



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2021		31	March	2022

## 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		01.04.21 – 03.03.22	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	Adam Sherman		28.07.21-31.03.22	Trustees
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)

Rachel Tucker – 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.

During this financial year the terms of office of 6 Trustees were due for renewal. 5 have been confirmed in role for a new term of 3 years whilst one decided to stand down. Renewed terms of office are ratified and recorded at formal Trustee meetings. 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 and plan to run a skills and needs analysis during the next year.

### 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.

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 value everyone who contributes in any way to the Charity's work.

During the year we have reviewed a number of policies and conditions of employment.

The Trustees, staff and volunteers remain committed to maintaining the independence of the charity and 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.

The focus of the charity remains:

- to ensure our clients continue to receive services which are of benefit to them
- that confidence in the Charity is maintained across the local community for those who fundraise and promote our work;
- that sufficient emphasis has been placed on raising and apportioning funds sufficient to meet outgoings and commitments.

## 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. We look to widen the number of services we provide to ensure we continue to provide topics of interest and support to our clients. Over the last year we have offered an Art for Wellbeing course over Zoom and Crafting with activities being sent out to interested clients on a regular basis to complete at home.

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.

### 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.

Following Covid and the various lockdowns the return to previous voluntary activities was varied with some volunteers returning immediately but others wanting to take a bit more time to feel comfortable with returning. And some volunteers decided not to return at all and we thank them for their support over many years. This transition period was

also one where services and restrictions on spacing meant changes in how we could deliver our services. We adapted to this with flexibility and are grateful to those who have been able to support our journey back to 'normality'.

## Section D

## Achievements and performance

### ***Summary of the main achievements of the charity during the year***

This year continued to be dominated by Covid. Although restrictions eased it was a period of transition both for clients, staff and volunteers and for the provision of services. Opening the Centre again came with its own set of challenges whether related to distancing, sanitising, airflow, face masks etc. The team were excellent in taking current best practice guidance and ensuring that we complied fully so that we could provide reassurance to all who came to the Centre. Our new Centre Manager joined in May and Trustees reorganised reporting lines so that the Centre Manager could report to and have support from a Management Committee of three, designed to ensure support was readily available as she settled into her new role.

Many counselling sessions were maintained via Zoom and phone which was very much valued by our vulnerable clients. Counsellors responded to requests for in person counselling by working from The Loft which gave more space. We started to recruit new befrienders, preparing for when would be able to return to having two befrienders on duty for each session – although due to spacing restrictions we were limited to one with a staff member for several months. Bookings for therapies increased with clients grateful to have these much-valued services

As restrictions were lifted we welcomed visitors to the Centre – representatives from our local community eg our local MP, and Mayors but also many visitors from health settings. Welcoming visitors and being able to show our facilities has great value especially in the word of mouth recommendations it leads to. When someone from a clinical setting visits and sees all that we provide, their confidence in recommending us to clients is much greater.

Regular annual events in our calendar started to return with support from the community and the Fundraising Committee. We were successful in a number of grant applications and to ensure recording and impact is accurately managed, a new register was created.

At Jane's, our charity shop, all retail Covid guidance was followed as we re-opened to customers. The team worked hard to make the shop as appealing as possible, enticing customers in and welcoming donations throughout the week. Takings were closely monitored against the same period from previous years and recovered well throughout the year.

## Section E

## Financial review

### **Brief statement of the charity's policy on reserves**

We maintain our approach to financial stability and ensure this remains a key pillar of our meeting agenda with regular reporting. We want to ensure Jane Scarth House can provide cancer support services for the people of Romsey and the surrounding area into the future.

Our aim is to have built up and then to 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

	<p>price rises). We then assess our stability against this measure.</p> <p>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.</p> <p>We have reviewed and formalised the responsibilities of our Ambassador to enable her to have more time to spend applying for grants and funds. Her expertise in this area brings success from a range of grant makers.</p> <p>The combination of financial support from many individuals and organisations, along with effective financial controls and management of funds has provided us with a stable basis from which to operate and plan for the future.</p>
<b>Details of any funds materially in deficit</b>	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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Bridget Brook	Susan Jones
<b>Position (eg Secretary, Chair, etc)</b>	Trustee / Chair	Trustee
<b>Date</b>	25.01.23	

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2022**

The trustees present the unaudited financial statements the charity for the year ended 31st March 2022

**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 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 2022**

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 2022

**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 15-07-22

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2022**

**Fielders Accounting Payroll & VAT Services**

7 Tilbrook Road

Southampton

SO15 4HP

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Income and Expenditure account for the year ended 31st March 2022**

	<b>Mar-22</b>	<b>Mar-21</b>
	<b>£</b>	<b>£</b>
<b><u>Income</u></b>		
<b><u>Jane Scarth House</u></b>		
Donations	55,206	50,386
Fundraising events	4,109	8,374
Gift Aid	1,336	4,052
Local Government Grants	2,763	45,215
Government Furlough Scheme	117	6,411
Community Grants	19,845	9,374
	<b>83,376</b>	<b>123,811</b>
<b><u>Janes Charity Shop</u></b>		
Sales	121,439	46,380
Gift Aid	4,468	14,616
Recycling	2,017	2,056
Local Government Grants	2,667	19,907
Government Furlough Scheme	727	21,246
	<b>131,318</b>	<b>104,206</b>
<b><u>Total Income</u></b>	<b>214,694</b>	<b>228,017</b>
<b><u>Building Fund</u></b>		
Interest	1,118	2,387
<b><u>Revised Total Income</u></b>	<b>215,813</b>	<b>230,404</b>
<b><u>Expenditure</u></b>		
<b><u>Jane Scarth House</u></b>		
Ambassador/Staff Costs	52,194	47,153
Employed Staff	40,765	49,494
37a Property Costs	22,902	9,673
37a Operating Costs	13,949	4,350
39a Property Costs	10,160	10,439
39a Operating Costs	342	56
Fundraising Costs		99
	<b>140,311</b>	<b>121,264</b>
<b><u>Janes Charity Shop</u></b>		
Staff Costs	44,450	38,500
Property Costs	16,456	13,731
Running Costs	5,381	5,114
Fundraising Costs		
	<b>66,286</b>	<b>57,346</b>
<b><u>Total Expenditure</u></b>	<b>206,598</b>	<b>178,610</b>
<b><u>Excess of Income over Expenditure</u></b>	<b>9,215</b>	<b>51,794</b>

**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Balance sheet of Financial position as at**

**31st March 2022**

	<b>Mar-21</b>	<b>Mar-20</b>
	<b>£</b>	<b>£</b>
<b><u>Current Assets</u></b>		
<b>Jane Scarth House</b>		
Current Account	13,644	70,852
Petty Cash	39	36
<b>Janes Charity Shop</b>		
Cash in Transit	783	0
Current Account	23,182	38,076
Credit Card Account	184,238	104,824
<b>Future Building Fund</b>		
Savings Account 1	73,234	73,179
Savings Account 2	69,045	68,640
Savings Account 3	82,246	81,837
Savings Account 4	26,194	25,945
<b><u>Current Liabilities</u></b>		
Creditors: (amounts falling due within one year)	0	0
<b>Net Current Assets and Total Assets</b>	<b>472,604</b>	<b>463,389</b>
<b>Financed by Capital Account</b>		
<b>Balance as at start 01.04.2021</b>	<b>463,389</b>	<b>411,595</b>
<b>Surplus for the year</b>	<b>9,215</b>	<b>51,794</b>
<b>Balance as at close 31.03.2022</b>	<b>472,604</b>	<b>463,389</b>

For the year ending 31st March 2022 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 trustees 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 **B.A. BROOK**  
 Date **12.07.22**

  
 Trustee **M.G. STREET**  
 Date **12/7/22**

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Trustee's Annual Report**

**Year ended 31st March 2022**

The trustees present the unaudited financial statements the charity for the year ended 31st March 2022

**Reference and Administrative details**

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**Charity registration number** 1159474

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

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Independent Examiners Report to the trustees of Romsey Cancer Support Centre**

**Year Ended 31st March 2022**

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**Romsey Cancer Support Centre**  
**Unaudited Financial Statements**  
**31st March 2022**

**Fielders Accounting Payroll & VAT Services**

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**Charity Registration Number 1159474**

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**Romsey Cancer Support Centre**  
**Charity Registration Number 1159474**

**Balance sheet of Financial position as at**

**31st March 2022**

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\* The trustees 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 **B.A. BROOK**  
 Date **12.07.22**

  
 Trustee **M.G. STREET**  
 Date **12/7/22**