



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2020		31	March	2021

Section A Reference and administration details

Charity name Romsey Cancer Support Centre

Other names charity is known by Jane Scarth House

Registered charity number (if any) 1159474

Charity's principal address Jane Scarth House

37a The Hundred

Romsey

Postcode

SO518GE

Names of the 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	Susan Jones			Trustees
2	Elaine Grainger			Trustees
3	Jill Livingstone			Trustees
4	Michael Street	Treasurer		Trustees
5	Philip Scarth			Trustees
6	Bridget Brook	Chair		Trustees
7	Wendy Morrish			Trustees
8	Nigel Dickson			Trustees
9	Alison Small			Trustees
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

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

Jackie Newman – Jane Scarth Centre Manager

Charlotte Gregson – Jane's Charity Shop Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed for a period of 2, 3 or 4 years. It is the Charity's intention to retain a Board of Trustees with a range of skills and interests reflecting the purpose of the Charity and the needs of its designated community. Current Trustees ratify renewed terms of office as individuals reach the end of their term and will appoint replacement or additional Trustees as and when appropriate. It was decided not to actively pursue the search for new Trustees during this year but to be open to any expressions of interest, with a view to potential changes in the next year. Trustees are positive about attracting Trustees from diverse backgrounds with transferable skillsets.

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.

Our overall approach to the running and development of the charity remains as it always has been, and the details of that are continued below within this section.

However, as for everyone, this reporting year, in its entirety, was subsumed by Covid-19, the impact it had on the services we were able to provide for our clients, how we responded to changing guidance, whether we could open our venues or not, and the limits on our fund-raising both from the shop closure and from the lack of community and individual events.

Over many years the charity has derived great benefits from the stability and continuity of service by everyone across the charity: Trustees, staff and volunteers. We use our Trustee meetings to identify those documents, policies and actions that need to be taken to ensure compliance with any regulatory or legislative requirements.

The Trustees, staff and volunteers remain committed to maintaining the independence of the charity but are equally focused on working closely across local networks (statutory, voluntary and commercial) to ensure the maximum benefits for our clients and our local community. This has been difficult in a full year where nothing was 'as normal.'

The focus of the charity remains: 1) to ensure our clients continue to

receive services which are of benefit to them (and which they are able to access even during periods of Centre closure); 2) that confidence in the Charity is maintained across the local community for those who fundraise and promote our work; and 3) that sufficient emphasis has been placed on raising and apportioning funds sufficient to meet outgoings and commitments. This keen approach to ensuring sufficient funds remained available included working with our local authority to maximise access to business support grants during Covid – and we remain grateful to Test Valley Borough Council for releasing funds and for the support of our landlord.

Section C Objectives and activities

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

To provide a Support Centre in Romsey staffed by trained counsellors, therapists and volunteers to relieve, aid and support patients, family and friends who are experiencing or have experienced cancer.

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)

The Trustees and staff have concentrated on delivering the objectives for which the charity has been established. This is, at all times, our primary focus.

We provide free, confidential support to all those whose lives are affected by cancer, whether they are the person with cancer, family, carers or friends. These services are available to all who can attend the Centre.

The charity offers a befriending service, counselling, aromatherapy, reflexology, massage and an information library. Other therapies or experiences such as mindfulness and meditation are also delivered.

All services are provided free to anyone who may benefit from them, this includes those who are cancer patients but also those around them who are affected by the illness, including family members and friends. Whilst we are a locally-based charity our services are available to anyone who makes contact from across a wide geographical area.

The purpose of our work is regularly visited at Trustee meetings when we consider the provision of new services and how these may be accessed by everyone who can benefit from them. The provision of services free at the point of delivery is one of our founding principles and is one to which we adhere totally. The Trustees consider that our charity keeps the principle of public benefit at the forefront of all planning and delivery.

Like the rest of the world we were thrown into a new world of technology use in March 2020. Having provided all services (with the exception of a very few support sessions by phone) face to face prior to that time, we were faced with having to shut the Centre. Within 3 days we had transferred all counselling sessions to phone and/or Zoom calls and remain very grateful to our team for adapting so quickly. We do not take lightly how different this approach was in the very interpersonal nature of counselling sessions. Our befriending services were transferred from volunteers to our team and our incoming phone calls were handled remotely. Our shop had to close in line with Government guidelines.

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.

The Charity has always relied heavily on the involvement of volunteers across a range of roles. The Trustees wish to put on record their thanks to all who continue to work to support the charity in so many ways.

Our volunteers this year continued to support the charity but not in the same ways or amount as previously. This was difficult for them not to be able to do this. We are grateful to all for maintaining interest in the charity and to offering their support on those occasions when we were able to open, to providing information to the public and for fundraising for us, including the 2.6 Challenge in April 2020 when individuals took on lockdown challenges to raise funds.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The year was dominated by Covid-19. As identified above we had to make decisions quickly. Everyone associated with the charity contributed to the changing guidance.

Services from the Centre were all delivered remotely. Staff maintained contact with clients and with volunteers. A craft activity programme was developed. We did not furlough Centre staff in the first lockdown as we wanted to be able to ensure services remained in place as much as possible, both counselling and therapies where possible. As restrictions were lessened we worked towards making face to face opportunities available for clients. As with other cancer services we know that our clients needed to be particularly careful of engaging with others during this time. Guidance was followed from all professional associations and risk assessments, cleaning regimes, social distancing and many other restrictions were adhered to. We thank our staff and volunteers for all they did.

Our team in the shop were furloughed throughout the period whenever the shop had to be closed. As soon as we could legally open, our team came together to prepare to re-open – making all areas of the shop Covid-secure. This involved one way systems, disinfecting, quarantining of stock, risk assessments following sector guidance and social distancing to name some of the additional actions. We thank our staff and volunteers for being so flexible.

The Trustees met regularly, starting with meetings on a two weekly basis throughout the first stage of lockdown. These meetings continued throughout the year and were where we made our collective decision-making. Thanks are due to all Trustees for their time and considered decision making throughout the whole year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our focus on financial stability remains clear and is revisited on a regular basis by the full Board of Trustees. We plan to ensure the future of cancer support services for the people of Romsey and the surrounding area by the services provided from Jane Scarth House into the future.

Our aim is to build up and then maintain sufficient reserves to operate the charity for a 3 year period (on a continuing basis). To do this we annually review our running costs, multiplying by 3 (and adjusting for price rises). We then assess our stability against this measure.

To date this approach has served us well, in that we have been hugely supported financially by our supporters, our clients and our team – as well as by effective financial controls and management of funds. We have also benefited from a number of grants sourced via our Ambassador enabling funding for specific services.

During the year we continued with our clear model of income and expenditure which enables us to chart progress on a monthly basis and to make decisions based on financial facts. Trustees receive monthly reports for review.

Details of any funds materially in deficit

None

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)

Bridget Brook

Susan Jones

Position (eg Secretary, Chair, etc)

Trustee / Chair

Trustee

Date 25 January 2022

Romsey Cancer Support Centre
Charity Registration Number 1159474

Romsey Cancer Support Centre
Unaudited Financial Statements
31st March 2021

Fielders Accounting Payroll & VAT Services

7 Tilbrook Road
Southampton
SO15 4HP

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Romsey Cancer Support Centre
Charity Registration Number 1159474

Trustee's Annual Report

Year ended 31st March 2021

The trustees present the unaudited financial statements the charity for the year ended 31st March 2021

Reference and Administrative details

Registered charity name Romsey Cancer Support Centre

Charity registration number 1159474

Contact Address 37a The Hundred
Romsey
Hampshire
Southampton
SO51 8GE

The trustees

Elaine Grainger
Bridget Brook
Jill Livingstone
Michael Street
Philip Scarth
Susan Jones
Wendy Anne Morrish
Alison Small
Dr Nigel Dickson

Accounts Produced By Fielders Accounting Payroll & VAT Services
Mrs KF Fielder MAAT
7 Tilbrook Road
Southampton
SO15 4HP

Structure, governance and management

The charity is run by the Trustees who also form the management committee.

Objectives and activities

To relieve sickness and to promote and protect the good health for the public benefit of patients, family and friends who are experiencing or have experienced cancer by providing a support centre in Romsey to provide free confidential support, counselling, meditation, aromatherapy, reflexology, massage and an information library and befriending service.

The Trustees consider that this year's achievements to be satisfactory.

Romsey Cancer Support Centre
Charity Registration Number 1159474

Independent Examiners Report to the trustees of Romsey Cancer Support Centre

Year Ended 31st March 2021

I report to the trustees on my examination of the financial statements of Romsey Cancer Support Centre ('the charity') for the year ended 31st March 2021

Responsibilities and basis of the report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with requirements of the Charities Act.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity's Commission under section 145 (5) (b) of the 2011 Act.

Independent examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of any independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statements of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

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

R A Green
Yew Tree Cottage
South Lane
Nomansland
Salisbury
SP5 2BZ

Signed



Date

23/09/21

Romsey Cancer Support Centre
Charity Registration Number 1159474

Income and Expenditure account for the year ended 31st March 2021

	Mar-21	Mar-20
	£	£
<u>Income</u>		
<u>Jane Scarth House</u>		
Donations	50,386	68,506
Fundraising events	8,374	19,535
Gift Aid	4,052	1,580
Local Government Grants	45,215	0
Government Furlough Scheme	6,411	0
Community Grants	9,374	0
	123,811	89,621
<u>Janes Charity Shop</u>		
Sales	46,380	121,757
Gift Aid	14,616	15,485
Recycling	2,056	3,193
Local Government Grants	19,907	0
Government Furlough Scheme	21,246	
	104,206	140,435
<u>Total Income</u>	228,017	230,057
<u>Building Fund</u>		
Interest	2,387	2,343
<u>Revised Total Income</u>	230,404	232,400
<u>Expenditure</u>		
<u>Jane Scarth House</u>		
Ambassador/Staff Costs	47,153	52,019
Employed Staff	49,494	41,869
37a Property Costs	9,673	9,623
37a Operating Costs	4,350	10,834
39a Property Costs	10,439	19,730
39a Operating Costs	56	11,320
Fundraising Costs	99	1,913
	121,264	147,308
<u>Janes Charity Shop</u>		
Staff Costs	38,500	38,264
Property Costs	13,731	14,994
Running Costs	5,114	7,138
Fundraising Costs		26
	57,346	60,422
<u>Total Expenditure</u>	178,610	207,730
<u>Excess of Income over Expenditure</u>	51,794	24,670

Romsey Cancer Support Centre
Charity Registration Number 1159474

Balance sheet of Financial position as at

31st March 2021

	Mar-21	Mar-20
	£	£
<u>Current Assets</u>		
Jane Scarth House		
Current Account	70,852	27,882
Petty Cash	36	61
Janes Charity Shop		
Debtors /Credit Card	0	0
Current Account	38,076	61,384
Credit Card Account	104,824	75,055
Future Building Fund		
Savings Account 1	73,179	72,998
Savings Account 2	68,640	67,929
Savings Account 3	81,837	80,702
Savings Account 4	25,945	25,586
<u>Current Liabilities</u>		
Creditors: (amounts falling due within one year)	0	0
Net Current Assets and Total Assets	463,389	411,595
Financed by Capital Account		
Balance as at start 01.04.2020	411,595	386,925
Surplus for the year	51,794	24,670
Balance as at close 31.03.2021	463,389	411,595

0

For the year ending 31st March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:


* The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

* The directors acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and the preparation of financial statements.


These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustee's and authorised for issue and are signed on behalf of the board by:

Trustee
Date


21.09.21

Trustee
Date


21/9/21

Romsey Cancer Support Centre
Charity Registration Number 1159474

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Charity Registration Number 1159474

Trustee's Annual Report

Year ended 31st March 2021

The trustees present the unaudited financial statements the charity for the year ended 31st March 2021

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Year Ended 31st March 2021

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Trustee
Date


21.09.21

Trustee
Date


21/9/21