

Cambridge Cancer Help Centre CIO
(Registered Charity No. 1188745)

Annual Report and Accounts

For the year ended 30 April 2022



TRUSTEES' REPORT FOR THE PERIOD 1 MAY 2021 TO 30 APRIL 2022

Introduction

This report is presented in accordance with the Charities (Accounts and Reports) Regulations 2005 made under Part VI of the Charities Act 1993. Administrative information about Cambridge Cancer Help Centre ("*The Centre*") is contained in the Appendix.

Objects

The objects of the Centre are to support persons suffering from cancer along with their carers, families, and friends, with the aim of improving the conditions of life of such persons and their families. These objects are to be met by teaching methods of relaxation, by providing advice and counselling and by offering practical (but not medical) information together with a wide range of complementary therapies that focus on individual wellbeing.

Organisation of the Centre

The Board of Trustees is responsible for all aspects of the Centre's activity. There are three officers: a Chairperson, a Secretary and a Treasurer. The members of the Board are elected annually at the Annual General Meeting. Casual vacancies may be filled by the Board who may also co-opt individuals to support specific activities.

In addition, the Board may appoint Advisors. These are people who bring specific skills and experience (in an ongoing capacity) to enhance the management and governance of the Centre.

Policy is determined and objectives are set by the Committee of Management which is made up of the Board of Trustees (including Advisors) and the Centre Manager.

The Centre was run day-to-day by the Centre Manager.

Voting at the General Meetings

Members are entitled to vote at General Meetings. It is not necessary to make a donation to be a member, only to have supplied contact details.

Organisation Changes

This has been a difficult year for the Charity. Government mandated Covid restrictions remained in place until April 2021. They were then gradually phased out to an agreed and carefully monitored implementation plan, and from 21 June the Centre was able to resume close to normal operations. Some social distancing and protective measures remained in place however.

Attendance was low initially and on-line and telephone support continued.

Although the Centre had been able to secure some short-term COVID-related funding during the previous two years for specific material items, and the SCF had generously waived their service

charges, the Centre was not raising enough funding to cover its costs and had in fact been in financial deficit for the past 5 years.

In January 2022 the new Board determined that action had to be taken to reduce operational costs and took the difficult decision to restructure, making the roles of Centre Manager and Volunteer Coordinator redundant. After the appropriate consultation this took effect from February 2022.

As the Centre once ran successfully on a largely voluntary basis, it was decided to return to this way of operating whilst looking at ways to increase the focus on fundraising and events. The members of the Board agreed to manage the Centre between them whilst recruiting and training an enhanced team of volunteers and seeking additional sources of funding. They understood that this change would not be easy, but the ambition remained for the Centre to be there for as many people as possible across Cambridgeshire who are experiencing cancer as a patient, carer, family member or friend. Following the pandemic, and with the challenges faced by the NHS and healthcare system, what the Centre offers is needed more than ever.

Supporting Individuals Living with Cancer at the Centre

The Board is grateful to the support from the Scotsdales Charitable Foundation in seizing the opportunity to further improve the facilities in the building following the damage suffered from the flood in spring 2020. As a result, the main kitchen was completely replaced with new equipment installed, carpets replaced throughout the building and walls repainted. The Centre team also took the opportunity to have a major “spring clean” ensuring that as we reopened the Centre would have a fresh, bright, clean and uncluttered look. Donated medical standard air purification units for the main areas, and later the therapy rooms, further improved the environment for members.

The Centre team continued to work throughout this difficult period with the support of volunteers. This approach ensured we could retain on-line phone emotional support, reaching many members who had faced long periods of social isolation. Some had consultations, scans or treatments postponed, or suffered from bereavement.

Contact was maintained with our 350 members during the year by phone, email messages, post and the introduction of monthly email newsletters.

Courses and Therapies

Since June 2021 when the Centre re-opened, we have been able to deliver the Macmillan Hope course, online initially, and then to gradually introduce courses back at the Centre. Since the start of 2022 we have delivered all Hope courses at the Centre with a good number of participants attending.

During this same period, we have continued to deliver a regular programme of ‘Guided Imagery, Mindfulness and Relaxation’ online and at the Centre. These sessions continue to be popular with very positive feedback:

“The sessions have helped me to relax – something I have always found difficult. I have realised the importance of relaxation in a day. I have become more realistic about what I can achieve in a day, and it has given me time to think about what is important to me in life”

The online ‘Talking Together’ group was incorporated into the ‘Guided Imagery, Mindfulness and Relaxation’ held at the Centre which has proved to be successful.

Our Complementary Therapies and Counselling sessions have gradually been introduced back into the Centre, and with other centres locally not able to offer as many therapies, these invaluable therapies have proved to be popular again with some lovely feedback:

“All the complimentary therapies have been a life-saver for me, they have really made me feel better about myself and I thank all the therapists for their generous time and professionalism.”

Activities and Events

The Centre is now back offering a full range of activities such as the art and craft groups, Yoga, Tai Chi, and since Jan 2022 we have introduced Dance and Fitness classes to our members.

A regular monthly afternoon tea/coffee morning has also been introduced with speakers giving talks about a range of subjects of interest.

Patient Support Groups and Carer's Support Groups

Support groups for people with specific cancers and carer's support groups were unable to meet at the Centre during lockdown but since May 2021 many have now resumed meeting there regularly.

Volunteer Team

The Centre relies on a dedicated team of volunteers who undertake a range of tasks vital to its smooth running. As we worked to reopen the Centre in phases during 2021/22, this team was progressively rebuilt, and new volunteers actively sought.

We thank all the wonderful therapists and volunteers for their dedication to the Centre and their continuous support is greatly appreciated.

COVID-19 – Ensuring the Centre is a safe place to meet

During the lockdown closures, the Centre team worked hard to ensure that measures were implemented to ensure that the Centre provides a safe place for our members, staff, volunteers and visitors to meet.

With the support of grants and other funding, perspex safety screening, PPE (masks, gloves), signage and cleaning and sanitisation equipment was purchased. Medical standard air purification units were also purchased. COVID-19 risk assessments were undertaken with enhanced cleaning procedures implemented.

Communications and Community relations

To increase awareness in the health community, information about the Centre has been included in the newsletters for the Cancer Directorate at Cambridge University Hospitals NHS Foundation Trust and on the electronic video screens within the hospital. Further work is planned to further extend awareness of the Centre across the local community.

The Centre has again continued to enjoy strong community support during the year and we are extremely grateful for all acts of support, big or small.

What next? Our new 3-year plan

The Cambridge Cancer Help Centre provides support, friendship and connection to others living with Cancer alongside access to therapies and activities that are not freely available elsewhere. The COVID-19 pandemic has been a challenging period of time for so many. With pressure on core healthcare services these services will be even more critical in the period ahead. To that end, the

Trustees and Management team have laid out a 3-year plan to guide the Centre's ongoing development. Our core aims are to:

1. Maintain a focus for what we are known for: delivering support advice and activities to those living with cancer (including family members and carers) in Cambridge and the surrounding areas.
 2. Reach more people by increasing visibility of what we offer to prospective members and increase our appeal to a diverse local community. We will work with our members to secure sufficient funding and the team to allow us to extend our opening hours offering greater flexibility.
 3. Increase our impact in Society. We will develop and extend the services we offer to a diverse spectrum of individuals with cancer as patients, friends/family members or carers and maximise the use of the David Rayner Building.
 4. Secure funding for our work and establish longer-term income streams to fund the increased running of the centre and our aspiration to benefit more people.
 5. Build foundations for the future and ensure the sustainability of the charity, expanding our volunteer team and strengthening our governance, policies, and ways of working.
- This is a challenging and ambitious plan but one we are committed to pursue with the support of our staff, volunteers, members, funders and partners.

Dependence on unpaid services and donations in kind

As already indicated, the Centre could not operate without the unpaid services of its band of volunteers. Therapists and course facilitators provide their services free of charge.

Financial position of the Centre

As at 30th April 2022, the Centre had funds of £88,802, of which £85,912 were for unrestricted use with a further £2,890 being restricted to spending on fitness activities for our members. The primary purpose of the unrestricted funds is to secure the long-term viability of the Centre.

Thanks to the efforts of our fundraising team, we received a number of generous donations from organisations and individuals during the year. These are detailed in the Annual Accounts accompanying this report.

The cost of running the Centre now exceeds £1,000 per week and the Trustees are clear that there must be an increased focus on fundraising if we are to continue to offer and develop the range of services that our members find so valuable.



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E L Sage
Chair of the Trustees
17 October 2022

APPENDIX

CAMBRIDGE CANCER HELP CENTRE ("The Centre") became a Charitable Incorporated Organisation (CIO) registered number 1188745 on 1 May 2020. The constitution of the Centre contains provisions which regulate the purposes and administration of the charity.

The officers of the Centre who have served during the year are as follows:

Chairpersons	Edward Sage and Debbie Pugh (Sept 2021)
Treasurer	Robert Jackson
Secretary	John Skilbeck

The names of members of the Committee of Management, being the Centre's Trustees and Advisors, who have served during the year, are as follows:

Trustees

Edward Sage	Robert Jackson
Janet Hickman	Debbie Pugh
Claire Mackenzie	Nick Wright
Lucy Sales	Richard Dickinson

Advisors

Barry Pridmore

Address:	120 Cambridge Road, Great Shelford, Cambridge CB22 5JT
Telephone:	01223 840105
Website:	www.cambridgecancerhelp.org
E-mail address:	contact@cambridgecancerhelp.org
Bank:	HSBC Bank plc, Cambridge City Office, P.O. Box 85, Cambridge CB2 3HZ
Accountant:	Andrew Webster Limited, 10 Wellington Street, Cambridge CB1 1HW

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES' OF CAMBRIDGE CANCER HELP CENTRE CIO

We report on the financial statements of the charity for the year ended 30 April 2022, which consist of the statement of assets and liabilities, the statement of receipts and payments and the notes to the accounts.

This report is made solely to the charity's trustees', as a body, in accordance with section 145 of the Charities Act 2011. Our work has been undertaken so that we might state to the charity's trustees' those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept to assume responsibility to anyone other than the charity and the charity's members as a body for this report, or for the opinions we have formed.

Respective responsibilities of Trustees' and Examiner

As the charity's trustees' you are responsible for the preparation of accounts; you consider that the audit requirement of Section 144(2) of the Charities Act 2011 (The 2011 Act) does not apply. It is our responsibilities to state, on the basis on procedures specified in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act, whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations for you as Trustees' concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in any audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

1. which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the 2011 Acthave not been met; or
2. to which, in our opinion, attentions should be drawn to in order to enable a proper understanding of the accounts to be reached

Gary Eves (FCCA)



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Websters Cambridge Limited
A tax, legal and accounting firm
10 Wellington Street
Cambridge
CB1 1HW

17 October 2022

CAMBRIDGE CANCER HELP CENTRE CIO (Registered Charity No. 1188745)

STATEMENT OF ASSETS AND LIABILITIES
AT 30 APRIL 2022

	<u>30.04.22</u> <u>£</u>	<u>30.04.21</u> <u>£</u>
<u>FIXED ASSETS</u>		
Tangible assets	1,662	-
<u>MONETARY ASSETS</u>		
Bank current accounts and petty cash	117,530	125,612
<u>CURRENT LIABILITIES</u>		
Sundry creditors	(30,390)	(30,705)
<u>NET CURRENT ASSETS</u>	<hr/> 87,140	<hr/> 94,907
<u>NET ASSETS</u>	<hr/> 88,802	<hr/> 94,907
<u>FUNDS OF THE CHARITY</u>		
General	85,912	94,907
Designated	2,890	-
<u>TOTAL FUNDS</u>	<hr/> 88,802	<hr/> 94,907

[signed]

Members of the
Committee of
Management

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 APRIL 2022

		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u> £
	<i>Notes</i>				
<u>RECEIPTS</u>					
Grants and Donations					
Subscriptions	2	5,240	-	5,240	1,295
Donations	3	10,392	-	10,392	4,184
Fund-raising	4	15,489	3,430	18,919	33,324
Investment Income					
Bank Interest	13	767	-	767	115
Total Receipts		<u>31,888</u>	<u>3,430</u>	<u>35,318</u>	<u>38,918</u>
<u>PAYMENTS</u>					
Direct Charitable Expenditure					
Members' Welfare	5	1,918	540	2,458	1,929
Accommodation	6	4,589	-	4,589	1,516
Staff	7	25,402	-	25,402	32,940
Office Expenditure	8	2,022	-	2,022	3,035
Other Payments	9	6,398	-	6,398	3,521
Depreciation	11	554	-	554	-
Total Payments		<u>40,883</u>	<u>540</u>	<u>41,423</u>	<u>42,941</u>
Deficit of Receipts over Payments		(8,995)	2,890	(6,105)	(4,023)
Balance b/f at 30 April 2021		94,907	-	94,907	98,930
Balance c/f at 30 April 2022		<u>85,912</u>	<u>2,890</u>	<u>88,802</u>	<u>94,907</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2022

1 Accounting Policies

These accounts are prepared in accordance with the *Statement of Recommended Practice* for Charities, as applicable to small charities (with gross income not exceeding £100,000).

2 Members' Subscriptions

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£
Annual Subscriptions	4,280	-	4,280	185
Monthly Covenants	960	-	960	1,110
	<u>5,240</u>	<u>-</u>	<u>5,240</u>	<u>1,295</u>

The amount of subscription is at the discretion of the member.

3 Donations

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£
General Donations				
A & J Betts	609	-	609	-
J. Dawson	275	-	275	335
Cambs & District Keep Fit Association	1,000	-	1,000	-
Imo S Kadioglu	250	-	250	-
Imo A Norton	543	-	543	-
Imo Gill Overhill	-	-	-	251
Urostomy Assoc	500	-	500	350
Paypal Giving	318	-	318	-
Friday Singers	400	-	400	-
M & C Baker	150	-	150	-
S & S Steed	100	-	100	-
Yoga Class	2,460	-	2,460	220
Payment for Services(Therapies)	1,658	-	1,658	-
M Davies	-	-	-	1,000
B Hylton	-	-	-	140
Anon	-	-	-	140
Other Donations (less than £100)	2,129	-	2,129	1,748
	<u>10,392</u>	<u>-</u>	<u>10,392</u>	<u>4,184</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2022

4 Fundraising

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£
Corporate Fundraising				
Cambridge Community Foundation	2,100	-	2,100	10,000
Postcode Places Trust	10,992	-	10,992	-
Living Sport	-	3,430	3,430	-
Pink Ribbon Foundation	-	-	-	7,000
National Lottery	-	-	-	7,393
The Foyle Foundation	-	-	-	5,000
Rotary Club of Sawston Fun Run	-	-	-	2,000
Fundraising Events	2,198	-	2,198	1,931
Sale of Goods	167	-	167	-
Collecting Boxes	32	-	32	-
	<u>15,489</u>	<u>3,430</u>	<u>18,919</u>	<u>33,324</u>

Other fundraising includes generous contributions from: our Craft Group; our Art Group; Adrian Shepherd; Sandra Allen; Julia Smith

5 Members' Welfare

<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
£	£	£	£
<u>1,918</u>	<u>540</u>	<u>2,458</u>	<u>1,929</u>

This figure includes the provision of PPE and other items essential for the continued safe running of the Centre.
Also included is £540 for dance/exercise classes which was funded from the restricted donation from Living Sport.

6 Accommodation

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£
Insurance	1,475	-	1,475	1,148
Rent	1	-	1	4
Maintenance/Cleaning/Consumables	3,113	-	3,113	364
	<u>4,589</u>	<u>-</u>	<u>4,589</u>	<u>1,516</u>

We would like to express our thanks to our landlords, the Scotsdales Charitable Foundation, who have not passed on maintenance and other charges during this period.

7 Staff

<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
£	£	£	£
<u>25,402</u>	<u>-</u>	<u>25,402</u>	<u>32,940</u>

Azra Krsic was the Centre's manager from April 2021 to February 2022.

Claire Milbourne was Assistant Centre Manager from April 2021 to January 2022.

Due to financial constraints, the Centre has operated entirely with the help of volunteers from March 2022 onwards.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2022

8 Office Expenditure

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£
Stationery	111	-	111	-
Telephone	-	-	-	20
Office Equipment	1,730	-	1,730	2,949
Postage	181	-	181	66
	<u>2,022</u>	<u>-</u>	<u>2,022</u>	<u>3,035</u>

9 Other Payments

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£
Printing	994	-	994	265
Advertising	1,133	-	1,133	961
Professional Fees	4,055	-	4,055	1,761
Fundraising Expenditure	216	-	216	216
Kitchen Ware/Soft Furnishings/Adornments	-	-	-	294
Sundries	-	-	-	24
	<u>6,398</u>	<u>-</u>	<u>6,398</u>	<u>3,521</u>

10 Asset Purchases

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£
Additions during the year	<u>2,216</u>	<u>-</u>	<u>2,216</u>	<u>-</u>

11 Fixed Assets

	<u>Total 2022</u>	<u>Total 2021</u>
	£	£
Fixed Assets as at 1 May 2021	-	-
Disposals during the period	-	-
Additions during the period	2,216	-
Less Depreciation at 25%	(554)	-
Fixed Assets at period end	<u>1,662</u>	<u>-</u>

12 Payments to Trustees'

No payments were made to Trustees' except as repayment of expenditure incurred on behalf of the Centre.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2022

13 Investment Income

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
	£	£	£	£
Deposit Account (COIF)	1	-	1	9
Cambridge Building Society	17	-	17	79
Saffron Building Society	749	-	749	26
Bank Deposit Account	-	-	-	1
	<u>767</u>	<u>-</u>	<u>767</u>	<u>115</u>