



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	January	2019		31st	December	2019

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

**Postcode**

### 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	Maggie Hourihan	Chairperson		
2	Ruth Williams	Treasurer		
3	Jane Shatford	Secretary		
4	Sue Youngman			
5	Margaret Warren			
6	Elaine Nicholas			
7	Jane Reynolds			
8	Justine Hankins			
9	Kaye Mundy			
10	Gill Harris			
11	Wendy Jones			
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### 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
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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Elected by Membership

### 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.

The charity is managed by the members of its committee who are elected by the wider membership at its AGM. The committee has the power to set up sub-committees and ad hoc working groups if required.

The charity works closely with Breast Cancer Now and medical and support staff based at local hospitals and breast cancer support units.

The committee considers the risks to the charity and its trustees and members to be minimal. The charity does not own any property, employ staff or enter into contracts. The conduct at its meetings is monitored and those attending meetings are signposted to bona fide sources of information and advice. However, if new activities are proposed then the appropriate risk assessment is carried out. For example, the route of the weekly walks in a local park has been assessed and participants are asked to provide emergency contact details to the walk leader.

## Section C Objectives and activities

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

To promote and protect the physical and mental health of persons who have or have had breast cancer, their families, friends and carers in Cardiff, the Vale of Glamorgan and/or any adjacent local authority or NHS trust area through the provision of financial assistance, support, education and practical advice; and  
To advance the education of the general public in all areas relating to breast cancer

**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 main activities of the charity are –

A programme of monthly meetings held in Rhiwbina, Cardiff and Barry. These meetings provide members with information and support and often feature presentations from health professionals and other support organisations such as advice on diet, fitness, healthy lifestyles, alternative therapies etc.

Weekly walks in a local parks which provide an opportunity for members to obtain support and information in an informal setting

The publication of a newsletter three times per year which is circulated to members, local hospitals, medical units and GP surgeries.

**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 do not offer grants.

We have a reserves policy that states that the charity maintains a reserve level of £2,000.

The committee regularly reviews the opportunities to invest any of its income for the benefit of the charity. However, in practice the income and the expenditure of the charity is modest and does not, therefore, result in the size of reserves that would attract significant interest were it to be placed in a savings account, especially with interest rates currently so low.

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

**2019 Speakers Programme – Cardiff**

January – Photos from Fashion Show Fundraiser  
 February - Mindfulness  
 March – Update from Breast Cancer Now  
 April – no meeting  
 May – Coffee and Chat  
 June – Fatigue  
 July – Coffee and Chat at Maggie’s Centre, Velindre  
 September – Coffee and Chat  
 October – Latest Research  
 November – Tenovus Choir  
 December – Christmas Party and Quiz

**2019 – Barry Meetings**

January – Coffee and Chat  
 February – Genetics  
 March – Amoena Bras  
 April - Coffee, chat and chocolate quiz  
 May – Breast Cancer and Diet  
 June – Coffee and Chat  
 July – Coffee and Chat  
 August – Coffee and Chat  
 September – Prosthetic/Bra fitting with Amoena  
 October – Coffee and Chat  
 November – Coffee and Chat  
 December – Christmas Meal

**Weekly Walks**

Informal groups of walkers meet at local parks in Cardiff and Barry on a weekly basis. Attendance at these walks is increasing as people tend to prefer the informal nature of the walks compared with the more formal meetings.

**Other Events**

July AGM – Presentation on developments in breast cancer treatments by leading local oncologist.

October evening meeting – Body Image and Amoena Bras

**Newsletters**

3 issues published and circulated to all members plus local hospitals, care units, GPs surgeries etc.

**Funding**

Total income for the year was £3207.12 which included £837.42 donation raised by Mick McCormack who ran The London Marathon and a further £1671.63 in other donations.

## Section E

## Financial review

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

Aim to keep £2,000 in reserves.

**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.

Those attending meetings, including the AGM, are asked to donate £1 towards the cost of teas and coffees. A small raffle is also held at these meetings.

In recent years the charity has been successful in obtaining grants from Macmillan, The Pink Ribbon Foundation and Oakdale Trust. These grants have paid for the printing of the newsletters, mailing costs, stationery items and publicity items such as leaflets, pens business cards etc.

In recent years individuals with connections to the charity have donated funds mostly by way of entering marathons and half marathons and organising a fashion show.

The charity's main expense is the printing of its newsletter.

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Margaret Hourihan	Jane Shatford
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Secretary

**Date** 20 August 2020