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26 OCT 2017

**APPENDIX 9**

**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):  Date of Birth:

Surname:  First names:

Address (either home or Business):   
 Post code:

Daytime phone number:  Mobile phone number:

E-mail address:

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

2. Name of Charity:

Head Office address for the Charity:   
 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 purposes 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.

[Empty box for registration details]

## 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

*Ryne 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

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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**  
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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>
	£	£
Trade debtors	5,438	13,542
<b>3 Creditors: amounts falling due within one year</b>	<b>2015</b>	<b>2014</b>
	£	£
Other creditors	500	500
<b>4 Unrestricted funds</b>	<b>2015</b>	
	£	
At 1 December 2014	48,875	
Net incoming resources	(3,906)	
At 30 November 2015	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
	<hr/>
	<b>19,254</b>

**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>