

## **LICENSING BOARD SUB-COMMITTEE**

**Venue: Town Hall, Moorgate  
Street, Rotherham, S60  
2TH**

**Date: Monday, 18th December, 2017**

**Time: 9.30 a.m.**

### **A G E N D A**

1. To determine whether the following items should be considered under the categories suggested in accordance with Part 1 of Schedule 12A (as amended March 2006) of the Local Government Act 1972.
2. To determine any item(s) which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. House to House Collections (Pages 1 - 101)
4. Exclusion of the Press and Public

The following items are likely to be considered in the absence of the press and public as being exempt under the Police Act 1997 and Paragraphs 3 and 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime)

5. Applications for the Grant/Renewal/Review of Hackney Carriage/Private Hire Drivers' Licences (Pages 102 - 160)
6. Date and time of the next meeting - Monday 15 January 2018 at 9.30 a.m.

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO LICENSING BOARD</b>
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<b>1. Meeting:</b>	<b>Licensing Board Sub-Committee</b>
<b>2. Date:</b>	<b>18<sup>th</sup> December 2017</b>
<b>3. Title:</b>	<b>Determination of House to House Applications</b>
<b>4. Directorate:</b>	<b>Regeneration and Environment</b>

## 5. Summary

This report concerns applications made for proposed House to House collection Promoters permits in or about the Borough of Rotherham. The applications have been made in accordance with the House to House Collections Act 1939.

Where a person who is promoting, or proposes to promote, a collection in any locality for a charitable purpose makes an application to the authority for the area in the prescribed manner specifying the purpose of the collection and the locality within which the collection is to be made, and furnishes them with the prescribed information, the authority shall, subject to the provisions of the act, grant to them a licence authorising them to “promote” a collection within that locality for that purpose.

“Promoter” means, in relation to a collection, a person who causes others to act as collectors for the purposes of the collection.

## 6. Recommendations

- That the Licensing Board Sub-Committee informs the Licensing Manager of the decision.

## 7. Proposals and Details

The following applications for a promoter’s permit has been received by the Licensing Office for consideration of a House to House collection:-

1. Charity/Charitable Purpose: Child and Teenage Cancer and Leukaemia Foundation

Further information in relation to this application is attached as Appendix 1 and 2 to this report.

2. Charity/Charitable Purpose: Cancer Support UK

Further information in relation to this application is attached as Appendix 3 and 4 to this report.

3. Charity/Charitable Purpose: Yorkshire Children's Trust

Further information in relation to this application is attached as Appendix 5 and 6 to this report.

4. Charity/Charitable Purpose: Coping with Cancer North East

Further information in relation to this application is attached as Appendix 7 and 8 to this report.

5. Charity/Charitable Purpose: Treating Children with Cancer

Further information in relation to this application is attached as Appendix 9 and 10 to this report.

### 8. Finance

Permits for House to House collections in or about the Borough of Rotherham are provided free of charge to applicants (there is no statutory provision for charging). Any relating enforcement and other matters of application processing are financed through the authority's normal budgeting methods.

### 9. Risks and Uncertainties

Failure to fully consider each application could lead to inappropriate collections being made within the Borough.

When a licensing authority refuse to grant a licence (or revoke a licence) which has been granted, they shall forthwith give written notice to the applicant or holder of the licence stating upon which one or more of the grounds set out in House to House Collections Act 1939 Section 2 sub section 3 (copied below in italics ) the licence has been refused (or revoked) and informing him of the right of appeal given by this section, and the applicant or holder of the licence may thereupon appeal to the Secretary of State against the refusal or revocation of the licence as the case may be and the decision of the Secretary of State shall be final. The time within which any such appeal may be brought shall be fourteen days from the date on which notice is given.

A licensing authority may refuse to grant a licence, or, where a licence has been granted, may revoke it, if it appears to the authority:

- a) that the total amount likely to be applied for charitable purposes as the result of the collection (including any amount already so applied) is

inadequate in proportion to the value of the proceeds likely to be received (including any proceeds already received);

- b) that remuneration which is excessive in relation to the total amount aforesaid is likely to be, or has been, retained or received out of the proceeds of the collection by any person;
- c) that the grant of a licence would be likely to facilitate the commission of an offence under section three of the Vagrancy Act 1824, or that an offence under that section has been committed in connection with the collection;
- d) that the applicant or the holder of the licence is not a fit and proper person to hold a licence by reason of the fact that he has been convicted in the United Kingdom of any of the offences specified in the Schedule to this Act, or has been convicted in any part of His Majesty's dominions of any offence conviction for which necessarily involved a finding that he acted fraudulently or dishonestly, or of an offence of a kind the commission of which would be likely to be facilitated by the grant of a licence;
- e) that the applicant or the holder of the licence, in promoting a collection in respect of which a licence has been granted to him, has failed to exercise due diligence to secure that persons authorised by him to act as collectors for the purposes of the collection were fit and proper persons, to secure compliance on the part of persons so authorised with the provisions of regulations made under this Act, or to prevent prescribed badges or prescribed certificates of authority being obtained by persons other than persons so authorised; or
- f) that the applicant or holder of the licence has refused or neglected to furnish to the authority such information as they may have reasonably required for the purpose of informing themselves as to any of the matters specified in the foregoing paragraphs.

## **10. Policy and Performance Agenda Implications**

The granting of House to House permits is consistent with the Corporate Plan and community strategy as it ensures the deliver under the themes of a Safer and Fairer Rotherham; also ensuring that the Council continues to maintain its statutory functions and undertakes appropriate enforcement to support the delivery of safe communities in Rotherham.

## **11. Background Papers and Consultation**

None.

### **Contact Name:**

Alan Pogorzelec , Licensing Manager, ext 54955, [alan.pogorzelec@rotherham.gov.uk](mailto:alan.pogorzelec@rotherham.gov.uk)



Neighbourhood and Adult Services

**Application for a House to House Collections Permit**

House to House Collections Act 1939

House to House Collections Regulations 1947 (as amended)

For office use only	
Date	
Fee	Free of Charge
Permit number	

Use this form to apply for a house to house promoters collection permit. The licence will allow you to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in the locality unless the applicant is an appropriately licensed promoter by this authority, or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.

The attention of applicants for licences under the House to House Collections Act 1939 is drawn to Paragraph 4 of the House to House Collections Regulations 1947 (as amended) made by the Secretary of State on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection.

**Data Protection Act, 1998**

I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information share the inf in this way or for connected purposes, and we may also share the information with certain other people or organisations who manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

**Please answer all the questions on this form in BLOCK CAPITALS and in ink.  
Enter NONE or N/A as appropriate in all boxes you do not enter information in.**

**Applicants (Promoter) personal details**

1. Your Title (Mr, Mrs, Miss, etc):	Ms	Date of Birth:	31/01/1947
Surname:	FRANCHI	First names:	CIRA
Address:	CHILD AND TEENAGE CANCER AND LEUKAEMIA FOUNDATION, LONSTO HOUSE PRINCES LANE, LONDON		
		Post code:	N10 3LU
Daytime phone number:	02084448859	Mobile phone number:	
E-mail address:	info@ctclf.org		

## Details of Business or Organisation Responsible for the Collection

2. Name of Business/Organisation conducting collection:

CHILD AND TEENAGE CANCER AND LEUKAEMIA  
FOUNDATION

Office address of the

LONSTO HOUSE, PRINCES LANE

Business/Organisation:

LONDON

Post code

N10 3LU

Contact phone  
number:

02084448859

Mobile phone  
number:

E-mail address:

info@ctclf.org

2. a. Are you an employee of this Business/Organisation

YES

☒

No

☐

If YES, please state your position within the Business/Organisation:

TRUSTEE

**\*If NO, you must supply a letter, with this application form, from the Society/Organisation to benefit from the collection and which is authorising you to organise collections on the society's behalf.**

## Licensing history

3. Have you, or the business ever held a house to house collection licence before?

Yes

☒

No

☐

If 'Yes', who issued it?

Ryedale district council

What date was it granted?

15 / 12 / 16

What licence number was it?

18/17

3.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order with this local authority, refused, or revoked before?

Yes

☐

No

☒

3.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, with any other authority refused, or revoked before?

Yes

☐

No

☒

If Yes, where was it held, when was it refused, or revoked and why was it revoked?

Please use an extra sheet if required.

## Collection Details

4. Name of Society/Charity/Fund to benefit from the proceeds of this collection:

CHILD AND TEENAGE CANCER AND LEUKAEMIA FOUNDATION (CTCLF)

Address of the

Lonsto House, Princes Lane

Society/Charity/Fund

London

Post code

N10 3LU

E-mail address:

info@ctclf.org

Contact phone number:

02084448859

4.a. Objective/aims of the Society/Charity/Fund to benefit from the proceeds of this collection.  
Please attach recent literature, & accounts etc.

To support research into the causes, symptoms, distribution, pathology and treatment of cancers in children and young people. To promote and fund practical application of this research. To advance the education of parents carers and others in the causes, symptoms and treatment of cancers in children and young people

4.b. Is the Society/Charity/Fund a registered charity

Yes

☒

No

☐Registered Charity  
Number

1156384

4.c. Over what parts of the licensing area is it proposed that collections will be made?

THE WHOLE AREA OF ROTHERHAM METROPOLITAN BOROUGH COUNCIL

4.d. Over what periods in the year, dates & times, is it proposed that collections will be made?

01/01/18-31/12/18

FIVE DAYS PER MONTH/ PLEASE ALLOCATE ANY AVAILABLE FIVE DAYS

### Collection Details - Continued

4.e. How many collectors will be permitted to make the collections:

TWO

4.f. Is it proposed to collect money including direct debits as money

Yes ☐

No ☒

Direct Debits ☐

4.g. Is it proposed to collect "other" types of property

Yes ☒

No ☐

If Yes, what type(s) of property will be collected (Include direct debits as a collection of money)

YES, SECOND HAND CLOTHING.  
CLOTHING IN GOOD CONDITION WILL BE SOLD.

Is it proposed to Sell, Give Away, or Use this "other" property

Sell ☒

Give Away ☒

Use ☐

4.h. Are applications also being made for licences for the same purposed in other areas of the UK:

Yes ☒

No ☐

If Yes, which other licensing authorities

APPLYING TO VARIOUS COUNCILS IN ENGLAND AND WALES

How many collectors will be permitted to make these collections

TWO COLLECTORS IN EACH COUNCIL AREA

Will these collectors be the same collectors as those you intend to use in this authority

Yes ☐

No ☒

4.i. Is it proposed to promote this collection in conjunction with a street collection

Yes ☐

No ☒

If Yes, is it proposed to combine the House to House and Street Collection accounts or submit separate accounts:

Combined accounts ☐

Separate accounts ☐

4.j. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.

NOT APPLICABLE.

### Proceeds of Collections Details

5. Are the whole of the receipts to be paid over to the Society/Charity/Fund

Yes ☒

No ☐

If NO, please state the purposes for which deductions will be made

5.a. Please state how much will be deducted for expenses or other purposes

£

5.b. Is it proposed to use some of the proceeds for the remuneration of any persons

Yes ☐

No ☒

If YES; is it to Collectors

Yes ☐

No ☒

is it to Other Persons

Yes ☐

No ☒

5.c. Please state details, how much will be deducted, for what reasons and if applicable what "other persons"

£

**Applicant Promoter's "Criminal Records" history request**

**6. Convictions & Cautions Details.** In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

**6.a.** Have you ever been convicted of any criminal offence, or received any police cautions etc or are you waiting to hear about any prosecutions or other actions of any type, pending against you?, warnings or reprimands? (If you answer YES to this question give details in the box below.)

Yes ☐ No ☒

**6.b.** If you are waiting to hear about any prosecution enter the court hearing the case:

If known, date of future court hearing date:

 /  / 

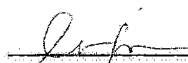
Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
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**Declaration**

I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand. I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection taking place.

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.

Applicants  
Signature



Date form signed  
by applicant

22 / 08 / 17

**CTCLF**

Lonsto House, 1 - 3 Princes Lane, London N10  
3LU  
T: 020 8444 8859  
E: info@ctclf.org - W: www.ctclf.org

**CHILD &  
TEENAGE  
CANCER &  
LEUKAEMIA  
FOUNDATION**

**CHILD & TEENAGE CANCER & LEUKAEMIA FOUNDATION - CTCLF**

Lonsto House, Princes Lane, London N10 3LU

August 14<sup>th</sup>, 2017

Re: Application for House-to-House Collection License by Child & Teenage Cancer & Leukaemia Foundation – (CTCLF), Charity Commission Reg. No. 1156384.

Dear Sir/Madam,

I attach an application for a house-to-house collection on behalf of Child & Teenage Cancer & Leukaemia Foundation (CTCLF). This application will also be sent to you by post.

Child & Teenage Cancer & Leukaemia Foundation (CTCLF) is a registered charity in England and Wales (Charity Registration No. 1156384) and a company limited by guarantee and registered in England and Wales (Company Registration No. 8801998). The CTCLF website is at: [www.ctclf.org](http://www.ctclf.org)

CTCLF makes donations and grants to organisations promoting research into cancer in children and teenagers. We also fund projects and charities providing services for children and teenagers with cancer or leukaemia.

Our charitable Aim & Objectives are:

**Aim**

To fund projects of charities involved in supporting cancer initiatives.  
To make donations and grants to organisations undertaking this work.  
To promote and fund research into cancer in children and young people.

**Objectives**

To support research into the causes, symptoms, distribution, pathology and treatment of cancers in children and young people.

To promote and fund practical application of this research.

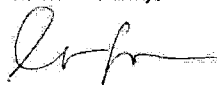
To advance the education of parents, carers and others in the causes, symptoms and treatment of cancers in children and young people.

100% of the proceeds of any and all H2H collections will go directly to Child & Teenage Cancer & Leukaemia Foundation. We aim to raise at least £20 000.00 in the first year of House-to-House collections.

Should you require any further information about our charity, please contact me on 02084448859.

Thank you in anticipation of your help.

Yours faithfully,



Cira Franchi Kell  
Chairman, Child & Teenage Cancer & Leukaemia Foundation (CTCLF).

Unaudited Financial Statements for the Year Ended 31 December 2016

for

Child & Teenage Cancer & Leukaemia  
Foundation (CTCLF)

Child & Teenage Cancer & Leukaemia  
Foundation (CTCLF)

Contents of the Financial Statements  
for the Year Ended 31 December 2016

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Child & Teenage Cancer & Leukaemia  
Foundation (CTCLF)

Company Information  
for the Year Ended 31 December 2016

**DIRECTORS:**

F Coutts  
Mrs C Franchi  
F Paolillo

**REGISTERED OFFICE:**

Lonsto House  
1-3 Princes Lane  
London  
N10 3LU

**REGISTERED NUMBER:**

08801998 (England and Wales)

**ACCOUNTANTS:**

ABEL Associates  
Chartered Accountants  
North London Business Park  
Oakleigh Road South  
London  
N11 1GN



Child & Teenage Cancer & Leukaemia  
Foundation (CTCLF) (Registered number: 08801998)

Balance Sheet  
31 December 2016

	31.12.16 £	31.12.15 £
<b>CURRENT ASSETS</b>		
Cash at bank	537	2,678
	<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	537	2,678
	<hr/>	<hr/>
<b>RESERVES</b>		
Income and expenditure account	537	2,678
	<hr/>	<hr/>
	537	2,678
	<hr/>	<hr/>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared and delivered in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors on 22 June 2017 and were signed on its behalf by:

Mrs C Franchi - Director

Child & Teenage Cancer & Leukaemia  
Foundation (CTCLF)

Notes to the Financial Statements  
for the Year Ended 31 December 2016

1. **STATUTORY INFORMATION**

Child & Teenage Cancer & Leukaemia Foundation (CTCLF) is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Turnover**

Turnover represents the gross value of donations received.

**Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 3.

# Charity Commission

# The Regulator for Charities in England and Wales

1156384 - CHILD & TEENAGE CANCER & LEUKAEMIA FOUNDATION (CTCLF)

DUE DOCUMENTS RECEIVED

## Activities

PROMOTING AND FUNDING RESEARCH INTO CANCER IN CHILDREN AND YOUNG PEOPLE  
 MAKING DONATIONS AND GRANTS TO ORGANISATIONS UNDERTAKING THIS WORK FUNDING  
 PROJECTS OF OTHER CHARITIES INVOLVED IN SUPPORTING CANCER INITIATIVES  
 SUPPORTING RESEARCH INTO THE CAUSES, SYMPTOMS, PATHOLOGY AND TREATMENT OF  
 CANCERS INFORMING PARENTS, CARERS IN THE CAUSES, SYMPTOMS AND TREATMENT OF  
 CANCERS IN CHILDREN AND YOUNG PEOPLE

## Financial summary

Financial year end (FYE)	Income	Spending	Accounts received	Annual Return/Annual Update received
31 Dec 2016	£9,559	£11,700	Not Required	22 Jun 2017 **
31 Dec 2015	£12,648	£15,500	Not Required	01 Jun 2016
31 Dec 2014	£9,098	£3,072	Not Required	01 Jun 2015 **

\*\* Annual Update received - charity below Annual Return £10,000 threshold for this financial year

## Contact

MS CIRA FRANCHI  
 Lonsto House  
 Princes Lane  
 London  
 N10 3LU

Tel: 02084448859  
 Email: [info@ctclf.org](mailto:info@ctclf.org)  
 Website: [www.ctclf.org](http://www.ctclf.org)

## Charity trustees

MS CIRA FRANCHI  
 VICTORIA WEIR

MR FRASER COUTTS

## Date of registration

26 Mar 2014

## Other names

None

## Governing document

MEMORANDUM AND ARTICLES INCORPORATED 04 DEC 2013

## Organisation type

STANDARD REGISTRATION

## Registration history

26 MARCH 2014 REGISTERED

**Charitable objects**

THE CHARITY'S OBJECTS ('THE OBJECTS') ARE FOR THE PUBLIC BENEFIT AND ARE RESTRICTED TO THE FOLLOWING: 1. TO PROMOTE AND PROTECT THE PHYSICAL AND MENTAL HEALTH OF CHILDREN AND TEENAGERS WITH LEUKAEMIA OR OTHER FORMS OF CANCER AND THEIR FAMILIES IN SUCH WAYS AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT; 2. TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC INCLUDING BUT NOT BY WAY OF LIMITATION THROUGH THE PROMOTION OF RESEARCH INTO ALL AREAS RELATING TO CHILDHOOD AND TEENAGE CANCERS AND TO PUBLISH THE USEFUL RESULTS.

**Classification****What**

- EDUCATION/TRAINING
- THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES

**Who**

- CHILDREN/YOUNG PEOPLE
- THE GENERAL PUBLIC/MANKIND

**How**

- MAKES GRANTS TO ORGANISATIONS
- PROVIDES ADVOCACY/ADVICE/INFORMATION
- SPONSORS OR UNDERTAKES RESEARCH

**Area of benefit**

NO INFORMATION RECORDED

**Where the charity operates**

- THROUGHOUT ENGLAND AND WALES

Note: This report is compiled from public information that the Charity Commission holds on the Register of Charities on 01 December 2017.

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24<sup>th</sup> August 2017

Lesley Sykes  
Licensing Support Officer  
Rotherham Metropolitan Borough Council  
Riverside House, Main Street  
Wing A, Floor 3 near Pod A33  
Rotherham  
S60 1AE

Dear Licensing Officer,

**RE: CANCER SUPPORT UK**  
**HOUSE TO HOUSE COLLECTION APPLICATION**

Please find enclosed an application form for a House to House collecting permit.

We have negotiated a contract with Cancer Support UK, to carry out House to House collections to raise funds for the appeal.

I have enclosed supporting literature for your perusal. I trust this information satisfies your criteria for granting a House to House collecting permit for the time requested.

Please could you email me to confirm you have received this application  
I look forward to hearing from you at your earliest convenience. In the meantime if you have any queries, please do not hesitate to contact me on 0207 288 8523.

Yours sincerely

Dawn Taylor  
Licensing Assistant  
0207 288 8523

[dtaylor@clothesaid.co.uk](mailto:dtaylor@clothesaid.co.uk)



t 020 7470 8755  
w [cancersupportuk.org](http://cancersupportuk.org)  
e [hello@cancersupportuk.org](mailto:hello@cancersupportuk.org)  
a Cancer Support UK  
71-75 Shelton Street  
London, WC2H 9JQ

24.08.2017

Lesley Sykes  
Licensing Support Officer  
Rotherham Metropolitan Borough Council  
Riverside House, Main Street  
Wing A, Floor 3 near Pod A33  
Rotherham S60 1AE

Dear Licensing Officer,

I am writing to you with reference to the attached license application for Clothes Aid (Services) Ltd to collect waste textiles for the purpose of recycling under the House to House collections Act 1939.

Clothes Aid (Services) Ltd propose to carry out collections under license from Cancer Support UK. We have recently begun working with Clothes Aid and we hope this will prove to be a very positive partnership for us. The agreement we have ensures that we receive from Clothes Aid at least £100 plus VAT per each tonne of clothes collected also £10 plus VAT for every tonne of Bric a Brac, Bed Linen and household's items collected and Clothes Aid is aiming to raise for us a minimum sum of £100,000 plus VAT per annum.

If a license were granted, Clothes Aid would like to collect in various areas of your local authority. It would greatly assist our fundraising efforts if Clothes Aid were granted a collection license for a 12-month period.

I hope the above answers any queries you may have with regard to our relationship with Clothes Aid. However if you require any further information please do not hesitate to call me on 020 7470 8755,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gemma Holding'.

**Gemma Holding**  
Chief Executive  
Cancer Support UK



for as long as it takes

**HOUSE TO HOUSE COLLECTIONS ACT 1939**  
**House to House Collections Regulations 1947**

**Application for a Licence**

To (name of Licensing Authority) **Rotherham Metropolitan Borough Council**

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collections, of which particulars are given below

Dated.....24.08.2017.....

Signed 

**PARTICULARS OF COLLECTION**

1. Surname of applicant (in block letters) Other names	<b>1 Peter Gerrard Glynn 102 Loraine Mansions Widdenhams Road London N7 9SH</b>
2. Address of applicant	<b>2 Clothes Aid, Unit 4R, Leroy House, 436 - 438 Essex Road, LONDON, N1 3QP</b>
3. Particulars of charitable purposes to which proceeds of collection are to be applied. (Full particulars should be given and where possible the most recent account of any charity which is to benefit should be enclosed)	<b>3 Cancer Support UK 71 - 75 Shelton Street, London WC2H 9JQ</b>
4. Over what parts of the area is it proposed that the collection should extend?	<b>4 Rotherham Metropolitan Borough Council</b>
5. During what period of the year is it proposed that the collection should be made?	<b>5. 1<sup>st</sup> October 2017 - 30<sup>th</sup> September 2018</b>
6. Is it proposed to collect money?	<b>6 NO</b>
7. Is it proposed to collect other property? If so, of what nature? And is it proposed to sell such property or to give it away or to use it?	<b>7 Yes Second hand clothing To sell</b>
8. Approximately how many persons is it proposed to authorise to act as collectors in the area of the authority to which the application is addressed?	<b>8 No more than four persons</b>
9. Is it proposed that remuneration should be paid out of the proceeds of the collection: - (a) to collectors? (b) to other persons? If so, at what rates and to what classes of persons?	<b>9. Clothes Aid is now carrying out a collection of goods as a commercial participator under the Charities Act 1992 with the accompanying representation that for every tonne we collect £75.00 &amp; £125 per tonne plus VAT will be given to Cancer Support UK and that Clothes Aid has agreed to raise a minimum £75,000 per Annum. Cancer Support UK does not pay any expenses from the money we raise for them.</b>
10. Is application being made for licences for collections for the same purpose in other areas: If so, to what authorities? And, approximately, how many persons in all is it proposed to authorise to act as collectors	<b>10. Yes See enclosed licence held list No more than 25 persons nationwide</b>
11. Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked? If so, give particulars	<b>11. Yes, see enclosed 'Additional Information'</b>
12. Is it proposed to promote this collection in conjunction with a street collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection?	<b>12. No</b>
13. If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act, 1940 give name of registration authority and date of registration or exemption	<b>13. N/A</b>

### **ADDITIONAL INFORMATION**

Clothes Aid Group has been refused a licence in 2009 by Birmingham Council to collect for Make a Wish Foundation.

The Refusal by Birmingham City Council was appealed to the Minister and that appeal in turn was refused. Clothes Aid Group issued preceding before the high Court of Judicially review this decision. The Appeal decision by the Minister has been quashed by consent Order of the high court. This is a result of the Minister conceding a point on the nature of the Minister functions on appeal.

In light of the delays, Make a Wish sought and the Minister has now granted a national exemption order under section 3 of the House to House collections Act 1939 under which Clothes Aid Group acts. Given this a licence from Birmingham City Council is no longer needed.



<b><u>Council</u></b>	<b><u>Duration</u></b>
Aberdeen City	1 Oct 17 - 30 Sep 18
Aberdeenshire	1 Oct 17 - 30 Sep 18
Adur & Worthing	1 Oct 17 - 30 Sep 18
Allerdale	1 Oct 17 - 30 Sep 18
Aldershot	1 Oct 17 - 30 Sep 18
Alnwick	1 Oct 17 - 30 Sep 18
Amber Valley	1 Oct 17 - 30 Sep 18
Angus	1 Oct 17 - 30 Sep 18
Argyll & Bute	1 Oct 17 - 30 Sep 18
Arun	1 Oct 17 - 30 Sep 18
Ashfield	1 Oct 17 - 30 Sep 18
Ashford	1 Oct 17 - 30 Sep 18
Aylesbury Vale	1 Oct 17 - 30 Sep 18
Babergh	1 Oct 17 - 30 Sep 18
Barnet GLB	1 Oct 17 - 30 Sep 18
Barnsley	1 Oct 17 - 30 Sep 18
Barrow in Furness	1 Oct 17 - 30 Sep 18
Basildon	1 Oct 17 - 30 Sep 18
Basingstoke & Deane	1 Oct 17 - 30 Sep 18
Bassetlaw	1 Oct 17 - 30 Sep 18
Bath & N.E Somerset (Bristol Hub)	1 Oct 17 - 30 Sep 18
Bedford	1 Oct 17 - 30 Sep 18
Berwick on Tweed	1 Oct 17 - 30 Sep 18
Birmingham City	1 Oct 17 - 30 Sep 18
Blaby & Wigston	1 Oct 17 - 30 Sep 18
Blackburn & Darwin	1 Oct 17 - 30 Sep 18
Blakeney	1 Oct 17 - 30 Sep 18
Blackpool	1 Oct 17 - 30 Sep 18
Blaenau Gwent	1 Oct 17 - 30 Sep 18
Blyth Valley	1 Oct 17 - 30 Sep 18
Bolsover	1 Oct 17 - 30 Sep 18
Bolton	1 Oct 17 - 30 Sep 18
Boston	1 Oct 17 - 30 Sep 18
Bournemouth	1 Oct 17 - 30 Sep 18
Bracknell Forest	1 Oct 17 - 30 Sep 18
Bradford	1 Oct 17 - 30 Sep 18
Braintree	1 Oct 17 - 30 Sep 18
Breckland	1 Oct 17 - 30 Sep 18
Brent GLB	1 Oct 17 - 30 Sep 18
Brentwood	1 Oct 17 - 30 Sep 18
Breconshire (Powys) &Radnorshire (Powys)	1 Oct 17 - 30 Sep 18
Bridgend	1 Oct 17 - 30 Sep 18
Brighton & Hove	1 Oct 17 - 30 Sep 18
Bristol City (Bristol Hub)	1 Oct 17 - 30 Sep 18
Broadland	1 Oct 17 - 30 Sep 18
Broxbourne	1 Oct 17 - 30 Sep 18
Broxtowe	1 Oct 17 - 30 Sep 18
Burnley	1 Oct 17 - 30 Sep 18
Bury Metro	1 Oct 17 - 30 Sep 18
Caerphilly	1 Oct 17 - 30 Sep 18
Calderdale	1 Oct 17 - 30 Sep 18
Cambridge City	1 Oct 17 - 30 Sep 18
Cannock Chase	1 Oct 17 - 30 Sep 18

Canterbury	1 Oct 17 - 30 Sep 18
Cardiff	1 Oct 17 - 30 Sep 18
Carlisle	1 Oct 17 - 30 Sep 18
Carmarthenshire	1 Oct 17 - 30 Sep 18
Castle Morpeth	1 Oct 17 - 30 Sep 18
Castle point	1 Oct 17 - 30 Sep 18
Central Bedford	1 Oct 17 - 30 Sep 18
Ceredigion	1 Oct 17 - 30 Sep 18
Charnwood	1 Oct 17 - 30 Sep 18
Chelmsford	1 Oct 17 - 30 Sep 18
Cheltenham	1 Oct 17 - 30 Sep 18
Cherwell	1 Oct 17 - 30 Sep 18
Chesterfield	1 Oct 17 - 30 Sep 18
Chichester	1 Oct 17 - 30 Sep 18
Chiltern	1 Oct 17 - 30 Sep 18
Chorley	1 Oct 17 - 30 Sep 18
Christchurch	1 Oct 17 - 30 Sep 18
Lincoln City	1 Oct 17 - 30 Sep 18
City of York	1 Oct 17 - 30 Sep 18
Clackmannanshire	1 Oct 17 - 30 Sep 18
Colchester	1 Oct 17 - 30 Sep 18
Congleton	1 Oct 17 - 30 Sep 18
Conwy	1 Oct 17 - 30 Sep 18
Copeland	1 Oct 17 - 30 Sep 18
Copeland	1 Oct 17 - 30 Sep 18
Corby	1 Oct 17 - 30 Sep 18
Cornwall, Caradon, Carrick, Kerrier, North Cornwall, Restormel, Penwith	1 Oct 17 - 30 Sep 18
Cotswold	1 Oct 17 - 30 Sep 18
Coventry City	1 Oct 17 - 30 Sep 18
Craven	1 Oct 17 - 30 Sep 18
Crawley	1 Oct 17 - 30 Sep 18
Crewe & Nantwich	1 Oct 17 - 30 Sep 18
Dacorum	1 Oct 17 - 30 Sep 18
Dartford	1 Oct 17 - 30 Sep 18
Darlington	1 Oct 17 - 30 Sep 18
Daventry	1 Oct 17 - 30 Sep 18
Denbighshire	1 Oct 17 - 30 Sep 18
Derby City	1 Oct 17 - 30 Sep 18
Derbyshire Dales	1 Oct 17 - 30 Sep 18
Doncaster	1 Oct 17 - 30 Sep 18
Dover	1 Oct 17 - 30 Sep 18
Dudley	1 Oct 17 - 30 Sep 18
Dumfries & Galloway	1 Oct 17 - 30 Sep 18
Dundee	1 Oct 17 - 30 Sep 18
Durham, Chester le St, Derwent, Easington Sedgefield, Teesdale, Wear Valley	1 Oct 17 - 30 Sep 18
East Ayrshire	1 Oct 17 - 30 Sep 18
East Cambridge	1 Oct 17 - 30 Sep 18
East Devon	1 Oct 17 - 30 Sep 18
East Dorset	1 Oct 17 - 30 Sep 18
East Dunbartonshire	1 Oct 17 - 30 Sep 18
East Hampshire	1 Oct 17 - 30 Sep 18

East Lindsey	1 Oct 17 - 30 Sep 18
East Lothian	1 Oct 17 - 30 Sep 18
East Hertfordshire	1 Oct 17 - 30 Sep 18
East Northamptonshire	1 Oct 17 - 30 Sep 18
East Renfrewshire	1 Oct 17 - 30 Sep 18
East Riding of Yorkshire	1 Oct 17 - 30 Sep 18
East Staffordshire	1 Oct 17 - 30 Sep 18
Eastbourne	1 Oct 17 - 30 Sep 18
Eastleigh	1 Oct 17 - 30 Sep 18
Eden	1 Oct 17 - 30 Sep 18
Edinburgh	1 Oct 17 - 30 Sep 18
Elmbridge	1 Oct 17 - 30 Sep 18
Epping Forest	1 Oct 17 - 30 Sep 18
Epsom & Ewell	1 Oct 17 - 30 Sep 18
Erewash	1 Oct 17 - 30 Sep 18
Exeter	1 Oct 17 - 30 Sep 18
Fakenham	1 Oct 17 - 30 Sep 18
Falkirk	1 Oct 17 - 30 Sep 18
Fareham	1 Oct 17 - 30 Sep 18
Fenland	1 Oct 17 - 30 Sep 18
Fife	1 Oct 17 - 30 Sep 18
Flintshire	1 Oct 17 - 30 Sep 18
Forest Heath	1 Oct 17 - 30 Sep 18
Forest of Dean	1 Oct 17 - 30 Sep 18
Fylde	1 Oct 17 - 30 Sep 18
Gateshead	1 Oct 17 - 30 Sep 18
Gedling	1 Oct 17 - 30 Sep 18
Glasgow City	1 Oct 17 - 30 Sep 18
Gloucester City	1 Oct 17 - 30 Sep 18
Gosport	1 Oct 17 - 30 Sep 18
Gravesham	1 Oct 17 - 30 Sep 18
Great Yarmouth	1 Oct 17 - 30 Sep 18
Guildford	1 Oct 17 - 30 Sep 18
Gwynedd	1 Oct 17 - 30 Sep 18
Halton	1 Oct 17 - 30 Sep 18
Hambleton	1 Oct 17 - 30 Sep 18
Harborough	1 Oct 17 - 30 Sep 18
Harlow	1 Oct 17 - 30 Sep 18
Harrogate	1 Oct 17 - 30 Sep 18
Hart	1 Oct 17 - 30 Sep 18
Hartlepool	1 Oct 17 - 30 Sep 18
Hastings	1 Oct 17 - 30 Sep 18
Havant	1 Oct 17 - 30 Sep 18
Herefordshire	1 Oct 17 - 30 Sep 18
Hertsmere	1 Oct 17 - 30 Sep 18
High Peak	1 Oct 17 - 30 Sep 18
Highland	1 Oct 17 - 30 Sep 18
Hinkley & Bosworth	1 Oct 17 - 30 Sep 18
Horsham	1 Oct 17 - 30 Sep 18
Hull	1 Oct 17 - 30 Sep 18
Huntingdonshire	1 Oct 17 - 30 Sep 18
Hyndburn	1 Oct 17 - 30 Sep 18
Ipswich	1 Oct 17 - 30 Sep 18
Isle of Anglesey	1 Oct 17 - 30 Sep 18
Isle of Wight	1 Oct 17 - 30 Sep 18
Islington GLB	1 Oct 17 - 30 Sep 18
Iverclyde	1 Oct 17 - 30 Sep 18
Kettering	1 Oct 17 - 30 Sep 18


King's Lynn	1 Oct 17 - 30 Sep 18
Kirklees	1 Oct 17 - 30 Sep 18
Knowsley	1 Oct 17 - 30 Sep 18
Lancaster	1 Oct 17 - 30 Sep 18
Leeds	1 Oct 17 - 30 Sep 18
Leicester City	1 Oct 17 - 30 Sep 18
Lewes	1 Oct 17 - 30 Sep 18
Lichfield	1 Oct 17 - 30 Sep 18
Liverpool City	1 Oct 17 - 30 Sep 18
London Met	1 Oct 17 - 30 Sep 18
Luton	1 Oct 17 - 30 Sep 18
Macclesfield	1 Oct 17 - 30 Sep 18
Maidstone	1 Oct 17 - 30 Sep 18
Maldon	1 Oct 17 - 30 Sep 18
Manchester	1 Oct 17 - 30 Sep 18
Mansfield	1 Oct 17 - 30 Sep 18
Medway	1 Oct 17 - 30 Sep 18
Melton	1 Oct 17 - 30 Sep 18
Mendip (Bristol Hub)	1 Oct 17 - 30 Sep 18
Merthyr Tydfil	1 Oct 17 - 30 Sep 18
Mid Devon	1 Oct 17 - 30 Sep 18
Mid Suffolk	1 Oct 17 - 30 Sep 18
Mid Sussex	1 Oct 17 - 30 Sep 18
Middlesbrough	1 Oct 17 - 30 Sep 18
Midlothian	1 Oct 17 - 30 Sep 18
Milton Keynes	1 Oct 17 - 30 Sep 18
Mole Valley	1 Oct 17 - 30 Sep 18
Monmouthshire	1 Oct 17 - 30 Sep 18
Montgomery	1 Oct 17 - 30 Sep 18
Moray	1 Oct 17 - 30 Sep 18
Neath Port Talbot	1 Oct 17 - 30 Sep 18
New Forest	1 Oct 17 - 30 Sep 18
Newark & Sherwood	1 Oct 17 - 30 Sep 18
Newcastle under Lyme	1 Oct 17 - 30 Sep 18
Newcastle upon Tyne	1 Oct 17 - 30 Sep 18
Newport	1 Oct 17 - 30 Sep 18
North Ayrshire	1 Oct 17 - 30 Sep 18
North Devon	1 Oct 17 - 30 Sep 18
North Dorset	1 Oct 17 - 30 Sep 18
North East Derbyshire -	1 Oct 17 - 30 Sep 18
North East Lincoln	1 Oct 17 - 30 Sep 18
North Hertfordshire	1 Oct 17 - 30 Sep 18
North Kesteven	1 Oct 17 - 30 Sep 18
North Lanarkshire	1 Oct 17 - 30 Sep 18
North Lincolnshire	1 Oct 17 - 30 Sep 18
North Norfolk	1 Oct 17 - 30 Sep 18
North Somerset (Bristol Hub)	1 Oct 17 - 30 Sep 18
North Tyneside	1 Oct 17 - 30 Sep 18
North Walsham	1 Oct 17 - 30 Sep 18
North Warwickshire	1 Oct 17 - 30 Sep 18
North West Leicestershire	1 Oct 17 - 30 Sep 18
Northampton	1 Oct 17 - 30 Sep 18
Northumberland	1 Oct 17 - 30 Sep 18
Norwich City	1 Oct 17 - 30 Sep 18
Nottingham City	1 Oct 17 - 30 Sep 18
Nuneaton & Bedworth	1 Oct 17 - 30 Sep 18
Oldham & Wigan	1 Oct 17 - 30 Sep 18

Oldham	1 Oct 17 - 30 Sep 18
Oxford	1 Oct 17 - 30 Sep 18
Pembrokeshire	1 Oct 17 - 30 Sep 18
Pendle	1 Oct 17 - 30 Sep 18
Perth & Kinross	1 Oct 17 - 30 Sep 18
Peterborough	1 Oct 17 - 30 Sep 18
Plymouth	1 Oct 17 - 30 Sep 18
Poole	1 Oct 17 - 30 Sep 18
Portsmouth	1 Oct 17 - 30 Sep 18
Preston	1 Oct 17 - 30 Sep 18
Purbeck -	1 Oct 17 - 30 Sep 18
Reading	1 Oct 17 - 30 Sep 18
Redcar & Cleveland	1 Oct 17 - 30 Sep 18
Reigate & Banstead	1 Oct 17 - 30 Sep 18
Renfrewshire	1 Oct 17 - 30 Sep 18
Rhondda Cynon Tydfil	1 Oct 17 - 30 Sep 18
Ribble Valley	1 Oct 17 - 30 Sep 18
Richmondshire	1 Oct 17 - 30 Sep 18
Rochdale Met	1 Oct 17 - 30 Sep 18
Rochford	1 Oct 17 - 30 Sep 18
Rossendale	1 Oct 17 - 30 Sep 18
Rother & Wealden	1 Oct 17 - 30 Sep 18
Rotherham	1 Oct 17 - 30 Sep 18
Rugby	1 Oct 17 - 30 Sep 18
Runnymede	1 Oct 17 - 30 Sep 18
Rushcliffe	1 Oct 17 - 30 Sep 18
Rushmoor	1 Oct 17 - 30 Sep 18
Rutland	1 Oct 17 - 30 Sep 18
Ryedale	1 Oct 17 - 30 Sep 18
Salford	1 Oct 17 - 30 Sep 18
Sandwell Met	1 Oct 17 - 30 Sep 18
Scarborough	1 Oct 17 - 30 Sep 18
Scottish Borders	1 Oct 17 - 30 Sep 18
Sedgemoor (Bristol Hub)	1 Oct 17 - 30 Sep 18
Sefton	1 Oct 17 - 30 Sep 18
Selby	1 Oct 17 - 30 Sep 18
Sevenoaks	1 Oct 17 - 30 Sep 18
Sheffield City	1 Oct 17 - 30 Sep 18
Shepway	1 Oct 17 - 30 Sep 18
Shropshire, Bridgnorth, N.Shropshire, Shrewsbury, South Shropshire	1 Oct 17 - 30 Sep 18
Slough	1 Oct 17 - 30 Sep 18
Solihull Met	1 Oct 17 - 30 Sep 18
Scotland	1 Oct 17 - 30 Sep 18
South Ayrshire	1 Oct 17 - 30 Sep 18
Stirling	1 Oct 17 - 30 Sep 18
South Bucks	1 Oct 17 - 30 Sep 18
South Cambridgeshire	1 Oct 17 - 30 Sep 18
South Derbyshire	1 Oct 17 - 30 Sep 18
South Gloucestershire	1 Oct 17 - 30 Sep 18
South Hams	1 Oct 17 - 30 Sep 18
South Holland	1 Oct 17 - 30 Sep 18
South Kesteven	1 Oct 17 - 30 Sep 18
South Lakeland	1 Oct 17 - 30 Sep 18
South Lanarkshire	1 Oct 17 - 30 Sep 18

South Norfolk	1 Oct 17 - 30 Sep 18
South Northampton	1 Oct 17 - 30 Sep 18
South Oxfordshire	1 Oct 17 - 30 Sep 18
South Ribble	1 Oct 17 - 30 Sep 18
South Somerset	1 Oct 17 - 30 Sep 18
South Staffordshire	1 Oct 17 - 30 Sep 18
South Tyneside	1 Oct 17 - 30 Sep 18
Southampton	1 Oct 17 - 30 Sep 18
Southend-on-Sea	1 Oct 17 - 30 Sep 18
Spelthorne	1 Oct 17 - 30 Sep 18
St Albans	1 Oct 17 - 30 Sep 18
St Edmundsbury	1 Oct 17 - 30 Sep 18
St Helens	1 Oct 17 - 30 Sep 18
Stafford	1 Oct 17 - 30 Sep 18
Stafford Moorlands	1 Oct 17 - 30 Sep 18
Stevenage	1 Oct 17 - 30 Sep 18
Stockport	1 Oct 17 - 30 Sep 18
Stockton-on-tees	1 Oct 17 - 30 Sep 18
Stoke-on-Trent	1 Oct 17 - 30 Sep 18
Stratford on Avon	1 Oct 17 - 30 Sep 18
Stroud	1 Oct 17 - 30 Sep 18
Suffolk Coastal	1 Oct 17 - 30 Sep 18
Sunderland	1 Oct 17 - 30 Sep 18
Surrey Heath	1 Oct 17 - 30 Sep 18
Swale	1 Oct 17 - 30 Sep 18
Swansea	1 Oct 17 - 30 Sep 18
Tameside	1 Oct 17 - 30 Sep 18
Tamworth	1 Oct 17 - 30 Sep 18
Tandridge	1 Oct 17 - 30 Sep 18
Swindon	1 Oct 17 - 30 Sep 18
Taunton & Deane	1 Oct 17 - 30 Sep 18
Teignbridge	1 Oct 17 - 30 Sep 18
Telford & Wrekin	1 Oct 17 - 30 Sep 18
Tendering	1 Oct 17 - 30 Sep 18
Test Valley	1 Oct 17 - 30 Sep 18
Tewkesbury	1 Oct 17 - 30 Sep 18
Thanet	1 Oct 17 - 30 Sep 18
Three Rivers	1 Oct 17 - 30 Sep 18
Thurrock	1 Oct 17 - 30 Sep 18
Tonbridge & Malling	1 Oct 17 - 30 Sep 18
Torbay	1 Oct 17 - 30 Sep 18
Torfaen	1 Oct 17 - 30 Sep 18
Torridge	1 Oct 17 - 30 Sep 18
Trafford	1 Oct 17 - 30 Sep 18
Tunbridge Wells	1 Oct 17 - 30 Sep 18
Tynedale	1 Oct 17 - 30 Sep 18
Uttlesford	1 Oct 17 - 30 Sep 18
Vale of Glamorgan	1 Oct 17 - 30 Sep 18
Vale of White Horse	1 Oct 17 - 30 Sep 18
Wakefield	1 Oct 17 - 30 Sep 18
Walsall Met	1 Oct 17 - 30 Sep 18
Wansbeck	1 Oct 17 - 30 Sep 18
Warrington	1 Oct 17 - 30 Sep 18
Warwick	1 Oct 17 - 30 Sep 18
Watford	1 Oct 17 - 30 Sep 18
Waveney	1 Oct 17 - 30 Sep 18
Waverley	1 Oct 17 - 30 Sep 18
Wealden	1 Oct 17 - 30 Sep 18


Wellingborough	1 Oct 17 - 30 Sep 18
Welwyn Hatfield	1 Oct 17 - 30 Sep 18
West Berkshire	1 Oct 17 - 30 Sep 18
West Devon	1 Oct 17 - 30 Sep 18
West Dorset	1 Oct 17 - 30 Sep 18
West Dunbartonshire	1 Oct 17 - 30 Sep 18
West Lancashire	1 Oct 17 - 30 Sep 18
West Lindsey	1 Oct 17 - 30 Sep 18
West Lothian	1 Oct 17 - 30 Sep 18
West Oxfordshire	1 Oct 17 - 30 Sep 18
West Somerset	1 Oct 17 - 30 Sep 18
Weymouth & Portland	1 Oct 17 - 30 Sep 18
Wigan	1 Oct 17 - 30 Sep 18
Wiltshire, Kennet, Salisbury, N.Wiltshire, W.Wiltshire All in one now	1 Oct 17 - 30 Sep 18
Winchester	1 Oct 17 - 30 Sep 18
Windsor & Maidenhead	1 Oct 17 - 30 Sep 18
Wirral	1 Oct 17 - 30 Sep 18
Woking	1 Oct 17 - 30 Sep 18
Wokingham	1 Oct 17 - 30 Sep 18
Wolverhampton	1 Oct 17 - 30 Sep 18
Worcester Covers - Wychavon, Redditch, Bromsgrove, Malvern Hills, Wyre Forest are all in one now	1 Oct 17 - 30 Sep 18
Worthing	1 Oct 17 - 30 Sep 18
Wrexham	1 Oct 17 - 30 Sep 18
Wyre	1 Oct 17 - 30 Sep 18
Wycombe	1 Oct 17 - 30 Sep 18
Yeovil	1 Oct 17 - 30 Sep 18

# Clothes Aid & Cancer Support UK collection bags




**Cancer Support UK**

In participation with



**clothes-aid**



## Cancer Support UK for as long as it takes

We provide practical and emotional support to people with cancer, both during and after the treatment period.

[www.cancersupportuk.org](http://www.cancersupportuk.org)

Cancer Support UK (CSUK) is a charity registered in England and Wales (1105703) and in Scotland (SC039731) and a company limited by guarantee registered in England and Wales (05048319).

**This collection is operated by Clothes Aid (Services) Ltd in participation with Cancer Support UK.**  
For every tonne of clothes, shoes and accessories collected, Clothes Aid will donate at least £100 plus VAT, and for every tonne of books, household linen and other miscellaneous household items collected, Clothes Aid will donate at least £10 plus VAT, to Cancer Support UK. Clothes Aid aims to donate at least £100,000 plus VAT each year.

**Front**

**In Clothes Aid bags, preloved clothing, household items, bric-a-brac, linen and bedding are all given a second chance to shine, helping Cancer Support UK.**



In participation with





**Your collection day is: Monday**

(after the delivery of this bag)

-  Place this bag with good quality clothes, pairs of shoes, accessories, household items, linen and bric-a-brac. Check for any items you want to donate before we collect.
-  Leave your bag outside (so that it can be seen from the road) by 9am on your collection day. But please don't leave it out overnight. If you have more to donate, please use other bags and leave them with the Clothes Aid bag.
-  Fill your bags with cashmere. You're recycled and helped Cancer Support UK. Thank you for donating.

**Clothes Aid Helpline:**  
**020 7288 9546**  
 Open Monday - Friday, 9am to 5pm  
[clothesaid.co.uk](http://clothesaid.co.uk)

 Facebook/ClothesAid

 @ClothesAid

 Registered with CHARITY COMMISSION

 Cancer Research UK

**This collection is operated by Clothes Aid (Services) Ltd in participation with Cancer Support UK.**  
For every tonne of clothes, shoes and accessories collected, Clothes Aid will donate at least £100 plus VAT, and for every tonne of books, household linen and other miscellaneous household items collected, Clothes Aid will donate at least £10 plus VAT, to Cancer Support UK. Clothes Aid aims to donate at least £100,000 plus VAT each year.

**Back**





# Fundraising Pack

Everything you need to get going!

CANCER  
SUPPORT UK

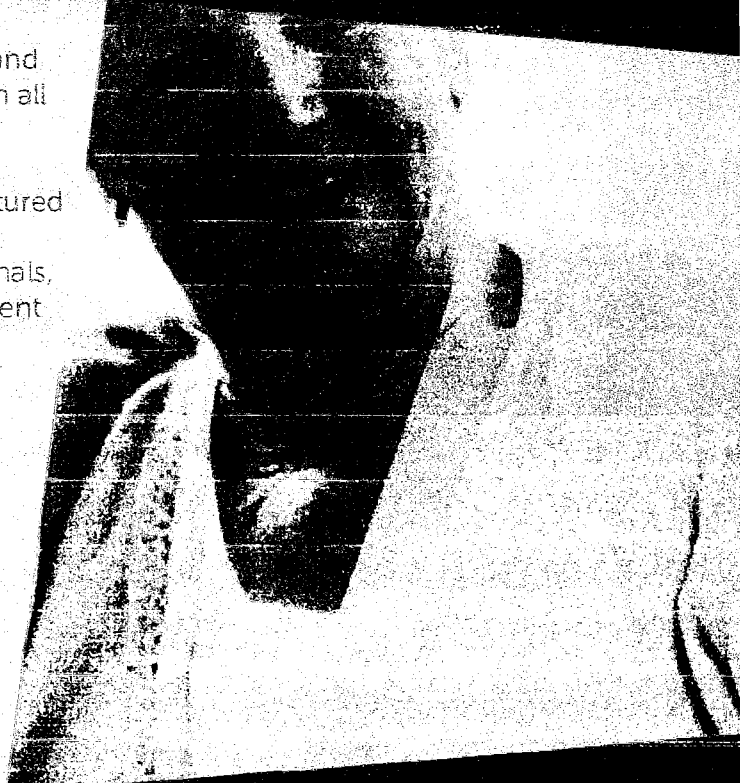
[www.cancersupportuk.org.uk](http://www.cancersupportuk.org.uk)

# What We Do

We provide practical and emotional support to people living with cancer, both during and after the treatment period. We support people with all kinds of cancer across the UK.

Our Cancer Coach programme is a six week structured 'self-management' course for people living with cancer. Developed by a range of cancer professionals, the programme offers much needed encouragement and emotional support, which is fundamental to recovery. Groups are run by people who can empathise and understand what it's like - as they have experienced cancer themselves.

Our Cancer Kits include a range of practical items for adults and children currently experiencing cancer. They have been designed by people who have had cancer themselves, to provide practical and handy items that people will find genuinely useful during their treatment. We have Cancer Kits, Chemo Kits and Kids' Kits, which we supply free of charge.



## With your support...

... you're helping us to help others.

Without the help of donations and volunteers, we wouldn't be able to support those living with cancer across the UK, as 100% of our funding comes from voluntary donations and gifts.

The money you raise will help us to successfully deliver our support services, which are available to adults and children all over the UK, and keep them completely free.

Donations go towards supplying Cancer Kits to people undergoing cancer treatment, to help make the recovery process more comfortable, and towards training volunteers to run the Cancer Coach Telephone Support Groups, offering ongoing support to cancer patients.

So we'd like to start by saying a huge thank you for wanting to fundraise for us!

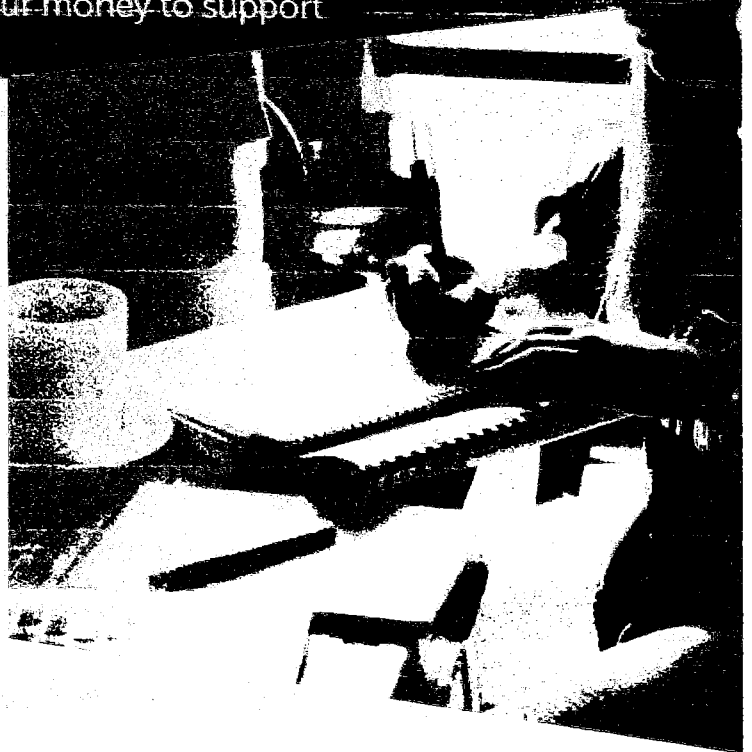


# We're here to help

This pack is your guide to having the perfect event. It contains ideas on what sort of event you could host, how to collect and send in money, how to keep it all legal, and information on how we use your money to support people living with cancer.

## Need Some Ideas?

Sometimes the trickiest bit about organising a fundraising event, is deciding what to do. We've listed a few ideas below to get the creative juices flowing. From bake sales to barbeques, we've got you covered.



## Throw a Party!

Why not throw a party and invite all your friends? Sell tickets and you can donate all your proceeds. It's an easy way to raise some money for charity and have some fun.

## Host a Sponsored Cook-Off

Get competitive and show off your cooking skills by hosting a cook-off with your friends and family. Charge an entry fee, each person can bring their signature dish, and vote to see who comes out on top! Fundraising never tasted so good!



## Have a BBQ

Enjoy the classic British summer with friends and family, whilst raising money for a good cause, by hosting a sponsored BBQ. Just keep your fingers crossed for sunshine!

## Give Up Caffeine for a Month

Calling all coffee-lovers! Do you think you could give up coffee for a whole month? Get friends, family and colleagues to sponsor you, and see if you've got what it takes.

## Host a Good Old-Fashioned Bake Sale

Nothing says fundraising like a bake sale. Host one at home and invite your neighbours, or host one at work and supply your colleagues with an afternoon sugar boost!

## Challenge Your Friends to a Tournament

Fancy getting a bit competitive? Invite your friends round for a board game tournament. Charge for tickets and give the winner a prize.

# How to maximise your fundraising


Here are some tips on how you can make the most out of your hard work. From publicity to Gift Aid, we're here to help.


## Get Social!

In order to boost the reach of your event - you've got to promote it! Use social media to let friends, family, and people in your local area know what's going on. Use Facebook and Twitter to keep your supporters updated about event information, fundraising targets, and your final achievements.

We would also love to know what you're up to, and we can help to promote your events on our social media accounts too. We love a good opportunity to shout about our wonderful fundraisers!

 /csupportuk

 @cancersupportuk

 @csupportuk

You can email [hello@cancersupportuk.org](mailto:hello@cancersupportuk.org), if you need more help promoting your event!

## Set a Target

A great way to motivate yourself to stay on track is to set yourself a target - and make it public! You can set up a Just Giving page so everyone can easily donate to you, and see just how much of your target you've raised.

It means you won't be able to give up until you've achieved (or even exceeded) your target!

So close!

95%

JustGiving

## Gift Aid it!

Perhaps easiest, and most important of all - don't forget to Gift Aid all your donations! Gift Aid allows UK charities to claim back the basic rate tax already paid on donations by the donors.

This means we can claim back 25p from the government from every £1 donated - boosting the value of your donation by a quarter, at no extra cost to you!

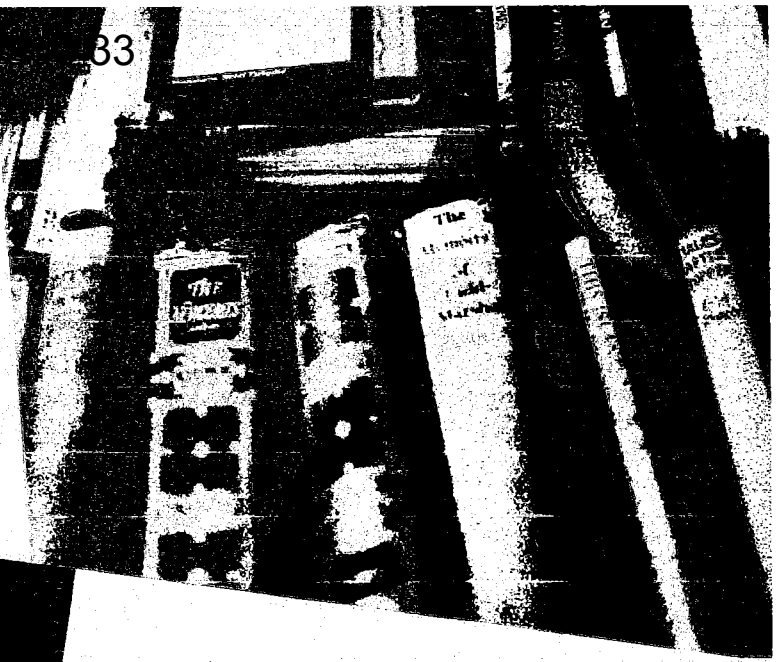




## Start a Book Club

Are you a bit of a bookworm? Why not meet up with friends every month and share your love of reading.

Collect some money every session, and discuss novels over a cup of tea or glass of wine.



## Declutter at a Car Boot Sale

Combine spring-cleaning with raising money for a good cause. Get everyone in your house to fill a box of unwanted stuff and sell it for charity! One man's trash is another man's treasure, after all.

## Gingerbread Decorating Competition

This is a great activity to do with kids and adults alike. Charge to enter the competition, supply some sweets and get messy!



## Odd Jobs Day

Offer up your odd-job services to your friends, family and neighbours for a day. Offer to do all those jobs they've been putting off, charge them a few quid to give to charity. It's a great way to get to know your neighbours too!

# Keep it all safe and legal

It's important to keep everything safe and legal, so your fundraising can stay fun. Here are a few things to consider.



## Publicity Materials

We're happy for you to use our logo and branding to help spread the word about your fundraising. Please contact [hello@cancersupportuk.org](mailto:hello@cancersupportuk.org) and we can send over a copy of our logo.

All your publicity materials must contain the phrase 'Raising funds in aid of Cancer Support UK, a registered charity in England and Wales (1105703) and in Scotland (SC039731). Cancer Support UK cannot authorise you to act as an agent for or on behalf of the charity, so your publicity materials must not say that you represent us.'

## Raffles and Lotteries

If you are organising a lottery, such as a raffle, tombola or sweepstake, be aware that it is subject to strict legislation, as it is considered an act of gambling. A lottery covers any events that are purely down to luck or chance. For further details, refer to the Gambling Commissions Website at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

## Insurance

If you're hosting a fundraising event, it is your responsibility to ensure that risks are taken into account; you may need to take out one-off insurance for your event. Cancer Support UK's insurance does not cover you for any loss or injury as a result of your fundraising.



## Data Protection

You must ensure that any personal details you acquire as part of your fundraising complies with the Data Protection Act. You mustn't share people's information without their permission, or keep hold of it for longer than you need to. For more information, refer to the government's Data Protection Act information page at <https://www.gov.uk/data-protection/the-data-protection-act>.

## Other Considerations

A few other useful things to consider at your event are:

- Accessibility - Is your event accessible to all?
- Food Hygiene - Nobody wants to get poorly, so ensure food is prepared and stored safely.
- Risk Assessment - Is your event safe? For more information about undertaking a risk assessment, visit [www.hse.gov.uk](http://www.hse.gov.uk)
- First Aid - It's always handy to have a first aider on site, just to be safe.

# How to pay in your money

## Send us a Cheque

An easy way to get your money to us is to pop a cheque in the post to:

Cancer Support UK  
71-75 Shelton Street  
London  
WC2H 9JQ

Please enclose your donation form, sponsorship forms and details about your amazing event!



## Donate by phone

You can also donate by making a one-off credit or debit card payment over the phone, by contacting our head office on the following number: 020 7470 8755



## Donate Online

Donate from the comfort of your own home by logging on to our website and donating:  
[www.cancersupportuk.org/donate](http://www.cancersupportuk.org/donate).

You can also set up a Just Giving page. Your supporters can make their donations directly, without you having to do anything!





# How we use your donations

## Where does my money go?

The money you donate helps us to successfully deliver our practical and emotional support services, which are available to adults and children all over the UK.

The money you raise goes towards supplying Cancer Kits, Chemo Kits and Kids' Kits to people undergoing cancer treatment, to brighten their day and to help make the recovery process more comfortable. It also goes towards training volunteers to run the Cancer Coach telephone support groups, offering ongoing emotional and psychological support to cancer patients.

Your donations also help us to keep all our services completely free of charge to people who need them.

We use your donations where the need is most urgent but if you would like a donation restricted to one of our services, or would like to talk to us about funding our special projects, please call us on 020 7470 8755.

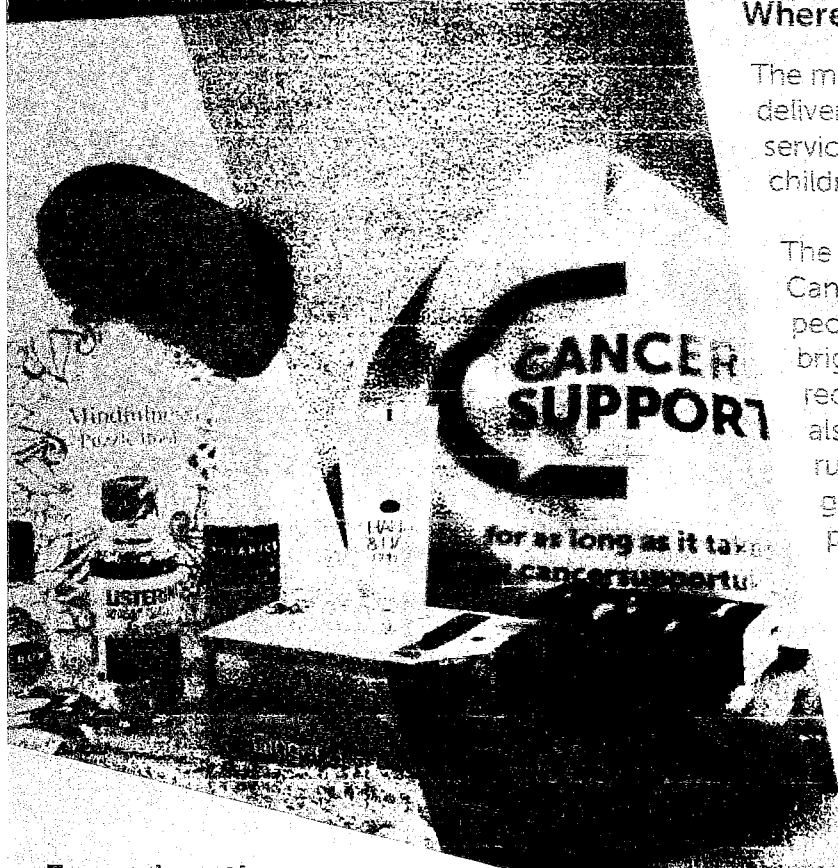
**Every donation makes a real difference.**

**£10** could help fund ongoing support to adults and children living with cancer.

**£25** could help pay for one of our specially designed Cancer Kits to go directly to an adult or child undergoing cancer treatment.

**£50** goes a long way to providing emotional support to someone in need, and could help fund our Cancer Coach telephone support groups.

**£100** could pay for 10 hours of our Cancer Coach telephone support groups, offering an outlet for people who need someone to talk to.



## Page 37

Event: \_\_\_\_\_ Date: \_\_\_\_\_

**I, \_\_\_\_\_ will be \_\_\_\_\_ to raise money for Cancer Support UK, a charity that provides emotional and practical support to people with cancer up and down the UK. Please help me reach my fundraising target of £ \_\_\_\_\_, by sponsoring me - and don't forget to Gift Aid your donation!**

[illegible]

# You're all set!

You now have everything you need for a successful fundraising event! You have all sorts of event ideas, and know how to collect donations and pay them in. You can photocopy the sponsorship form in this pack if your event involves being sponsored. If you have any questions, don't hesitate to get in touch! [hello@cancersupportuk.org](mailto:hello@cancersupportuk.org)



## Keep in Touch!

Don't forget to keep us updated with your progress! We'd love to see what you're up to. Send us photos of your event, tag us on Facebook and Twitter. We're always on hand to help you promote your event, and share your successes from the spotlight!



## Thank you!

Without the support of people like you, we wouldn't be able to help adults and children up and down the UK living with cancer. You're fantastic!



f /csupportuk

ig @cancersupportuk

tw @csupportuk

[www.cancersupportuk.org](http://www.cancersupportuk.org)

Cancer Support UK (CSUK) is a charity registered in England and Wales (1105703) and in Scotland (SC039731).

# Charity Commission

# The Regulator for in England and Wales

1105703 - CANCER SUPPORT UK (CSUK)

DOCUMENTS OVERDUE

## Activities

CANCER SUPPORT UK\* PROVIDES PRACTICAL & EMOTIONAL SUPPORT TO PEOPLE WITH CANCER, DURING & AFTER THE TREATMENT PERIOD. WE SUPPORT PEOPLE WITH ALL KINDS OF CANCER ACROSS THE UK. OUR SERVICES, INCL OUR TELEPHONE SUPPORT GROUPS & CANCER KITS, ARE DESIGNED & DELIVERED BY PEOPLE WHO HAVE EXPERIENCED CANCER THEMSELVES TO IMPROVE THE EXPERIENCE OF OTHERS. \*FORMERLY KNOWN AS CANCER RECOVERY FOUNDATION

### Income £3,289,833

### Spending £3,428,717

Income item	Income £	Expenditure item	Expenditure £
Voluntary	3,289,795	Generating voluntary income	446,521
Trading to raise funds	0	Governance	0
Investment	38	Trading to raise funds	0
Charitable activities	0	Investment management	0
Other	0	Charitable activities	2,982,196
<b>Total</b>	<b>3,289,833</b>	Other	0
		<b>Total</b>	<b>3,428,717</b>

Investment gains	0
------------------	---

## Assets, liabilities & people

## Charitable spending

Assets & liabilities item	Asset value £	Spending type item	Value £	% of total spending
Own use assets	1,436			
Long term investments	0			
Other assets	246,819	Income generation and governance	446,521	13
Total liabilities	-146,776	Charitable spending	2,982,196	87
Employees	4			
Volunteers	102			

## Financial summary

Financial year end (FYE)	Income	Spending	Accounts received	Annual Return received
31 Dec 2016			Not received (31 days overdue)	Not received (31 days overdue)
			03 Nov 2016 (3 days	13 Dec 2016 (43 days

31 Dec 2015	£3,289,833	£3,428,717	late)	late)
31 Dec 2014	£4,415,821	£4,327,181	22 Oct 2015	28 Oct 2015
31 Dec 2013	£3,348,492	£3,239,725	27 Oct 2014	30 Oct 2014
31 Dec 2012	£3,143,099	£3,174,322	27 Sep 2013	27 Sep 2013

## Contact

CANCER SUPPORT UK  
GARDEN STUDIOS  
71-75 SHELTON STREET  
LONDON  
WC2H 9JQ

Tel: 02074708755  
Email: [hello@cancersupportuk.org](mailto:hello@cancersupportuk.org)  
Website: [www.cancersupportuk.org](http://www.cancersupportuk.org)

## Charity trustees

BEN BRICE  
MR JONATHAN CUNNINGHAM  
MS MICHELLE LESLEY DARRACOTT

MR JAMES JOHN ARNOLD  
MR LEE GAZEY

## Date of registration

02 Sep 2004

## Other names

- CANCER RECOVERY FOUNDATION UK (Old Name )
- CHILDREN'S CANCER RECOVERY PROJECT (Working Name )
- BREAST CANCER PARTNERSHIP (Working Name )

## Governing document

MEMORANDUM AND ARTICLES INCORPORATED 18 FEB 2004 AS AMENDED BY CERTIFICATE OF INCORPORATION ON CHANGE OF NAME DATED 21 DEC 2016

## Organisation type

STANDARD REGISTRATION

## Registration history

02 SEPTEMBER 2004 REGISTERED

## Charitable objects

1. TO RELIEVE SICKNESS AND ADVANCE EDUCATION, INCLUDING IN PARTICULAR (WITHOUT LIMITATION TO THE GENERALITY OF THE FOREGOING) IN RELATION TO THE PROVISION OF SERVICES AND RESOURCES TO MEET THE MEDICAL, EMOTIONAL, PSYCHOLOGICAL, SPIRITUAL AND OTHER NEEDS OF INDIVIDUALS AS AN HOLISTIC APPROACH TO PREVENT AND TREAT CANCER; AND  
2. TO RELIEVE POVERTY AND ECONOMIC HARDSHIP ASSOCIATED WITH THE EXPERIENCE OF CANCER.

## Classification

### What

- THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES

### Who

- CHILDREN/YOUNG PEOPLE
- ELDERLY/OLD PEOPLE
- THE GENERAL PUBLIC/MANKIND

### How

- PROVIDES SERVICES

- OTHER CHARITABLE ACTIVITIES

**Area of benefit**

THROUGHOUT THE WORLD.

**Where the charity operates**

- THROUGHOUT ENGLAND AND WALES
- NORTHERN IRELAND
- SCOTLAND

Note: This report is compiled from public information that the Charity Commission holds on the Register of Charities on 01 December 2017.

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**Yorkshire Children's Trust • Holmfield Mill • Holdsworth Road • Halifax • HX3 6SN**

Date: 24 July 2017  
Our Reference: R&MS/Rotherham

Dear Sir/Madam,

**Re. Application for House-to-House Collection License by Yorkshire Children's Trust – YCT Reg. Charity No. 1146884.**

I attach an application for a house-to-house collection license on behalf of Yorkshire Children's Trust - YCT. Also attached are copies of a Letter of Authority and an Agreement between R&MS Ltd. and YCT.

The activities of Yorkshire Children's Trust are:

Yorkshire Children's Trust provides grants to families in the Yorkshire region who have children with long term illnesses or disabilities. These grants can be used to pay for medical treatment or equipment, essential home modifications, hospital travel costs or a short UK holiday.

The charitable aims of Yorkshire Children's Trust are:

To relieve the charitable needs of families with sick or disabled children, up to the age of 18, by the provision of grants, in particular but not exclusively, towards the cost of medical equipment, home modifications or respite holidays for the family.

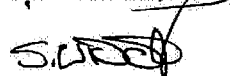
The YCT website is at <https://www.yctrust.uk>

R&MS Ltd. is in its seventh year of operation, working successfully with various charities. The R&MS website is at [www.randms.co.uk](http://www.randms.co.uk)

We are willing to attend at committee with any authority with whom we are applying for licenses. We comply with all regulations and statutory requirements, with all legal requirements and with the law of England and Wales.

If you have any questions with regards to this application, or would like to discuss any aspects of our work, please contact me at any time.

Yours sincerely,



Simon Widdop  
Charity Manager & Trustee

Rotherham



## Neighbourhood and Adult Services

**Application for a House to House Collections Permit**

House to House Collections Act 1939

House to House Collections Regulations 1947 (as amended)

Grant	
For office use only	
Date	20/9/17
Fee	Free of Charge
Permit number	

Use this form to apply for a house to house promoters collection permit. The licence will allow you to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in the locality unless the applicant is an appropriately licensed promoter by this authority, or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.

The attention of applicants for licences under the House to House Collections Act 1939 is drawn to Paragraph 4 of the House to House Collections Regulations 1947 (as amended) made by the Secretary of State on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection.

**Data Protection Act, 1998**

I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information share the inf in this way or for connected purposes, and we may also share the information with certain other people or organisations who manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

**Please answer all the questions on this form in BLOCK CAPITALS and in ink.  
Enter NONE or N/A as appropriate in all boxes you do not enter information in.**

**Applicants (Promoter) personal details**

1. Your Title (Mr, Mrs, Miss, etc):	MR.	Date of Birth:	23/02/1977
Surname:	WIDDOP	First names:	SIMON
Address:	YORKSHIRE CHILDREN'S TRUST, SUITE 3.10 - HOLMFIELD MILL		
	HOLDSWORTH ROAD		
	HALIFAX	Post code:	HX3 6SN
Daytime phone number:	01422 728080	Mobile phone number:	N/A
E-mail address:	SIMON@YCTRUST.UK		



## Details of Business or Organisation Responsible for the Collection

2. Name of Business/Organisation conducting collection:

Recycling &amp; Management Services Ltd.

Office address of the

25 Meadowcroft Cottages, Meadowcroft Lane, Windermere

Business/Organisation:

Cumbria

Post code

LA23 3JE

Contact phone  
number:

0800 028 8321

Mobile phone  
number:

07836718996

E-mail address:

info@randms.co.uk

2. a. Are you an employee of this Business/Organisation

YES

☒

No

☐

If YES, please state your position within the Business/Organisation:

DIRECTOR

\*If NO, you must supply a letter, with this application form, from the Society/Organisation to benefit from the collection and which is authorising you to organise collections on the society's behalf.

## Licensing history

3. Have you, or the business ever held a house to house collection licence before?

Yes

☒

No

☐

If 'Yes', who issued it?

SELBY DISTRICT COUNCIL

What date was it granted?

19 / 07 / 16

What licence number was it?

0134

3.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order **with this** local authority, refused, or revoked before?

Yes

☐

No

☒3.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, **with any other authority** refused, or revoked before?

Yes

☐

No

☒

If Yes, where was it held, when was it refused, or revoked and why was it revoked?

Please use an extra sheet if required.

## Collection Details

4. Name of Society/Charity/Fund to benefit from the proceeds of this collection:

YORKSHIRE CHILDREN'S TRUST

Address of the

YORKSHIRE CHILDREN'S TRUST, SUITE 3.10 - HOLMFIELD MILL

Society/Charity/Fund

HOLDSWORTH ROAD, HALIFAX

WEST YORKSHIRE

Post code

HX3 6SN

E-mail address:

charity@yctrust.uk

Contact phone number:

01422 728080

4.a. Objective/aims of the Society/Charity/Fund to benefit from the proceeds of this collection.  
Please attach recent literature, & accounts etc.

TO RELIEVE THE CHARITABLE NEEDS OF FAMILIES WITH SICK OR DISABLED CHILDREN, UP TO THE AGE OF 18, BY THE PROVISION OF EMOTIONAL AND FINANCIAL SUPPORT; IN PARTICULAR, BUT NOT EXCLUSIVELY TOWARDS THE PROVISION OF COUNSELLING TO DEAL WITH DEBTS AND WELFARE, BEING DIAGNOSED WITH AN ILLNESS AND THE LOSS OF A CHILD, COSTS OF MEDICAL EQUIPMENT, HOME MODIFICATIONS, TRAVEL COSTS OR RESPITE HOLIDAYS FOR THE ENTIRE FAMILY

4.b. Is the Society/Charity/Fund a registered charity

Yes

☒

No

☐Registered Charity  
Number

1146884

- 4.c. Over what parts of the licensing area is it proposed that collections will be made?

THE WHOLE AREA OF ROTHERHAM METROPOLITAN BOROUGH COUNCIL

- 4.d. Over what periods in the year, dates & times, is it proposed that collections will be made?

01/09/17-31/08/18

FIVE DAYS PER MONTH/ PLEASE ALLOCATE ANY AVAILABLE FIVE DAYS

### Collection Details - Continued

- 4.e. How many collectors will be permitted to make the collections:

TWO

- 4.f. Is it proposed to collect money including direct debits as money

Yes

☐

No

☒

Direct Debits

☐

- 4.g. Is it proposed to collect "other" types of property

Yes

☒

No

☐

If Yes, what type(s) of property will be collected (Include direct debits as a collection of money)

YES, SECOND HAND CLOTHING.  
CLOTHING IN GOOD CONDITION WILL BE SOLD.

Is it proposed to Sell, Give Away, or Use this "other" property

Sell

☒

Give Away

☒

Use

☐

- 4.h. Are applications also being made for licences for the same purposed in other areas of the UK:

Yes

☒

No

☐

If Yes, which other licensing authorities

PLEASE SEE COVERING LETTER ATTACHED.

How many collectors will be permitted to make these collections

six

Will these collectors be the same collectors as those you intend to use in this authority

Yes

☐

No

☒

- 4.i. Is it proposed to promote this collection in conjunction with a street collection

Yes

☐

No

☒

If Yes, is it proposed to combine the House to House and Street Collection accounts or submit separate accounts:

Combined accounts

☐

Separate accounts

☐

- 4.j. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.

NOT APPLICABLE.

### Proceeds of Collections Details

5. Are the whole of the receipts to be paid over to the Society/Charity/Fund

Yes

☐

No

☐

If NO, please state the purposes for which deductions will be made

A minimum of 70% of total income from sales will be transferred to the charity  
30% or less of income retained against the costs associated with collections

- 5.a. Please state how much will be deducted for expenses or other purposes

£ R&MS Ltd retain 30% or less of income against expense  
i.e. stationery, fuel etc.

- 5.b. Is it proposed to use some of the proceeds for the remuneration of any persons

Yes

☐

No

☒

If YES; is it to Collectors

Yes

☐

No

☒

is it to Other Persons

Yes

☐

No

☒

- 5.c. Please state details, how much will be deducted, for what reasons and if applicable what "other persons"

£

**Applicant Promoter's "Criminal Records" history request**

**6. Convictions & Cautions Details.** In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

**6.a.** Have you ever been convicted of any criminal offence, or received any police cautions etc or are you waiting to hear about any prosecutions or other actions of any type, pending against you?, warnings or reprimands? (If you answer YES to this question give details in the box below.)

Yes ☐ No ☒

**6.b.** If you are waiting to hear about any prosecution enter the court hearing the case:

If known, date of future court hearing date:

 /  / 

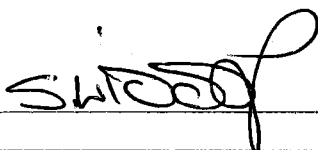
Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
/ /		
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**Declaration**

I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand. I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection taking place.

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.

Applicants  
Signature



Date form signed  
by applicant

10/8/17

# Charity Commission

# The Regulator for in England and Wales

## APPENDIX 6

1146884 - YORKSHIRE CHILDREN'S TRUST

DUE DOCUMENTS RECEIVED

### Activities

YORKSHIRE CHILDREN'S TRUST PROVIDES GRANTS TO FAMILIES IN THE YORKSHIRE REGION WHO HAVE CHILDREN WITH LONG TERM ILLNESSES OR DISABILITIES. THESE GRANTS CAN BE USED TO PAY FOR MEDICAL TREATMENT OR EQUIPMENT, ESSENTIAL HOME MODIFICATIONS, HOSPITAL TRAVEL COSTS OR A SHORT UK HOLIDAY.

### Financial summary

Financial year end (FYE)	Income	Spending	Accounts received	Annual Return/Annual Update received
28 Feb 2017	£36,692	£19,564	12 Sep 2017	12 Sep 2017
28 Feb 2016	£22,448	£16,265	Not Required	09 Oct 2016
28 Feb 2015	£7,222	£6,159	Not Required	23 Mar 2015 **
28 Feb 2014	£5,856	£9,666	Not Required	22 Jul 2014 **
28 Feb 2013	£15,919	£9,966	Not Required	10 Jul 2013

\*\* Annual Update received - charity below Annual Return £10,000 threshold for this financial year

### Contact

MR S WIDDOP  
6 Crown Yard  
Southgate  
ELLAND  
HX5 0DQ

Tel: 01422 728080  
Email: [charity@yctrust.uk](mailto:charity@yctrust.uk)  
Website: <https://www.yctrust.uk>

### Charity trustees

MR S WIDDOP  
MR A BURDON  
MS TRACEY GRAY

MS SARAH THOMPSON  
MR J ANSBRO  
JEANNINE HIND

### Date of registration

16 Apr 2012

### Other names

- KIDZ FOUNDATION (Old Name )
- YORKSHIRE CHILDRENS TRUST (Old Name )

**Governing document**

CONSTITUTION ADOPTED 29 FEB 2012 AS AMENDED ON 05/04/2012 AS AMENDED ON 03/09/2012 AS AMENDED ON 16 MAY 2017

**Organisation type**

STANDARD REGISTRATION

**Registration history**

16 APRIL 2012    REGISTERED

**Charitable objects**

TO RELIEVE THE CHARITABLE NEEDS OF FAMILIES WITH SICK OR DISABLED CHILDREN, UP TO THE AGE OF 18, BY THE PROVISION OF EMOTIONAL AND FINANCIAL SUPPORT; IN PARTICULAR, BUT NOT EXCLUSIVELY, TOWARDS THE PROVISION OF COUNSELLING TO DEAL WITH DEBTS AND WELFARE, BEING DIAGNOSED WITH AN ILLNESS AND THE LOSS OF A CHILD, COSTS OF MEDICAL EQUIPMENT, HOME MODIFICATIONS, TRAVEL COSTS OR RESPIRE HOLIDAYS FOR THE ENTIRE FAMILY

**Classification****What**

- GENERAL CHARITABLE PURPOSES
- DISABILITY

**Who**

- CHILDREN/YOUNG PEOPLE
- PEOPLE WITH DISABILITIES

**How**

- MAKES GRANTS TO INDIVIDUALS

**Area of benefit**

NO INFORMATION RECORDED

**Where the charity operates**

- BRADFORD CITY
- CALDERDALE
- EAST RIDING OF YORKSHIRE
- KIRKLEES
  
- LEEDS CITY
- NORTH YORKSHIRE
- SHEFFIELD CITY

Note: This report is compiled from public information that the Charity Commission holds on the Register of Charities on 01 December 2017.

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**Coping with Cancer North East  
Medical Suite  
Cobalt Business Exchange  
NEWCASTLE  
NE28 9NZ**

**Tel 0191 280 5610  
02/10/2017  
[www.copingwithcancer.org.uk](http://www.copingwithcancer.org.uk)**

## **Coping with Cancer North east**

**Application for a House-To-House Collection in Rotherham.**

**I write in support of the above application from Unicare Ltd to collect used textiles in all parts Rotherham district.**

**Unicare Ltd has been collecting for our charity Coping with Cancer since 2010 and since this time has donated over £400,000 from the proceeds of the used rag collections. This is far in excess of the monthly donation amount stipulated in our contract with them. Their donations have helped us to improve our services for the cancer community not only in the North east but in other areas, the latter through a Telephone Counselling and Information Service. Some of the money has been used to provide a new Website with universal appeal.**

**We are a small to medium size charity and would not have been able to set up and run such a service ourselves.**

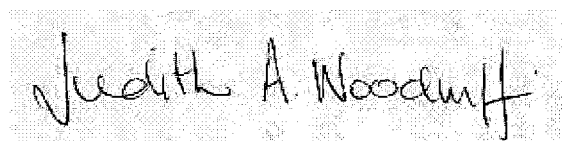
**Unicare Ltd is a very responsive and responsible partner and we work closely with them to resolve the few complaints and queries we have from the public. We have been able to deal with any complaints with a 95% satisfaction record.**

**Coping with Cancer NE supports wholeheartedly the application. If you require any further information, please do not hesitate to contact me.**

**Yours sincerely**

**Judith (Woodruff)  
CEO**

**[judith.woodruff@gmail.com](mailto:judith.woodruff@gmail.com)**



**Patrons**

***Sir Alan Beith MP: Her Grace The Duchess of Northumberland & Clive Griffiths, FRCS***

**Chairman    *Les Walton CBE***

## Neighbourhood and Adult Services

**Application for a House to House Collections Permit**

House to House Collections Act 1939

House to House Collections Regulations 1947 (as amended)

Stamp	
For office use only	
Date Received	12.10.17
Fee	Free of Charge
Lalpac number	035154
Board Hearing	
Permit Number	HH

**Data Protection Act, 1998**

I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information share the inf in this way or for connected purposes, and we may also share the information with certain other people or organisations that manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

Please answer all the questions on this form in **BLOCK CAPITALS** and in ink.  
Enter **NONE** or **N/A** as appropriate in all boxes you do not enter information in.

**Applicants (Promoter) personal details**

1. Your Title (Mr, Mrs, Miss, etc): Mrs Date of Birth: 24 November 1981

Surname: ROMANYSHYN on behalf of COPING with CANCER NORTH EAST First names: OLENA

Address (either home or Business): UNIT 12, HUNSLET TRADING ESTATE, SEVERN WAY, LEEDS

Post code: LS10 1BL

Daytime phone number: 0113 827 2340 Mobile phone number: 077 17 841006

E-mail address: permits@erpunicare.org

**Details of the charity which the collection will benefit**

2. Name of Charity: COPING WITH CANCER NORTH EAST

Head Office address for the Charity: Cobalt Business Exchange, Cobalt Park Way, Newcastle

Post code: NE28 9NZ

Contact phone number: 0191 280 5610 Mobile phone number: 07952 525773

E-mail address: judith.woodruff@gmail.com

2.a. Are you an employee/Volunteer for this Charity

YES ☐ No ☒

If YES, please state your position within the Charity:

\*If **NO** you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.

**2.b. Objective/aims of the charity/fund to benefit from the proceeds of this collection.**

Please attach supporting information, web site details etc.

To support services for cancer patients and their carers in North East weekly complementary therapy in chemotherapy day unit at St. Foundation Hospital, 3 sessions at St. Claire's and weekly Breast cancer support group

<http://www.copingwithcancer.org.uk>

PLEASE SEE ATTACHED SUPPORTING INFORMATION

**2.c. Explain how this Charity/fund collection will benefit the people of Rotherham**

Please attach supporting information, web site details etc.

<http://www.copingwithcancer.org.uk>

PLEASE SEE ATTACHED LETTER  
CHARITY LETTER IS ATTACHED

**2.d. Is this charity/fund a UK registered charity**

Yes ☒ No ☐

Registered Charity Number 513 820)

**Collection details****3. Over what parts of the licensing area is it proposed that collections will be made?**

ALL PARTS OF ROTHERHAM

**3.a. Over what periods in the year, dates & times, is it proposed that collections will be made?**

01 January 2018 - 31 December 2018

08:00 - 15:00

**3.b. How many collectors will be used to make the collections?**

2 PERS

**3.c. Is it proposed to collect money including direct debits as money:**

Yes ☐ No ☒

Direct Debits ☐

**3.d. Is it proposed to collect "other" types of property**

Yes ☒ No ☐

If Yes, what other type(s) of property will be collected  
(Include direct debits as a collection of money)

CLOTHES

Is it proposed to Sell, Give Away, or Use this "other" property

Sell ☒

Give Away ☐

Use ☐

**3.e. Are applications also being made for licences for the same purposed in other areas of the UK:**

Yes ☒ No ☐

If Yes, which other licensing authorities

BARNSELY, LEEDS, HARROGATE, DONCASTER, CRACEN

Will these collectors be the same collectors as those you intend to use in this authority

Yes ☐ No ☒

**3.f. Is it proposed to promote this collection in conjunction with a street collection**

Yes ☐ No ☒

If Yes, is it proposed to combine the House to House and Street  
Collection accounts or submit separate accounts:

Combined accounts ☐

Separate accounts ☐

**3.g. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.**

N/A



**Funds raised following collections**

4. Are all of the collections takings to be paid over to the Charity Yes ☐ No ☒

If NO, please state the purposes for which taking will be used

WAGES, FUEL, PRINTING, ADMIN COST

4.a. Please state how much will be deducted for expenses or other reasons £ NATIONAL MINIMUM WAGE TO COLLECTORS

4.b. Is it proposed to use some of the takings for the payment of any persons Yes ☒ No ☐

If YES; is it to Collectors Yes ☒ No ☐ is it to Other Persons Yes ☒ No ☐

4.c. Please state how much will be deducted; for what reasons, and, if applicable what "other persons" will be paid:

£ TO COLLECTORS: NATIONAL MINIMUM WAGE  
TO OTHERS: UP 15% - FUEL, WAGES, PRINTING  
UP 10% - ADMIN COST

**Details of company or organisation responsible for these collection**

5. Name of Company/Organisation to carry out collections: UNICARE LTD

Office address of the UNIT 12, HUNSLET TRADING ESTATE, SEVERN WAY, LEEDS

Company/Organisation: Post code LS10 1BL

Contact phone number: 0113 827 2340 Mobile phone number: 077 17 841006

E-mail address: permits@erpunicare.org

5.a. Are you an employee of this Business/Organisation YES ☒ No ☐

If YES, please state your position within the Business/Organisation: MANAGING DIRECTOR

\*If NO you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.

**Licensing history of Charity/Collection Company**

6. Has the applicant, charity or collections company ever held a house to house collection permit before? Yes ☒ No ☐

If 'Yes', who issued it? KATY GILLER - SENIOR LICENSING OFFICER  
WE ARE NATIONAL KIDNEY FEDERATION UK COMMERCIAL PARTICIPATOR

What date was it granted? 16 / 11 / 2012 What licence number was it? HH0108

6.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order with this local authority, refused, or revoked before? Yes ☐ No ☒

6.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, with any other authority refused, or revoked before? Yes ☒ No ☐

If Yes, where was it held;  
when was it refused, or revoked  
and why was it revoked?

EAST NORTHAMPTONSHIRE  
NOT ENOUGH SUPPORTING DOCUMENTS

Please use an extra sheet if required.

**Applicants (Promoter) "Criminal Records" history**

**7. Convictions & Cautions Details.** In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

**7.a.** Have you ever been convicted of a criminal offence(s), or received any police cautions warnings or reprimands? etc, (If you answer YES to this question give details in the box below.) Yes ☐ No ☒

**7.b.** If you are waiting to hear about any prosecution enter the court name hearing the case:

If known give date of future court hearing date:

 /  / 

Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
/ /		
/ /		
/ /		
/ /		
/ /		
/ /	Use an extra sheet of paper if required	

This form is to apply for a house to house promoters collection permit. The permit, if granted, would allow the promoter to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in this Local Authority area unless the promoter is an appropriately licensed promoter by this authority. (Or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.)

The applicants attention is drawn to the House to House Collections Act 1939, and to paragraph 4 of the House to House Collections Regulations 1947 (as amended); on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the 1st day of the month preceding that in which it is proposed to commence any collection.

**Declaration**

**I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand.**

**I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection having taken place.**

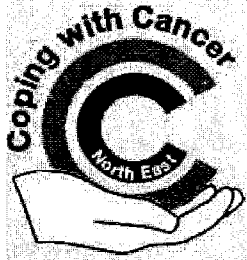
**In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.**

Applicants  
Signature



Date applicant signed form

/ /  
10 October 2017



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## About Us

*Coping with Cancer North East is one of the most visible charities in the region.*

Coping With Cancer North East celebrated 30 years as a charity in 2012. Founded as a support group it has grown to become one of the leading cancer charities in the region.

We support anyone who has been touched by cancer when it is most needed; at diagnosis, during treatment and in end of life situations.



## Coping With Cancer North East

CWCNE is a charity registered in England and Wales.

Registered charity number 513820.

## Coping With Cancer: North East

Cobalt Business Exchange

Cobalt Park Way

Newcastle

NE28 9NZ

**Tel: 0191 280 5610**



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## Awards

*We actively seek awards that help us to drive up the quality of the services we offer.*

Coping with Cancer has been an Investor In People for 13 years, resubmitting to the standard successfully four times and in 2005 was one of the ten winners of the Glaxo Smith Kline Awards given nationally to the charities judged as the top health-related charities in the UK.

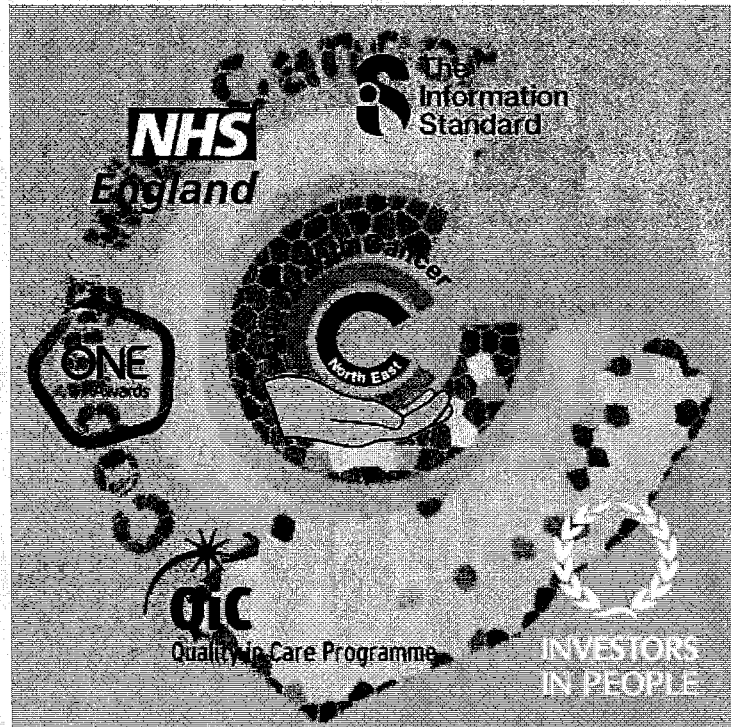
Investors In People - 2000, re-invested 2004, 2006 & 2013

NHS Quality in Care Oncology Award (Finalist) - 2012

Information Standard - 2011 & 2012

Volunteer of the Year, South Tyneside - 2003

GSK Impact Award Winner - 2000



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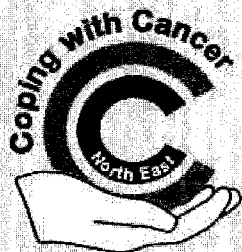
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## The CWCNE Team

*Coping with Cancer has no expensive buildings to maintain and employs only a small number of part-time staff. By keeping costs low, we are better able to provide support.*

Minimising our running costs helps to keep us a value for money organisation. At least 75% of any funds given by the public, are spent helping us to deliver FREE services to those in need in the North East of England.

Members of the CWCNE core team are:

**Dr Judith Woodruff** - CEO

**Angela Angus** - Manager Complementary Therapy

**Melissa Davies** - Deputy Manager, North

**Linda Baines** - Area Manager Complementary Therapy, Sunderland

**Jen Baynton** - Area Manager Complementary Therapy, South Tyneside and Durham

**Kerry Rundle** - Counselling Manager

**Tom Craig** - Finance Officer  
- Office Manager

**Lesley Orchard** - Fundraising Manager

**Sarah Wilkes** - Complementary Therapist



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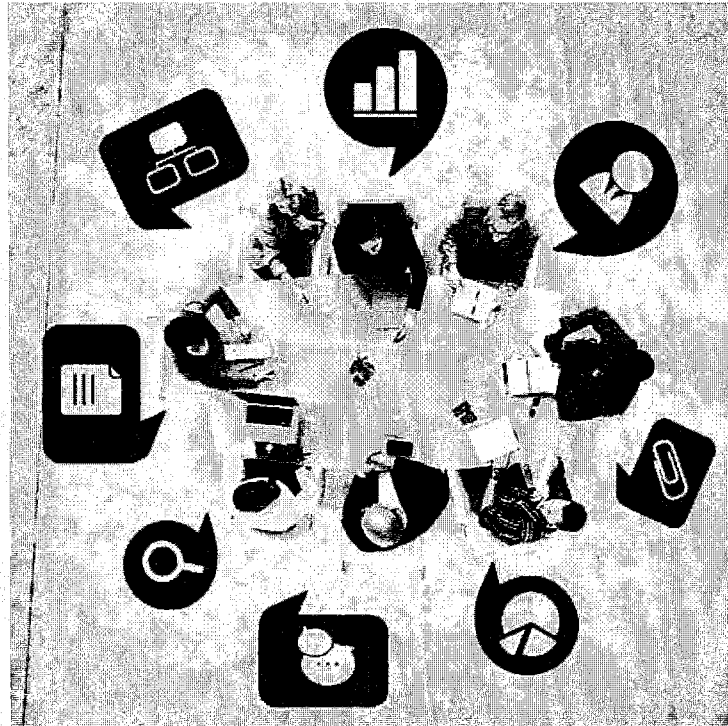
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## Trustees

*Our Trustees help us to manage the support we offer and provide direction and scope.*

Our Trustees are:

Les Walton CBE - Chair  
 Sarah Carnegie - Vice Chair  
 David Hodgson - Treasurer  
 Fred Bamber  
 Jennifer Brown  
 Nadine Clark  
 Diane Greaves  
 Ann Hay  
 David Leigh  
 Kerry Rundle  
 Sarah Wilkes



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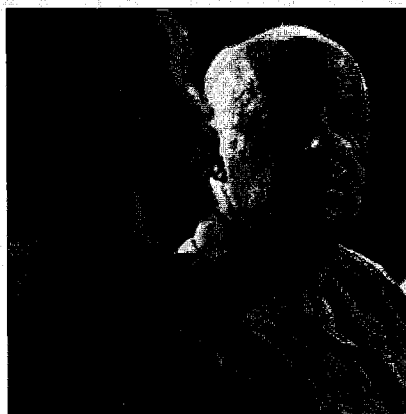
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## How We Can Help You

*We offer a range of free support services across the region.*

Coping With Cancer North East offers a variety of services at different venues in the North East. The services are run by volunteers and are all free of charge to the users. Our services include:

- Acupuncture
- Complementary Therapy
- Counselling
- Palliative Care





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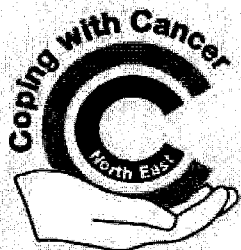
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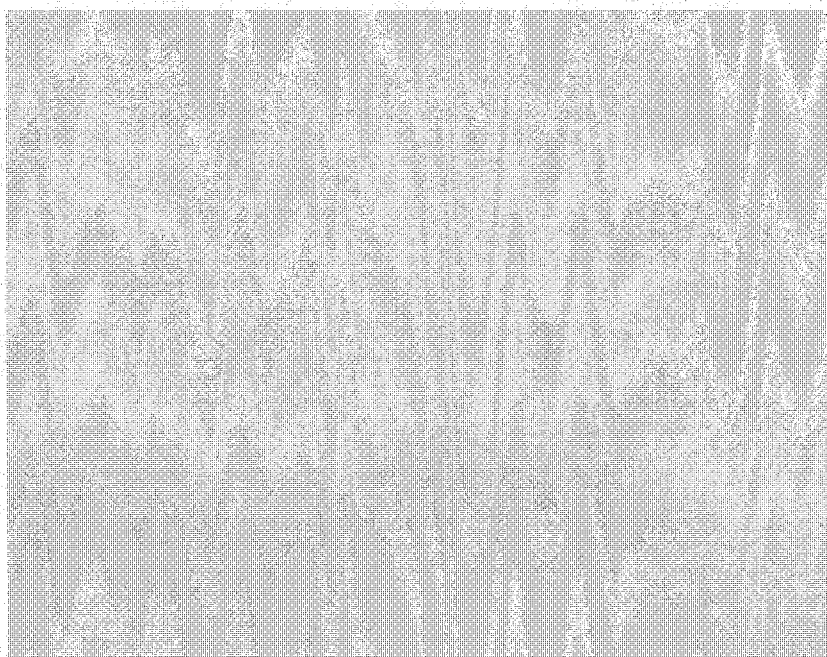
## Complementary Therapies

*Many cancer patients - and their families - find complementary therapies of great benefit.*

We offer a wide range of therapies across the region including:

- **Body Massage** ... uses touch to relieve muscle tension and increase circulation. It could help you cope with stress.
- **Reflexology** ... is a specialised foot massage where pressure is placed on certain areas of the sole of the foot.
- **Indian head massage** ... involves different massage techniques concentrating on the neck, shoulder and scalp areas as well as gentle stimulation to pressure points on the face.
- **Reiki** ... is a whole body treatment where a practitioner gently places their hands in a series of non-intrusive positions on or near the body.
- **Aromatherapy** ... combines massage with the use of pure essential oils. Different oils have different effects on patient well-being.

It is important to note that complementary therapies are used in addition to prescribed medical treatment and not as an alternative.



You can find out more about providers offering complimentary treatments by clicking a location on the map.

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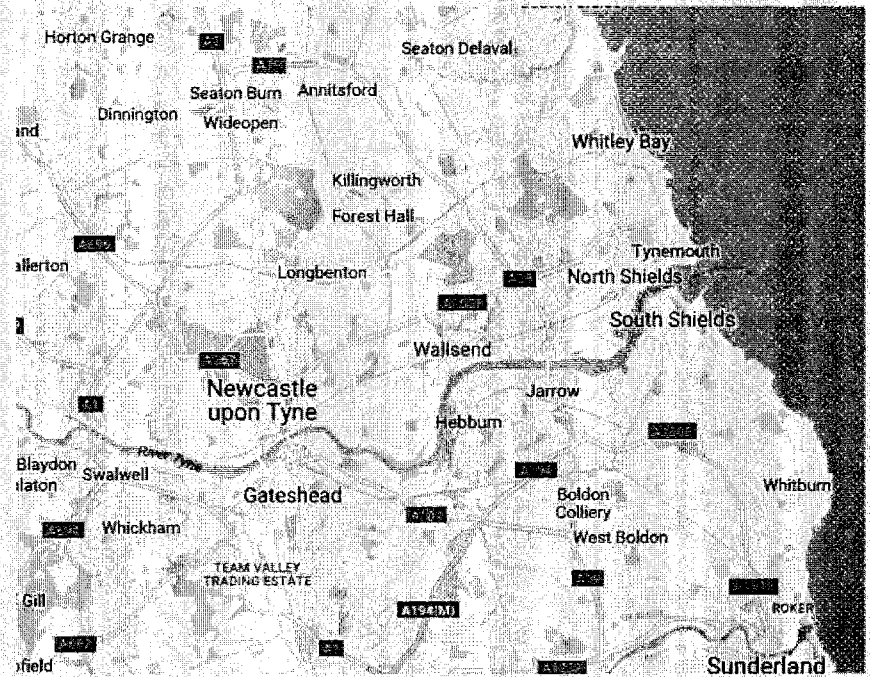

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## Acupuncture

*Derived from ancient Chinese medicine, acupuncture is a therapy that inserts fine needles into key sites in the body for therapeutic or preventative purposes.*

Coping with Cancer North East offers auricular (ear) acupuncture to cancer patients. Acupuncture uses needles lightly inserted at key points on the body to send messages to the brain to release the body's natural pain-relieving substances.

More specifically we use auricular acupuncture to help reduce symptoms like profuse sweating which can be a side effect of hormone treatment for prostate or breast cancer.



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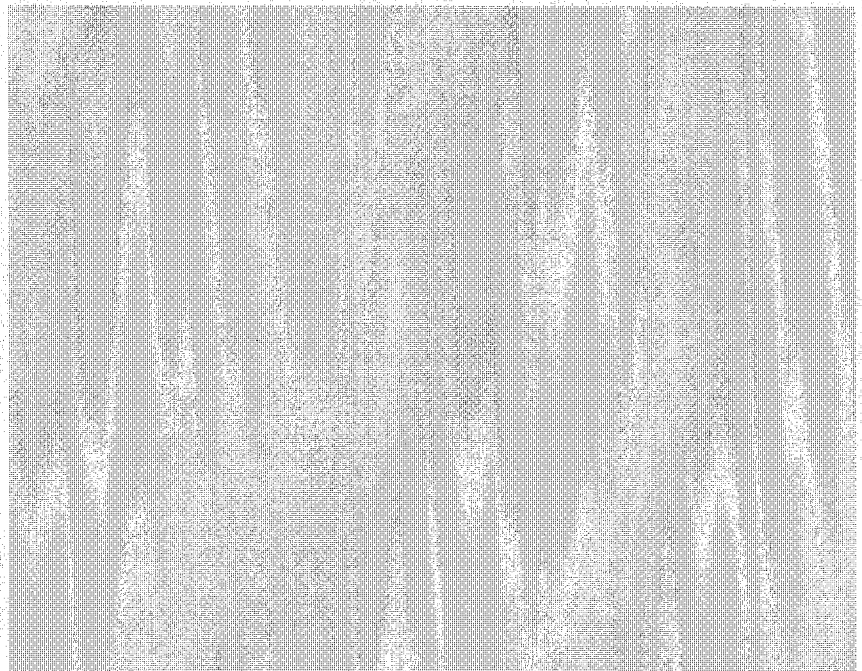
## Palliative Care

*Palliative care is about managing end of life scenarios in comfort and with dignity.*

End of life care is support for people who are approaching death. It helps them to live as well as possible until they die, and to die with dignity. It also includes support for their family or carers.

If your illness is incurable, palliative care will make you as comfortable as possible by controlling symptoms as well as providing psychological, social and spiritual support for you and your family or carers.

For more information about palliative care, please refer to [NHS Choices](#)



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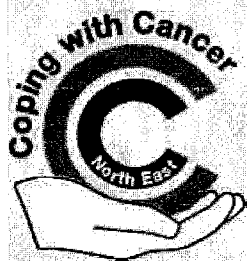
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## Counselling

*Coping with Cancer North East offers a fully independent, confidential and free counselling service.*

Counselling is often called talking therapy. It can be one-to-one, in a group, even over the phone or by email and many different techniques can be used.

Individual or group counselling provided by Coping with Cancer North East is a free service offered to cancer patients and their families, carers and friends. You will be given the time and space to express your feelings and emotions as well as being encouraged to look at a range of coping strategies.



British Association for  
Counselling & Psychotherapy

The service is supervised  
according to the British  
Association  
for Counselling and  
Psychotherapy (BACP)

codes of practice. There is more information as well as a Find a Therapist feature on the BACP website.



**Counselling Directory**  
Connecting you with professional support

The

Counselling Directory website offers access to a national database of accredited counsellors and psychotherapists as well as a detailed library of factsheets.

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COPING WITH CANCER - NORTH EAST  
REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2016

PATRONS

Rt Hon Sir Alan Beith MP, Olive Griffiths MID, FRCS and Her Grace The Duchess of Northumberland.

EXECUTIVE COMMITTEE

Leslie Howard Walton CBE	Chairman
Sarah Carnegie	Vice Chair
David Hodgson MBE	Treasurer
Fred Bamber	
Jennifer Brown	(resigned April 2015)
Nedine Clark	(elected September 2016)
Stafley-Aime Emmerson	
Diane Greaves	(resigned June 2016)
Aun Hay	(elected September 2016)
Samantha Hague	
David Leigh	(resigned September 2016)
John Brian Ogglethorpe	(elected September 2016)
Helen Storey	(resigned June 2016)
Sarah Wilkes	

SECRETARY TO EXECUTIVE COMMITTEE

Dr Judith Woodruff

CHIEF EXECUTIVE

Dr Judith Woodruff

Registered Office and Principal Office

Coping with Cancer-North East, The Medical Suite, Cobalt Business Exchange, Cobalt Park Way,  
Newcastle upon Tyne, NE28 9NZ

Independent Examiner

Ryecroft Glenilton, 32 Portland Terrace, Newcastle upon Tyne, NE2 1QP

Bankers

Lloyds Bank, 102 Grey Street, Newcastle upon Tyne, NE1 6AG

Solicitors

Robert Scott, 16 Clifford Road, Stanley, Co. Durham, DH9 0AB

Investment Managers

Joe Jobling Wealth Management Ltd (Partner Practice of St. James's Place Wealth Management)  
One Trinity Gardens, Broad Chare, Newcastle upon Tyne, NE1 2HF

COPING WITH CANCER - NORTH EAST

REGISTERED CHARITY NO. 513820

REPORT AND

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

**COPING WITH CANCER - NORTH EAST  
EXECUTIVE COMMITTEE REPORT  
YEAR ENDED 31 MARCH 2016**

The Executive Committee present their report together with the financial statements of the charity for the year ended 31 March 2016.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Documents**

Coping with Cancer - North East is governed by its constitution adopted 17 March, 1983. The Association is registered as a charity No. 513820.

The constitution established the objects and powers of the Association and under the constitution, members of the Executive Committee are elected at the AGM on an annual basis. The Executive Committee may co-opt further members between AGM's provided that the total number of co-opted members shall not exceed one-third of the total members of the committee.

**Recruitment and Appointment of Executive Committee Members**

Coping with Cancer - North East's governing body is the Voluntary Executive Committee who are all paid up subscribing members of the Association. The members who held office during this financial year and at the date of this report are set out on page 1. The Executive Committee do not receive any remuneration. Where claimed, expenses are reimbursed.

We aim to appoint members with wide ranging experience and expertise that they can offer for the benefit of the Association, from business, marketing, education and from within the ranks of those who carry out volunteer tasks for the Association. Potential Executive Committee members are invited to meet with a panel of committee members together with the Chief Executive to discuss the Association's aims and objectives, their responsibilities as Executive Committee members, ensure that there are no conflicting interests and answer any questions. Potential members are invited to attend Executive Committee meetings and visit and view activities of the Association before finally being co-opted to the Committee.

The above procedure is in place not withstanding that any paid-up subscribing member of the Association may be nominated for approval at or elected by ballot at an AGM.

**Management Structure**

The Executive Committee are responsible for the strategic direction and policies of the Association and are actively involved with the Chief Executive in monitoring performance against key indicators set out in the business plan. The Executive Committee have initiated a policy review group to monitor, revise and approve all of the Association's policies.

The Chair of the Executive Committee provides supervision and support for the Chief Executive who has responsibility for the day to day running of the Association. The Chief Executive, the Manager for Complementary Therapy Services and the Finance Officer submit reports to and attend meetings of the Executive Committee.

**Risk Management Strategy**

A risk management strategy is in place through which the Executive Committee seeks to minimise those risks which may impact upon the Association, its activities, employees, volunteers and service users. To this end the Executive Committee review the Association's policies annually, covering amongst others, finance, information technology, data protection, publicity and media, health and safety, counselling guidelines and volunteer agreements.

**COPING WITH CANCER - NORTH EAST  
EXECUTIVE COMMITTEE REPORT - CONTINUED  
YEAR ENDED 31 MARCH 2016**

**OBJECTIVES AND ACTIVITIES**

**Objectives**

The objectives are to support the mission statement of the organisation which is "To share experiences and strategies which help people cope with cancer".

The Executive Committee administer the funds and income of the Association to apply them to relieve the distress and suffering and to preserve the health, both physical and mental, of cancer patients and those in need of palliative care in the cancer community within the area of Tyne and Wear and Northumberland and in other areas as the Association may from time to time determine. This community includes the families and carers of patients.

**Activities**

Coping with Cancer - North East furthers its purposes for public benefit by directing its charitable activities toward the relief of those in need through the provision of emotional support, practical help and information. Emotional support is provided through one to one and group counselling and practical help through the provision of complementary therapies as an aid to stress relief and through the opportunity to share experiences whilst information is given via leaflets available in hospitals throughout the North East. These activities and in particular the continued growth in the provision of complementary therapies to the cancer community, all fit within these aims of the charity. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

**Complementary Therapy and Auricular Acupuncture** sessions are being delivered at hospitals and hospices throughout the North East for the benefit of cancer patients and their carers.

The success of the service in The Intensive and Critical Care Unit at Sunderland Royal Infirmary has been followed by the pilot introduction of auricular acupuncture looking to combat depression and enhance the 'feel good factor' in those patients who are close to or who have been discharged. If this study is successful, auricular acupuncture will be offered as a permanent service to patients preparing for discharge and return to the community.

**Counselling** has long been an important activity for the charity and we have we have continued to recruit new counsellors and offer placements to students from local FE Colleges.

**Information** provision of a standard applicable to both its status as a health related charity and its commitment to ensuring that the information it provides is accurate, clear and informative, is evidenced through maintenance of the 'Information Standard' in respect the charity's four major leaflets.

**Drop-in and Support Groups** have for several years seen steady closure as clients turn to other means of communicating and accessing the support they need. Our last Drop-in at Stanley Health Centre closed this year but volunteers and service users decided they would continue to meet monthly for social activities and provide support for newly diagnosed clients in the area on a 'one to one' basis. We are grateful for the dedication of these volunteers who maintained the service at Stanley for many years and for the new role they have taken.

**Training** is on-going as this is an essential factor in the continuing effectiveness of the charity. One counsellor obtained her Supervision Diploma which enables the charity to benefit financially as we can now offer those supervision sessions which are necessary for the safe delivery of counselling, in house and at a reduced cost. We continue to support the personal development of our therapists through financing the membership of our volunteers and staff with the 'Federation of Holistic Therapists' and offering in-house training where appropriate.

**Plans for next year** include a continuation of training programs upskilling our volunteers with the introduction of an NVO Level 2 course in 'Psychological Support for Cancer Patients and their Carers' which will become a mandatory qualification for all of our volunteer counsellors. The offer of an NVO Level 3 qualification in acupuncture will be extended to a Level 3 in other therapies such as Reflexology.

## COPING WITH CANCER NORTH – EAST

## EXECUTIVE COMMITTEE REPORT – CONTINUED

YEAR ENDED 31 MARCH 2016

## ORGANISATION

The staff team continue to meet on a regular basis and bring information to the Executive Committee in the form of written and verbal reports. The Chief Executive, the Manager of Complementary Therapy Services, the Finance Officer and from time to time, other staff members attend the Executive Committee meetings to allow the Trustees an opportunity for information exchange.

During the year there were two changes in the Staff Team. Win Bagnall retired and the vacant post 'Manager of Complementary Therapy' was taken up by new recruit Angela Angus. Nadine Clark retired and the vacant post 'Manager of Counselling Services' was filled by the promotion of Kerry Rundle, a staff member of the counselling team.

## FINANCIAL REVIEW

Income for the year at £144,820 (previous year £156,088) was exceeded by expenditure of £146,168 (previous year £116,502) resulting in a net deficit of £1,348 before investment losses of £1,912 (previous year surplus £39,586). The overall deficit of £3,260 reduced total reserves to £135,013 of which free reserves at £183,554 provide 15 months expenditure cover.

Grants for core funding from Clinical Commissioning Groups totalling £31,355 (previous year £36,737) represent 22% of total income and comprise £12,774 from South Tyne and Wear CCG, £13,860 from Newcastle Gateshead CCG and £4,721 North Tyne and Wear CCG. Newcastle Gateshead CCG represents the merging of Newcastle North & East, Newcastle West and Gateshead CCG. Funding from Gateshead CCG ceased at 31<sup>st</sup> October 2015 and is the main reason for the year on year reduction of £5,382.

Income from grants under contract for Complementary Therapy and Articular Acupuncture Services provided by the charity, totalling £32,800 (previous year £36,250) and represented 23% of total income. We gratefully acknowledge grants from Sunderland City Hospitals totalling £23,500 comprising £7,000 sourced by The Tracy Crivell Foundation and £17,000 from the 'Head and Neck Patients' fund which continue to support delivery of complementary therapy and articular acupuncture services, plus a grant of £6,500 supporting delivery of these services within the MacMillan Information & Support Centre in Sunderland and a second year grant of £3,000 for complementary therapies offered to patients of the Intensive and Critical Care Unit in Sunderland. We also thank the Patience Fund at The North Tyne and Wear General Hospital at Rake Lane for two grants each of £1,250 in support of acupuncture clinics for men and women. We thank St Clare's Hospice in Jarrow for their grant of £6,000 and their continuing support for the provision of complementary therapies to 'day patients' and 'bedded unit patients' at the hospice.

Fundraising income of £76,629 (previous year £77,496) representing 53% of total income, included £68,479 (previous year £66,051) from the 'doorstep collection' of unwanted clothing etc. organised through 'Unicare' and £4,406 (previous year £10,350) from sponsored runners representing our charity in the 2015 Great North Run.

Donations totalling £3,118 include £1,250 from The W. A. Handley Trust, a donor for several years whom we gratefully acknowledge together with a thank you for all other receipts from donors.

Expenditure during the year at £146,168 exceeded the previous year expenditure by £29,666. Additional expenditure is primarily that borne in coping with increased demand for services as reflected in costs of salaries, fees and reimbursed expenses at a total of £99,755 compared with £78,936 in the previous year i.e. an increase of £20,819. We also updated the charity website at a cost of £2,820 and bore investment management fees of £5,000 on transfer of £100,000 from Bank and Building Society deposits to medium risk unit trusts held within a Wealth Account at St. James' Place Wealth Management.

## COPING WITH CANCER NORTH – EAST

## EXECUTIVE COMMITTEE REPORT – CONTINUED

YEAR ENDED 31 MARCH 2016

## RESERVES POLICY

The Executive Committee have established a policy whereby the unrestricted funds not committed or invested in fixed assets (free reserves) held by the Association, should, ideally represent at least 12 months of total resources expended. Such a level of reserve would provide a buffer to offset the temporary loss of a major source of funding whilst maintaining effective management and administration of the Association. These reserves also provide working capital to enable development of service provision.

Based on the above, the target reserves would have been £146,168. Actual free reserves of £183,554 including investments of £93,088 represent 126% of target.

## DONATIONS

The Association does not make donations. Income for the Association and its subsequent expenditure is for the purpose of support to cancer patients and their families. This help and support is given at no cost to the recipients.

## EXECUTIVE COMMITTEE RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Executive Committee are responsible for preparing the Executive Committee's report and the financial statements in accordance with applicable law and United Kingdom Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income, resources and application of resources of the charity for that period. In preparing these financial statements, the Executive Committee are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Executive Committee are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Executive Committee on *6th January 2017* and signed on their behalf by:

L. H. Walton CBE  
Chairman



## INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF

## COPING WITH CANCER - NORTH EAST

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I report on the accounts of the Association for the year ended 31 March 2016, which are set out on pages 7 to 14.

This report is made solely to the charity's Executive Committee, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Executive Committee those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Executive Committee as a body, for my work, for this report, or for the opinions I have formed.

**Respective responsibilities of Executive Committee and examiner**

The charity's Executive Committee are responsible for the preparation of the accounts.

The charity's Executive Committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Executive Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Detlev Anderson*

DETLEV ANDERSON FCA

RYECROFT GLENTON  
Chartered Accountants  
Registered Auditors  
32 Portland Terrace  
Newcastle upon Tyne  
NE2 1QP

7th January 2017

COPING WITH CANCER - NORTH EAST  
STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2016

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	Notes	Unrestricted funds	Restricted funds	Total 2016	Total 2015
<b>INCOME FROM:</b>		£	£	£	£
Donations and legacies	2	3,118	-	3,118	4,774
Charitable activities	3	64,155	-	64,155	72,987
Fundraising activities	4	76,629	-	76,629	77,496
Investments	5	121	-	121	166
Other	6	797	-	797	665
<b>TOTAL INCOME</b>		<b>144,820</b>	<b>-</b>	<b>144,820</b>	<b>156,088</b>
<b>EXPENDITURE ON:</b>					
Raising funds		30,338	-	30,338	23,480
Charitable activities		115,830	-	115,830	92,022
<b>TOTAL EXPENDITURE</b>	7	<b>146,168</b>	<b>-</b>	<b>146,168</b>	<b>116,502</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>(1,348)</b>	<b>-</b>	<b>(1,348)</b>	<b>39,586</b>
<b>GAINS / (LOSSES) ON INVESTMENT ASSETS</b>		<b>(1,912)</b>	<b>-</b>	<b>(1,912)</b>	<b>-</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(3,260)</b>	<b>-</b>	<b>(3,260)</b>	<b>39,586</b>
<b>TOTAL FUNDS BROUGHT FORWARD AT 1 APRIL 2015</b>		<b>187,993</b>	<b>280</b>	<b>188,273</b>	<b>148,687</b>
<b>TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2016</b>		<b>184,733</b>	<b>280</b>	<b>185,013</b>	<b>188,273</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

## COPING WITH CANCER - NORTH EAST

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## BALANCE SHEET

AS AT 31 MARCH 2016

	Notes	2016	2015
		£	£
<b>FIXED ASSETS</b>			
Intangible fixed assets	10	1,179	1,444
Investments	11	93,088	-
		94,267	1,444
<b>CURRENT ASSETS</b>			
Building society		35,597	55,475
Bank and cash in hand		42,010	120,127
Debtors and prepayments	12	21,221	22,767
		98,828	198,369
<b>LIABILITIES: amounts falling due within one year:</b>			
Creditors	13	(8,082)	(11,540)
		90,746	186,829
<b>NET CURRENT ASSETS</b>		90,746	186,829
<b>NET ASSETS</b>		185,013	188,273

## RESERVES

Restricted funds	280
Unrestricted funds	184,733
	185,013
	188,273

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Executive Committee and signed on their behalf on **6th January 2017**

L. H. WALTON CBE - CHAIRMAN

D. HODGSON MBE - HONORARY TREASURER

The notes on pages 9 to 15 form part of these accounts.

## COPING WITH CANCER - NORTH EAST

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## NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

## 1. ACCOUNTING POLICIES

## 1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Charities Act 2011 and applicable regulations.

The accounts are prepared on the going concern basis. The Executive Committee have a reasonable expectation that the charity will continue to receive funding to enable it to continue its charitable activities for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

## 1.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants received where conditions specified by the donor have not yet been met by the charity or where the donor has specified the time period in which the expenditure of resources can take place are deferred and recognised over the time period specified by the donor.

## 1.3 Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure within charitable activities includes all costs incurred in the sharing of experiences and strategies which help people cope with cancer and includes costs that can be allocated directly to these activities and those costs of an indirect nature necessary to support them.

Some consultants and staff spend time not only on the charitable activities of the organisation but also in generating voluntary income, general fundraising and governance. Their costs have been directly allocated to these activities using the best estimate of the relative time spent by these individuals.

Governance costs are those costs associated with the constitutional and statutory requirements of the charity.

Support costs are all costs that cannot be directly allocated to a charitable activity. They include all costs incurred by the Charity's Head Office Support Unit comprising management and administration, finance, information technology and human resources. Support costs are apportioned between the activities of the charity on a basis consistent with the use of the resources.

## 1.4 Accumulated funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds arising from grants are subject to specific conditions by donors as to how they may be used. Funds received from fundraising activities may also be restricted, depending upon the purpose for which the funds were raised. The purposes and uses of the restricted funds are set out in the Executive Committee report and notes to the accounts.

**COPING WITH CANCER - NORTH EAST**  
**NOTES TO THE ACCOUNTS - CONTINUED**

YEAR ENDED 31 MARCH 2016

**ACCOUNTING POLICIES - Continued**

**1.5 Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at 33 1/3% straight line in order to write off the cost less estimated residual value of each asset over its expected useful life.

**1.6 Taxation**

As a registered charity, the charity benefits from rates relief and is exempt from direct tax on its charitable activities but not from VAT. Irrecoverable VAT is included in the costs of those items to which it relates.

**1.7 Pension costs**

The charity operates a defined contribution pension scheme. The charity has no liability under the scheme other than for payment of those contributions to an independently administered fund.

**2. INCOME FROM DONATIONS**

Donations, gifts and collections

	2016	2015
£	£	£
3,118	4,774	

**3. INCOME FROM CHARITABLE ACTIVITIES**

Grants provided for core funding  
Grants under contracts for advice and information,  
outreach work, training and other services

	2016	2015
£	£	£
31,355	36,737	
32,800	36,250	
64,155	72,987	

**4. INCOME FROM FUNDRAISING ACTIVITIES**

Doorstep 'Rag Bag' collection  
Great North Run  
Other fundraising activities

	2016	2015
£	£	£
68,479	66,051	
4,466	10,356	
3,684	1,089	
76,629	77,496	

**5. INVESTMENT INCOME**

Bank interest receivable

	2016	2015
£	£	£
121	166	
121	166	

**6. OTHER INCOME**

Membership  
Training courses - fees from participants

	2016	2015
£	£	£
427	345	
370	320	
797	665	

**COPING WITH CANCER - NORTH EAST**

**NOTES TO THE ACCOUNTS - CONTINUED**

YEAR ENDED 31 MARCH 2016

**7. EXPENDITURE**

Total expenditure is analysed as follows:-

	Staff Costs Including Training £	Staff, Volunteers and other Expenses £	Office, IT Finance and Communications £	Accommodation Insurance and Depreciation £	Support Costs as allocated £	2016 Total £	2015 Total £
Expenditure on Charitable Activities - relief, counselling, and therapies	56,961	13,852	-	-	45,017	115,830	93,022
Expenditure on raising funds:							
Voluntary income	8,427	-	-	-	1,134	9,561	9,123
Fundraising	8,428	6,215	-	-	1,134	15,777	14,357
Investment management	-	-	5,000	-	-	5,000	-
Support costs	14,952	-	14,121	18,212	(47,285)	-	-
<b>TOTAL EXPENDITURE</b>	<b>88,768</b>	<b>20,067</b>	<b>19,121</b>	<b>18,212</b>	<b>-</b>	<b>146,168</b>	<b>116,502</b>

Included within expenditure are accountant's fees for independent examination of £2,754 (2015: £2,487) and for payroll and other services of £541 (2015: £538).

In addition to the accountant's fees, there are £754 of other governance costs relating to other constitutional matters included within expenditure above (2015: £724).

**COPING WITH CANCER - NORTH EAST**  
**NOTES TO THE ACCOUNTS - CONTINUED**

**YEAR ENDED 31 MARCH 2016**

**8. STAFF COSTS**

	2016	2015
	£	£
Salaries and co-ordinators and sessional workers' fees	85,229	66,803
Social security costs less employment allowance	-	-
	<u>85,229</u>	<u>66,803</u>

During the year the charity employed an average of nine members of staff which is the equivalent of four full time employees (2015: three).

No employee received emoluments in excess of £60,000.

**9. TRUSTEES EXPENSES**

No Trustees received remuneration or expenses in connection with their duties as a Trustee (previous year: none).

**10. TANGIBLE FIXED ASSETS (office equipment and furniture)**

	£
Cost	
At 1 April 2015	6,584
Additions during the year	979
Disposals	<u>(1,251)</u>

At 31 March 2016

6,312

**Depreciation**

	£
At 1 April 2015	5,140
Charge for year	757
Disposals	<u>(764)</u>

At 31 March 2016

5,133

**Net book value**

	£
At 31 March 2016	1,179
At 1 April 2015	<u>1,444</u>

**11. FIXED ASSETS INVESTMENTS**

	2016	2015
	£	£
Opening balance at 1 April 2015	-	-
Purchases	100,000	-
Investment management fees	(3,000)	-
Unrealised loss	<u>(1,912)</u>	-
Closing balance at 31 March 2016	<u>95,088</u>	-

Fixed asset investments are listed unit trusts managed by St James' Place Wealth Management.

**COPING WITH CANCER - NORTH EAST**  
**NOTES TO THE ACCOUNTS - CONTINUED**

**YEAR ENDED 31 MARCH 2016**

**12. DEBTORS AND PREPAYMENTS**

	2016	2015
	£	£
Prepayments and accrued income	21,221	22,767

**13. CREDITORS**

	2016	2015
	£	£
Tax and social security	561	435
Accruals and deferred income	<u>7,521</u>	<u>11,105</u>
	<u>8,082</u>	<u>11,540</u>

**14. STATEMENT OF FUNDS**

	Balance at 1.4.15	Income	Expenditure	Gains/ (losses)	Balance at 31.3.16
	£	£	£	£	£
Unrestricted funds					
General funds	187,993	144,820	(146,168)	(1,912)	184,733
Restricted funds					
The Trusthouse Charitable Foundation	280	-	-	-	280
<b>Total funds</b>	<b>188,273</b>	<b>144,820</b>	<b>(146,168)</b>	<b>(1,912)</b>	<b>185,013</b>

The income funds of the charity include restricted funds, augmented by the use of unrestricted funds, which comprise donations and grants held on trusts to be applied for specific purposes.

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed assets	Current assets	Current liabilities	Total net assets
	£	£	£	£
Restricted funds				
The Trusthouse Charitable Foundation	-	280	-	280
Unrestricted funds				
General funds	94,267	98,548	(8,082)	184,733
<b>Total funds</b>	<b>94,267</b>	<b>98,828</b>	<b>(8,082)</b>	<b>185,013</b>

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COPING WITH CANCER - NORTH EAST  
NOTES TO THE ACCOUNTS - CONTINUED  
YEAR ENDED 31 MARCH 2016

15. RELATED PARTY TRANSACTIONS

There are no related party transactions to disclose.

16. CONTROL

There is no controlling party.

17. OPERATING LEASE COMMITMENTS

At 31 March 2016 the charity had annual commitments under non-cancellable operating leases as follows:

EXPIRY DATE:	2016	2015
Within 2-5 years	£ 15,574	£ 15,574

**Please help us make a difference**



Founded in 2012 as a support group Coping with Cancer NE has grown to become one of the leading cancer charities in the region.



This bag collection service is provided by Unicare Ltd and we are proud to announce that they have raised over £400,000 for us. The money, generated from your generous donations, will enable us to provide several essential support services including complimentary therapy, counselling, palliative care and support at the cancer unit in the Great North Children's Hospital.

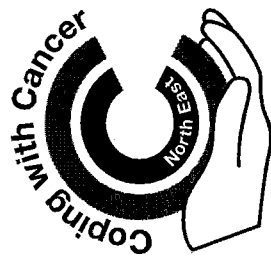


**THANK YOU**

**[www.copingwithcancer.org.uk](http://www.copingwithcancer.org.uk)**



Coping with Cancer North East, Charity No.513820, Registered in England and Wales.  
Unicare Ltd., Company Reg. No. 05744027



This fundraising initiative is carried out by Unicare Ltd., our commercial participant.

Every effort will be made to raise at least £80,000 per year, using this bag collection service.

Your generous donations will help make a difference to anyone affected by cancer. We provide a variety of caring services, supporting families and patients throughout their personal cancer journey.

To find out more, make a donation  
or get involved please visit

[www.copingwithcancer.org.uk](http://www.copingwithcancer.org.uk)

If your bag has not been picked up on the  
marked collection day between 8am-6pm  
you can contact us on Freephone

**0333 6666 777**

lines open 8am-5pm  
or email us on

[support@unicaremail.co.uk](mailto:support@unicaremail.co.uk)

We will try to have your bag collected  
on the next working day if a collector is nearby.

Please kindly donate:

- Clean, good quality clothing
- Paired shoes
- Handbags
- Belts
- Costume jewellery
- Perfumes
- Bric-a-Brac

Your bag will be collected on:



To avoid theft, please put your bag out at 8am  
so it is visible from the road.

Coping with Cancer North East, Charity No.513820, Registered in England and Wales.  
Unicare Ltd., Company Reg. No. 05744027

DATED October 2014

Coping with Cancer North East

- and -

UNICARE LIMITED

# COMMERCIAL PARTICIPATOR AGREEMENT

Wrigleys Solicitors LLP  
19 Cookridge Street  
Leeds LS2 3AG

Tel: 0113 244 6100  
Fax: 0113 244 6101

THIS AGREEMENT is made AS A DEED

BETWEEN:

- (1) Les Walton of 40 Towers Avenue, Jesmond, Newcastle NE2 3QE
- (2) Sarah Carnegie of 32 Queens Road, Jesmond, Newcastle, NE2
- (3) David Hodgson of 17 Howard Street, North Shields, Newcastle NE30 1AF
- (4) Jennifer Brown of 39 Firtree Cres, Forest Hill, Newcastle, NE12 7JU
- (5) Nadine Clark of 23 Weymouth Gdns, Low Fell, Gateshead NE9 6TU
- (6) Sarah Wilkes of 11 Albatross Way, South Beach Blythe, Northumberland NE24 3QH
- (7) Fred Bamber of 10 Goldsborough Court, Wingate, County Durham, TS28 5PR
- (8) Diane Walton of 40 Towers Avenue, Jesmond, Newcastle upon Tyne NE2
- (9) Ann Hay of 20 Hampton Drive, Felling, Gateshead NE10 9EP

as trustees of Coping with Cancer North East a charitable unincorporated association established by a constitution dated 17 March 1983 as amended 19 May 1987, 5 June 1995, 11 May 1998, 7 February 2000 and 23 May 2002, a charity registered in England and Wales with registered charity number 513820 (the "Charity"); and

- (10) Unicare Limited (Company Number 05744027) whose registered office is at Princes Exchange, Princes Square, Leeds, LS1 4HY and whose trading address is at Unit 8 Acorn Business Park, Killingbeck Drive, Leeds, LS14 6UF ("Unicare").

## BACKGROUND

- 1 The Charity's objects are to relieve distress and suffering among cancer patients, their families and friends throughout North East England by providing information, emotional support and practical help. Unicare is a commercial company whose business is the collection, sale and recycling of textiles.
- 2 The Charity is permitted to use and license the Mark (as defined below) as described in the Intellectual Property Licence.



3 Unicare wishes to use the Mark in the Territory (as defined below) in relation to the Licensed Products (as defined below), for the purpose of collecting textiles from the public for sale and recycling.

4 The Charity has agreed to grant Unicare a licence to use the Mark in relation to the Licensed Products, and Unicare has agreed to make payments to the Charity on the terms set out in this Agreement.

5 Two of the trustees of the Charity are authorised under a general authority given pursuant to section 82 of the Charities Act 1993 to execute this Agreement on behalf of the Trustees.

# IT IS AGREED AS FOLLOWS:

## 1 DEFINITIONS AND INTERPRETATION

1.1 The definitions and rules of interpretation set out in this clause apply to this Agreement.

**"Commencement Date"** means the date on which this agreement is executed by both parties.

**"Donations"** means the fixed fees to be paid by Unicare to the Charity during the Term as set out in Schedule 2.

**"Force Majeure"** means any circumstances not foreseeable at the date of this agreement and not within the reasonable control of the party in question including, without limitation, strikes, lockouts, shortages of labour or raw materials, civil commotion, riot, invasion, war, threat of or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural physical disaster.

**"Intellectual Property Licence"** means the Licence made on or about the date hereof, a copy of which is annexed hereto.

**"Licensed Products"** means any plastic bag and/or leaflet that is distributed by Unicare under or by reference to the Mark pursuant to clause 2 of this Agreement, together with such other products as may be agreed in writing between the parties from time to time.

**"Mark"** means the logo permitted to be used by the Charity as described in the Intellectual Property Licence which is to be used under this Agreement and which is set out in Schedule 1.

**"Services Commencement Date"** means [ ], being the date on which Unicare intends to commence distribution of the Licensed Products (or such earlier or later date as the parties agree).

**"Term"** means the term of this agreement, being the period beginning on the Commencement Date and ending on the date of termination in accordance with clause 1.4.

**"Territory"** means the United Kingdom.

1.2 References to this Agreement or to any other agreement or document referred to in this Agreement mean this Agreement or such other agreement or document as amended, varied, supplemented, modified or novated from time to time and include the schedules.

1.3 A reference to a clause or a schedule is a reference to a clause of, or schedule to, this Agreement. A reference to a paragraph is, unless otherwise stated, a reference to a paragraph of the schedule in which the reference appears.

1.4 Clause and schedule headings do not affect the interpretation of this Agreement.

1.5 Each of the schedules shall have effect as if set out in this Agreement.

## 2 LICENCE

2.1 The Charity grants to Unicare a non-exclusive licence to use the Mark in the Territory with regard to the distribution of the Licensed Products for the duration of the Term, subject to the provisions of this Agreement.

2.2 It is acknowledged and agreed that Unicare is a "commercial participant" of the Charity as defined in section 58(1) of the Charities Act 1992.

2.3 The relationship between the Charity and Unicare which is formalised by this Agreement has as its principal objectives:

- 2.3.1 that the Charity will receive the Donations;
- 2.3.2 that the Charity will benefit from increased goodwill associated with the Mark; and

2.3.3 that Unicare will, by the use of the Mark on the Licensed Products, increase its turnover and profits.

### 3 APPLICATION OF THE MARK

3.1 The Charity and Unicare will work together in good faith to agree specifications for the form and manner of the application of the Mark to the Licensed Products, with a view to reaching agreement on such specifications as soon as practicable after the Commencement Date and no later than one calendar month prior to the Services Commencement Date. Unicare will comply with all reasonable requests from the Charity in this regard. All Licensed Products shall comply with such agreed specifications regarding the form and manner of the application of the Mark. In the event that agreement has not been reached as to such specifications prior to the date falling one calendar month prior to the Services Commencement Date, Unicare may apply the Mark to the Licensed Products in such form and manner as it sees fit, provided that such form and manner is in compliance with the law.

3.2 [Unicare shall display the Charity's website address on all Licensed Products.]

3.3 Subject to clause 3.4, apart from the Mark, no other trade mark or logo may be included on the Licensed Products in any form.

3.4 Unicare may use its own trade marks or logos and its own trade name on the Licensed Products.

### 4 TITLE AND GOODWILL

4.1 Unicare acknowledges that the Charity is permitted to use and license the Mark.

4.2 Any goodwill derived from the use by Unicare of the Mark shall accrue to the Charity.

### 5 TRADE MARK REGISTRATIONS

5.1 Unicare shall not apply for, or obtain, registration of the Mark in the Territory in respect of any trade mark class.

5.2 The Unicare shall not apply for, or obtain, registration of any trade or service mark in the Territory which is (in the reasonable opinion of Unicare) confusingly similar to the Mark.

### 6 DUTIES OF THE PARTIES

6.1 Unicare shall not do, or omit to do, anything to diminish the rights of the Charity to use the Mark nor the rights of the owner of the Mark (as described in the Intellectual Property Licence.

6.2 Unicare will take all reasonable steps to ensure that its advertising and marketing of Licensed Products shall not be likely to reduce or diminish the reputation, image and prestige of the Mark. The Charity will not take any steps which are likely to reduce or diminish the reputation, image and prestige of Unicare.

6.3 The Charity warrants, represents and undertakes to Unicare that it is permitted to use and license the Mark on the terms of this Agreement, and that it will remain so for the duration of the Term, and that it has all necessary authority, powers and capacity to enter into and perform this Agreement.

### 7 DONATIONS

Unicare undertakes during the Term to pay the Donations to the Charity in the manner as set out in Schedule 2, provided that at the time of payment the Charity is not in breach of the terms of this Agreement.

### 8 QUALITY CONTROL AND APPROVAL PROCEDURES

8.1 Unicare shall, prior to the Services Commencement Date, provide to the Charity a sample of the type of plastic bag that it intends to use for the Licensed Products.

8.2 If at any time during the Term the Charity is not satisfied with the methods of distribution being utilised by Unicare, it shall give written notice of its concerns to Unicare. If Unicare, in its reasonable opinion, believes that the Charity's objection is reasonable, it will take all reasonable steps to alter its methods of distribution to address the Charity's concerns.

### 9 COMPLIANCE WITH APPLICABLE LAWS

Each Licensed Product shall comply in all material respects with all applicable laws and regulations in England and Wales from time to time.

## 10 INDEMNITY

10.1 Subject to clause 10.2, Unicare shall indemnify the Charity against all claims, liabilities and expenses arising out of the breach by Unicare of the terms of this Agreement or the distribution of the Licensed Products by Unicare in the Territory, or from Unicare's failure to comply with all applicable laws and regulations.

10.2 Subject to clause 10.1, the Charity shall indemnify Unicare against all claims, liabilities and expenses arising out of breach by the Charity of the terms of this Agreement or any claim that Unicare's use of the Mark in accordance with the provisions of this Agreement infringes or may infringe the rights of any third party, or from the Charity's failure to comply with all applicable laws and regulations. Unicare acknowledges and accepts that the Charity may request that any sums due to be paid to Unicare pursuant to this clause 10.1 be deducted from future Donations.

10.3 The liability of the Charity pursuant to clause 10.2 shall not exceed an amount equal to the assets of the Charity from time to time.

## 11 INFRINGEMENT

11.1 Each party shall promptly notify the other of any actual or suspected infringement within the Territory of the Mark that comes to its attention ("Infringement").

11.2 Unicare shall, at the Charity's expense, co-operate with the Charity in taking all such steps as are considered by the Charity (acting reasonably) to be necessary, in connection with any Infringement, including, without limitation, legal proceedings in the name of the Charity or in the joint names of the parties. Unicare acknowledges and accepts that the Charity may request that any sums due to be paid to Unicare pursuant to this clause 10.1 be deducted from future Donations. Unicare may, but shall not be obliged to, take any steps pursuant to this clause 11.2 unless and until it has received payment in advance of its costs and expenses for so doing.

## 12 DISCLOSURE AND CONFIDENTIALITY

12.1 If either party or any of its employees, agents or advisers receive confidential, secret or any proprietary information of the other during the course of the Term the receiving party shall keep such information confidential and not at any time after such receipt disclose, divulge or communicate the same to any person other than:

12.1.1 where necessary for performance of its obligations and in pursuance of its rights under this Licence; or

12.1.2 where required by law.

12.2 The obligations of confidentiality set out in clause 12.1 shall not extend to information acquired where the receiving party can show:

12.2.1 at the time of its acquisition was in, or at a later date has come into, the public domain, other than following a breach of this clause 12; or

12.2.2 it knew before the first disclosure to it by the other party; or

12.2.3 it received independently from a third party with the full right to disclose.

## 13 ASSIGNMENT AND SUB-LICENSING

This Agreement is personal to the parties. Neither party may assign or transfer all or any part of its rights or obligations under this Agreement without the prior written consent of the other, such consent not to be unreasonably withheld or delayed.

## 14 COMMENCEMENT, DURATION AND TERMINATION

14.1 This Agreement shall commence indefinitely, subject to either terminating in accordance with clauses 14.2 or 14.3.

14.2 Either party shall be entitled, after the date falling [three calendar months] after the Services Commencement Date, to terminate the Agreement without cause upon [three months] prior written notice to the other.

14.3 Either party may terminate this Agreement immediately by giving notice to the other if the other:

14.3.1 commits any breach of this Agreement and fails to remedy such breach (if capable of remedy) within 14 days of being given notice of such breach.

14.3.2 becomes insolvent, is adjudicated bankrupt, or compounds with, or makes any arrangement with, or makes a general assignment for the benefit of, its creditors; or

14.3.3 compulsorily or voluntarily enters into any liquidation or winding up process or proceedings, except for the purposes of a bona fide reconstruction or amalgamation, and with the prior written approval of the other party; or

14.3.4 has an administrator, receiver or manager appointed over the whole, or a substantial part, of its undertakings or assets; or

14.3.5 ceases or threatens to cease to carry on its business or operations.

14.4 In the event that, at the end of the Term, Unicare has remaining stocks of Licensed Products to which the Mark was applied prior to the end of the Term, it may extend the Term to enable it use those Licensed Products in accordance with the terms of this Agreement, but only if it has first agreed with the Charity the length of any such additional period and the Donation to be paid for that period.

## 15 EFFECT OF TERMINATION

15.1 At the end of the Term (including any extension agreed pursuant to clause 14.4):

15.1.1 the licence to use the Mark ceases immediately;

15.1.2 Unicare shall not distribute any further Licensed Products;

15.1.3 the parties shall return to each other all confidential, secret or proprietary information of the other (including all copies in whatever form of any such information) and undertake not to use that information for any purpose;

15.1.4 the Charity will, if termination occurs part way through a month, promptly refund to Unicare part of the Donation for that month, pro rata, based on the number of days in that month.

15.2 Termination of this Agreement by either party pursuant to clause 14 shall be without prejudice to the right to seek compensation for breach of any provisions of this Agreement.

## 16 FORCE MAJEURE

If, and to the extent that, either party is prevented or delayed from performing any of its obligations under this agreement by Force Majeure, it shall promptly so notify the other party, specifying the matters constituting Force Majeure together with such evidence in verification of those matters as it can reasonably give and specifying the period for which it is estimated that the prevention or delay shall continue. The party so affected shall then be relieved of liability to the other for failure to perform, or for delay in performing (as the case may be), its obligations, but shall nevertheless use its best endeavours to resume full performance of its obligations under this Agreement provided that, if the Force Majeure continues for a period of two months or more following notification, the party not affected by the Force Majeure may terminate this Agreement by giving not less than 30 days' prior notice to the other party. Such notice of termination shall be of no effect if the party affected by the Force Majeure resumes full performance of its obligations under this Agreement before the expiry of the notice period.

## 17 ENTIRE AGREEMENT

This Agreement, together with any documents referred to in it, constitutes the whole agreement between the parties relating to its subject matter and supersedes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature, whether in writing or oral, relating to such subject matter.

## 18 VARIATION

No variation of this Agreement shall be effective unless made in writing.

## 19 INVALIDITY

If any provision of this Agreement is held to be illegal, void, invalid or unenforceable under the laws of any jurisdiction, the legality, validity and enforceability of the remainder of this Agreement in that jurisdiction shall not be affected and the legality, validity and enforceability of the whole of this agreement shall not be affected in any other jurisdiction.

20 RIGHTS OF THIRD PARTIES

No term of this Agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a third party, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

21 NO WAIVER

No failure to exercise, or any delay in the exercise, by either party to this Agreement of any right, power, privilege or remedy under this agreement shall impart, or operate as a waiver of, such right, power, privilege or remedy.

22 NOTICES

Any notice required to be given under this Agreement, or in connection with the matters contemplated by it, shall (except where specifically provided otherwise) be in writing and personally delivered, sent by pre-paid first-class post or by fax. Such notice shall be deemed to have been given on delivery at the relevant address or, if sent by first-class pre-paid post, two business days (that is, any day which is not a Saturday, Sunday or public holiday in the place at or to which the notice is left or sent) after the date of posting, or if sent by fax, when despatched, subject to confirmation of uninterrupted transmission by a transmission report.

23 RELATIONSHIP

Nothing in this Agreement shall constitute, or be deemed to constitute, a partnership between the parties or, except as expressly provided, shall it constitute, or be deemed to constitute, any party as the agent of any other party for any purpose.

24 LAW AND JURISDICTION

This Agreement shall be governed by, and construed in accordance with, English law and each of the parties irrevocably submits to the exclusive jurisdiction of the English courts and waives any objection to proceedings in such courts on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

This Agreement has been entered into on the date stated at the beginning of it.

SIGNED as a DEED by Charles Hope (Trustee) for and on behalf of the trustees of the Charity pursuant to an authority made by the trustees pursuant to section 82 Charities Act 1993, in the presence of

Witness: Signature

Name

Address

Occupation

Charles Hope  
CHRISTINE HOPE  
5 NADDE PARK COURT  
NADDE PARK COURT  
OFFICE MANAGER

SIGNED as a DEED by David Walker (Trustee) for and on behalf of the trustees of the Charity pursuant to an authority made by the trustees pursuant to section 82 Charities Act 1993, in the presence of

Witness:

Signature

Name

Address

Occupation

Charles Hope  
CHRISTINE HOPE  
5 NADDE PARK COURT  
NADDE PARK COURT  
OFFICE MANAGER

SIGNED as a DEED by

for and on behalf of Unicare Limited

TRADE MARK

SCHEDULE 1

Mark

Director

*Olena Romanyshyn*

Witness:

Signature

*[Signature]*

Name

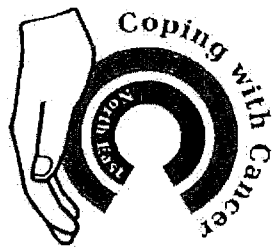
*CELA HEDDER*

Address

*Unit 4, The Kings Arms, 120, S. Kensington, London, W8 5SA*

Occupation

*Bookkeeper*



# Charity Commission

# The Regulator for in England and Wales

## APPENDIX 8

**513820 - COPING WITH CANCER - NORTH EAST**
**DUE DOCUMENTS RECEIVED**

### Activities

THE FUNDS OF THE ASSOCIATION ARE APPLIED TO RELIEVE THE DISTRESS AND SUFFERING AND TO PRESERVE THE HEALTH, BOTH PHYSICAL AND MENTAL OF CANCER PATIENTS AND THOSE IN NEED OF PALLIATIVE CARE IN THE CANCER COMMUNITY WITHIN THE AREA OF TYNE AND WEAR AND NORTHUMBERLAND AND IN OTHER AREAS AS THE ASSOCIATION MAY FROM TIME TO TIME DETERMINE. THIS COMMUNITY INCLUDES THE FAMILIES AND CARERS OF PATIENTS.

### Financial summary

Financial year end (FYE)	Income	Spending	Accounts received	Annual Return/Annual Update received
31 Mar 2017	£165,781	£170,586	29 Nov 2017	29 Nov 2017
31 Mar 2016	£144,820	£146,168	11 Jan 2017	11 Jan 2017
31 Mar 2015	£156,088	£116,502	17 Jan 2016	17 Jan 2016
31 Mar 2014	£147,022	£109,108	26 Jan 2015	26 Jan 2015
31 Mar 2013	£119,206	£105,687	24 Jan 2014	24 Jan 2014

### Contact

DR JUDITH WOODRUFF  
COPING WITH CANCER NORTH EAST  
THE MEDICAL SUITE  
COBALT BUSINESS EXCHANGE  
COBALT PARK WAY  
NEWCASTLE UPON TYNE  
NE28 9NZ

Tel: 0191 2805610  
Email: [info@copingwithcancer.org.uk](mailto:info@copingwithcancer.org.uk)  
Website: [www.copingwithcancer.org.uk](http://www.copingwithcancer.org.uk)

### Charity trustees

MRS JENNIFER BROWN  
MR DAVID HODGSON  
MS DIANE GREAVES  
HELEN STOREY  
SAMANTHA HAGUE

SARAH CARNEGIE  
MR FREDERICK WILLIAM BAMBER  
DAVID GEOFFREY LEIGH  
MS S-A EMMERSON  
MRS WIN BAGNALL

### Date of registration

03 May 1983

### Other names

- COPING WITH CANCER N E (Working Name )
- COPING WITH CANCER NORTH EAST (Working Name )

## Governing document

CONSTITUTION 17 MARCH 1983 AS AMENDED 19 MAY 1987 AND 5 JUNE 1995. FURTHER AMENDED 11 MAY 1998 AND 7TH FEBRUARY 2000. FURTHER AMENDED 23 MAY 2002

## Organisation type

STANDARD REGISTRATION

## Registration history

03 MAY 1983     REGISTERED

## Charitable objects

TO RELIEVE DISTRESS AND SUFFERING AMONGST CANCER PATIENTS, THEIR FAMILIES AND FRIENDS THROUGHOUT N E ENGLAND BY PROVIDING INFORMATION, EMOTIONAL SUPPORT AND PRACTICAL HELP. BY OFFERING THIS FREE CONFIDENTIAL SERVICE WE WILL COMPLEMENT THE ROLES OF MEDICAL STAFF AND PROVIDE A BETTER ENVIRONMENT IN WHICH THEY CAN PRACTISE.

## Classification

### What

- EDUCATION/TRAINING
- THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES

### Who

- OTHER DEFINED GROUPS
- THE GENERAL PUBLIC/MANKIND

### How

- PROVIDES HUMAN RESOURCES
- PROVIDES SERVICES
- PROVIDES ADVOCACY/ADVICE/INFORMATION
- ACTS AS AN UMBRELLA OR RESOURCE BODY

## Area of benefit

N E ENGLAND

## Where the charity operates

- DURHAM
- GATESHEAD
- NEWCASTLE UPON TYNE CITY
- NORTH TYNESIDE
- NORTHUMBERLAND
- SOUTH TYNESIDE
- SUNDERLAND

Note: This report is compiled from public information that the Charity Commission holds on the Register of Charities on 01 December 2017.

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Neighbourhood and Adult Services

**Application for a House to House Collections Permit**

House to House Collections Act 1939

House to House Collections Regulations 1947 (as amended)

Date Received	26/10/17
Fee	Free of Charge
Lalpac number	035573
Board Hearing	
Permit Number	HH

**Data Protection Act, 1998**

I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information share the inf in this way or for connected purposes, and we may also share the information with certain other people or organisations that manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

Please answer all the questions on this form in **BLOCK CAPITALS** and in ink.  
Enter **NONE** or **N/A** as appropriate in all boxes you do not enter information in.

**Applicants (Promoter) personal details**

1. Your Title (Mr, Mrs, Miss, etc): MRS Date of Birth: 25-8-16

Surname: WALKER First names: LYNNE

Address (either home or Business): UNIT 74 RAY STREET ENTERPRISE CENTRE

HUDDERSFIELD Post code: HO1 6AL

Daytime phone number: 01434 533939 Mobile phone number:

E-mail address: INFO@TCWCANCER.ORG.UK.

**Details of the charity which the collection will benefit**

2. Name of Charity: TREATING CHILDREN WITH CANCER

Head Office address for the Charity: AS ABOVE

Post code:

Contact phone number:  Mobile phone number:

E-mail address:

2.a. Are you an employee/Volunteer for this Charity YES ☐ No ☒

If YES, please state your position within the Charity:

\*If NO you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.

- 2.b. Objective/aims of the charity/fund to benefit from the proceeds of this collection.

Please attach supporting information, web site details etc.

TO ASSIST IN THE TREATMENT  
& RESEARCH OF CHILDREN  
WITH CANCER

- 2.c. Explain how this Charity/fund collection will benefit the people of Rotherham

Please attach supporting information, web site details etc.

SEE ABOVE

- 2.d. Is this charity/fund a UK registered charity

Yes ☒ No ☐

Registered Charity Number 1132491

### Collection details

3. Over what parts of the licensing area is it proposed that collections will be made?

WHOLE BOROUGH

- 3.a. Over what periods in the year, dates & times, is it proposed that collections will be made?

1-12-17 TO 30-11-18

- 3.b. How many collectors will be used to make the collections:

2

- 3.c. Is it proposed to collect money including direct debits as money:

Yes ☐

No ☒

Direct Debits ☐

- 3.d. Is it proposed to collect "other" types of property

Yes ☒ No ☐

If Yes, what other type(s) of property will be collected  
(Include direct debits as a collection of money)

CLOTHES

SHOES ETC TO SELL

Is it proposed to Sell, Give Away, or Use this "other" property

Sell ☒

Give Away ☐

Use ☐

- 3.e. Are applications also being made for licences for the same purposed in other areas of the UK:

Yes ☒

No ☐

If Yes, which other licensing authorities

RUGBY  
STAFFORD

Will these collectors be the same collectors as those you intend to use in this authority

Yes ☐

No ☒

- 3.f. Is it proposed to promote this collection in conjunction with a street collection

Yes ☐

No ☒

If Yes, is it proposed to combine the House to House and Street  
Collection accounts or submit separate accounts:

Combined  
accounts ☐

Separate  
accounts ☒

- 3.g. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.

**Funds raised following collections**

4. Are all of the collections takings to be paid over to the Charity Yes ☒ No ☐

If NO, please state the purposes for which taking will be used

4.a. Please state how much will be deducted for expenses or other reasons £ 0

4.b. Is it proposed to use some of the takings for the payment of any persons Yes ☐ No ☒

If YES; is it to Collectors Yes ☐ No ☒ is it to Other Persons Yes ☐ No ☒

4.c. Please state how much will be deducted; for what reasons, and, if applicable what "other persons" will be paid:

£

**Details of company or organisation responsible for these collection**

5. Name of Company/Organisation to carry out collections: TREATING CHILDREN WITH CANCER

Office address of the

Company/Organisation:

Post code

Contact phone number:

Mobile phone number:

E-mail address:

5.a. Are you an employee of this Business/Organisation YES ☐ No ☐

If YES, please state your position within the Business/Organisation:

**\*If NO you must supply a letter with this application form from the Charity/Society to benefit from the collection which is authorising you to organise the collections on behalf of the charity/society's.**

**Licensing history of Charity/Collection Company**

6. Has the applicant, charity or collections company ever held a house to house collection permit before? Yes ☒ No ☐

If 'Yes', who issued it?

SCOLENS

What date was it granted?

11/01/17

What licence number was it?

0

6.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order **with this** local authority, refused, or revoked before? Yes ☐ No ☒

6.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, **with any other authority** refused, or revoked before? Yes ☐ No ☒

If Yes, where was it held; when was it refused, or revoked and why was it revoked?

Please use an extra sheet if required.

**Applicants (Promoter) "Criminal Records" history**

**7. Convictions & Cautions Details.** In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

**7.a.** Have you ever been convicted of a criminal offence(s), or received any police cautions warnings or reprimands? etc, (If you answer YES to this question give details in the box below.) Yes ☐ No ☒

**7.b.** If you are waiting to hear about any prosecution enter the court name hearing the case:

If known give date of future court hearing date:

 /  / 

Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
/ /		
/ /		
/ /		
/ /		
/ /		
/ /	Use an extra sheet of paper if required	

This form is to apply for a house to house promoters collection permit. The permit, if granted, would allow the promoter to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in this Local Authority area unless the promoter is an appropriately licensed promoter by this authority. (Or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.)

The applicants attention is drawn to the House to House Collections Act 1939, and to paragraph 4 of the House to House Collections Regulations 1947 (as amended); on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the 1st day of the month preceding that in which it is proposed to commence any collection.

**Declaration**

I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand.

I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection having taken place.

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.

Applicants  
Signature

*Lynne Walker*

Date applicant signed form

23 / 10 / 17



**TO WHOM IT MAY CONCERN**

14<sup>th</sup> February 2017

This is to confirm that Miss Lynne Walker is a trustee of the charity, and as such is authorized to act on its behalf

Should you require any further information please do not hesitate to contact the undersigned

Yours faithfully

Amjad Baigh  
Trustee

---

Unit T4 Ray Street Enterprise Centre, Ray Street, Huddersfield West Yorkshire HD1 6BL, England (UK)  
Telephone: 0845 519 3421 Email: [info@tcwcancer.org.uk](mailto:info@tcwcancer.org.uk) [www.tcwcancer.org.uk](http://www.tcwcancer.org.uk)

Treating Children with CANCER is a registered charity No. 1132491

Registered number  
06959129

Treating Children With Cancer

(A Company Limited By Guarantee & Registered Charity)

Report and Accounts

30 November 2015

**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Report and accounts**  
**Contents**

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**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Company Information**

**Trustees**

Mr Azim Nadeem  
Mr Mark Robert Stewart  
Mr Amjad Baig

**Accountants**

TJI Associates  
Chartered Certified Accountants  
114 Westbourne Road  
Marsh  
Huddersfield  
West Yorkshire  
HD1 4LF

**Bankers**

HSBC  
2 Cloth Hall Street  
Huddersfield  
West Yorkshire  
HD1 2ES

**Registered office**

Unit T4  
Ray Street Enterprise Centre  
Ray Street  
Huddersfield  
West Yorkshire  
HD1 6BL

**Registered number**

06959129

**Registered charity number**

1132491



**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Registered number: 06959129**  
**Trustees' Report**

**INTRODUCTION**

The Trustees present their annual report and accounts for the year ended 30th November 2015. The board of trustees are satisfied with the performance of the charity during the year and the position at 30th November 2015 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

**Trustees**

The following persons served as directors during the year:

Mr Azim Nadeem  
Mr Mark Robert Stewart  
Mr Amjad Baig

**OBJECTIVES AND ACTIVITIES**

**Aims and Objectives**

The company's principal activity during the year was to promote and protect the physical and mental health of children suffering from cancer. To relieve sickness by assisting research into the nature, causes, diagnosis and prevention of cancer. To promote and protect the mental health of the families of children suffering from cancer.

**Public Benefit**

The Charity's aims and achievements are set out within this report. The activities have been undertaken to further the charity's charitable purpose for the public benefit. The trustees have complied with the duty under section 4 of the charities act 2011 to have due regard to public benefit guidance published by the charities commission and the trustees have paid due regard to this guidance in deciding what activities the charity should undertake.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

During the year the charity raised funds to further the charities objectives. In this period £30,493 was raised.

**FINANCIAL REVIEW**

**Reserves Policy**

The trustees have established a policy whereby unrestricted funds not invested or not committed or invested in tangible fixed assets held by the charity should be sufficient to cover ongoing running costs of the charity. The trustees have reviewed the unrestricted funds in this period and consider them adequate to ensure the charity's current activities will continue in the event of a drop in funding. the charity will seek to increase this reserve in the future.

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 13 August 2016 and signed on its behalf.

Mr Azim Nadeem  
Trustee

## **Treating Children With Cancer**

### **Report to the trustees on the preparation of the unaudited statutory accounts of Treating Children With Cancer for the year ended 30 November 2015**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Treating Children With Cancer for the year ended 30 November 2015 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>.

TJI Associates  
Chartered Certified Accountants  
114 Westbourne Road  
Marsh  
Huddersfield  
West Yorkshire  
HD1 4LF  
13 August 2016

**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Profit and Loss Account**  
**for the year ended 30 November 2015**

	Notes	Unrestricted Funds £	2015 £	2014 £
<b>Incoming Resources</b>				
Sales		30,493	30,493	31,772
<b>Resources Expended</b>		(34,399)	(34,399)	(27,465)
<b>Net (expenditure)/income for the year</b>		(3,906)	(3,906)	4,307
<b>Total incoming resources for the year</b>		(3,906)	(3,906)	4,307
<b>Fund balances at 30 November 2014</b>	3	48,875	48,875	44,568
<b>Fund balances at 30 November 2015</b>		<u>44,969</u>	<u>44,969</u>	<u>48,875</u>

**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Balance Sheet**  
**as at 30 November 2015**

	Notes	2015 £	2014 £
<b>Current assets</b>			
Debtors	2	5,438	13,542
Cash at bank and in hand		40,031	35,833
		<u>45,469</u>	<u>49,375</u>
<b>Creditors: amounts falling due within one year</b>	3	(500)	(500)
<b>Net current assets</b>		<u>44,969</u>	<u>48,875</u>
<b>Net assets</b>		<u>44,969</u>	<u>48,875</u>
<b>Unrestricted funds</b>			
General funds	4	44,969	48,875
		<u>44,969</u>	<u>48,875</u>

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that the member has not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Mr Azim Nadeem  
Trustee

Approved by the board on 13 August 2016

**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Notes to the Accounts**  
**for the year ended 30 November 2015**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" revised 2005

***Turnover***

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

***Accumulated Funds***

Unrestricted funds are donations, fees and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

***Stocks***

Stock is valued at the lower of cost and net realisable value.

<b>2 Debtors</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Trade debtors	5,438	13,542
	<hr/>	<hr/>
<b>3 Creditors: amounts falling due within one year</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Other creditors	500	500
<b>4 Unrestricted funds</b>	<b>2015</b>	
	<b>£</b>	
At 1 December 2014	48,875	
Net incoming resources	(3,906)	
At 30 November 2015	<hr/> 44,969	

**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Notes to the Accounts**  
**for the year ended 30 November 2015**

<b>4 Donations</b>	<b>2015</b>
	<b>£</b>
Projects in association with McMillan Cancer	5,200
Projects in association with Theodora Trust	5,054
Birmingham University (Kill Cancer Cells)	6,000
University College London (Wilms Tumour)	3,000
	<u>19,254</u>

**5 Taxation**

The charitable company is exempt from taxation on its charitable activities.

**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Profit and Loss Account**  
**for the year ended 30 November 2015**  
*for the information of the directors only*

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Incoming Resources	30,493	31,772
Resources Expended	(34,399)	(27,465)
Net (expenditure)/income for the year	<u>(3,906)</u>	<u>4,307</u>
 Total incoming resources for the year	 <u>(3,906)</u>	 <u>4,307</u>

**Treating Children With Cancer**  
**(A Company Limited by Guarantee & Registered Charity)**  
**Schedule to the Profit and Loss Account**  
**for the year ended 30 November 2015**  
*for the information of the directors only*

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>Incoming Resources</b>		
Sales	<u>30,493</u>	<u>31,772</u>
<b>Resources Expended</b>		
Projects in association with McMillan Cancer	5,200	3,200
Projects in association with Theodora Trust	5,054	4,045
Projects in association with Cancer Research UK	-	2,400
Birmingham University	6,000	5,000
University College London	3,000	3,000
Rent	2,470	4,297
Rates	191	-
Light and heat	2,196	528
Stationery and printing	-	37
Insurance	508	556
Repairs and maintenance	-	342
Accountancy fees	525	500
Consultancy fees	40	-
Advertising and PR	317	-
Other legal and professional	8,898	3,560
	<u>34,399</u>	<u>27,465</u>



# Charity Commission

# The Regulator for in England and Wales

## APPENDIX 10

1132491 - TREATING CHILDREN WITH CANCER

DUE DOCUMENTS RECEIVED

### Activities

THE CHARITY'S PRINCIPAL ACTIVITY DURING THE YEAR WAS TO PROMOTE AND PROTECT THE PHYSICAL AND MENTAL HEALTH OF CHILDREN SUFFERING FROM CANCER. TO RELIEVE SICKNESS BY ASSISTING RESEARCH INTO THE NATURE, CAUSES, DIAGNOSIS AND PREVENTION OF CANCER. TO PROMOTE AND PROTECT THE MENTAL HEALTH OF THE FAMILIES OF CHILDREN SUFFERING FROM CANCER.

### Financial summary

Financial year end (FYE)	Income	Spending	Accounts received	Annual Return/Annual Update received
30 Nov 2016	£30,896	£29,101	04 Sep 2017	04 Sep 2017
30 Nov 2015	£30,493	£34,399	22 Aug 2016	22 Aug 2016
30 Nov 2014	£31,772	£27,465	24 Aug 2015	24 Aug 2015
30 Nov 2013	£27,463	£38,674	27 Aug 2014	27 Aug 2014
30 Nov 2012	£45,761	£33,341	07 Aug 2013	07 Aug 2013

### Contact

MISS LYNNE WALKER  
UNIT T4 ENTERPRISE CENTRE  
RAY STREET  
HUDDERSFIELD  
HD1 6BL

Email: [info@tcwcancer.org.uk](mailto:info@tcwcancer.org.uk)  
Website: [www.tcwcancer.org.uk](http://www.tcwcancer.org.uk)

### Charity trustees

MR AZIM NADEEM  
MISS LYNNE WALKER

MR AMJAD BAIG

### Date of registration

05 Nov 2009

### Other names

- TCWC (Working Name )

### Governing document

MEMORANDUM AND ARTICLES OF ASSOCIATION INCORPORATED 10 JULY 2009 AS AMENDED BY SPECIAL RESOLUTION 9 OCTOBER 2009

### Organisation type

**STANDARD REGISTRATION****Registration history**

05 NOVEMBER 2009      REGISTERED

**Charitable objects**

A) TO PROMOTE AND PROTECT THE PHYSICAL AND MENTAL HEALTH OF CHILDREN SUFFERING FROM CANCER THROUGH THE PROVISION OF SUCH SUPPORT AS THE DIRECTORS MAY FROM TIME TO TIME DETERMINE; B) TO PROMOTE AND PROTECT THE MENTAL HEALTH OF THE FAMILIES OF CHILDREN SUFFERING FROM CANCER THROUGH THE PROVISION OF SUCH SUPPORT AS THE DIRECTORS MAY FROM TIME TO TIME DETERMINE; C) TO RELIEVE SICKNESS BY ASSISTING RESEARCH INTO THE NATURE, CAUSES, DIAGNOSIS AND PREVENTION OF CANCER; D) TO RELIEVE POVERTY IN ANY PART OF THE WORLD.

**Classification****What**

- GENERAL CHARITABLE PURPOSES
- EDUCATION/TRAINING
- THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES

**Who**

- CHILDREN/YOUNG PEOPLE
- ELDERLY/OLD PEOPLE
- OTHER CHARITIES OR VOLUNTARY BODIES
- THE GENERAL PUBLIC/MANKIND

**How**

- MAKES GRANTS TO ORGANISATIONS
- PROVIDES OTHER FINANCE
- PROVIDES HUMAN RESOURCES
- PROVIDES SERVICES
- SPONSORS OR UNDERTAKES RESEARCH

**Area of benefit**

THE WORLD.

**Where the charity operates**

- THROUGHOUT ENGLAND AND WALES

Note: This report is compiled from public information that the Charity Commission holds on the Register of Charities on 01 December 2017.

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