

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	10	2015	To	30	9	2016

Reference and administration details

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Let's Talk About Mouth Cancer
<b>SC045100</b>
Hollybank Lower, High Street, Aberdour, Fife
Postcode KY3 0SY

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	██████████	Convenor		
2	██████████	Secretary		
3	██████████████████	Treasurer		
4	██████████	Research Lead		
5	██████████	Policy Advisor		
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**Reference and administration details**

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

Name	Dates acted if not for whole year

**Structure, governance and management**

**Type of governing document**

Single-tier Scottish Charitable Incorporated Organisation. Constitution as submitted and accepted for registration on 8<sup>th</sup> September 2014.

**Trustee recruitment and appointment**

There were no changes to the Board members, each trustee was re-elected at the AGM. The Office of Research Lead was created to replace Events Co-ordinator and was filled by Orna Ni Choileain.

**Objectives and activities**

**Charitable purposes**

To advance health, in furtherance of this the organisation aims:

1. to improve the prognosis of a patient diagnosed with mouth cancer through early detection; and
2. to support research into improving diagnostic tools; and
3. to raise awareness of mouth cancer amongst the general public; and
4. to share knowledge and good practice amongst healthcare professionals.

**Summary of the main activities in relation to these objects**

A public health campaign focusing on raising awareness of Mouth Cancer, the signs and symptoms, associated risk factors and where to seek advice.

Street side and online events to empower the public with the knowledge to facilitate self-examination and encourage early presentation to a health care professional. In addition counselling on responsible drinking, smoking cessation and a healthy lifestyle is provided.

Free and open access training events for health care professionals, to improve awareness of the disease amongst them and encourage early referral.

## APPENDIX 1

### Achievements and performance

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

The second year as a charity we looked to build on the previous year's achievements.

November's Dundee campaign saw the launch of our new logo by our patron, former rugby international Scott Hastings. The street-side activities directly engaged 337 and hundreds more saw our posters, took a flyer, picked up a leaflet and interacted with our volunteers. Online the Facebook reach was > 7000 unique users. The evening lectures were well subscribed with 86 healthcare students & professionals in attendance. High profile media attention gained in national & local newspapers, dental press and television news.

The charity was an intellectual partner of the inaugural Global Oral Cancer Forum in March. We presented findings from the public awareness and empowerment campaigns delivered in Edinburgh and Dundee. These were well received and garnered interest from delegates of various backgrounds and nationality. The trustees made useful contacts for future campaigns and strategies.

Further presentations of our work were highly praised at the British Society of Oral Medicine Annual Scientific Meeting: *"What is the awareness of Oral Cancer in Scotland"* and *"Early detection: Empowering the public, the profession and social media."* This helped to build our professional engagement in Scotland and the UK.

In June a smaller scale public engagement event at the Edinburgh Canal Festival saw a further 27 people complete the research survey and receive the full mouth self-examination intervention. Many more spoke to us and received information on Mouth Cancer.

### Financial review

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

For reserves the policy is to have £1000. This amount is judged sufficient to act as a buffer for any unexpected costs associated with our events and also to allow cash flow. Most fundraising occurs during our awareness campaign events so maintaining cash flow would be difficult without such reserves.

#### Details of any deficit

£2,095

Most expenses for Dundee event were incurred in this period, but funds raised were in previous period.  
Significant reduction in anticipated donation from Dundee Dental Students' Society.

#### Donated facilities and services (if any)

The charity received many hours of volunteering during the Dundee campaign from dentists and students from Dundee Dental Hospital. NHS Tayside and University of Dundee also has allowed us free use rooms and access to their public relations services.

Dr Ari Dutta kindly at his own expense and without fee travelled to deliver lectures on behalf of the charity.

The trustees donated large amounts of their own free time, costs of travelling and use of homes to act as space for meetings and storage of equipment.

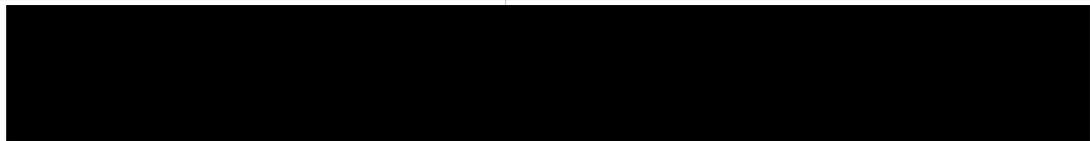
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### Other optional information

### Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (e.g. Chair)</b>	Convenor	Treasurer
<b>Date</b>	30 <sup>th</sup> October 2016	30 <sup>th</sup> October 2016