



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 01 Dec 23

Period end date: 30 Nov 2024

Charity name: British Society of Pharmacy Sleep Services (BSPSS)

Charity registration number: 1198553

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>We provide essential information to pharmacists to improve patient access to evidence-based sleep information at the earliest possible stage and raise awareness of symptoms and the treatments available for those suffering from sleep disorders. We engage in research that accelerates access to evidence-based help for sleep disorders.</p> <p>We do this to advance health and save lives of those directly and indirectly impacted by sleep disorders.</p>
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	<p>We continued with our partner the Chemist + Druggist (no fee transfer either way) to make our content free CPD and widely available.</p> <p>We have created independent and evidence-based video education content for Community Pharmacy about suspected sleep disorders.</p> <p>We reimbursed a trustee for reasonable travel expenses to record video content £80</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees consider that the charity's activities provided public benefit through the advancement of evidence-based sleep services in Community Pharmacy, and research to develop the protocols and tools to enable wider access.</p> <p>Suspected sleep disorder sufferers in the Cambridgeshire area have benefitted directly and in the process we are developing the model of care for a larger roll out.</p> <p>Patients that would not typically be assessed for sleep disorders have been identified (e.g. post-menopausal women) and have now</p>

		received treatment enhancing both their quality of life and life expectancy.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We are not a grant making charity.
Policy on social investment including program related investment	Para 1.38	We have neither the funds for such an investment or intention to create a relevant policy.
Contribution made by volunteers	Para 1.38	Our very existence and day-to-day activities are entirely reliant on the goodwill and efforts of the trustees and our volunteer CEO.
Other		We have been fortunate to have volunteer design and marketing expertise freely given.

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	<p>We attended the Pharmacy Show and were overwhelmed with interest. This made our sponsors very happy.</p> <p>We were fortunate to partner with Newcastle University, school of pharmacy to independently write up our feasibility study.</p> <p>BSPSS was a finalist in the Chemist and Druggist awards in one category.</p> <p>We delivered 4 sleep workshops at King's College London for MPharm year 4 student pharmacists. This was well received and we have been invited back for the next academic year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>We exceeded expectations in so much that our continued partnership with the Chemist + Druggist significantly raised our profile.</p> <p>Participated in social media, podcasts and blogs that raised awareness and our profile.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>On track and some success raising funds.</p> <p>We found that our current lack of funds precluded us from raising funds from pharmaceutical companies (for fear of undue influence).</p>
Investment performance against objectives	Para 1.41	<p>We do not currently make financial investments.</p>
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During the financial year (1 st Dec 2023 to 30 th Nov 24) we received £4722 and spent £5368. We are solvent and optimistic.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	Commercial donations in the form of unconditional educational grants.
		Not currently applicable.

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>We have limited funds, which restricts our choices.</p> <p>While we cannot pay our CEO, this presents us with time limitations.</p> <p>We anticipate raising funds, paying the CEO, and eliminating this risk.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO by Foundation.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation by foundation.
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	<p>Trustees are selected by majority board decision.</p> <p>The trustees check that the candidates have not been disqualified from acting as trustees, and candidates are asked to confirm in writing that this is the case.</p> <p>Candidates are asked to consider and declare any existing or potential conflicts of interest. If the charity works with children or adults at risk, the trustees seek any appropriate checks from the Disclosure and Barring Service.</p> <p>In the light of the checks and declarations, the trustees decide to go ahead and formalise the appointment of new trustees.</p>

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	Through ordinary resolution of the charity. - The trustees may appoint a person who is willing to act as a Trustee.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	CIO by foundation. The charity is not part of a wider network.
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	The British Society of Pharmacy Sleep Services
Other name the charity uses	BSPSS
Registered charity number	1198553
Charity's principal address	4 Waterford Lane, Cherry Willingham, Lincoln, LN3 4AL

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	GARETH EVANS	President		Founding trustees
2	LIZZIE HILL	Education		Founding trustees
3	JOANNA KIPPAX	Education	Retired 13 Oct 2023	Founding trustees
4	ROD TUCKER	Research		Founding trustees
5	BREEGE LEDDY	Education		Founding trustees
6	EDWARD GRANDI	Treasurer		Founding trustees
7	ADRIAN WILLIAMS	Education	Appointed August 2023	Board of Trustees
8	LOUISE BERGER	Education	Appointed 16 Oct 2023	Board of Trustees
9	RAJ NUTAN	Commercial strategy	Appointed 23 May 2024	Board of Trustees
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Corporate trustees' names of the directors at the date the report was approved		
Director name		
Adrian Zacher		Volunteer CEO

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

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)

Adrian Zacher

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Other optional information

Not applicable

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)

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Position (eg Secretary,
Chair, etc)

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Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

British Society of Pharmacy Sleep Services (BSPSS)

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
12/1/2024

To

Period end date
11/30/2025

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 £	Last year to the nearest £
A1 Receipts					
IDORSIA PHARMACEUT			1173	1,173	-
SOMNOMED UK LTD			1000	1,000	-
SNORER.COM LTD			500	500	-
PAYPAL - DONATION			48	48	-
ITAMAR MEDICAL UK			1000	1,000	-
SEFAM MEDICAL LTD			1000	1,000	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	-	4,721	4,721	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	4,721	4,721	-
A3 Payments					
Events & exhibition			4397	4,397	-
Software / subscriptions	-	-	247	247	-
Reimbursement of Trustee Travel	-	-	80	80	-
Regulator	-	-	85	85	-
Insurance	-	-	280	280	-
Travel	-	-	279	279	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	5,368	5,368	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	5,368	5,368	-
Net of receipts/(payments)	-	-	647	647	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	-	-	647	647	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	