



Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	04	2024	31	03	2025

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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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 number of other volunteers who make themselves available for feedback, help with the website and marketing, and organising social events.

We have maintained 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.

Section C Objectives and activities

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.

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 maintained its 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, a specialist nurse and a clinical psychologist.
6. A Christmas social event and meal.
7. 2 fully funded physical activity and wellbeing retreat days.
8. Maintenance 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.

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.

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 everyone who has donated to the charity to help with our running costs via speaking events, Just Giving and personal donations. This has meant that we have not needed to conduct additional fundraising activities, which is greatly appreciated by our small team.

We thank Macmillan for providing funding for our retreat days and helping us to cover some of our initial setup and running costs.

We thank our colleagues at the Women's Institute for their ongoing support of the hospital, and for allowing us to label their craft work with our details to help patients find our support group.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity won the Portsmouth Inspiring Volunteers Award 2024 (sponsored by Portsmouth City Council) in the Health and Inclusion category, in recognition of the support provided on a voluntary basis by participants in the group.

The charity successfully delivered two physical activity and wellbeing retreat days, providing additional practical support and information for twenty-one people undergoing or recovering from treatment. These events, funded by a grant from Macmillan, received outstanding feedback from those who participated. Studies show that being physically active can significantly reduce recurrence of breast cancer, and these retreat days aimed to empower attendees with knowledge and confidence to have a try at a variety of activities to support their ongoing health.

We hosted another visit from one of the consultant surgeons and an advanced nurse practitioner to answer patients' questions and enhance our partnership with NHS services. This was attended by forty people, a quarter of whom were first-time visitors. We also visited the team of specialist nurses at the Breast Unit at Queen Alexandra Hospital to inform them about our services and to help with signposting.

A visit to the monthly meeting from the hospital's Clinical Psychologist enabled members to learn about available local services and when to seek help. 34 people attended this meeting, with roughly a third attending the group for the first time.

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 ensure that new people are welcomed appropriately and are able to talk about their experiences at a pace that feels right for them.

Our private Facebook group has continued to grow in size to 165 members at the end of March 2025, and is actively used to provide support and information to local people.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity keeps a financial reserve to ensure that the group can operate sustainably for future beneficiaries. It relies on private donations for its ongoing funding, which can be difficult to predict. Opportunities for grant funding have reduced across the sector.

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. At the end of the year the charity had £2659 in unrestricted funds, which exceeds the reserve. As the charity's payments slightly exceeded receipts from donations this year, it is anticipated that it will continue to reduce the surplus. No action will be taken at present regarding the excess in reserves. The level of reserves will be reviewed at next year end.

Details of any funds materially in deficit

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

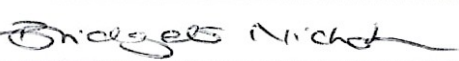
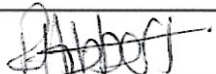
Other optional information

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 30 September 2025



Receipts and payments accounts

For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025
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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
Private donations	1,093	-	-	1,093	1,811
Macmillan	-	-	-	-	2,669
	-	-	-	-	-
Sub total (Gross income for AR)	1,093	-	-	1,093	5,671
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,093	-	-	1,093	5,671
A3 Payments					
Room hire	576	-	-	576	576
Marketing materials	102	-	-	102	99
Website	330	-	-	330	-
Insurance	76	-	-	76	96
Christmas social event expenses	-	-	-	-	116
Physical activity retreat days	176	1,549	-	1,725	-
Materials for cushions and drain bags	34	-	-	34	-
Refreshments	26	-	-	26	60
Sub total	1,320	1,549	-	2,869	947
A4 Asset and investment purchases, (see table)					
Card Reader	-	-	-	-	199
Mobile Phone	-	-	-	-	90
Sub total	-	-	-	-	289
Total payments	1,320	1,549	-	2,869	1,236
Net of receipts/(payments)	- 227	- 1,549	-	- 1,776	4,435
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,886	1,549	-	4,435	-
Cash funds this year end	2,659	-	-	2,659	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	Total cash funds	2,659	-	-
	Macmillan Grant	-	-	-
	Total cash funds	2,659	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

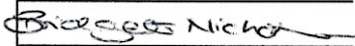
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Card Reader	Macmillan	199	-
	Mobile Phone	Macmillan	107	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Bridget Nicholson, Chair of Trustees Karen Heather, Treasurer	30/9/25