



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2020

To 31st December 2020

Charity name: Salivary Gland Cancer UK

Charity registration number: 1182762

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Help those affected by rare salivary gland cancers.</p> <p>Advocate for these patients and carers by providing peer support and information about their disease, care and treatment.</p> <p>Promote and assist research into all aspects of salivary gland cancers, including causes, diagnosis, treatment and cure.</p> <p>To educate the public in all things related to salivary gland cancers, including raising awareness of symptoms.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Supporting the community via in person and virtual meetings for patients, carers and clinicians.• Providing information via leaflets, meetings, the website and social media.• Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.• Expansion of the network to support more salivary gland cancer types.• Expansion of the charity's outputs to provide more research and disease specific information, including pertinent research updates.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have kept in mind the charity Constitution and the guidance from the Charities Commission in all of its' activities. The governance documents of the Charity are regularly reviewed at Trustee meetings.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • <i>Supporting the community via in person and virtual meetings for patients, carers and clinicians.</i> <p>For our in person meetings earlier in the year we were able to support bursaries for patients and their carers to support their in person attendance when needed.</p> <p>Adapting to a virtual environment by using zoom for our meetings allowed us to continue our support of the community during lockdown.</p> <p>We continued to provide regular communication and newsletters to the network.</p> <p>Our October 2020 virtual meeting was focussed on salivary gland cancers and your mental health. This topic was identified as an unmet need by our network.</p> <ul style="list-style-type: none"> • <i>Providing information via leaflets, meetings, the website and social media.</i> <p>Leaflets were provided to nurses, hospitals</p>

		<p>and other healthcare professionals.</p> <p>Ongoing development of the online presence and regular updates of social media and the website to highlight news and reports and key developments.</p> <ul style="list-style-type: none"> • <i>Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.</i> <p>SGC UK had a poster at the 'RareFest 2020' festival organised by the University of Cambridge.</p> <p>The Chair presented at The Swallows 'International Head and Neck Conference 2020' on the importance of collaboration between patients, clinicians and healthcare providers.</p> <ul style="list-style-type: none"> • <i>Expansion of the network to support more salivary gland cancer types.</i> <p>Expansion of the network from Adenoid Cystic Carcinoma to other salivary gland cancers. We held specific events focussed on acinic cell carcinoma, ductal carcinoma and secretory carcinoma.</p> <ul style="list-style-type: none"> • <i>Expansion of the charity's outputs to provide more research and disease specific information, including research updates.</i> <p>In March 2020 we held a researcher - clinician discussion day the outputs of which will not only feed into our strategy but inform our research priorities.</p> <p>We started a series of interviews with key researchers and clinicians involved in salivary gland cancer research. We started with a blog of an Interview with ACC Immunotherapy Researcher Dave Morgan.</p> <p>Our first podcast came from our August meeting where Dr Rob Metcalf talked about scans, in particular MRI and CT scans, and their role in discovering and monitoring disease in ACC.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

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Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As at 31 st December 2020 the charity held a cash balance of £26,608, the result of £9,531 in net receipts for the year. The charity received income of £12,386 in donations through various sources including donation platforms and personal legacies. The charity's financial position will allow sufficient funding to support the initiatives planned for 2021.	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The cash balance is held in order to support the overall objectives of the charity. Cash is used to cover operating expenses, develop the charity's presence through marketing and fund specific patient/clinician events. Due to the Covid-19 pandemic, no in-person events were held during 2020 which contributed to lower than expected expenses being incurred.	
Amount of reserves held	Para 1.22	£26,608 in cash.	
Reasons for holding zero reserves	Para 1.22	Not applicable	
Details of fund materially in deficit	Para 1.24	Not applicable	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties around the charity's ability to continue as a going concern.	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by its Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. When selecting trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Salivary Gland Cancer UK
Other name the charity uses	
Registered charity number	1182762
Charity's principal address	International House, 24 Holborn Viaduct, London EC1A 2BN

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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	Emma Jane Kinloch	Chair		The Board
2	Dr Robert Metcalf	Trustee		The Board
3	Olorunkemi Fausat Akanke Olaiya	Treasurer		The Board
4	Shane Lisa Draper	Chief Financial Officer		The Board
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15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Jane Kinloch	Oforunkemi Fausat Akanke Olaiya
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27 th Oct 2021 .	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Salivary Gland Cancer UK

No (if any)
1182762

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st January 2020

To

Period end date
31st December 2020

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 via Just Giving, Easy Fundraising, Amazon, Paypal	12,000	-	-	12,000	-
Donations received from organisations/individuals	264	-	-	264	-
Foreign income (USD)	123	-	-	123	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,386	-	-	12,386	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,386	-	-	12,386	-
A3 Payments					
Charity admin expenses and running costs	2,607	-	-	2,607	-
In person meeting expenses e.g. room hire	218	-	-	218	-
Bursaries for attendees	30	-	-	30	-
Memberships and collaborative expenses	-	-	-	-	-
Entry into events for members fundraising	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,855	-	-	2,855	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,855	-	-	2,855	-
Net of receipts/(payments)	9,531	-	-	9,531	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,077	-	-	17,077	-
Cash funds this year end	26,608	-	-	26,608	-

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds				
	Bank account balance (Lloyds)	23,869	-	-
	Paypal account balance	2,739	-	-
		-	-	-

Total cash funds	26,608	-	-
account(s))	OK	OK	OK


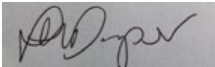
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Kemi Olaiya	26-Oct-21
	Shane Draper	26-Oct-21