



CSF LEAK ASSOCIATION

Annual Report 2017/18

This annual report has been prepared for the Annual General Meeting of the Cerebrospinal Fluid Leak Association (also known as the CSF Leak Association) to be held on **1 August 2018**. The report covers the period from 1 April 2017 to 1 August 2018 and is intended for consumption by the membership. It was approved by the Board on **14 July 2018**.

Annual Report from the Trustees

Introduction

It has been another very active and ground-breaking year for the CSF Leak Association, its trustees and volunteers.

While our resources remain modest and much of the work carried out by our dedicated supporters is still commendably carried out alongside personal struggles with CSF leaks and associated conditions, we have made significant inroads in a number of priority areas - not least through the establishment of our Medical Advisory Committee and a hugely successful inaugural Leak Week UK - and we have put together an ambitious plan of business for the years to come.

We began 2016 as a group of six enthusiastic volunteers committed to forming a charity within the UK to focus on cerebrospinal fluid leaks, and ended the year as a fully constituted Scottish Charitable Incorporated Organisation and registered charity. Another year on and the Board of Trustees has grown, our volunteer base has grown and we're thrilled to announce that our membership now stands at approximately 150.

We hope that this report will provide an insight into the range of work that has been undertaken over the past 12 months, as we look forward to the year ahead with great optimism for continued progress and advancement. Things are moving apace, and we could not do what we do without the fantastic support of our membership.

Our charity's aims and objectives

The CSF Leak Association's aims and objectives, as set out our constitution, are:

1. To raise the profile and promote awareness of Cerebrospinal Fluid Leaks (with a particular focus on spinal Cerebrospinal Fluid Leaks), hereafter within these purposes referred to as 'CSF Leaks', in all areas of society, including the general public, the media and the medical profession, for the public benefit;
2. To improve, for the public benefit, the general availability of and access to information and resources relating to the causes, symptoms, diagnosis and treatment of CSF Leaks;
3. To advance, for the public benefit, understanding of the causes, symptoms, diagnosis and treatment of CSF Leaks through research, education, fora, publications, practical advice, and other appropriate means and services;

4. To campaign for, encourage and support positive change and advancements within government, the four national health services within the UK, other relevant health care providers (including those outwith the UK), other relevant organisations and general society that address the various issues faced by people suffering or suspected to be suffering from CSF Leaks, their families and supporters;
5. To work to support and improve the availability of and access to investigatory tests and treatments required by people suffering or suspected to be suffering from CSF Leaks;
6. To encourage and support the establishment, development and furtherance of organisations and initiatives the aim(s) of which are to a) undertake and/or facilitate research into CSF Leaks (incl. their underlying causes and resultant effects) and/or b) support people suffering or suspected to be suffering from CSF Leaks, their families and supporters;
7. The promotion of such other similar charitable purposes as may from time to time be determined;

All of the work carried out by the Association in the past year has been taken in order to further these aims and objectives.

Ensuring our work delivers our aims and objectives

As a Board, we continually review and reflect on our aims, objectives and activities regularly, and each year we present a summary review to the membership at the annual general meeting. This review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those people, groups and issues that we are set up to help. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes.

The focus of our work

Our main objective for the year focused on the establishment of our Medical Advisory Committee (MAC), whilst still also progressing with a range of measures to raise awareness of and improve access to information about CSF Leaks.

The strategies we used to meet these objectives:

- Arranging the inaugural MAC meeting held in January 2018 in London (with meetings to be held bi-annually thereafter);
- Organising and overseeing our inaugural Leak Week UK awareness week in early Spring 2018;
- Preparing and adopting our business plan, which will guide our work for the years ahead;
- Continuing our work as a stakeholder with NICE, contributing to consultations on new guidelines relevant to CSF leaks/SIH;
- Actively increasing our membership and updating our membership/renewal packs with new information and resources;
- Attending a number of medical conferences and events within the UK to promote the charity and CSF leaks/SIH;
- Attending the world's first Spontaneous Intracranial Hypotension Symposium in California in October 2017;
- Publishing new factsheets and redesigning existing publications;
- Commencing a gap analysis and review of existing publications, in partnership with our MAC;

- Continuing to improve our online database of CSF leak journal articles, with direct links to PubMed/PMC etc., now on a regularly quarterly basis;
- Partnership working with other organisations, including Brain Spine Foundation and EDS UK;
- Reviewing and updating our online, searchable database of UK/EU doctors with experience of CSF leaks;
- Commencing outreach work with other bodies and foundation work on the establishment of regional CSF leak support groups;
- Continuing with our popular, quarterly charity newsletter, titled 'Leaker Life';
- Preparing and adopting of a range of governance/management policies and protocols;
- Publishing feedback surveys on a number of initiatives and engaging in the first steps towards establishing focus groups;
- Support for a number of awareness and fundraising events, including the Kilt Ride 2018 and a number of sponsored runs/walks and other events.

Our main achievements, activities and initiatives, those we try to help and those we've worked with are summarised below:

Medical Advisory Committee

We held our inaugural Medical Advisory Committee (MAC) meeting in January 2018 at the National Hospital for Neurology and Neurosurgery in London. A group of doctors from around the UK, along with members of our Board of Trustees and our Patient Representative, Sarah Mead, met to discuss CSF leaks/SIH and to begin to work together on initiatives to raise awareness, improve education and secure progress within the UK health systems with regard to treatment pathways.

The current committee comprises:

Dr Manjit Matharu, Consultant Neurologist, NHNN London (Chair)
Mr James Walkden, Consultant Neurosurgeon, Aberdeen Royal Infirmary
Dr Anthony Ordman, Consultant in Pain Medicine, Wellington Hospital
Dr Changez Jadun, Consultant Neuroradiologist, Royal Stoke University Hospital
Dr Simon Ellis, Consultant Neurologist, Royal Stoke University Hospital
Dr David Butteriss, Consultant Neuroradiologist, Royal Victoria Infirmary
Dr Brendan Davies, Consultant Neurologist, Royal Stoke University Hospital
Dr Heather Angus-Leppan, Consultant Neurologist, Royal Free Hospital



The meeting was a culmination of almost two years of work by the CSF Leak Association and was the first time that medical professionals met around a table with the sole intention of talking about health care as it relates to this debilitating and under-diagnosed condition.

Throughout the afternoon, encouraging and in-depth discussions took place focusing on:

- working towards the preparation and adoption of clear and consistent patient pathways for CSF leaks;
- a review of current literature and website information;
- gap analysis of current content including specific requests for guidance resulting from patient survey;
- the NHS Information Standard and the Association's road to accreditation;

- a proposed conference/symposium and patient day in the UK;
- securing the addition of CSF leak information on the NHS Choices and NHS Inform websites;
- guidance on creation of an approved NHS pathway for CSF leaks; and
- an agreement of annual objectives.

Whilst realistic about the scale of the task ahead, all parties were deeply encouraged, enthusiastic and positive about the future, secure in the knowledge that a firm working relationship has now been established between the charity and the MAC. This was a historic meeting for CSF leaks in the UK.

In the six months that have passed since the inaugural meeting, a range of work has been commenced and good progress made. The MAC's second meeting was held in the first week of July 2018 and we are very positive about what is planned and proposed for the year ahead, various details of which will be announced in due course. It should be noted, however, that by their very nature, a number of the initiatives will take time to come to fruition, whilst others will progress largely behind the scenes.

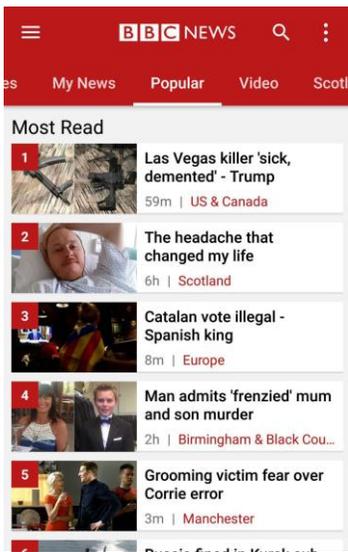
The charity and MAC members consider it vital that a range of disciplines involved in CSF leaks/SIH are well represented on the committee, and a plan for increasing membership of the MAC and bringing on board a number of additional experts has been agreed. The trustees would like to reiterate their thanks to all members of the MAC for offering their time and efforts voluntarily in support of what we, as a charity, are working to achieve.

Awareness raising

Our factsheets, website and social media resources are an important way for us to disseminate information to patients and medical professionals. In 2017, we began identifying gaps in information with the intention of developing new fact sheets to fill these gaps.

Through membership feedback, we identified that the biggest demand to be a factsheet explaining how different imaging technologies play a role in diagnosing and assisting treatment of CSF leaks. We published this to coincide with our Leak Week UK campaign and, to date, it has been downloaded over 550 times and is also now included within new membership packs.

We have also embarked on a process of review of all existing publications with the assistance of our MAC and will also continue to develop and publish more resources as the year progresses.



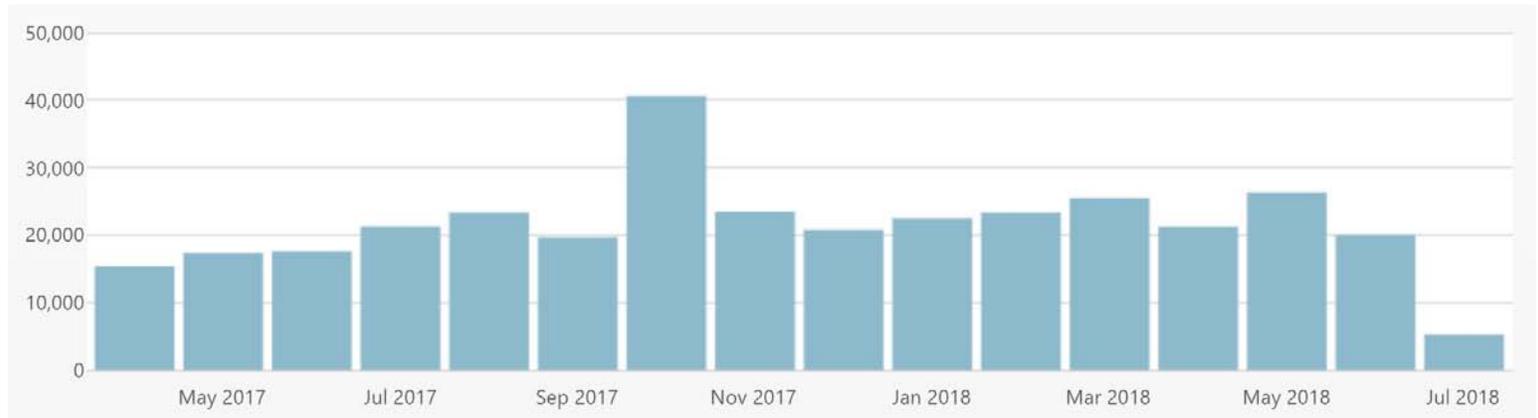
In early 2018, we held the first Leak Week UK awareness week. During this week, amongst a busy week of initiatives, we launched the our first short animation about CSF leaks, several bite-sized facts for social media publication and launched our blood patch aftercare postcard. We published daily 'Life with a Leak' patient story videos, where a number of our members shared their personal journey of living with a CSF Leak. These were very well received and have been watched many hundreds of times.

A real highlight of 2017 was the BBC news coverage of CSF leaks, which saw hits to our website exceed more than 45,000 for the month and resulted in people from around the globe contacting the charity seeking support and information about CSF leaks.

The coverage saw our current chairman, David Baldwin, being interviewed alongside Consultant Neurosurgeon, James Walkden (now a member of our MAC), by well-known journalist and presenter, Kay Adams, on BBC Radio Scotland. This was followed by an

interview on BBC Scotland News, and then coverage on the BBC News website where, at one stage, the story was featured as the second most popular news article on the entire BBC website. We were thrilled by the coverage gained and would like to express our deep thanks to all at the BBC for embracing the story and supporting us as they did.

More generally, our website continues to go from strength to strength, with most months now seeing between 20k and 25k hits, which represents steady and consistent year-on-year growth (see figure below). Social media also continues to be an important element of our online presence, and we continue to post to our Facebook page and Twitter profile multiple times per week and we saw a notable increase in visitors and subscribers during Leak Week UK. We now have almost 2000 followers on Facebook, over 800 on Twitter and we launched a new Instagram feed during Leak Week. We hope to develop a social media strategy in due course, most probably in tandem with a new website.



Turning to our web presence, we carried out a basic refresh in early 2018, with changes to some sections, articles and the menu structure. We still intend to develop a new website, however, and see this as one of the charity's big priorities for the short to medium term.

The current site was established prior to the charity being formed and was something that we inherited from the informal 'csfleak.info' initiative. While it still provides a useful foundation to work from, a more professional site, with updated content, revised sections and more user-friendly navigation and structure is necessary.

Work has begun on the foundations for a new site and, as per the business plan, it is anticipated that this will be a key project demanding significant resource in the coming years. As with all of our projects, we are always keen to hear from anyone who may be able to assist, not least if they have web design and development experience.

Work with other bodies and organisations

We continue to work and liaise with other organisations, and see this is a key priority for the charity; pooling and sharing resources in areas of common concern and focus is vital to make the best of the limited resources that we currently have.

To date, we have worked/liased/joined with the following organisations and on a range of initiatives:

- Rare Disease (UK) – registered supporter and attended their rare disease event at the Scottish Parliament in early 2018
- Genetic Alliance (UK) – registered support group
- Brain & Spine Foundation – worked with them on a number of publications and now listed as the contact for CSF leaks
- EDS UK – authoring an article for their Fragile Links publication
- Spinal CSF Leak Foundation (USA) – co-manage Inspire Spinal CSF Leak community and collaboration over a number of activities and areas
- Inspire – partner patient advocacy organisation/co-manage Spinal CSF Leak community
- Orphanet – recently registered as a patient organisation

- NICE – we are now a registered stakeholder in consultations of a range of guidelines

We are currently in contact with NHS Choices (England) and NHS Inform (Scotland), with a view to having CSF leaks and Intracranial Hypotension listed in their respective directory of medical conditions.

We have a variety of plans for future partnership working going forward, and will cover these in future newsletters and news/press releases. We also joined the Healthcare Alliance Scotland in September 2017, which provides us with excellent access to third sector support, with a focus on healthcare charities, advice, guidance and news.

Newsletter and mailing lists

Our newsletter 'Leaker Life' remains well received and is published quarterly, delivered via our mailing list and available to view via our website. Polly Walker, whilst stepping down as a trustee, will continue doing a sterling job as editor into 2018/19.

Average 'opens' for each delivery remains well above the platform average, with many more people reading the newsletter via links on our website.

Each issue features a mix of informative articles on topical issues, reviews, interviews, opinion pieces, competitions and news.



We try to include a piece on a members or fundraisers in each issue to help strengthen the sense of 'leaker community'. We consulted with the readership on the newsletter's content earlier in the year and have made small adjustments accordingly.

Finances

In terms of the charity's fiscal health, we have had another relatively successful year and, once again, we finish suitably positioned with regard to our current financial commitments and short-term plans. We have seen a steady income over the financial year, in no small part thanks to some generous individual donations, donations from organisations and trusts, and a number of key fundraisers.

We are, however, mindful of the fact that as we continue to grow and develop and, for example, move into new areas of work (such as research and education) the demand on resources will only grow. It will become necessary to identify and tap into larger funding and financing streams, and it is important that we ensure we are ready and able to capitalise on what is available to us.

With this in mind, the Board intends to identify a trustee and/or volunteer who is able to focus solely or mainly on fundraising, working closely with our existing treasurer and finance administrator. We will also actively explore ways of encouraging more fundraising and the identification of both initiative-specific and general grant funding sources.

Full details of our financial transactions for the year can be found in Appendix 1.

Fundraising

It has been a busy year for fundraising, with a number of fantastic fundraising initiatives taking place. We saw the third annual Kilt Ride event and, with Facebook finally having rolled it out across the UK, we managed to take advantage of new Facebook

donation function during Leak Week UK 2018 to capitalise on the good will. We've had a steady stream of donations from people undertaking marathons, fun runs and sponsored walks.

We also continue to receive regular monies from Easyfundraising, Give As You Live and Ebay/PayPal Giving Fund, which enable us to receive a donation for every purchase our supporters make via their website and at no extra cost to the shopper. Gift Aid also provides a welcome top up to many of the donations that we receive, and we always encourage people to tick the gift aid box, where applicable.

We have just been accepted for Amazon Smile, which has recently launched in the UK after a short trial run in late 2017, and this is already delivering modest, but consistent income. Our trustees and volunteers have also been working on a fundraising pack, which should be available in late Autumn 2018 and, we hope, will provide more support and guidance to people carrying out fundraising events for us.



Every donation is important to us and we wish to note our thanks to each and every individual and business that has supported us this past year; we mean it sincerely when we say that, as an organisation, we simply could not operate without this sort of dedicated grassroots backing.

Business development & planning

We have now developed and adopted our business plan for the next five years. Our key aims over the next five years are:

- Working with the MAC to improve access to information, diagnostics and treatment for CSF leak sufferers across the UK;
- Growing our membership, volunteers and Trustees;
- Expanding our links with related charities, business and government bodies;
- Promoting research into the frequency, causes, diagnosis and treatment of CSF leaks;
- Refreshing our website to increase user resources and improve user experience;
- Expanding our range of doctor-endorsed factsheets;
- Increasing awareness of CSF leaks through all forms of media; and
- Fundraising to ensure the long term viability of the charity.



As well as providing general direction for the charity, the business plan will also play a key role in future grant funding applications, many of which cannot be made without 12 months of 'audited' accounts and a formal business plan being in place.

As we now have both boxes ticked, the door to new funding sources should now be unlocked. The timing for reaching this milestone meshes well with our intention to identify a dedicated fundraising officer.

The CSF Leak Association is governed by a constitution. The constitution was first adopted on 8 February 2016 and subsequently updated, most recently on 21 November 2016 (with OSCR approval on 19 January 2017).

We have a range of policies adopted under the constitution on: accounting procedures, trustee code of conduct/conflict of interest, data protection, decision-making, email usage, expenses and publication of information.

Membership

We continue to build our membership and, as of 1 July 2018, have over 125 individual members, with a number more embarking on the renewal process. Each member receives a membership pack, which includes copies of our new factsheets and infographics, medical accommodations cards for sufferers to use to advise people of their condition, factsheets, a window sticker (for new members), post it notes (for returning members) and a wristband promoting the CSF leaks and the Association.

While our aims are to raise awareness and promote CSF leaks generally, we nonetheless hope to develop a number of additional membership benefits in due course and improve the functionality of online membership dashboard. It is anticipated that the latter will take place when the website is redeveloped.

As part of Leak Week UK 2018, we announced our intention to establish focus groups to inform the work that we are doing. These groups will be made up of current members of the association and we are delighted to have received a significant number of notes of interest. We hope to be in a position to make good progress with our focus groups in the year ahead, and already have a number of projects in mind that are well-placed for focus group engagement.

Board of Trustees

The charity continues to be governed by our Board of Trustees. We currently have seven trustees, all of whom are unpaid volunteers. The Board manages the day-to-day running of the Association and normally meets formally on a monthly basis via Skype. Membership of the Board is open to all members and elections are normally held at the AGM meeting (although new trustees can still join the board during the year).

The majority of our Board, as well as our members, currently suffer from CSF leaks or related health issues. This means that they have limited time sitting up due to the onset of symptoms whenever they sit up or stand. As a result, our work is structured and scheduled to what their health allows.

In order to ensure that the work of the charity continues to progress unconstrained by individual circumstances, we still hold all of our Board and Member's meetings via teleconferencing so that people can join in without having to leave their homes or even sit up if need be. We increasingly use Google's G Suite business tool to organise and manage Board work between meetings, including the use of instant messaging and video/tele-conferencing. This is proving invaluable as workload increases.



We also have a written resolutions mechanism in our constitution which enables certain decisions to be taken outwith a board meeting, which not only deals with situations where insufficient Board members are well enough to attend a meeting, but also enables decision-making to be staged and avoid becoming a burden to those with health issues and limited uptime. This has worked well and, despite the challenges, we are pleased with what we have accomplished in such a short time.

During the past year, there have been a number of changes within the Board of Trustees. Three trustees stepped down during the year for personal reasons, while three new trustees came on board (including Pete Marnick, who re-joined the Board in April 2018 after a short sabbatical). We have a good team of people involved at Board level, with a beneficially wide range of abilities and experience, however it is nonetheless considered that another two or three trustees would provide us with a more robust baseline and, amongst other things, enable us to better manage trustee departures and succession planning.

Appendix 2 details the charity trustees in office on the date of approval this Annual Report.

Volunteers & volunteering

The CSF Leak Association is a voluntary organisation; no one on the Board or amongst our volunteers is remunerated for the work that they do. Everyone involved has given up their own time – often whilst at the same time battling severe illness and disability – to try to make a difference for other people struggling with the condition. The sense of commitment and dedication to making a real, positive and tangible difference to CSF leak diagnosis and treatment is a huge strength of the association.

With the development our volunteering policy and business plan, a key aim of the association this year has been the recruitment of volunteers to lighten the load on the Trustees. At present, we have volunteers carrying out our basic administration of membership, finance and office emails. We also have volunteers assisting with writing and proof reading our publications.

From April 2017 until the end of March 2018, over 860 Trustee hours and 160 volunteer hours were logged for the CSF Leak Association (although the true figures are slightly higher, due to technical issues logging some hours). The logging of hours is a vital tool for not only assisting in match funding applications, but in demonstrating the time, effort and dedication being put into supporting this condition. It perhaps goes without saying that the Trustees would like to thank each and every person that has helped with and supported the work of the Association over the past 12 month period.

We have been very pleased to see a number of people not only come forward and volunteer their time and skills in the furtherance of our objectives, but in some cases take the lead on a number of initiatives, some of which have already been published, others of which will be so in the coming months. Without the help and support of people beyond the Board, the charity could not do that work that it does.

However, despite all of the many positives, identifying enough people to carry out all of the tasks that need to be done remains a significant task in itself and it would be remiss of us not to highlight the fact that this is one of the greatest risks facing the CSF Leak Association. The number of people getting involved with our work, whilst growing, still does not keep up with the demands placed upon us by those seeking our help and support; we would once again appeal to anyone who may have some time to spare and would like to get involved in our work (or knows someone else who may fit into that category) to reach out to us.

We would like to express our thanks and gratitude to all who have volunteered with the charity over the past year, and our special thanks go to Valerie McCluskie, Sarah Mead, Andrea Dilley, Clare Sargeant, Ray Michael, Robin Palmer Hosking and Jenny Popple. We would also like to thank Cerian Baldwin who, despite stepping down from the Board of Trustees, has taken on the vital role of volunteer finance administrator.

Online Shop

We first launched an online shop in summer 2016, selling a variety of CSF Leak Association merchandise, from t-shirts to mugs, mouse mats to teddy bears. In 2017, we established a second shop, allowing us to expand the range of products available whilst keeping production within the EU.

The Association receives a small royalty for each item sold, so every sale helps to support the work that we do. The shops (combined) continue to see a steady stream of visitors and sales, and we were particularly pleased to see so many people flying the flag for the association during this year's Leak Week UK.



Declaration

The Board of Trustees declare that they have approved the content of the annual report and its appendices.

Signed on behalf of the charity trustees:

Signature(s):		
Full name(s):	David Baldwin	Deborah Lunnon
Position (e.g. Chair):	Chairman	Treasurer
Date:		

Appendix 1 - Financial Report from the Trustees

Introduction

We have had another successful first year and have continued to maintain a healthy bank balance. With the production of our business plan we can now start to plan how best to spend these monies whilst identifying ways to generate more income.

Income Streams

There are currently a number of ways that we receive income. These range from 'Easyfundraising' type initiatives, where people trigger 'free' donations when they shop online, to donations portals, such as Paypal Giving Fund, Facebook, Charity Aid Foundation, TotalGiving, JustGiving or BT myDonate, which also facilitate bespoke fundraising pages for events such as sponsored walks etc. We also receive a substantial number of Gift Aid donations via these portals which enables us to claim another 25% of the donation as Gift Aid.

We still thank people in writing for donations received in person or via the post, and those that come through fundraisers or from organisations or trusts. For donations received via a donations portal, an automatic thank you email is still issued.

Statement of Receipts and Payments for Year Ended 31 March 2018

	Year ended 31 March 2018	Period ended 31 March 2017
Total Income for 2016/17	£11123	£7810
Donations (incl. individual donations – Gift Aid included where applicable)	£6351	£4629
Fundraising (incl. The Kilt Ride 2017, sponsored walks and runs – Gift Aid included where applicable)	£2407	£2127
Gross Trading Receipts - Online Shop Sales (wristbands, t-Shirts, stickers, mugs and so forth)	£341	£178
Receipts from charitable activities - Membership Fees	£2024	£729
Other income (Gift Aid, which had to be applied for separately)	£0	£147
Total Expenditure for 2016/17	£3478	£1256
Website Domain and Hosting	£297	£196
Travel	£0	£0
Professional Costs (membership of Alliance Scotland which provides support to health charities)	£20	£0

Fundraising Costs	£0	£0
Payment for material items, including banners, leaflets, membership packs and postage	£1270	£569
Other costs including insurance, trustee and volunteer expenses and membership refunds	£1890	£491
Surplus/deficit for the year	£7645	£6554

We have received no restricted funds this year and therefore have not had to transfer any monies between funds.

Statement of Balances as at 31 March 2018

	Total for Year ended 31 March 2018	Total for Period ended 31 March 2017
Opening cash at bank and in hand	£6554	£0
Surplus (or deficit) for the year	£7909	£6554
Closing cash at bank and in hand	£14463	£6554

We have no investments, other assets, liabilities or contingent liabilities.

Notes to the Accounts for Year Ending 31 March 2018

Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year the charity received no restricted funds.

We've received no grants during this period and no remuneration was paid during the period to any charity trustee or person

connected to a trustee.

We have paid the following trustee expenses:

Trustee Expenses		
Name	Items	Amount
Deborah Lunnon	Postage	£217.04
Cerian Baldwin	Kilt Ride T-Shirts and Stickers	£500
Cerian Baldwin	Wristband Purchases	£319.99

We have paid the following volunteer expenses:

Volunteer Expenses		
Name	Items	Amount
Claire Hubbard	Postage	£18.50
Valerie McCluskie	Postage	£51

Looking Forward

The Board has recently adopted a business plan which covers the period until 2022. This has identified some key work which will require significant funds. On average we need £1540 per annum to maintain our current activities. In addition to this, if we wish to achieve the aims of the business plan we will need to raise approximately £23,000 between now and 2022.

The Board is examining ways to secure this funding and will continue to try and grow the pot of money we already have to achieve our goals. In addition to finance, given the current economic climate, the Board is seeking to secure in kind support through the work of our new volunteer base and also through collaboration with other charities, institutions and companies.

As highlighted above, we need on average £1540 per annum to maintain our current activities. Our business plan sets out our policy on reserves which is that at any one time we will maintain a two year reserve of £3080. Our main expenditures are the cost of producing publications, membership packs, website hosting and insurance.

As the charity develops, these baseline costs will increase, but this has been accounted for in our business plan as detailed above. As detailed in the figures above, we do not have any deficits and have not donated any facilities or services this year.

Appendix 2 – Charity trustee details

Names of the charity trustees on date of approval of this Annual Report

	Trustee name	Office (if any)	Dates active (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
1	David Baldwin	Chairman	n/a	n/a
2	Deborah Ogg	Secretary	n/a	n/a
3	Deborah Lunnon	Treasurer	n/a	n/a
4	Polly Walker	n/a	n/a	n/a
5	Clare Joy	n/a	10 Sept 2017 - Present	n/a
6	Tamsin Trevarthen	n/a	12 Feb 2018 - Present	n/a
7	Peter Marnick	n/a	9 April 2018 - Present	n/a

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

	Trustee name	Dates active (if not for whole year)
1	Claire Hubbard	9 February 2016 - 11 September 2017
2	Sarah Mead	9 February 2016 - 11 September 2017
3	Cerian Baldwin	9 February 2016 - 12 February 2018