

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

Annual Report and Accounts

For the year ended 30 April 2023



REPORT FOR THE PERIOD 1 MAY 2022 TO 30 APRIL 2023

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.

Objectives

The mission of the Centre is to improve the quality of life of persons suffering from cancer, and their relatives and carers. This is achieved by teaching methods of relaxation, by counselling and by offering practical (but not medical) advice.

It offers a wide range of complementary therapies, courses that focus on individual wellbeing, social activities and the opportunity to take part in art and craft groups, dance and fitness exercise, yoga and tai chi.

David Rayner

The Centre came about through the personal generosity and foresight of David Rayner. David was personally involved in the design and build of the Centre and became a frequent and welcome visitor. David died earlier this year and is fondly remembered by all who knew him.

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.

Voting at the General Meetings

Members are entitled to vote at General Meetings.

Organisation Changes

In January 2022, for financial and operational reasons, the Board determined that action had to be taken to reduce operational costs and took the difficult decision to restructure.

The members of the Board then managed the Centre between them whilst recruiting and training an enhanced team of volunteers and seeking additional sources of funding.

As new sources of funding were obtained the need for a newly defined Charity Manager role was determined and the role advertised. There were many applicants with Julie Paterson finally starting in late February 2023. She is contracted to work 3 days in the office and 2 days flexibly, and the benefits of this arrangement soon became apparent. Her focus has been on improving service delivery, implementing new member services, and cost control and fund raising. There has also been a drive to improve internal and external communication through a new quarterly newsletter and social media input.

Supporting Individuals Living with Cancer at the Centre

After the tumultuous years of 22/21 – Covid19, the disastrous kitchen flood, the management upheavals, the slow improvement in member confidence and attendance - the Centre has been much busier.

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, and tai chi, and in January we started the popular dance and fitness classes. New activities will include a body toning class, a professionally led art course and a new yoga class.

A regular monthly afternoon tea/coffee morning has been introduced.

A fundraising committee now meets on a regular basis and others are welcome to join. Three fundraising events are scheduled for this year - Jazz afternoon (16 Sept), Quiz evening (5 Oct) and our first Xmas bazaar (25 Nov).

Very generous support from Issured has enabled the development of an entirely new website and social media presence. The website has an entirely new look and feel and is modern and user friendly. We are now able to make minor changes ourselves and external support costs are much reduced. The new large TV screen came from the relationship with Issured.

Thanks are due to the many who contributed to the design and implementation of this really important and beneficial development that will do so much to showcase the work done by the CCHC.

Patient Support Groups and Carer's Support Groups

Support groups for people with specific cancers. and carer's support groups have now resumed. These now include groups for prostate and gynae sufferers.

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.

During the year two successful craft fairs were organised by volunteers. There was a variety of stalls ranging from jewellery, handbags to wooden items. These events continue to raise funds for the centre and are well attended.

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. We are also now mentioned in the Smile Publication which is the magazine for Addenbrooke's Hospital.

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

Our leaflet detailing information about the Centre is now included in packs made up for cancer patients and this approach will be further pursued. We are now regularly receiving new members signposted to the Centre by the Cancer Directorate and Maggies.

The CCHC was made a major beneficiary of the Sawston Fun Run held in May. There were over 1300 participants so our gazebo and support team were very visible. Julie took part in the run and we were awarded £2500 towards running costs. Participation of the Rotary managed Christmas car parking scheme in Cambridge provided a further £3000.

What next? Our 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 recent years have been challenging 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 continued to implement the 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 2023, the Centre had funds of £109,821, of which £106,727 were for unrestricted use with a further £3,094 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.

However, as the cost of running the Centre will rise to more than £85,000 annually (£54,000 in 2022), the Trustees are concentrating on fund raising activities through events, approaches to local businesses and applications for grants from various foundations.

If we are to continue to offer and develop the range of services that members find so valuable we can all do our part to help by contacting anyone that we know that might be approached to help with a donation or expertise.



Edward Sage

Chair of the Trustees

03 August 2023

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	Vacant

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	Claire Mackenzie
Richard Dickinson	Arthur Gibbons

Advisors

Nick Wright

Address:	120 Cambridge Road, Great Shelford, Cambridge CB22 5JT
Telephone:	01223 840105
Website:	www.cambridgecancerhelp.org
E-mail address:	manager@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 2023, 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

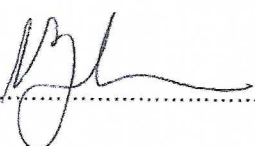
23 August 2023

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

STATEMENT OF ASSETS AND LIABILITIES
AT 30 APRIL 2023

	<u>30.04.23</u>	<u>30.04.22</u>
	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>		
Tangible assets	1,310	<u>1,662</u>
<u>MONETARY ASSETS</u>		
Bank current accounts and petty cash	138,901	117,531
<u>CURRENT LIABILITIES</u>		
Sundry creditors	(30,390)	(30,390)
<u>NET CURRENT ASSETS</u>	<u>108,511</u>	<u>87,141</u>
<u>NET ASSETS</u>	<u>109,821</u>	<u>88,803</u>
<u>FUNDS OF THE CHARITY</u>		
General	106,727	85,913
Designated	3,094	2,890
TOTAL FUNDS	<u>109,821</u>	<u>88,803</u>

[signed]

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Members of the
Committee of
Management

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

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 APRIL 2023

		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2023</u>	<u>Total 2022</u> £
	<i>Notes</i>				
<u>RECEIPTS</u>					
Grants and Donations					
Subscriptions	2	3,066	-	3,066	5,240
Donations	3	18,324	-	18,324	10,392
Fund-raising	4	33,869	1,434	35,303	18,919
Investment Income					
Bank Interest	13	146	-	146	768
Total Receipts		<u>55,405</u>	<u>1,434</u>	<u>56,839</u>	<u>35,319</u>
<u>PAYMENTS</u>					
Direct Charitable Expenditure					
Members' Welfare	5	2,852	930	3,782	2,458
Accommodation	6	15,594	-	15,594	4,589
Staff	7	6,946	-	6,946	25,402
Office Expenditure	8	2,628	-	2,628	2,022
Other Payments	9	6,250	-	6,250	6,398
Depreciation	11	621	-	621	554
Total Payments		<u>34,891</u>	<u>930</u>	<u>35,821</u>	<u>41,423</u>
Surplus/Deficit of Receipts over Payments		20,514	504	21,018	(6,104)
Balance b/f at 30 April 2022		85,913	2,890	88,803	94,907
Transfers between funds		300	(300)	-	-
Balance c/f at 30 April 2023		<u>106,727</u>	<u>3,094</u>	<u>109,821</u>	<u>88,803</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2023

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</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
	£	£	£	£
Annual Subscriptions	2,236	-	2,236	4,280
Monthly Covenants	830	-	830	960
	<u>3,066</u>	<u>-</u>	<u>3,066</u>	<u>5,240</u>

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

3 Donations

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
	£	£	£	£
General Donations				
Imo Christine Barclay	3,210	-	3,210	-
Julia Evans	100	-	100	-
J. Dawson	150	-	150	275
Lymphoma Group	119	-	119	-
Imo Ian Reedman	243	-	243	-
N & G Clarke	800	-	800	-
Imo Evelyn Wiseman	610	-	610	-
Urostomy Assoc	240	-	240	500
Prof. J Sanders	100	-	100	-
Herts Variety	400	-	400	-
R & A Gregory	100	-	100	-
Imo G G Searle	700	-	700	-
J & R Puxley	100	-	100	-
S A Gibson	200	-	200	-
Yoga Class	3,581	-	3,581	2,460
Payment for Services(Therapies)	2,588	-	2,588	1,658
Other Donations	-	-	-	3,370
Other Donations (less than £100)	5,083	-	5,083	2,129
	<u>18,324</u>	<u>-</u>	<u>18,324</u>	<u>10,392</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2023

4 Fundraising

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
Corporate Fundraising				
Issured Ltd	930	-	930	-
Pye Foundation	-	3,364	3,364	-
Copewell Ltd	600	-	600	-
Shelford Feast	250	-	250	-
Cole Charitable Trust	1,000	-	1,000	-
Black Infotech Ltd	500	-	500	-
Cambridge South Rotary Club	3,000	-	3,000	-
G Smith	5,000	-	5,000	-
James McNeil	5,000	-	5,000	-
Cambridge Community Foundation	2,800	-	2,800	2,100
Cambridge Mobility Ltd	150	-	150	-
Cambridge Masonic	2,000	-	2,000	-
Postcode Places Trust	-	-	-	10,992
Living Sport	-	(1,930)	(1,930)	3,430
Fundraising Events	10,825	-	10,825	2,198
Sale of Goods	1,814	-	1,814	167
Collecting Boxes	-	-	-	32
	<u>33,869</u>	<u>1,434</u>	<u>35,303</u>	<u>18,919</u>

Fundraising Events includes generous contributions from: :-

Jen Hickman's Royal Parks 1/2 marathon £2,250

Our runners in the Cambridge 1/2 marathon £2,400

Our Craft Group £1,735

Purchase by E Mayo of Elton John concert tickets generously donated by Issured Ltd, £2,500

In addition we are grateful to our many members who give up their time to raise money on our behalf.

5 Members' Welfare

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
	<u>2,852</u>	<u>930</u>	<u>3,782</u>	<u>2,458</u>

This figure includes £2,100 for dance & fitness classes partly funded by Living Sport

6 Accommodation

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
Insurance	3,812	-	3,812	1,475
Rent	-	-	-	1
Electricity	3,062	-	3,062	-
Maintenance/Cleaning/Consumables	8,720	-	8,720	3,113
	<u>15,594</u>	<u>-</u>	<u>15,594</u>	<u>4,589</u>

7 Staff

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
	<u>6,946</u>	<u>-</u>	<u>6,946</u>	<u>25,402</u>

From the beginning of the financial year the Centre operated entirely with the help of volunteers.
On 20th February 2023 we welcomed Julie Paterson as our new Centre Manager.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2023

8 Office Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
	£	£	£	£
Stationery	108	-	108	111
Telephone	683	-	683	-
Office Equipment	1,730	-	1,730	1,730
Postage	107	-	107	181
	<u>2,628</u>	<u>-</u>	<u>2,628</u>	<u>2,022</u>

9 Other Payments

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
	£	£	£	£
Printing	1,217	-	1,217	994
Advertising	1,431	-	1,431	1,133
Professional Fees	1,668	-	1,668	4,055
Fundraising Expenditure	1,786	-	1,786	216
Kitchen Ware/Soft Furnishings/Adornments	119	-	119	-
Sundries	29	-	29	-
	<u>6,250</u>	<u>-</u>	<u>6,250</u>	<u>6,398</u>

10 Asset Purchases

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
	£	£	£	£
Additions during the year	<u>269</u>	<u>-</u>	<u>269</u>	<u>2,216</u>

11 Fixed Assets

	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
	£	£
Fixed Assets as at 1 May 2022	1,662	-
Disposals during the period	-	-
Additions during the period	269	2,216
Less Depreciation at 25%	(621)	(554)
Fixed Assets at period end	<u>1,310</u>	<u>1,662</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 2023

13 Investment Income

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Deposit Account (COIF)	60	-	60	1
Cambridge Building Society	63	-	63	17
Saffron Building Society	6	-	6	750
Bank Deposit Account	17	-	17	-
	<u>146</u>	<u>-</u>	<u>146</u>	<u>768</u>