

## **HCCN Trustees' Annual Report For the period May 2022 to April 2023**

### **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 transform the quality of life of those living with a cancer diagnosis, in the Huntingdonshire area, by providing no cost, regular, evidence-based activities that promote healthy eating, physical exercise and mental well-being: a triad of highly recommended self-care strategies.

We do this by:

- Recruiting and developing the best team of caring, committed and skilled volunteers and contractors. Supporting them and providing them with the resources to do their best.
- Focusing on fundraising – building and maintaining relationships; producing compelling proposals; reporting on plans and progress.
- Collaborating with reputable partners for our mutual benefit and that of the people we support.
- Continuing to provide a caring, safe, supportive and respectful environment for the people we support whilst ensuring HCCN has secure tenure of premises from which to operate.

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 2022/2023**

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.

In 2022/2023 we delivered our first full year of activities and support following the restrictions brought about by the COVID pandemic.

Our new home - Bradbury House, the MS Therapy Centre in Huntingdon – provided a safe hub for our Friday drop-in, with ample space for our holistic self-care activities. We celebrated in August 2022 with a very successful Open Day at Bradbury House, providing an opportunity for members of the community to visit us, to see how we work and encourage as much support as possible. All the usual users of BH attended,

along with representatives of some local businesses, other charities concerned with cancer care, the Mayor of Huntingdon, David Landon Cole, and the Deputy Lord Lieutenant of Cambridgeshire, Daryl Brown.

### Conferences

Our charitable objectives include advancing the education of the public in healthcare related to cancer by the provision of lectures, which we address through our conferences. Conference management is in the safe hands of Gill Monsell and we held two events during the year.

In November 2022 we ran our first conference at Bradbury House. The theme was nutrition and cancer. Our speakers were:

- **Professor Amanda Cross** from the Dept of Epidemiology & Biostatistics in the School of Public Health, Faculty of Medicine of Imperial College on “Developments in Diet and Cancer”.
- **Professor Robert Thomas MD** Patron of HCCN. NHS Consultant Oncologist, Bedford and Addenbrooke’s Cambridge University Trusts. Professor of Exercise and Nutritional Science, University of Bedfordshire on “Latest Research in Cancer and Nutrition”.

We also offered three breakout groups, repeated before and after lunch:

- **Lynn Reader**, HCCN’s volunteer reflexologist - Introduction to and history of Reflexology
- **Jackie Bland**, facilitator of HCCN’s Living Well with Cancer programme - Eating healthily
- **Michelle Chester**, nutritionist - Nutrition and Cancer

In April 2023 we held an open event at Bradbury House for people living with cancer when our contractors and volunteers showcased our range of ‘feel good’ activities.

### 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 (physical and emotional) 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.

Throughout the period Sallie Crawley 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 and contractors.

#### 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.

*Friday drop-in at Bradbury House* - a full day of activities with the support of our team of volunteers. Yoga, Tai Chi and Line Dancing all help the body to move, improving both wellbeing and fitness. Reflexology, Reiki, footcare, beauty and massage provide a range of complementary health benefits.

*Women's Cancer Group* - incorporating the *Hollywood or Bust* breast cancer support group, meets at Bradbury House every Wednesday evening.

*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.

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

#### *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.

Working with the team at One Leisure, we offer *Circuits* three times a week - 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.

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

#### *Nutritional advice*

Funding from the Cambridgeshire Community Foundation enabled us to develop our first healthy eating programme, to help the people we support to learn how to achieve a healthier lifestyle while coping with the side-effects of cancer and its treatment. The *Living Well With Cancer Drop-In* focuses on practical ways to rebalance the body for health. We share tried and tested approaches for a better relationship with food and eating, and how this can be supported by moving more and improving mood. By harmonising the way in which one eats, moves and maintains ones mental health, the intention is that the body can achieve the best possible state for coping with cancer treatment and recovery.

### Occasional programmes

*Patient to Person* improves mental health through healthy thinking strategies, aimed at people ready to move on from their cancer treatment but who find themselves emotionally stuck.

*Sleep Easy Workshop* changes and improves sleep patterns. Aimed at developing realistic sleep goals to reduce anxiety and have more energy.

### **Financial Review**

During the year May 2022 to April 2023, HCCN activities have increased at Bradbury House. This, inevitably, has increased the costs to the charity. Strict financial controls continue with reporting by Trudi Pearce on a monthly basis at trustee meetings to ensure continuity of service provision.

Fund raising continued apace, albeit at a slightly lower rate than last financial year (£97k, vs £111k in 21/22) a 12.6% reduction for the year. A lottery grant of £10k was secured to fund staff costs – this is excluded from the fundraising total. Total income for the year was £111k.

A hugely successful fundraising contribution was made by the organisers of the HCCN Charity Ball, raising a net surplus of £9.7k. This is coupled with the ongoing fundraising efforts of volunteers and HCCN 'friends', together with funeral and other donations and the 100 Club.

With the steady rise of bank base rates, the charity has benefitted with interest earned on reserve funds held on deposit.

A claim for reimbursement was made to North West Anglia Foundation Trust (NWAFT) for funds held on behalf of the ladies group, Hollywood or Bust. A successful claim of £4.4k was made in March 2023 to recover costs incurred for the financial year. Claims will continue on a quarterly basis to cover the ladies group costs until the balance held by NWAFT is exhausted.

Costs (excluding staff) as mentioned above, increased from £80k (21/22) to £114k (22/23) an increase of 36%. Exercise and wellbeing services, largely delivered at Bradbury House, increased from £25k to £41k.

At year end, the charity posted a small loss of £3.4k. Reserve funds were maintained in line with the charity's policy.

### **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.

Our primary fundraising event of the year is the *HCCN Charity Ball*, held once more in May 2023. The evening is the result of everyone at HCCN who works so hard on

organising the evening over many few months and the people joining in for the evening. Nurse Mel Scholes leads this effort, securing amazing support from the whole community, through of table, casino and individual sponsors; auction and raffle prize donators; and all the people buying tickets to attend.

*Buckfest* – a live music festival held every July in Huntingdon – continues to support HCCN as one of their permanent charity partners.

*The Malcolm Whales Foundation* - a Peterborough based fundraising cancer charity – also supports us financially on a regular basis.

Recognising one of the keys to the growth of HCCN will be fund raising for increased programme activity, the trustees started in March 2023 a search for a paid professional to lead the Fund Raising group. Candidates are being evaluated.

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

### **Grants**

We received a grant of £10,000 from The National Lottery Community Fund in February 2023, to enable the charity to fund the Fundraising Manager post.

### **HCCN Small Grants**

HCCN the charity makes 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. In this financial year we granted 4 small grants totalling £1,000.

### **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 covered by the FSCS.

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 30 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 e.g. educating a wider audience.
- Creating sustainable fundraising processes e.g. securing a major donor(s).
- Developing our programme of activities, services and conferences in response to research e.g. 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**

There were some changes within the nursing team. While Karen Moseley had been on a sabbatical, the team has been led by Andrea Cliff. They have recruited a new admin liaison, Sally Smart, and 2 new nurses, Amanda McLaughlin and Silvia Caires.

Many of the additional clinical roles undertaken for COVID have been made permanent, and further clinical skills in the community are planned to be added to the nursing team in the coming year. This saves additional visits to the hospital and is a more comfortable experience for patients. Five of the nurses are also now trained as acupuncturists, providing cancer related symptom control.

NWAngliaFT has a new lead cancer nurse, Zara Ball, who is keen to increase collaboration between the Woodlands chemotherapy unit and HCCN, to benefit all cancer patients at Hinchingbrooke.

### **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** - appointed 13 May 2022

**Neil Silby** - co-opted 14 October 2022: seeking formal appointment at the 2023 AGM

**Graham Heywood** - co-opted 14 April 2023: seeking formal appointment at the 2023 AGM

**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**

**September 2023**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Hunts Community Cancer Network

F163991

## Receipts and payments accounts

CC16a

For the period  
from

01/05/2022

To

30/04/2023

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Eat Well  | -  | -                                       | -                                      | -                               | 5,000                         |
| Gift Aid  | -  | -                                       | -                                      | -                               | 1,467                         |
| Donations   | 70,391                                       | -                                       | -                                      | 70,391                          | 94,104                        |
| Ebay Shop   | 3,254  | -                                       | -                                      | 3,254                           | 6,350                         |
| Interest  | 3,718  | -                                       | -                                      | 3,718                           | 1,501                         |
| 100 Club  | 3,086  | -                                       | -                                      | 3,086                           | 2,802                         |
| Lottery Funding for Salary                            | -  | 10,000                                  | -                                      | 10,000                          | -                             |
| NWAFT Reimbursement                                   | 4,420  | -                                       | -                                      | 4,420                           | -                             |
| Fundraising Events                                    | 15,850                                       | -                                       | -                                      | 15,850                          | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>100,719</b>                               | <b>10,000</b>                           | <b>-</b>                               | <b>110,719</b>                  | <b>111,224</b>                |
| <b>A2 Asset and investment sales, (see table).</b>    |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>100,719</b>                               | <b>10,000</b>                           | <b>-</b>                               | <b>110,719</b>                  | <b>111,224</b>                |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| Conference, Half Marathon, Ball                       | 9,802  | -                                       | -                                      | 9,802                           | 13,225                        |
| Exercise & Wellbeing                                  | 44,148                                       | -                                       | -                                      | 44,148                          | 25,228                        |
| Nurse equipment-training                              | 2,769  | -                                       | -                                      | 2,769                           | 868                           |
| Running Costs   | 12,737                                       | -                                       | -                                      | 12,737                          | 10,415                        |
| Fundraising Costs                                     | 10,542                                       | -                                       | -                                      | 10,542                          | 11,359                        |
| Grants  | 1,000  | -                                       | -                                      | 1,000                           | 250                           |
| 100 Club Prizes                                       | 1,413  | -                                       | -                                      | 1,413                           | 1,335                         |
| Room Bookings/Premises                                | 27,559                                       | -                                       | -                                      | 27,559                          | 15,016                        |
| Website Rebrand                                       | -  | -                                       | -                                      | -                               | 2,298                         |
| Staff Cost  | -  | 4,213                                   | -                                      | 4,213                           | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>109,970</b>                               | <b>4,213</b>                            | <b>-</b>                               | <b>114,183</b>                  | <b>79,994</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>109,970</b>                               | <b>4,213</b>                            | <b>-</b>                               | <b>114,183</b>                  | <b>79,994</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 9,251</b>                               | <b>5,787</b>                            | <b>-</b>                               | <b>- 3,464</b>                  | <b>31,230</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>- 9,251</b>                               | <b>5,787</b>                            | <b>-</b>                               | <b>- 3,464</b>                  | <b>31,230</b>                 |



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

| Categories   | Details                        | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--|--------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                   | Current Account Co-Operative   | 44,863                             | 5,787                            | -                               |
|  | Cambridge & Counties           | 89,023                             |                                  |                                 |
|  | Monmouthshire Building Society | 87,060                             |                                  |                                 |
|  | Redwood Bank                   | 85,602                             |                                  |                                 |
|  | 100 Club                       | 4,602                              |                                  |                                 |
|  | PayPal                         | 140                                |                                  |                                 |
|  | Barclays Reserve Acc           | 171                                |                                  |                                 |
|  | Other                          | 180                                | -                                | -                               |
|  | <b>Total cash funds</b>        | <b>311,641</b>                     | <b>5,787</b>                     | <b>-</b>                        |
| (agree balances with receipts and payments account(s)) |                                |                                    |                                  |                                 |
| <b>B2 Other monetary assets</b>                        | Details                        | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|  |                                | -                                  | -                                | -                               |
|  |                                | -                                  | -                                | -                               |
|  |                                | -                                  | -                                | -                               |
|  |                                | -                                  | -                                | -                               |
|  |                                | -                                  | -                                | -                               |
|  |                                | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                            | Details                        | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>    | Details                        | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
|  |                                |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                  | Details                        | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|  | HMRC PAYE/NIC                  | Restricted Fund                    | 819                              | 01 May 2023                     |
|  |                                |                                    | -                                |                                 |
|  |                                |                                    | -                                |                                 |
|  |                                |                                    | -                                |                                 |
|  |                                |                                    | -                                |                                 |

Signed by one or two trustees on behalf of all the trustees  
CCXX R2 accounts (SS)

Signature

2

Print Name

Date of approval  
10/07/2023

I have examined the foregoing accounts with the books and records of Huntingdon Community Cancer Network and, in my opinion, based on the information provided they correctly show the state of affairs for the year ending 30/4/23

Signed: *M. Adams*  
ACCOUNT EXAMINER

Dated: 18/7/23

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |



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

30/4/23

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 DD / MM / YYYY.

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:

*Graham Adams*

Date:

18/7/23

Name:

GRAHAM ADAMS

Relevant professional  
qualification(s) or body

CIPFA



(if any):

Address:

REJERRAH, RECTORY LANE, WYTON, HUNTINGDON  
CAMBS PE28 2AQ

## 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.