



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	January	2023		31st	December	2023

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	Wendy Jones			
11	Jenny Evans			
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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)	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.

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 local parks in Cardiff and Barry which provide an opportunity for members to obtain support and information in an informal setting.

The publication of a newsletter two or 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**2023 - Cardiff Meetings**

Attendance at monthly meetings continues to increase with several new members joining throughout the year.

2023 – Barry Meetings

The Barry Group continued to meet on a regular monthly basis. During the year it moved to new premises and continues to thrive.

Weekly Walks

Members continue to support the walks in Cardiff and Barry.

Other Events

The AGM was held in June and was attended by committee members plus 30 (estimated) members. This meeting also celebrated the charity's 20th anniversary.

In October the charity organised a fund-raising fashion show which was attended by over 50 people. This event raised £1112.90.

The committee meet during the year on 3 occasions to discuss the on-going issues affecting the charity and its activities – 16th February, 18th May and 31st August.

Newsletters

2 newsletters were issued in 2023 – in May and November.

Funding

Total income for the year was £1607.46 from collections at meetings (£204.56), £290 from a collection at the 20th Anniversary & AGM and £1112.90 raised at the October fashion show. Expenditure was £1678.43 which included the production of the newsletter (£478) and maintenance of the website (£247.16). £574.63 was spent on the 20th Anniversary celebration which was attended by over 50 members and guests.

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.

The charity's main expenses in 2023 related to cost of 20th Anniversary Celebration, the hosting of its website and production of the newsletters. It remains in a strong financial position due to previous fundraising events.

Section F

Other optional information

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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)	Margaret Hourihan	Jane Shatford
Position (eg Secretary, Chair, etc)	Chair	Secretary

