

HCCN Trustees' Annual Report For the period May 2021 to April 2022

Aim and Purposes

Hunts Community Cancer Network (HCCN) comprises of the charity working alongside the Community Cancer Nursing team to provide community-based care for people across Huntingdonshire living with or recovering from cancer.

Our purpose is to preserve and protect the health of patients by providing, and assisting in the provision of, facilities, support services and equipment not normally provided by the statutory authorities.

Also, to advance the education of the public in healthcare related to cancer by the provision of lectures, for and by the publication of newsletters devoted to cancer healthcare.

Objectives and Activities

HCCN the Charity provides support to local people with a diagnosis of cancer through the provision of support in the areas of nutrition, emotional wellbeing and exercise, and educational activities. All our offerings are free of charge to cancer patients and their partners.

We also ensure the HCCN nursing service is well equipped to provide the best quality of care to people being supported at home.

Achievements and Performance 2021/2022

The trustees continued to pursue the agreed 5-year strategic direction for the charity, based on our unique proposition, namely:

- Enabling people diagnosed with cancer to live well and feel in control
- Powered by a unique clinical nursing team partnered with its charity that provides the things the NHS cannot
- Ensuring patients receive a holistic care package to treat the effects of cancer
- Treating the whole person
- Designing and delivering interventions proven through research to make a difference.

Performance in 2021/2022 continued to be overshadowed by the impact of COVID. Face to face activities could not take place until year end, meaning that we suffered from lower income through reduced fundraising events and face-to-face collection methods. However, our contractors continued to support our groups, using innovative and virtual contact methods, running classes online via Zoom, and using WhatsApp, Instagram and closed Facebook groups to stay connected.

We knew our users were ready for social contact but we needed to tread with caution due to their vulnerability. We followed the Government's roadmap for the relaxation of social distancing and developed plans to re-open in a limited fashion, beginning with a carefully managed pilot for our Men's Group. Gradually other groups restarted - though some preferred to continue online.

In line with our vision for our own building, we identified the MS Therapy Centre in Huntingdon as a suitable drop-in location. Known as Bradbury House, and following due diligence checks, we finalised arrangements to rent the whole of the building for our sole use one day a week, for the year commencing January 2022. This decision has enabled us to form a hub that tests our ability to run our own premises.

Conferences

We held one conference during the year: conference management is in the safe hands of Gill Monsell. We sadly cancelled the Autumn 2021 conference due to low numbers and deferred the speakers to the Spring of 2022.

On 5 April 2022 we ran our first in person conference since 2019. Our speakers were:

- Jane Coulson of the Cambridgeshire & Peterborough CCG introduced the Integrated Care System (ICS) for Cambridgeshire & Peterborough
- Tricia Graves, Chair, Cancer Patient Partnership Group (CPPG) spoke about the CPPG
- Rebwar Hussein explained the role of Healthwatch, Cambridgeshire & Peterborough
- Dr Jean Penman addressed sexual relationships and cancer
- Darren Lander from One Leisure ran an interactive session on exercising

We closed out with music and a cheque presentation by the Huntingdon Ukulele Group.

We held our first HCCN Memorial Celebration on Sunday 15 May 2022 to remember all those we have lost through COVID, including our founder Susan Moore, and to celebrate the work of the HCCN nurses. This had been postponed from September 2021.

Programmes and Activities

The charity funds and delivers a wide range of activities that help people as they seek to regain control of their lives and reduce the impact (physically and emotionally) of their cancer. Everything we do is underpinned by a proven evidence base and a desire to support people back to independence, whether recovering from or living with cancer.

Prehabilitation / Rehabilitation

The clinical evidence for being active before, during and after treatment is clear, compelling and well accepted, but is not implemented by the NHS as part of the care pathway or mandated by NICE. However, getting a person newly diagnosed with cancer, or who is in treatment and may be physically and emotionally at their lowest ebb, to re-engage in being active is a huge challenge. This is one of the most significant contributions our volunteers make through emotional encouragement, motivation and mentoring.

Throughout the period Sallie Crawley, HCCN trustee, has continued in a paid role as HCCN Programme Manager, working up to a maximum of 28 hours per month, providing essential management and development of our programmes, contractors and volunteer management.

Circuits is a gym based 1-hour fun circuit training class delivered online where people of all ages and capabilities spend 1 minute at each 'station' to do what they can achieve. It is not competitive - rather it is a very supportive atmosphere. Our ex-nurse Personal Trainer reminds everyone to stay within their capabilities.

We offer six regular *Yoga* classes – seated, seated/standing and standing – via Zoom and in person. These classes can be used sequentially to rebuild strength or accessed according to capability.

Tai Chi did not prove popular over Zoom and we restarted in person classes at Bradbury House.

We also introduced *line dancing* which is proving popular.

Emotional Wellbeing

We know that the emotional impact of cancer can be long lasting. Our three drop-in groups provide the opportunity to share a safe place to talk and try new things.

For those requiring in-depth *Counselling*, we continued referrals to a team of qualified counsellors for adults, couples and children.

New services such as *Reflexology* are launching on a regular basis.

Our *Patient to Person* programme was put on hold throughout lockdown so we were pleased to launch once more in 2022.

Groups

These reopened from June. There is always a warm welcome, a drink and piece of cake for anyone who wants to take part.

Holistic Wellbeing Centre at Ellington – Friday drop-in

After lockdown eased, we recommenced at Ellington Village Hall but problems with the fabric of the building led to us find another venue – Bradbury House in Huntingdon. We now provide a full day of activities with the support of our team of volunteers.

Men's Group

Although everything offered by HCCN is available to anyone affected by cancer, most activities attract fewer men than women. The men's support group was established in 2019 to provide men with a sociable place to connect with other men coping with cancer or supporting someone with cancer or bereaved through cancer. The men attending the Huntingdon Working Men's Club on Wednesday mornings create an environment welcoming to all men.

Women's Cancer Group

Efforts to incorporate the *Hollywood or Bust* breast cancer support group as the HCCN Women's Cancer group are progressing well. The women now meet at Bradbury House on Wednesday evenings, and have moved to weekly rather than monthly meetings.

Financial Review

Observing COVID regulations and precautions continued to have an impact on the 'in person' activities of the charity for the first half of the financial year. However, fund raising events delayed from the previous year took place when restrictions were eased. Costs of these events were taken in the previous year. Notable amongst these was the Firewalk in September which raised c £14,000, and the HCCN Ball in April which raised c £8,000.

Income for the year increased to £111,000, compared to £90,000 (2020/21); an increase of over 23%. Funds were raised from 'in aid of' events, funeral donations and the individual endeavours of HCCN friends. A grant of £5,000 was received from Cambridgeshire Community Foundation (CCF) to fund a healthy eating initiative. During the financial year the balance of the CCG grant carried over from 2020/2021 (£16,680) for rehabilitation/exercise was fully spent.

In January 2022, HCCN secured exclusive use of accommodation at Bradbury House in Huntingdon at a purpose-built facility for the local Multiple Sclerosis Society. The rental of this space has significantly increased costs to HCCN. Additionally, due to the multiple rooms at Bradbury House, activities undertaken by paid contractors has also increased. The cost of providing the services, including rental of accommodation, was £80,000 compared to £37,000 in 2020/21, an increase of 116%.

Despite the increase in costs, the charity reports a year end surplus of £31,000. Last year a surplus of £52,000 was reported (a 40% reduction).

Strict financial controls continued with reporting by Trudi Pearce on a monthly basis at Trustee meetings to ensure continuity of service provision.

Fundraising

An important part of running the charity is going out into the community to talk about HCCN, focusing on raising our profile in the Hunts area, to make sure that everyone who could benefit from the charity and nursing team know we exist, and that we can encourage more people to support us financially. In person fundraising activities ceased during 2021 due to COVID and lockdown.

Fundraising 'on behalf of' HCCN, where we are in control, recommenced towards the end of the year. The Firewalk finally took place in September which we judged safe to do as it took place outside, and everyone could easily socially distance. The HCCN Charity Ball was held on 23 April 2022, having been postponed from November 2021.

Individual giving and sponsored activities 'in aid of' HCCN continued to be a very generous source of much needed funds. Sadly, funeral donations made up a large percentage of our income.

Buckfest – a live music festival held every July in Huntingdon – has selected HCCN as one of their permanent charity partners. They kindly sponsored the full cost of our Spring conference.

Grants

The restricted £18k grant we received in January 2021 for Prehabilitation Exercise Classes from the NHS Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) proved a challenge to deliver on as we struggled to reach people at the point of diagnosis. We continue to work hard on making connections to ensure we reach our target group.

In November we were successful in our bid for funding of £5k through the Cambridgeshire Community Foundation to develop a healthy eating programme. This enables us to develop and run a workshop-based programme for our service users to learn how to achieve a healthier lifestyle while coping with the side-effects of cancer and its treatment.

In February 2022 we secured a £4k donation from the Whales Foundation to fund a Touch of Sparkle run by Melanie Hersey, one of our volunteers. The care packs she delivers to cancer patients receiving treatment at Hinchingbrooke are very well received.

HCCN Small Grants

HCCN the charity has decided to make one-off grants up to a maximum of £250 funding per quarter to individuals who can show that such a grant will make a significant difference to their lives. The purpose of the grant is to address a personal need that is generated by, or is as a direct consequence of, a cancer diagnosis. Our second award of £250 was granted in March 2022.

Reserves Policy

The trustees have set a reserves policy which requires that reserves are maintained at a level which ensures that a minimum of one calendar year of the charity's core activities could continue during a period of unforeseen difficulty. Consequently, the charity has reserves (unrestricted funds) of £85k, ie the maximum FSCS cover.

Reserves are held in interest bearing accounts. The charity holds no designated reserves.

A proportion of reserves is maintained in a readily realisable form. The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle.

Volunteers

HCCN is run entirely by volunteers. Their 'gift of time' makes a significant contribution to the impact that the charity achieves. We are gradually growing our team of regular volunteers and received support from new volunteers both to help us fundraise and to become part of the charity management team. We said goodbye to some volunteers as their own plans changed, though we remain very grateful for their support. We ended the year with 25 active volunteers, excluding the trustees and nurses.

All trustees give their time freely: no remuneration or expenses were paid in the year in relation to their work as trustees. We have a good mix of skills. We take seriously our commitments to our people and their care, and reserve to the trustees responsibility for establishing and implementing procedures in this area.

Structure, Governance and Management

HCCN the charity operates as a fully constituted membership charity, registered with the Charities Commission, number 1163051.

HCCN's trustees are responsible for setting the strategy for achieving the objectives they have agreed. At the monthly trustees' meetings we agree the broad strategy and areas of activity for the charity, including consideration of risk; policies, procedures and performance; safeguarding; training; diversity; financial decisions and reserves management.

The charity focuses effort on:

- Raising our profile across Huntingdonshire eg educating a wider audience,
- Creating sustainable fundraising processes eg securing a major donor(s)
- Developing our programme of activities, services and conferences in response to research eg practical nutrition and cooking advice
- Monitoring developments in cancer care which might be incorporated into our portfolio of offerings
- Growing our family of volunteers
- Researching and costing our own accommodation/premises
- Using all available technologies to make our support available to all users.

Our goal is to encourage a more objective view of cancer and to help people understand the trajectory of cancer is ever changing. Increasingly cancer can be lived with in the same way as other long-term health conditions, particularly when individuals are actively involved in managing their health.

HCCN Nursing Team

Karen Moseley continued to develop the capabilities of the team of NHS funded community cancer nurses. As a team of full and part time nurses, they have been able to take on administering additional medications in the community, including infusions and injections at home. This saves additional visits to the hospital and is a more comfortable experience for patients.

Following leadership changes at the North West Anglia Foundation Trust (NWAFT) the charity has not been called upon to provide funding for nurse training and equipment. Due to COVID measures, the nurses were not able to resume the acupuncture clinics.

In May 2021, following a review of interests by NWAFT, Karen was asked to stand down as a trustee with immediate effect. Karen remains a close adviser of the charity as the Trust wishes to maintain the HCCN partnership.

Administrative information

HCCN's trustees are:

Jan Davis, Chair - appointed 1 January 2016

Sallie Crawley - appointed 31 October 2019

Gill Monsell - appointed 17 May 2021

Angela Howells - co-opted 13 May 2022: seeking formal appointment at the 2022 AGM

Karen Moseley - resigned 17 May 2021

Amanda Orchard - resigned 31 December 2021

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

Signed on behalf of the charity's trustees:

Jan Davis

**Janet Audrey Davis
Chair of Trustees
8 July 2022**



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/05/2021

To

Period end date
30/04/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Eat Well	-	5,000	-	5,000	18,000
Gift Aid	1,467	-	-	1,467	1,314
Donations	94,104	-	-	94,104	47,482
Ebay Shop	6,350	-	-	6,350	19,343
Interest	1,501	-	-	1,501	1,332
100 Club	2,802	-	-	2,802	2,406
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	106,224	5,000	-	111,224	89,877
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	106,224	5,000	-	111,224	89,877
A3 Payments					
Conference, Half Marathon, Ball	13,225	-	-	13,225	-
Exercise & Wellbeing	25,228	-	-	25,228	19,450
Nurse equipment-training	868	-	-	868	1,523
Running Costs	10,415	-	-	10,415	6,119
Fundraising Costs	11,359	-	-	11,359	8,977
Grants	250	-	-	250	250
100 Club Prizes	1,335	-	-	1,335	1,068
Room Bookings/Premises	15,016	-	-	15,016	-
Website Rebrand	2,298	-	-	2,298	-
Sub total	79,994	-	-	79,994	37,387
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	79,994	-	-	79,994	37,387
Net of receipts/(payments)	26,230	5,000	-	31,230	52,490
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	26,230	5,000	-	31,230	52,490

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Current Account Co-Operative	53,696	5,000	-
	Cambridge & Counties	87,023		
	Monmouthshire Building Society	85,945		
	Redwood Bank	85,000		
	100 Club	2,966		

PayPal	878		
Barclays Reserve Acc	171		
Other	213	-	-
	-	-	-
Total cash funds	315,892	5,000	-

(agree balances with receipts and payments account(s))

OK

Unrestricted
funds

to nearest £

OK

Restricted funds

to nearest £

OK

Endowment
funds

to nearest £

B2 Other monetary assets

Details			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on
behalf of all the trustees

Signature

Print Name

Date of approval



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

Charity Name
HUNTINGDON COMMUNITY CANCER NETWORK

On accounts for the year
ended

30/4/22

Charity no
(if any)

1163051

Set out on pages

Remember to include the page numbers of additional sheets.

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

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

18/7/22

Name:

GRAHAM ADAMS

Relevant professional
qualification(s) or body

CIPFA.

(if any):

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Address:

REJERRAH, RECTORY LANE, WYTON

CAMBS PE28 2AQ

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Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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