

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	12	9	2016		4	9	2017

Reference and administration details

Charity name	NORTH HIGHLANDS CANCER INFORMATION & SUPPORT CENTRE
Other names charity is known by	NHCISC
Registered charity number	SC 039687
Charity's principal address	5A HIGH STREET THURSO CAITHNESS
	Postcode KW14 8AQ

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 JENNIFER IRONSIDE	CHAIRMAN	SEPT 16 - SEPT 17	NHCISC MEMBERS
2 JEAN DUNNET	VICE-CHAIRMAN	SEPT 16 - SEPT 17	VOTE AT AGM
3 ISOBEL MILLER	TREASURER	SEPT 16 - SEPT 17	
4 BARBARA CORMACK	SECRETARY	SEPT 16 - SEPT 17	
5 AUDREY SMITH	COMMITTEE MEMBER	SEPT 16 - SEPT 17	
6 ANDI ROY	COMMITTEE MEMBER	SEPT 16 - SEPT 17	
7 HILARY GUNN	COMMITTEE MEMBER	SEPT 16 - SEPT 17	
8 LOUISE SHAKESPEARE	COMMITTEE MEMBER	SEPT 16 - SEPT 17	
9 ELIZABETH SMITH	COMMITTEE MEMBER	SEPT 16 - SEPT 17	
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Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
N/A	

Structure, governance and management

Type of governing document

CONSTITUTION & MISSION STATEMENT.

Trustee recruitment and appointment

TRUSTEES ARE APPOINTED EACH YEAR AT THE ANNUAL GENERAL MEETING.

Objectives and activities

Charitable purposes

TO PROVIDE EMOTIONAL SUPPORT TO THOSE AFFECTED BY CANCER.
TO PROVIDE INFORMATION ON ALL TYPES OF CANCER TO THOSE AFFECTED BY CANCER.

Summary of the main activities in relation to these objects

TRAINED VOLUNTEERS PROVIDE SUPPORT TO SERVICE USERS. THIS EMOTIONAL SUPPORT IS DELIVERED USING LISTENING & RESPONDING TECHNIQUES. RELEVANT & CURRENT INFORMATION IS AVAILABLE TO SERVICE USERS ON ALL TYPES OF CANCER AND RELEVANT SERVICES AVAILABLE LOCALLY & NATIONALLY.

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Achievements and performance

Summary of the main achievements of the charity during the financial period

PLEASE SEE ATTACHED CHAIRMAN'S REPORT 2016/2017 FOR DETAILS.

Financial review

Brief statement of the charity's policy on reserves

NHCISC WISH TO HAVE ENOUGH SURPLUS TO OPERATE FOR THE NEXT FOUR YEARS IF PUBLIC DONATIONS TO THE CENTRE WERE TO CEASE, THIS TIME SCALE WOULD ALLOW US TO APPLY FOR FUNDING TO COVER COSTS OF RUNNING THE SERVICE. WE ALSO HAVE TO CONSIDER ON GOING REFURBISHMENT. IN 2018 WE EXPECT TO HAVE TO START PAYING RENT.

Details of any deficit

N/A

Donated facilities and services (if any)

5A HIGH STREET, THURSO IS A COUNCIL OWNED PREMISES WHICH AT THE MOMENT WE HAVE THE USE OF RENT FREE. THIS IS CURRENTLY UNDER REVIEW.

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Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Jennifer S. Ironside

Full name(s)

JENNIFER IRONSIDE

Position (e.g. Chair)

CHAIRMAN

Date

9-1-18