



## Trinidad and Tobago Healthcare UK Forum Trustees' annual report for the period

From	Period start date			To	Period end date		
	Day 01	Month 06	Year 2020		Day 30	Month 09	Year 2021

### Reference and administration details

Charity name

*Trinidad and Tobago  
Healthcare UK Forum*

Other names charity is known by

*TTHUF*

Registered charity number

*1183695*

Charity's principal address

*74 Haynt Walk*

*London*

*SW20 9NX*

*United Kingdom*

Names of trustees for the charity

<i>Roger James</i>	<i>Chair</i>	<i>Extended term as Chair for another term September 2021</i>
<i>Dr Natalie Johnson</i>	<i>Vice Chair &amp; Assistant Secretary</i>	<i>Resigned as Trustee/Deputy Chair August 2021</i>
<i>Tricia Zenisa George</i>	<i>Secretary</i>	<i>Transferred from Secretary to Treasurer September 2021</i>
<i>Leanard Phillip</i>	<i>Treasurer</i>	<i>Resigned as Trustee/Treasurer August 2021</i>
<i>Natasha Queva</i>	<i>Assistant Treasurer</i>	<i>Transferred from Assistant Treasurer to Secretary September 2021</i>
<i>Rosalind Phillips McMillan</i>	<i>Trustee</i>	<i>Resigned as Trustee January 2021</i>
<i>Kirt Hunte</i>	<i>Trustee</i>	<i>Extended term as Trustee for another term</i>

		<i>September 2021</i>
<i>Carol-Ann Murray</i>	<i>Trustee</i>	<i>Resigned as Trustee August 2021</i>
<i>Vashti Ragoonanan</i>	<i>Trustee</i>	<i>Assistant Secretary from September 2021</i>
<i>Allyson Williams MBE</i>	<i>Trustee</i>	<i>Resigned as Trustee August 2021</i>
<i>Michaelene Holder-March</i>	<i>Ex-Officio Trustee</i>	<i>Resigned as Trustee January 2021</i>

**Patron for the charity**

<i>Professor Andrew Ramroop OBE</i>	<i>The only practicing tailor on Savile Row to be appointed Officer of The Most Excellent Order of the British Empire (OBE) from Her Majesty Queen Elizabeth II for services to tailoring and training.</i>
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**Bankers for the charity**

<i>Metro Bank</i>	<i>Unit 1&amp;2 Wimbledon Bridge House Wimbledon London SW19 7NW</i>
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## Structure, governance and management

Type of governing document	<i>Constitution adopted 17 October 2018.</i>
How the charity is constituted	<i>Charitable Incorporated Organisation</i>
Registered Charity status	<i>Association managed by 11 Trustees to January 2021 and 9 Trustees to August 2021</i>
Trustee selection methods	<i>Trustees volunteered and were appointed at the Annual General Meeting (AGM) in October 2018, for a three-year term. Thereafter, Trustees are either co-opted to the Board, as and when or reappointed every three years at the AGM.</i>

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees
- The charity's organisational structure and any wider network with which the charity works
- Relationship with any related parties
- Trustees' consideration of major risks and the system and procedures to manage them

*TTHUF has the following policies in place:*

- *Membership policy*
- *Finance policy*
- *Working with NGOs policy*
- *Fundraising strategy*

*All trustees give their time voluntarily and receive no remuneration or other benefits.*

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

*The relief of sickness and the preservation of health in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries, in particular but not exclusively by:*

- (1) Utilising the skills, knowledge and experience of members and other healthcare professionals to facilitate safer and more effective healthcare in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries*
- (2) Collaborating with the Ministry of Health, healthcare and professional organisations, training institutions and registration bodies in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries*
- (3) Collaborating with and supporting Non-Governmental Organisations (NGOs) that represent patients in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries*
- (4) Sharing best practice between the United Kingdom, Trinidad and Tobago, the Commonwealth and non-Commonwealth countries*

### Summary of the main activities undertaken for the public benefit in relation to these objects

*In planning the charity's activities for the year, the Board kept in mind the Charity Commission's guidance on public benefit at its trustee meetings.*

*The focus of the charity's activities remains contributing to improving healthcare standards. Improved structures, policies and governance, will benefit the population by making the health service safer and more effective.*

*TTHUF's focus has been on establishing and maintaining relationships with various people in authority in the health sector in Trinidad and Tobago. The charity's goals continue to be identifying what are their vision and priorities for services and establishing how TTHUF could be of assistance.*

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contributions made by Volunteers

*Contributions are made by Trustees and volunteer members. The Board is grateful for the many hours Trustees and members have spent liaising with key contacts in T&T, supporting the charity's fundraising activities and participating in sub-committees. Without this valuable contribution of time, energy, expertise and money, the charity would not have been able to achieve what it has.*

# Achievements and performance

## Trustees Report

**For the period ended 30 September 2021**

Trustees present their annual report and unaudited financial statements for the year ended 30 September 2021.

The financial statements comply with the Charities Act 2011 and the organisation's Constitution.

### **Charitable operations**

The Trinidad and Tobago Health UK Forum (TTHUF) is a registered charity, established for the public to benefit from the relief of sickness and the preservation of health in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries. This is currently achieved by providing services such as advice, education and support to professional organisations and communities.

### **Structure, governance and management**

TTHUF is a Charitable Incorporated Organisation (CIO), founded in 2017. TTHUF was registered as a charity on 3 June 2019 and entered onto the Register of Charities with the Charity Registration Number 1183695.

The 3-year board term came to an end in August 2021. As a result, 4 trustees decided not to renew their positions for another term. In addition, 2 other trustees had resigned earlier in 2021. As a result, the TTHUF Board at the time of this report, is made up of 5 Trustees. That is the least number of trustees that is constitutionally allowed. There can be a maximum of 15 trustees. The day-to-day running of the organisation is led by Trustees who are the Chair, Secretary, Assistant Secretary and Treasurer, all of whom are volunteers. Other Trustees play a vital role in ensuring that the charity achieves its objectives.

The diversity of the appointed Trustees provides a variety of skills, knowledge, experience and qualifications relevant to the aims of the charity. Trustees met at least 10 times per year and are responsible for the overall direction of the charity and for the development of its policies. The TTHUF constitution makes clear, the responsibilities and procedures for reporting decisions, actions and issues, including recruitment and induction of new Trustees.

### **Risk management**

Trustees have overall responsibility for ensuring that the charity has appropriate systems of control, financial or otherwise. Trustees currently believe that sufficient controls exist.

### **COVID-19 Pandemic**

In 2020, the world was hit by the COVID-19 pandemic. The way we live, work and socialise, have been severely impacted by the pandemic, with restrictions placed on how we go about our daily lives.

The pandemic has meant that the board was not able to meet face to face and has been meeting virtually via Zoom, since March 2020.

## **Objectives and activities**

### **a. Policies and objectives**

TTHUF's objective for the public benefit is:

- 1) The relief of sickness and the preservation of health in Trinidad and Tobago, the Commonwealth and non-Commonwealth countries.

The charity's events are supported by its members and other members of the public. After deducting costs, all funds raised go towards the running of the organisation and supporting projects that are aligned with the charity's objectives.

Trustees participated in various events in Trinidad and Tobago. For example, Trustee, (Kirt Hunte) presented at a nursing conference in November 2019 in Port-of-Spain, Trinidad. This presentation promoted cooperation, support and the sharing of knowledge. Kirt also participated in two interviews on local radio stations, in which healthcare in Trinidad and Tobago was discussed.

Trustees actively promote TTHUF and its activities to potential donors with a view to raising additional funds to pass onto the activities it supports.

### **b. Public benefit**

The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims, objectives and activities and are satisfied that they fully meet it.

## **Review of activities and performance**

### **a. The Board**

The TTHUF Board is made up of 5 Trustees who are continuing in office. Michaelene Holder-March and Rosalind Phillips McMillan resigned from the Board in January 2021. At the end of their Board terms in August 2021, Dr Natalie Johnson, Leonard Phillip, Carol-Ann Murray and Allyson Williams resigned as Trustees.

### **b. Leadership and management**

The board continues to welcome volunteers from its membership to become Trustees.

## 5-year Strategy Milestones

Milestone	Due Date	Who's responsible	Date completed
Sign Strategic Partnership Agreement with TTRNA	30 June 2019	Roger James	12 June 2019
Become an approved supplier of services to the Ministry of Health	30 June 2019	Roger James	26 February 2019
Become a Registered UK Charity	30 June 2019	Roger James	3 June 2019
Launch paid membership scheme	30 June 2019	Tricia George	1 August 2019
Launch website	30 June 2019	Tricia George	6 August 2019
Participate in World Mental Health Week in Trinidad and Tobago	31 October 2019	Carol-Ann Murray	Completed in October 2020
Complete at least one project in Trinidad and Tobago	31 March 2020	Board	Ongoing
Launch online training for staff	31 March 2021	Roger James	To be reviewed
Launch accreditation scheme	31 March 2022	Roger James	To be reviewed
Launch recruitment agency	31 March 2023	Roger James	To be reviewed
Launch Hospital Twinning Programme	31 March 2024	Roger James	To be reviewed

### Summary of the year

The report covers the period 1 June 2020 to 30 September 2021. This extended report of 16 months is because the board agreed to amend its reporting year to September, to be consistent with the Charity's Commission's records.

Whilst Trustees remain focused and committed to TTHUF's purpose, this year has been a tough year for the charity.

The ongoing COVID-19 pandemic has meant that Trustees continued to meet virtually online. Board members have not had a face-to-face meeting since February 2020. However, there has continued to be good corporate and financial governance of the charity.

There has not been much contact between the Trustees and key contacts during the year due to the impact of the pandemic and the administrative challenges.

Despite these challenges, there have also been some achievements.

The main focus for the charity in the past year has been assisting stranded Trinidad and Tobago nationals in the United Kingdom.

In January 2021, TTHUF began a campaign to identify and assist Trinidad



and Tobago (T&T) nationals, stranded in the United Kingdom since T&T closed its borders in March 2020, as result of the COVID 19 pandemic. A total of seven (7) T&T nationals, applied for and received assistance from TTHUF.

Extra-ordinary Board meetings were held to review each application and agree the support package for each individual. Applicants reported that they were experiencing many challenges including securing and maintaining stable accommodation. Their general mental and physical wellbeing were significantly impacted, along with the financial burden of having to address these issues without appropriate support.

Support packages agreed and given to stranded nations were:

- Donations cash of £200 each
- Gave advice and assistance on registering with GPs
- Gave advice on registering for free NHS prescriptions
- Found free accommodation for two of the nationals
- Provided the contact details for a shipping company
- Provided the contact details for free legal advice
- Provided emotional and psychological support to stranded nationals, by providing a friendly, listening ear, in their time of need
- Gave one national who was in transit through Barbados, the contact details of a Barbadian national, who provided them with essential shopping during their transit stay in Barbados

In August 2020 and August 2021, our then Vice Chair, Dr Natalie Johnson, held two fundraisers, in aid of her Birthday, with all funds raised in aid of TTHUF. Each fundraiser involved the raffling of designer dresses, which were donated by Kalita. In 2020, the fundraiser raised £1005.90 and in 2021, it raised £1331.12. So, in total, £2337.02 was raised between both fundraisers. A remarkable achievement! The Board would like to express their thanks to Natalie for initiating and managing these fundraisers.

The other major event during the year, was the end of the Board's three-year term in August 2021. All trustees were asked to express their desire to either renew or discontinue their trustee membership for another term. Of the nine trustees on the Board in August, four decided to discontinue their trustee membership, leaving five trustees to govern the charity. Constitutionally, five is the minimum number of trustees that TTHUF can have to remain operational.

Trustees who renewed their terms are:

Roger James- Chair

Tricia George- Treasurer

Natasha Queva- Secretary

Vashti Ragoonanan- Assistant Secretary

Kirt Hunte- Trustee

Trustees standing down are:

Dr Natalie Johnson

Leanard Phillip

Carol-Ann Murray

Allyson Williams

In addition, trustees who stood down before the end of their terms were:  
Rosalind Phillips McMillan  
Michaelene Holder-March (Ex-Officio)

TTHUF began the year with a financial balance of **£5767.49** and ended the year with a balance of **£7607.88**. This achievement of increasing the charity's financial balance by almost **£1840.39**, during a pandemic must be commended and it was due to the hard work and dedication of the TTHUF Board and its members.

### **Plan for 2022/23**

- *Develop a working relationship with the World Cancer Research Fund*
- *Re-establish relationships with the Trinidad and Tobago*
- *Continue to review engagement strategy with members*
- *Consider to feasibility of having a fundraising event in 2022*

## **Declaration**

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

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full name(s)**

Roger James

**Position**

Chair

**Date**

19 November 2021

## Financial review

### Trinidad and Tobago Healthcare United Kingdom Forum (TTHUF)

**Registered office and operational address:** 74 Haynt Walk, London, SW20

**Prepared by:** Tricia Zenisa George – Treasurer

The Trinidad and Tobago Healthcare UK Forum herein after referred to as “TTHUF” or “the charitable company”, continues to be in a healthy financial position.

TTHUF officially became a charity registered with the Charity Commission in June 2019. The first official annual financial report was filed with the Charity Commission in June 2021.

According to the Charity Commission's website, *“This is a newly registered charity - accounts and annual return not required yet. The charity does not need to update its information until 10 months after its first financial period ends.”*

This financial report covers the period 01/06/2020 to 30/09/2021. This is to bring it in line with the Charity Commission's period of reporting. The previous annual financial report was for the period 01/06/2019 to 31/05/2020. The three previous financial reports can be found at the TTHUF website:

(<https://www.tthuf.org.uk/annual-report-and-finacial-statement>)

The charity's work is reliant on income from its charitable activities. The main sources of income for the reporting period were the raffle of two haute couture designer dresses fund raiser and membership fees. At the start of the charity's reporting period (01/06/2020) there was a balance of **£5772.49** in the account. A breakdown of total income for the reporting period is **£4016.02** income and **£2180.63** expenditure. The charity continues to meet its financial objectives in generating a small surplus and is financially sound with the balance sheet showing total charity funds at the end of the reporting period as **£7607.88**.

The charity currently does not have any fixed assets or investments to report.

	<b>Charity Name:</b> <b>Trinidad and Tobago Healthcare UK Forum (TTHUF)</b>				<b>Reg. No:</b> <b>1183695</b>
	<b>Receipts and payments accounts</b>				
	For the period	Period start date <b>01/06/2020</b>	To	Period end date <b>30/09/2021</b>	
<b>Section A Receipts and payments</b>					
	Unrestricted	Restricted	Endowment	Total 2020/21	
<b>A1 Receipts</b>					
Grants & Donations via salaries	£39.00	£0.00	£0.00	£39.00	
Membership subscriptions	£1640.00	£0.00	£0.00	£1640.00	
Polo shirts	£0.00	£0.00	£0.00	£0.00	
Curry-Que Fundraiser	£0.00	£0.00	£0.00	£0.00	
Lapel pin badges	£0.00	£0.00	£0.00	£0.00	
Fund raisers	£2337.02	£0.00	£0.00	£2337.02	
Gift aid receipts	£0.00	£0.00	£0.00	£0.00	
<b>Sub total</b>	<b>£4016.02</b>	£0.00	£0.00	<b>£4016.02</b>	
<b>A2 Asset &amp; investment sales etc</b>	Nil				
<b>Total receipts</b>					
<b>A3 Payments</b>					
Polo shirts	£0.00	£0.00	£0.00	£0.00	
Curry-Que Fundraiser	£0.00	£0.00	£0.00	£0.00	
Trinidad and Tobago Stranded Nationals	£1400.00	£0.00	£0.00	£1400.00	
TTHUF Online Platforms Expenses	£780.63	£0.00	£0.00	£780.63	
Lapel pin badges	£0.00	£0.00	£0.00	£0.00	
Room Hire	£0.00	£0.00	£0.00	£0.00	
Travel expenses	£0.00	£0.00	£0.00	£0.00	
Administration	£0.00	£0.00	£0.00	£0.00	
<b>Sub total</b>	<b>£2180.63</b>			<b>£2180.63</b>	
<b>A4 Asset investment purchases</b>	£0.00				
<b>Total payments</b>	<b>£2180.63</b>			<b>£2180.63</b>	

Net of receipts/(payments)	£0.00	£0.00	£0.00	£0.00	
<b>A5 Transfer between funds</b>	£0.00	£0.00	£0.00	£0.00	
<b>A6 Cash funds last year end</b>	£0.00	£0.00	£0.00	£0.00	
<b>Cash funds this year end</b>	<b>£7607.88</b>			<b>£7607.88</b>	

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

Categories	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	
<b>B1 Cash funds</b>	Cash at bank	<b>£7607.88</b>			
	<b>Total cash funds</b>	<b>£7607.88</b>			

<b>B2 Other monetary assets</b>	Final Gift Aid Claim	£0.00			
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Funds to which asset belongs      Cost (optional)      Current value (optional)

<b>B3 Investment assets</b>	None		-	-	

Funds to which asset belongs      Cost (optional)      Current value (optional)

<b>B4 assets retained for the charity's own use</b>	None				
			-	-	

Funds to which liability relates      Amount due (optional)      When due (optional)

<b>B5 Liabilities</b>	None				

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the 16 months under review to 30 September 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the 16 months under review to 30 September 2021 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

b) preparing financial statements which give a true and fair view of the situation of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements were approved by the Trustees on 11 November 2021 and signed on their behalf by:

Tricia Zenisa George

Roger James

Treasurer

Chair