.

And in my opinion, the financial statements give a true and fair view of the financial transactions of The Swallow Head & Neck Cancer Support Group, Charity registration number 1149794, during year ending 31st March 2023.

Karen Makinson

Mrs Karen Makinson
56 Pilling Lane
Preesall
FY6 0HB

11th July 2023