



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 06	Month 09	Year 2023	To	Day 31	Month 03	Year 2024

Section A

Reference and administration details

Charity name

Portsmouth Breast Cancer Friends

Other names charity is known by

N/A

Registered charity number (if any)

1204605

Charity's principal address

8 Kintyre Road

Portsmouth

Postcode

PO6 3UH

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	Bridget Nicholson	Chair of trustees		
2	Rachel Hibbert	Vice-Chair of trustees		
3	Karen Heather	Treasurer		
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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
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Foundation Model Constitution Registered by the Charity Commission on 06 September 2023
How the charity is constituted (eg. trust, association, company)	Foundation Model Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing charity trustees. In selecting individuals for appointment as trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity.

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.

Day-to-day running is carried out by 3 trustees with assistance from a small group of other volunteers who make themselves available for feedback, help with the website and marketing, and organising social events.

We have developed a trusting relationship with clinical staff at the hospital and are in regular contact with the Breast Unit and with the Portsmouth Hospital Charity over matters of interest to our mutual beneficiaries. This enables us to identify areas of need, avoid duplication of effort and target resources appropriately.

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

The objects of the CIO are: for public benefit, the relief of people in need following a breast cancer diagnosis, who live and/or are having treatment in the Portsmouth area of the UK, in particular by providing opportunities for them to access companionship and support, accurate and up-to-date information, and signposting to appropriate services.

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)

The trustees have given due regard to the Charity Commission guidance on public benefit when exercising any powers or duties to which the guidance is relevant, and in planning and delivering its activities.

The following activities have been undertaken:

1. Provision of monthly in-person meetings for people who have had a breast cancer diagnosis living or having treatment in the Portsmouth area. In order to make it as easy as possible for people to attend, the meeting venue is close to local bus and train services. It is fully accessible and there is ample parking. Meetings are free to attend as people experiencing cancer often face additional financial pressures. The meetings provide an opportunity for people to talk with others who have faced similar challenges and to give and receive peer support. This companionship can reduce the sense of isolation and distress experienced after a cancer diagnosis. People can also get information and support for specific challenges resulting from their diagnosis and treatment.
2. Provision of a private, moderated Facebook group to allow people to connect outside of meetings. This means that those who cannot attend in person because of treatment, childcare or other barriers can still find information and support.
3. Provision of a website which includes signposting to the charity's events and to other sources of support, including clinical staff at the hospital and other trusted agencies.
4. Provision of a phone line for people who are unable to access the website or Facebook group. This phone line is not a counselling service but is used to help to connect people to appropriate local support.
5. Visiting speakers. The charity has developed trusting relationships with the team at the Breast Unit in Queen Alexandra hospital, and has hosted hospital staff for question-and-answer sessions at its monthly meetings, including a consultant breast surgeon, an advanced nurse practitioner and a research co-ordinator.
6. Visits from other services in the community, including a yoga instructor, and a representative of a charity offering alternative prosthetics.
7. A Christmas social event and meal. An access fund is provided for people who are unable to self-fund.
8. Development of a working partnership with a local branch of the Women's Institute, to ensure a supply of drain bags and cushions to the Breast Unit at Queen Alexandra hospital for people undergoing breast cancer surgery.

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.

We appreciate the help we have had from people within the support group with organising social events, helping to moderate the Facebook group, updating our website, and obtaining marketing materials. We are also very grateful for the kind and compassionate way in which existing participants in the group welcome new people appropriately and warmly. We endeavour to create a safe and accepting environment where people feel able to talk and feel heard and understood, and we are assisted in this by the co-operation and team spirit of other participants.

We thank the previously existing support group, 'Portsmouth Breast Friends', for its kind donation of £1,190.93 on closure of its accounts.

We thank our colleagues at the Women's Institute for their ongoing support of the hospital, and for agreeing to have our labels put on their drain bags and cushions to help patients find our support group.

Summary of the main achievements of the charity during the year

Shortly prior to the charity being registered with the Charity Commission, our monthly meetings moved to the current venue, which is more suitable for people's needs than previous temporary venues. The venue is comfortable, accessible and welcoming, and helps us to create a safe and suitable environment for our activities.

This was the first year that the charity has been registered, and a considerable amount of effort has been put into developing the policies, structures and procedures to enable the charity to work effectively and safely. As the charity has grown out of an informal community group, it has been important to consult with existing attendees to provide reassurance that main activities will continue and to communicate clearly about future plans. At the same time, it has been vital to ensure that the charity can meet the needs of its current and future beneficiaries, which has involved some minor changes.

The trustees have been supported by a small group of volunteers who undertake a range of tasks from practical assistance at meetings, updating the website, design and printing for our marketing, and moderating the private Facebook group.

Our main activity is our monthly meetings, which have continued throughout the year and have attracted new attendees each month. The fact that the group attracts newly diagnosed people is in part the result of the Breast Unit at the hospital signposting people to our meetings. We have introduced some guidelines for members to help ensure that new people are welcomed appropriately and are able to talk about their experiences at a pace that feels right for them.

The number of people active in our private Facebook group has increased by over one third over the seven months since the charity registered, with 123 members active at the end of March 2023. This group also has guidelines for members to help us to keep people safe online and when meeting with people in person.

Over the course of the year, the charity has proactively reinvigorated its relationships with key clinical and support staff at Queen Alexandra hospital. There are now clear lines of communication with the Breast Unit, the Macmillan Centre, local psychological services, the Portsmouth Hospital Charity, and the Personal and Public Involvement (research) team. This will assist us with signposting and information for people using our services, and allows us to work collaboratively with local NHS services.

Our close relationship with the Breast Unit enabled us to host a visit from one of the consultant breast surgeons and an advanced nurse practitioner working across oncology and the Breast Unit, to answer questions and offer guidance.

We have also developed an effective working relationship with a local Women's Institute (WI) group who make drain bags and cushions for the hospital. We assist the WI by collecting and transporting their items to the hospital so that the Breast Unit is kept stocked.

The charity successfully bid for grant funding to assist with set-up costs and to provide 2 retreat days in 2024.

The charity has set up a Just Giving account and purchased a card reader to make it easier to accept donations.

Brief statement of the charity's policy on reserves

The charity needs to keep a financial reserve to ensure that the group can operate sustainably for future beneficiaries. It mainly relies on private donations for its ongoing funding, which can be difficult to predict. Occasionally the charity may be able to apply for grant funding, but this is not a guaranteed source of income. Beneficiaries have all had a cancer diagnosis, and although they may wish to fundraise for the group, the main focus of the group is to offer support. While we appreciate and encourage people who wish to give back to the charity through fundraising, we never want to put people under pressure to fundraise. The charity will keep sufficient financial reserves to operate its core activities for a period of 12 months, a sum of approximately £1236.00. At the end of the year the charity had £2886.00 in unrestricted funds, which exceeds the reserve. As the charity is new and still developing its fundraising strategy, no action will be taken at present regarding the excess in reserves. If the evaluation of the charity's retreat days shows that these have a significant positive impact, funding will be needed if they are to continue. The level of reserves will be reviewed at next year end.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

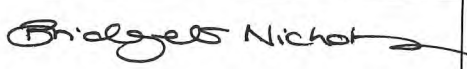

You **may choose** to include additional information, where relevant about:

- 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.

Section F**Other optional information****Section G****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)	Bridget Nicholson	Rachel Hibbert
Position (eg Secretary, Chair, etc)	Chair of trustees	Vice Chair of Trustees
Date	27/08/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Portsmouth Breast Cancer Friends

No (if any)
1204605

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/09/2023

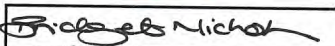

To

Period end date
31/03/2024

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					
Donation from previous group	1,191		-	1,191	-
Private donations	1,811	-	-	1,811	-
Macmillan	-	2,669	-	2,669	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,002	2,669	-	5,671	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,002	2,669	-	5,671	-
A3 Payments					
Room hire		576	-	576	-
Marketing materials		99	-	99	-
Website	-	-	-	-	-
Insurance		96	-	96	-
Christmas social event expenses	116	-	-	116	-
Refreshments		60	-	60	-
Sub total	116	831	-	947	-
A4 Asset and investment purchases, (see table)					
Card Reader	-	199	-	199	-
Mobile Phone	-	90	-	90	-
Sub total	-	289	-	289	-
Total payments	116	1,120	-	1,236	-
Net of receipts/(payments)	2,886	1,549	-	4,435	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	2,886	1,549	-	4,435	-

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	Funding from donations	2,886	-	-
	Macmillan Grant	-	1,550	-
	Total cash funds	2,886	1,549	-
	(agree balances with receipts and payments account(s))			
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)
	Card Reader	Macmillan	199	-
	Mobile Phone	Macmillan	107	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	
		Bridget Nicholson, Chair of Trustees	27/8/2024	
		Karen Heather, Treasurer	3/9/2024	