



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2024		31	03	2025

Section A Reference and administration details

Charity name

The Head and Neck Cancer Research Trust

Other names charity is known by

Registered charity number (if any)

1180082

Charity's principal address

c/o 4th Floor, Eldon Chambers

30-32 Fleet Street

London

Postcode

EC4Y 1AA

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	Karen Wint	Chair		
2	Dr Amie Mertens	Trustee		
3	Dr Vessela Vassileva	Trustee	01/04/2024 – 04/12/2024	
4				
5				
6				
7				
8				
9				
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
Accountant	Kershen Fairfax Ltd	4 th Floor, Eldon Chambers, 30-32 Fleet Street, London, EC4Y 1AA

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

--

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

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.

--

Section C Objectives and activities

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

FOR THE PUBLIC BENEFIT THE RELIEF OF SICKNESS AND THE PROMOTION AND PROTECTION OF GOOD HEALTH BY THE ADVANCEMENT OF RESEARCH INTO PREVENTION, EARLY DETECTION AND TREATMENT OF HUMAN PAPILLOMAVIRUS (HPV)-ASSOCIATED HEAD AND NECK CANCER AND OTHER HEAD AND NECK CANCERS BY THE PROVISION OF RESEARCH GRANTS AND TO DISSEMINATE THE USEFUL RESULTS OF SUCH RESEARCH.

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)

Host of the annual EUSICA/INSICA international meeting in May 2025, in collaboration with Oncology Professional Care. A two day interdisciplinary clinical and research meeting bringing together the top researchers and clinicians/ surgeons from across the world in the field of rare head and neck tumours, sinonasal cancers and brain tumours. Running alongside this was a skull base surgery skill course for surgical trainees.

Research Grants awarded to Professor M. Lechner, Honorary Research Fellows and a PhD student from the Division of Surgery and Interventional Science, UCL cancer institute. In particular for their work in translational research on sinonasal cancers and HPV associated oropharyngeal cancer, with the aim of improving prevention, early detection and treatment.

Development and expansion of the HNCR Trust Instagram account. Led voluntarily by a Medical Doctor.

Continued membership of the NCVO.

The Trustees have supported events and activities in regard to the guidance issued by the Charity Commission on public benefit (PB1).

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.

Summary of the main achievements of the charity during the year

The charity has had its largest income during the tax year 24/25, since its establishment in 2018. This is due to hosting the EUSICA/INSICA-Brain conference in collaboration with Oncology Professional Care. Conference sponsorship and ticket sales provided the main charity income for this tax year. This money was used primarily in organising the conference and was a one-off opportunity for the charity. The unique opportunity as Trustees, to be involved with such a large international event provided valuable experience in event management for the future.

The usual income of the charity comes from Donations from individuals and other charities. This money was partly used to fund research projects in the field of head and neck cancers. The cash funds remaining in the account are used for payments such as the website, accountant and insurance.

This year the Trustees were able to donate the most funds the charity has ever had the capacity to do. The cash funds at the end of the year are also the highest remaining and the Trustees look forward to being able to support further research projects and public awareness programmes in the following tax year.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity has no specific policy on reserves as income each year is neither regular nor known in advance. As such funds will only be spent if there are sufficient cash reserves.

Details of any funds materially in deficit

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) *A Mertens*

Full name(s) Dr A Mertens

Position (eg Secretary, Chair, etc) Trustee

Date 22/09/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Head and Neck Cancer Research Trust

No (if any)
1180082

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2024

To

Period end date
31/03/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	4,438	-	-	4,438	23,032
Conference sponsorship	17,000	-	-	17,000	-
Conference ticket sales	13,921	-	-	13,921	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,359	-	-	35,359	23,032
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,359	-	-	35,359	23,032
A3 Payments					
Computer costs	696	-	-	696	1,025
Conference expenses	17,804	-	-	17,804	508
Post conference expenses	24,955	-	-	24,955	-
Research grants	3,328	-	-	3,328	4,000
Sponsorship costs	60	-	-	60	786
Advertising costs	50	-	-	50	200
Accountancy fees	420	-	-	420	300
Other expenses	1,407	-	-	1,407	107
Sub total	48,720	-	-	48,720	6,926
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	48,720	-	-	48,720	6,926
Net of receipts/(payments)	- 13,361	-	-	- 13,361	16,106
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,365	-	-	17,365	1,259
Cash funds this year end	4,004	-	-	4,004	17,365

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	NatWest bank account	4,004	-	-
		-	-	-
		-	-	-
	Total cash funds	4,004	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
	A Mertens	A Mertens	22.09.25	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
The Head and Neck Cancer Research Trust

On accounts for the year
ended

31st March 2025

Charity no
(if any)

1180082

Set out on pages

1-2

(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 31/03/2025.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

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

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

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

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

Signed:

Date:

22/09/2025

Name:

M D Cox

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

ACA FCCA

Address:

c/o Kershen Fairfax Ltd, 4th Floor, Eldon Chambers
30-32 Fleet Street, London
EC4Y 1AA

Only complete if the examiner needs to highlight 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.