



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> January 2021**

**To 31<sup>st</sup> December 2021**

**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"><li>• Supporting the community via in person and virtual meetings for patients, carers and clinicians.</li><li>• Providing information via leaflets, meetings, the website and social media.</li><li>• Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.</li><li>• Expansion of the network to support more salivary gland cancer types.</li><li>• Expansion of the charity's outputs to provide more research and disease specific information.</li></ul>
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"><li>• <i>Supporting the community via in person and virtual meetings for patients, carers and clinicians.</i></li></ul> <p>For our hybrid (in person/virtual) 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>Having confidently adapted to a virtual environment during the pandemic, we have been able to continue to use Zoom to accompany our in person meetings. This has facilitated strong attendance from our community across the country and internationally.</p> <p>We continued to provide regular communication and newsletters to the network.</p> <p>Our July 2021 meeting was focussed on 'The challenges of diagnosis, and what this means for treatments'. In October 2021 our hybrid gathering was titled 'Understanding Adenoid Cystic Carcinoma: the role of MYB'.</p> <ul style="list-style-type: none"><li>• <i>Providing information via leaflets, meetings, the website and social media.</i></li></ul>

		<p>In January 2021 we launched on Instagram.</p> <p>During the year we continued to develop the online presence of the charity by providing regular updates on our social media platforms and the website to highlight news, reports and key developments.</p> <ul style="list-style-type: none"> <li>• <i>Raising awareness of these cancers and their unmet need via speaking and attending meetings and conferences.</i></li> </ul> <p>Dr Metcalf attended and spoke at the American Society of Clinical Oncology ('ASCO') 2021 Conference. He presented a UK research study analysing the 'biobanked' salivary gland cancer tumour DNA samples from 120 patients which was set up with the support and input of the SGC UK patient network. (Clinical disease course and survival outcomes following disease recurrence in adenoid cystic carcinoma (ACC) with NOTCH signalling pathway activation. See reference in Journal of Clinical Oncology 2021 39:15 suppl, 6072-6072).</p> <ul style="list-style-type: none"> <li>• <i>Expansion of the network to support more salivary gland cancer types, patients and clinicians.</i></li> </ul> <p>Working at a European level with EURACAN we have been developing the ESMO Guidelines for rare Salivary Gland Cancers, and the STARTER registry. Both projects have provided an opportunity for European-wide collaboration and network building across all cancer types.</p> <ul style="list-style-type: none"> <li>• <i>Expansion of the charity's outputs to provide more research and disease specific information.</i></li> </ul> <p>Returning to work after treatment for SGCs can be difficult. The long-term physical effects of treatments can make simple tasks at work, very challenging. We partnered with Bristol Myers Squibb and the Head and Neck community to develop a Back-to-work Guide; a co-created resource designed to help people living with HNC get back to work.</p> <p>As the interest in genomics gathers momentum, we have started work on educational material, in collaboration with Roche, to highlight the benefits of tumour profiling to develop new, better and more targeted treatments. The materials will</p>
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		<p>inform patients and also assist them in how to donate tumours to the national salivary gland cancer research programme at The Christie cancer centre. Materials are due to be published in the first half of 2022.</p> <p>We continued to produce our video series, releasing recordings of the presentations at our hybrid meetings to ensure we reach as many people as possible.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

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	<p>As at 31<sup>st</sup> December 2021 the charity held a cash balance of £39,922, the result of £13,314 in net receipts for the year.</p> <p>The charity received income of £27,832, the majority being from donations through various sources including donation platforms and personal legacies, together with other income received from collaborations with other organisations.</p> <p>The charity's financial position will allow sufficient funding to support the initiatives planned for 2022, included the charity's first research grant.</p>	
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.	
Amount of reserves held	Para 1.22	£39,922 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

### 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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### 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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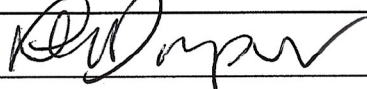

**Other optional information**

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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	Shane Lisa Draper
Position (eg Secretary, Chair, etc)	Chair	Chief Financial Officer
Date		



Salivary Gland Cancer UK

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## Receipts and payments accounts

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For the period  
from

1st January 2021

To

31st December 2021

## Section A Receipts and payments

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 £
<b>A1 Receipts</b>					
Donations via Just Giving, Easy Fundraising, Amazon, Paypal and other platforms	16,563	-	-	16,563	-
Donations received from organisations/individuals	4,100	-	-	4,100	-
Grants from organisations/collaboration agreements	7,169	-	-	7,169	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>27,832</b>			<b>27,832</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>27,832</b>	<b>-</b>	<b>-</b>	<b>27,832</b>	<b>-</b>
<b>A3 Payments</b>					
Charity admin expenses and running costs	9,776	-	-	9,776	-
In person meeting expenses e.g. room hire	3,965	-	-	3,965	-
Bursaries for attendees	225	-	-	225	-
Memberships and collaborative expenses	-	-	-	-	-
Entry into events for members fundraising	552	-	-	552	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>14,518</b>	<b>-</b>	<b>-</b>	<b>14,518</b>	<b>-</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>14,518</b>	<b>-</b>	<b>-</b>	<b>14,518</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>13,314</b>	<b>-</b>	<b>-</b>	<b>13,314</b>	<b>-</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>26,608</b>	<b>-</b>	<b>-</b>	<b>26,608</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>39,922</b>	<b>-</b>	<b>-</b>	<b>39,922</b>	<b>-</b>


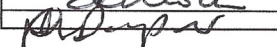
## Section B Statement of assets and liabilities at the end of the period

[illegible]

**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
 	Emma Jane Kinloch - Chair Shane Lisa Draper - Chief Financial Officer	14/09/2022