



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6/4/21
Period end date

Period start date To 5/4/22

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 to members, that is not provided by the NHS. This is for those affected by Head and Neck cancer, and is achieved by holding regular meeting and social events.
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 support group meetings in a variety of locations across Surrey Helping people to adapt to the lifestyle changes that apply to them and their family, which are caused by the disease and its treatment. This has been provided on both 1:1 and on a group basis Populating a website outlining activities and giving useful information. Raising awareness of the impact of Head and Neck cancer amongst the general public 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 volunteers	Para 1.38	Invaluable and variable contributions from volunteers. Organising and booking events, website planning and maintenance
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 designated website that enables and encourages members to communicate with volunteers and other members at planned meetings and events Development and restructuring of the website email system to allow improved contact with members. Increasing the number of social events that allow members to interact with other members and volunteers.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	A varied series of informal and formal events across Surrey have been provided in this time period
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	Though modest the charity's current resources from donations and fund raising events are more than sufficient to meet its outgoings for at least the next year. All indications are that this will remain the case for the foreseeable future
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy on reserves is to generate and maintain a balance which is sufficient a) to preserve the financial viability of the charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income. b) to enable the charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on going basis. For these purposes the charity will endeavour to keep a reserve of one year's running costs
Amount of reserves held	Para 1.22	£2500
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	The charity has no funds that are materially in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing 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	The charity's principle source of funds are private donations and fundraising activities. It has not engaged in any specific applications for grants in the current year
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not have an investment policy or a social investment policy at present
A description of the principal risks facing the charity	Para 1.46	Difficulty in engaging further volunteers to assist in running and organising the group
Other		

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	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	Future Trustee selection from hospital staff involved in Head and Neck Cancer management. Or outside specialists by agreement of the 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	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Second Chance Head and Neck Cancer Group
Other name the charity uses	Second Chancers
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	Patrick Chapman		Whole Year	
4	Janet Humphries		Whole Year	
5				
6				
7				
8				
9				
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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		
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)

--	--

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

--	--

Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Secon Chance Head & Neck Charity Support Group

No (if any)

Receipts and payments accounts

For the period
from

Period start date
4/5/2021

To

Period end date
4/5/2022

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 £
A1 Receipts				
	5,261	-	-	5,261
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	5,261	-	-	5,261
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	5,261	-	-	5,261
A3 Payments				
Equipment	186	-	-	-
Catering	117	-	-	-
Printing & Postage	100	-	-	-
Gifts/Donations	565	-	-	565
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	958	-	-	958
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	958	-	-	958
Net of receipts/(payments)	4,303	-	-	4,303
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	3,522	-	-	3,522
Cash funds this year end	7,825	-	-	7,825

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	7,825	-
	(agree balances with receipts and payments account(s))	OK	OK

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

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

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

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

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

Signature	Print Name

CC16a



Last year
to the nearest £

-
-
-
-
-
-
-
-
-
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-
-
-

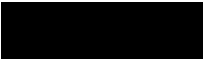
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-

4,293
-
3,522
-



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval
