



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **6/4/20** Period start date To
5/4/21 Period end date

Charity name: **Second Chance Head and Neck Cancer Group**

Charity registration number: **1183497**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a wide range of support not given by the NHS for those affected by Head and Neck Cancer, by holding actual and virtual meetings
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	Holding Actual (when permitted) and virtual meetings. Populating a website outlining activities, and giving useful information Helping people to adapt to the life style changes caused by the disease and its treatment Fundraising for social events
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have read the appropriate information

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grants made
Policy on social investment including program related investment	Para 1.38	No social investments made
Contribution made by	Para 1.38	Invaluable and variable contributions from volunteers. Website planning, organising for

volunteers		Covid needs
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	Continuing with the development of a resigned website that enables and encourages members to communicate with volunteers and any suggested events Maintaining cohesion of the group during the Covid pandemic Development of zoom meetings when socially distanced events and meetings no longer possible Development and restructuring of the website email system to allow improved contact with members

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	These were significantly impacted by the COVID 19 pandemic as a large number of our members were shielding. We developed a more informal style for our website with increased membership participation. We improved our email system that helped simplify communication with members. We endeavoured to maintain communication with members and the committee through the website, email and virtual meetings
Performance of fundraising activities against objectives set	Para 1.41	Fundraising activities curtailed due to Covid pandemic
		No investment income

Investment performance against objectives	Para 1.41	

Structure, Governance and Management

Description of charity's trusts:		The charity does not have any trusts
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charity Incorporated Association
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	Future Trustee selection from hospital staff involved in Head & Neck Cancer management. Or outside specialists by agreement of Trustees and management committee

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	Training requirements would be assessed and planned at the time of appointment
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Networking since the Covid pandemic has lapsed. Prior to this the charity networked with other Head and Neck Cancer organisations
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Second Chance Head and Neck Cancer Group
Other name the charity uses	Second Chance
Registered charity number	
Charity's principal address	Lee Farm New Lane Sutton Green Guildford, Surrey GU4 7QF

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	Lisa Pitkin		Whole year	
2	Katie Wood		Whole year	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
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None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
No property held		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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)

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Full name(s)

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**Position (eg
Secretary, Chair, etc)**

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Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date 05/04/2020	To	Period end date 05/04/2021
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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 £
A1 Receipts					
	1,760	-	-	1,760	-
	35	-	-	35	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,795	-	-	1,795	4,230
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,795	-	-	1,795	4,230
A3 Payments					
Hire of hall	60	-	-	60	-
Printing	120	-	-	120	-
Postage	31	-	-	31	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	211	-	-	211	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	211	-	-	211	-
Net of receipts/(payments)	1,584	-	-	1,584	4,230
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,813	-	-	5,813	-
Cash funds this year end	7,397	-	-	7,397	4,230

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

-
-
-
7,397

-
-
-
-

-
-
-
-

Total cash funds

(agree balances with receipts and payments
account(s))

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

Patrick Chapman

Print Name

PATRICK CHAPMAN

Date of
approval

04/02/2022