



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

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	10	2021		30	09	2022

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>Tricia Zenisa George</i>	<i>Secretary</i>	<i>Transferred from Secretary to Treasurer September 2021</i>
<i>Natasha Queva</i>	<i>Assistant Treasurer</i>	<i>Transferred from Assistant Treasurer to Secretary September 2021</i>
<i>Kirt Hunte</i>	<i>Trustee</i>	<i>Extended term as Trustee for another term September 2021</i>
<i>Vashti Ragoonanan</i>	<i>Trustee</i>	<i>Assistant Secretary from September 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&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 5 Trustees</i>
Trustee selection methods	<i>Trustees volunteered and were appointed at the Annual General Meeting (AGM) in October 2021, 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 and supporting the charity's fundraising activities. 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 2022

Trustees present their annual report and unaudited financial statements for the year ended 30 September 2022.

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

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 TTHUF Board is currently made up of 5 Trustees, which 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 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. There were 10 Board meetings during the year. Trustees 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.

During the year, there was a challenge in accurately recording minutes of meetings. Therefore, the Board made the decision to stop having written minutes from meetings and have video recording instead. The Board recognizes that this is not ideal and hopes that it is a temporary measure. As soon as the Board can recruit a Trustee with the time and ability to record the minutes of Board meetings, we will return to this system.

COVID-19 Pandemic

Whilst the restrictions around the COVID-19 pandemic have largely been removed during the year, the board continued to meet virtually via Zoom.

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 the one event the charity held this year, which was the fundraising Curry-Que.

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.

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 October 2021 to 30 September 2022.

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

Whilst the restrictions around the COVID-19 pandemic have largely been removed during the year, the board continued to meet virtually via Zoom. Board members have not had a face-to-face meeting since February 2020.

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.

The main focus for the charity in the past year has been:

Memorandum of Understanding with Ora Gordon

TTHUF and Ora Gordon have signed a Memorandum of Understanding (MOU) during the year, so that we can work together to provide the Angel bra, to post- mastectomy women in Trinidad and Tobago and the Caribbean, at affordable prices.

This agreement recognises that by working in collaboration, we can address an unmet need for breast cancer survivors, whilst boosting their self-esteem and dignity.

The following are the health benefits of the Angel Bra:

1. The support each woman needs: It is specifically designed to reshape the bust, heighten the natural beauty, protect the back to obtain the correct position and to redistribute weight.
 2. A bra with a difference: It is made with the highest standard of quality that is recognised internationally. It is scientifically designed forging ahead with a new concept in remodelling. It loads 25% on the shoulders and 75% is absorbed by the suspension system by ensuring that the spinal column is raised and in the correct position.
 3. Its unique benefits:
 - Reaffirms and reshapes location
 - Increases volume
 - Unloads the weight from shoulders and relaxes the muscles of the back
 - Your best defense against gravity
 - Alleviates bust tenderness
 - Improves posture
 4. A seven in one bra with a unique design and allows the bust to: minimize, maximize, equalize, support/ sports bra, pregnancy/nursing, post-surgery and prosthesis.
 5. Complements each stage of a woman's life: youth, adolescence, maturity, pregnancy, nursing and post-surgery.
 6. Aids in the prevention of cysts formation and breast cancer.
- As a result of the experts' investigation and careful analysis, the Angel Bra produces excellent benefits of great aesthetic quality. However, the benefits of the bra are not limited to physical appearance and boasts psychological benefits as well. The Angel Bra increases self-esteem by promoting positive body image which is a significant factor to one's overall well-being.

Ora Gordon will serve as the sole distributor of the Angel Bra to the TTHUF and will provide the goods at a wholesale price.

TTHUF is in the process of developing a Standard Operating Procedure (SOP) for donating the Angel bra for qualifying women in Trinidad and Tobago. A SOP is a set of written instructions that describes the step-by-step process that must be taken to properly perform a routine activity.

Partnership with the World cancer Research Fund (WCRF)

TTHUF has approached WCRF to form a partnership which would explore the health benefits of our local T&T foods as they feature in a life after a cancer diagnosis. Their focus is on a healthy lifestyle and understanding the benefits of eating the correct foods. The current link at WCRF is moving on, so it is anticipated that a new contact would take the project forward.

Fundraising Curry-Que

TTHUF held its third annual fundraising Curry-Que on Saturday 16 July 2022.

This was the first time in three years that the Curry-Que was held, due to the pandemic.

The Curry-Que was well supported, with over 100 patrons attending on the day. A net profit of **£678.71** after expenses.

The board and catering team have had a post-event briefing, with the aim of learning lessons, to improve the event next year.

TTHUF began the reporting period with a financial balance of **£7612.88** and ended the year with a balance of **£10,038.45**. This achievement of increasing the charity's financial balance by **£2,425.57** is an excellent achievement that 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 SoP for donating Angel bras to qualifying women in Trinidad and Tobago*
- *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*
- *Actively try to recruit a board member capable of taking the minutes of Board meetings*

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

11 November 2022

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 01/10/2021 to 30/09/2022. This is to bring it in line with the Charity Commission's period of reporting. The four previous financial reports can be found at the TTHUF website: (<https://www.tthuf.org.uk/annual-report-and-financial-statement>)

The charity's work is reliant on income from its charitable activities. The main source of income for the reporting period were annual curry-que fund raiser and membership fees. At the start of the charity's reporting period (01/10/2021) there was a balance of **£7612.88** in the account. A breakdown of total income for the reporting period is **£4347.37** income and **£1916.74** 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 **£10,038.45**

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

	Charity Name: Trinidad and Tobago Healthcare UK Forum (TTHUF)				Reg. No: 1183695
	Receipts and payments accounts				
	For the period	Period start date 01/10/2021	To	Period end date 30/09/2022	
Section A Receipts and payments					
	Unrestricted	Restricted	Endowment	Total 2021/22	
A1 Receipts					
Grants and Donations via salaries	£227.00	£0.00	£0.00	£227.00	
Memberships subscription	£910.00	£0.00	£0.00	£910.00	
Fundraisers	£2816.16	£0.00	£0.00	£2816.16	
Lapel pin badges	£0.00	£0.00	£0.00	£0.00	
Gift aid receipts	£394.21	£0.00	£0.00	£394.21	
Sub total	£4347.37	£0.00	£0.00	£4347.37	
A2 Asset & investment sales etc					
	Nil				

Total receipts					
A3 Payments					
Curry-Que Fundraiser	£1566.74	£0.00	£0.00	£1566.74	
TTHUF Online Platforms Expenses	£0.00	£0.00	£0.00	£0.00	
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	
Administrati on	£0.00	£0.00	£0.00	£0.00	
Sub total	£1566.74			£1566.74	
A4 Asset investment purchases	£0.00				
Total payments	£1566.74			£1566.74	
Net of receipts/(pa yments)	£0.00	£0.00	£0.00	£0.00	
A5 Transfer between funds	£0.00	£0.00	£0.00	£0.00	
A6 Cash funds last year end	£7607.88	£0.00	£0.00	£7607.88	
Cash funds this year end	£10,038.45			£10,038.45	
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 £	
B1 Cash funds	Cash at bank	£10,038.45			
	Total cash funds	£10,038.45			
B2 Other monetary assets	Final Gift Aid Claim	£0.00			
		Funds to which asset belongs	Cost (optional)	Current value (optional)	
B3	None		-	-	

Investment assets					

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

B4 assets retained for the charity's own use	None				
			-	-	

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

B5 Liabilities	None				

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the 12 months under review to 30 September 2022.

The members have not required the charitable company to obtain an audit of its financial statements for the 12 months under review to 30 September 2022 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 10 November 2022 and signed on their behalf by:

Tricia Zenisa George
Treasurer

Roger James
Chair