



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

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

**From 1<sup>st</sup> January 2022**

**To 31<sup>st</sup> December 2022**

**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, treatments, and cures.</p> <p>To educate the public and healthcare communities 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 and increasing awareness via leaflets, meetings, the website, social media and fundraising events.</li><li>• Raising awareness of these cancers and their unmet need via speaking, submitting materials and attending meetings and conferences.</li><li>• Expansion of the network to support all 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	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</p>

		<p>The event included a presentation on Carbon Ion Therapy, what it is, how it works and how it relates to adenoid cystic carcinoma and other salivary gland cancers. The event also included updates from the 2022 ASCO conference from Dr Metcalf and a fitness/wellbeing session specifically focussed on relaxation and exercises for the head and neck.</p> <ul style="list-style-type: none"> <li><i>Providing information and awareness via leaflets, meetings, the website, social media and fundraising events.</i></li> </ul> <p>During the year we continued to develop and expand the online presence of the charity. SGC is now engaged and active on all of the mainstream social media platforms, including our YouTube channel. Content is posted frequently and consistently and the Board reviews key activity metrics regularly.</p> <p>2022 also saw the launch of SCG's re-vamped website following input from the patient community on it's content, functionality and design.</p> <p>Regarding fundraising, SGC hit £23,025 in donations during 2022. Two key events were the Morrison family raising over £10,000 at a personal event in Glasgow, which was featured in the Glasgow Times, and supporter participation in the London Marathon raising a similar figure.</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 the American Society of Clinical Oncology ('ASCO') 2022 Conference. Three studies were presented analysing the effectiveness of various drug therapies. Dr Metcalf produced materials and a video presentation outlining what was discussed at ASCO, entitled "Innovations in Salivary Gland Cancers" which he presented to and made available to our patient community.</p> <p>SGC's founder and Chair, Ms Kinloch, also presented at various events during the year including at RareFest22 which was held in Cambridge.</p> <ul style="list-style-type: none"> <li><i>Expansion of the network to support all salivary gland cancer types, patients and clinicians.</i></li> </ul> <p>Working at a European level with EURACAN</p>
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Other		
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## **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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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Salivary Gland Cancer UK

No (if any)  
4182762

## Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	1st January 2022		31st December 2022

### 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 £
<b>A1 Receipts</b>					
Donations via Just Giving, Easy Fundraising, Amazon, Paypal and other platforms	18,571	-	-	18,571	16,563
Donations received from organisations/individuals	1,244	-	-	1,244	4,100
Grants from organisations/collaboration agreements	3,210	-	-	3,210	7,169
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>23,025</b>	<b>-</b>	<b>-</b>	<b>23,025</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>23,025</b>	<b>-</b>	<b>-</b>	<b>23,025</b>	<b>27,832</b>
<b>A3 Payments</b>					
Charity admin expenses and running costs	10,702	-	-	10,702	9,776
In person meeting expenses e.g. room hire	3,641	-	-	3,641	3,965
Bursaries for attendees	250	-	-	250	225
Memberships and collaborative expenses	258	-	-	258	-
Entry into events for members fundraising	-	-	-	-	552
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>14,851</b>	<b>-</b>	<b>-</b>	<b>14,851</b>	<b>14,518</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>14,851</b>	<b>-</b>	<b>-</b>	<b>14,851</b>	<b>14,518</b>
<b>Net of receipts/(payments)</b>	<b>8,174</b>	<b>-</b>	<b>-</b>	<b>8,174</b>	<b>13,314</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>39,922</b>	<b>-</b>	<b>-</b>	<b>39,922</b>	<b>26,608</b>
<b>Cash funds this year end</b>	<b>48,096</b>	<b>-</b>	<b>-</b>	<b>48,096</b>	<b>39,922</b>

### 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 £
<b>B1 Cash funds</b>	Bank account balance (Lloyds)	44,672	-	-
	Paypal account balance	3,424	-	-
		-	-	-
	<b>Total cash funds</b>	<b>48,096</b>	<b>-</b>	<b>-</b>
	account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	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)
		-	
		-	
		-	
		-	
		-	


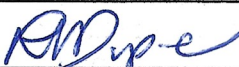
Signed by one or two trustees on behalf of all the trustees


<p>Signature</p> <p><i>Emma Kinloch</i></p> <p><i>Shane Draper</i></p>	<p>Print Name</p> <p>Emma Kinloch</p> <p>Shane Draper</p>	<p>Date of approval</p> <p>18/08/23</p> <p>18/08/23</p>
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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 



### 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

[illegible]

**Name of trustees holding title to property belonging to the charity**

[illegible]

## 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	<p>Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>When selecting trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

### 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, 36-38 Cornhill, London EC3V 3NG

## 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 2022 the charity held a cash balance of £48,096, (prior year £39,922) the result of £8,174 in net receipts for the year (prior year £13,314).</p> <p>The charity received income of £23,025 (prior year £27,832), the majority being donations through various sources including donation platforms and personal legacies, together with other income received from collaborations with other organisations and specific fund raising events.</p> <p>The charity's financial position will allow sufficient funding to support the initiatives planned for 2023, including any grant activity.</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. Cash held is also the source funds of any grant opportunities as they arise.	
Amount of reserves held	Para 1.22	£48,096 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	



		<p>we have been part of the team that developed the ESMO Guidelines for rare Salivary Gland Cancers, and the STARTER registry, a clinical registry for rare adult solid cancers. Both projects have provided an opportunity for European-wide collaboration and network building across all cancer types. The ESMO Salivary Gland Cancer Guidelines for diagnosis, treatment and follow-up are now available on our website.</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>The genomics educational material the charity commenced work on in 2021, in collaboration with Roche, was finalised and published in 2022. The genomics leaflet highlights the benefits of tumour profiling to develop new, better and more targeted treatments. The material will inform patients and also assist them in how to donate tumours to the national salivary gland cancer research programme at The Christie cancer centre.</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. We also continued to add patient stories on social media and on our website.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

<b>Achievements against objectives set</b>	Para 1.41	
<b>Performance of fundraising activities against objectives set</b>	Para 1.41	
<b>Investment performance against objectives</b>	Para 1.41	
<b>Other</b>		

Commission on public benefit		<p>are regularly reviewed at Trustee meetings.</p> <p>The charity's "8 aims" are regularly published via our social media outlets and are the foundation for all activities and decisions within the charity. The trustees ensure the prioritisation of activities is aligned with these aims.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	In 2022 we finalised our policy on grant making ahead of putting out our first call in 2023.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Once again we are hugely grateful for the support we received from our volunteers assisting us in specific projects and outputs, sharing their stories and social media channels, and 'on the day' physical support at our events.
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 during 2022, we were able to provide bursaries for patients and their carers to support their in-person attendance when needed. The hybrid structure of our events 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 June 2022 meeting was held in London.</p>