



# Trustees' Annual Report for the period

From		Period start date			To			Period end date		
		02	06	2023				30	09	2024

## Section A Reference and administration details

Charity name

The Millie Garbutt Foundation

Other names charity is known by

N/A

Registered charity number (if any)

1203378

Charity's principal address

34 Lynscott Way, South Croydon, Surrey,

Postcode

CR2 6BW

### 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	Miss Emma Garbutt			
2	Mr Antony Garbutt			
3	Miss Stacey O'Neill			
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12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

CIO Foundation Constitution

How the charity is constituted  
(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

### 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.

## Section C Objectives and activities

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

To preserve and protect the health of those caring for children and young people with an airway tracheostomy within the family or home by offering a respite service through provision of one off grants to cover the cost of replacement tracheostomy trained night carers where the usual night carer is absent or where a night carer is unavailable to the family due to lack of local authority funding.

The organisation will arrange fundraising events and accept donations to generate income to finance airway tracheostomy trained carers. The Foundation will work with a specialist agency to provide the tracheostomy trained carers. Applications can be made to the charity via a website and the Foundation will pay the Agency directly for any carers provided.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**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;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The Mille Garbutt Foundation has been set up but no activity has occurred as yet, the website is being created and the funds in the Foundation's bank account were not donations, they were money Mille Garbutt had been given by family members before and after her passing away.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

N/A

**Details of any funds materially in deficit**

N/a

### Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

N/A

## Section F Other optional information

N/A

## Section G Declaration

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

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

**Signature(s)** S O'Neill

**Full name(s)** Miss Stacey O'Neill

**Position (eg Secretary, Chair, etc)** Trustee

**Date** 28/07/25



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Millie Garbutt Foundation

1203378

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
6/2/2023

To

Period end date  
9/30/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	-	-	-	-	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-
<b>A3 Payments</b>					
Cash in bank	1,718	-	-	1,718	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	1,718	-	-	1,718	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	1,718	-	-	1,718	-
<b>Net of receipts/(payments)</b>	- 1,718	-	-	- 1,718	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	- 1,718	-	-	- 1,718	-

## 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 £
<b>B1 Cash funds</b>	Cash in bank	1,718	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	1,718	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	S O'Neill	Miss Stacey O'Neill	7/28/2025	