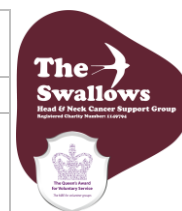


Trustees' Annual Report for the period

	Period start date				Period end date		
	1	April	2023		31	March	2024
From				To			



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 Business First

Amy Johnson Way

Blackpool, Lancashire

Postcode

FY4 2RP

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	Norman Hill	Trustee		The Board
3	Joe Bannister	Treasurer		The Board
4	Ali Khurram	Trustee		The Board
5	Lyanne Wright	Trustee		The Board
6	Mo Amirkhani	Trustee		The Board
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

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	Lawsons Accountants	19 Prestbury Avenue Blackpool FY4 1PT
Charity Advisor/Auditor	Andy Moore	Blaenpentre, Swyddffynnon, Ystrad Meurig, SY25 7AW
Clinical Advisor	A Nigam, Surgeon	Victoria Hospital, Blackpool
Clinical Nurse	Fahida Rehman-Mandy	Torbay Hospital, Torbay

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

Mr Christopher Curtis, Chief Executive Officer

Mrs Sharon Curtis, Charity Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted November 2012 and updated 15 th May 2024 at the AGM
How the charity is constituted (eg. trust, association, company)	Trustees
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, caregivers' referrals plus advice on dealing with patients.

We support Head & Neck Cancer Patients, Caregivers, and family at the point they need the support 24/7.

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

Swallows Head & Neck Cancer Charity, A Beacon of Support
The charity is dedicated to individuals affected by head and neck cancers and plays a crucial role in providing support and resources. The mission revolves around four key pillars: Support, Awareness, Research and Advocacy.

Support

The Swallows Head & Neck Cancer charity offers a comprehensive support network for patients, caregivers and families facing head and neck cancers. This includes emotional support, practical assistance in navigating the complexities of treatment and recovery into survivorship.

Support group meetings facilitated by the charity creates a safe space for individuals to share experiences and insights, fostering a sense of community, family and understanding. The meeting in your area is held every 2nd Thursday of the month where patients, caregivers, family and friends come together in a relaxed and friendly environment to meet like-minded people.

Awareness

The charity actively engages in raising awareness about head and neck cancers, their risk factors and symptoms. Education and early detection are pivotal in improving outcomes for patients. The charity collaborates with health professionals around the globe, conducts awareness campaigns, and utilises various platforms to disseminate information to the public.

Making a Difference

The charity stands as a beacon of hope for those navigating the challenge of head and neck cancers. By providing support 24/7, raising awareness, supporting research, supporting hospital teams, and advocating for change, the charity contributes significantly to the well-being of individuals and families affected by these complex cancers. Patients, caregivers, family members and friends all gather to have a social evening and chat about how they are dealing with the head and neck cancer journey. Currently, we have several support groups in the UK and our unique international virtual monthly patient and caregiver meeting. Our experience, and feedback gathered from attendees, is that they value this time spent together to talk about their own specific issues in an open and honest way and to receive support.

Making a difference in the fight against head and neck cancers

Our cancers pose unique challenges, affecting vital areas, the mouth, throat, nose, and salivary glands. Coping with the physical, emotional, and financial burdens can be overwhelming for individuals and their families. We step in to provide support, awareness, and hope.

Our website highlights the locations where we have our current groups. If you have one close to you, make a call or send an email to start on a new journey of hope and belief or just turn up at the next meeting where a friendly face will greet you.

24/7 Support Patient & Caregiver Line: 07504 725 059 Office phone

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)

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.

Contribution made by our 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.

On the 2nd June 2017 our volunteers were recognised by the Queen and the charity received the Queens Award for Voluntary Sector.

Summary of the main achievements of the charity during the year

Supply of Awareness Leaflets & Posters

Supply leaflets and posters to Doctor & Dentist surgeries, Hospitals, and all departments,

Supported the Heath Mela conference

Supported several Health Mela conferences and arranged to have an Oral Screening Day lead by a local dentist '60 seconds to save a life'

Spoke and attended various conferences and events

We spoke at various conferences about the issues patients and caregivers have through the cancer journey – conferences were for patients, caregivers and clinical staff.

Monthly Support Meetings

Hold monthly support meeting across the UK every month where patients & caregivers come together to talk and support each other.

Since inception we have now supported in the region of 13,000 head & neck cancer patients and caregivers.

Patient Support Boxes

We supply Patient Support Boxes to Head & Neck Cancer Patients in the region of 300 a month sent throughout the UK following a referral from the health professional teams.

Patient & Caregiver 24/7 Support Line

We run a 24/7 support line for patients and caregivers, this is not a call centre or message service but a live call.

Hold an annual International Head & Neck Cancer Conference

Hearing from Inspirational Speakers

From United States of America, Australia, Spain, and the UK. Whether they are Cancer Survivors or World-Renowned Health Professionals all will be sharing their experiences with Head & Neck cancer.

Enhancing knowledge

Learning from a room full of people, whether patients, caregivers or health professionals, who are passionate about making a difference and improving the Head & Neck Cancer journey... there really will be something for everyone!

Facilitating the making of connection

Lots of networking activities provide the perfect opportunity for

everyone to meet both friends old and new, strengthen existing relationships and catch up with like-minded people in a relaxed environment. For health professional organisations connecting and renewing acquaintances may also offer potential commercial opportunities.

Sharing ideas

Discussion with patients, caregivers, health professionals and companies in a unique environment, allowing all to share their own journey and see it within a broader context. The whole conference will provide those attending with opportunities to step beyond their own experiences and, for organisations, offer continued professional development.

Impact Statements

Where do I begin... I cannot thank Swallows enough for the support I have received as a caregiver for my husband from the very beginning of his journey, not long after diagnosis. My world had been turned upside down and I felt so alone and unable to share my worries with my husband. I didn't want to burden him. Both Chris and his wife have been a constant source of support whenever I have needed it. Sharing their experiences and giving reassuring advice and tips to help get through the treatment along with the never-ending side effects which were ever changing. My calls were always answered whenever I felt overwhelmed and, although I have a supportive network of family and friends, it was so reassuring to speak to someone who had been on a similar journey and could just listen to me and put my mind at rest. This journey has been a rollercoaster but with the support of Swallows it has helped iron out the bumps along the way! I know we still have a long road ahead of us but with Swallows support I know we will get there.

This group has been invaluable, and I really don't know how I would have coped without them and the shared WhatsApp advice along with the care boxes we received. I will never be able to thank Chris and Amanda and Swallows enough for the difference they have made and would like to send our sincere gratitude for everything. We will be eternally grateful.

It's definitely a 5 star 🌟 🌟 🌟 🌟 🌟 award from us.

Take care

Daphene

Caregiver

I first had contact with The Swallows Charity after seeking advice for my mum who has swallowing issues following radiotherapy. Chris was so helpful and supportive, sending out a support box and advising on different mouth washes and mouth sprays.

I have continued to have links with the charity, not only on a personal level but also a professional level as I work with Head and Neck cancer patients.

The charity is wonderful, both Chris and Sharon are amazing -

providing support and advice as well as increasing public awareness of Head and Neck Cancer. The annual conference along with their monthly support meetings are so beneficial for so many survivors. I wouldn't hesitate to signpost family, friends or my patients to this charity, and I would definitely give them 5 stars



Debbie

Senior Physiotherapy Support Worker

I will be forever grateful to my dentist and the consultant and his team who operated and looked after me. The NHS is truly wonderful.

I have a life changing condition, but I am thankful for every day. I know how fortunate it was that the cancer was caught early. Like everyone, I really do worry about the future. All sorts of thoughts occupy my mind at certain times of the day and night, these are a natural part of the future, but I hope to continue with a positive frame of mind and live and enjoy each day as best I can. I have very recently been diagnosed with pre cancer and so here we go again on the journey. I am so glad I can share my thoughts and feelings with the Swallows Family on the Zoom meetings for moral support. Family and friends are lovely, but they do not understand as fellow cancer sufferers (for want of a better word) do, so long live the Swallows Charity.

Susan

Patient

My name is Karen and you recently, and very kindly, sent me a box of goodies. I just wanted to say a 'Great Big Thank You' for your gift box. The contents are helping me with my mouth and throat after 4 weeks of radiotherapy to my neck. It is overwhelming, but the kindness of people and their wanting to help others is heartwarming. I've had a tough 18 months, firstly with my mum being diagnosed with Lymphoma, then myself with the same cancer 10 months later. Unfortunately, my chemotherapy didn't erase all my cancer, hence the radiotherapy.

I have seen you have a JustGiving page, I shall be making a donation on there, so you can carry on sending out these wonderful boxes which DO make a big difference to those in need. Your kindness and thoughtfulness mean more than I can express. Thank You again

Karen

Patient

The Swallows Head and Neck Charity is one of the most valuable resources us head and neck cancer patients have.

From running an informative and innovative annual conference to being available for help and advice on a 24 hour basis, they have wonderfully filled a void in cancer care. They run regular meetings and have particularly good caregiver support. Caregiver support is a hugely neglected aspect of care.

They provide support boxes full of all sorts of mouth goodies. I

received one early in my recovery and found everything useful.

I volunteer for Macmillan, and I frequently signpost people to the Swallows.

Dani

Support Worker

Section E

Financial review

Brief statement of the charity's policy on reserves

The policy is to ensure that we have sufficient unrestricted funds available to meet unforeseen issues including the closure. As at 31/3/24 we had £23,317 in unrestricted funds which is believed to be more than sufficient

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.

There are at the date of signature of this TAR no concerns about the charity continuing as a going concern

2023/24 saw the closure of the charity shop which reflects both reduced income and expenditure. Grant income was lower than the previous year

Section F

Other optional information

There were no conflicts of interest in the year

There were no related party transactions

The Trustees have complied with their duty to have due regard to the commissions public benefit guidance

When exercising any powers or duties to which the guidance is relevant

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)

Andrew Grice

Norman Hill

Position (eg Secretary, Chair, etc)

Chair

Trustee

Date

05/12/2024



THE SWALLOWS HEAD & NECK CANCER SUPPORT GROUP

Charity number: 1149794

1st April 2023 to 31st March 2024

Receipts and payments accounts

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Last year £
Receipts					
Grants/Sponsorship received	10252	55000		65252	99844
Shop takings	13454			13454	59012
Donations	22653			22653	26920
Just giving	10723			10723	6779
Fundraising	240			240	1037
Bank interest received	424			424	99
Total	57747	55000	0	112747	193690
Payments (revenue expenses)					
Payroll	42446			42446	63135
Torquay Conf. (Chris Curtis Consultancy)	0	30000		30000	31800
Rent/Rates/Room hire/Storage	19203			19203	29033
Core 20 project	3104	5000		8104	1000
Marketing - Website/Printing / Advertising	8407	5404		13811	27959
HNCC	1373			1373	14579
Professional fees	3517			3517	7442
Patient grants and support	3261			3261	6087
Travel, Food, Mileage & Subsistence	0	12596		12596	5243
Subscriptions/Licenses	4707			4707	3783
IT Equipment/services and software	2159			2159	3407
Utilities: Electric/Gas/Phone/Water	1554			1554	3111
Insurance	258			258	2576
Postage	4076			4076	2687
HR and training	0			0	1193
Sundry	1774			1774	1367
EPOS System	345			345	722
Repairs & Maintenance	157			157	412
Just giving cost	0			0	216
Fundraising costs	930			930	158
Bank charges	343			343	531
	97613	53000	0	150613	206441
Surplus/(Deficit) for year	-39866	2000	0	-37866	-12751
Cash funds last year end brought forward	63184				
Cash funds this year end carried forward	25318				

THE SWALLOWS HEAD & NECK CANCER SUPPORT GROUP

Charity number: 1149794
1st April 2023 to 31st March 2024


Statement of assets and liabilities at the end of the period

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £
Cash & Bank Funds				
Cash	0			0
Current a/c	4262	2000		6262
Savings #1	7712			7712
Savings #2	11343			11343
	23317	2000	0	25317

Assets	Fund Owner	Estimated Value £	
Nil			

Liabilities	Fund Liable	Estimated Amount £	When due
PAYE	Unrestricted	750	Apr-24

Signed

.....

Name

Andrew Grice

Date

5th December 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Swallows Head & Neck Cancer Support Group

**On accounts for the year
ended**

31st March 2024

**Charity no
(if any)**

1149794

Set out on pages

1 and 2 below this report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

5/12/24

Name:

Andy Moore

**Relevant professional
qualification(s) or body
(if any):**

n/a

Address:

Blaenpentre, Swyddffynnon, Ystrad Meurig, SY25 7AW