Cancer Support Scotland provides emotional and practical support on a one-to-one basis, and through community-based groups to anyone affected by cancer, including family and carers.
Cancer Support Scotland was formed to help people find strength and to support them through one of the most devastating times of their lives. Not just supporting the patient, but also supporting their nearest and dearest. We know cancer affects the whole family and we are here for each and every one of them.

We are privileged to hear the wonderful stories of how our team has made a difference. The lady who walked out of our complementary therapy room forgetting she brought a walking stick; the gentleman who couldn’t talk openly to his family and managed to sit down with them and share his feelings; the lady who danced in our reception as she felt 20 years younger after a podiatry service; the friendships made through our Stress Management workshops; and the wedding that we facilitated at the last minute to allow the groom’s seriously ill dad to be present on his big day. These are just a few examples of the support that we have provided this year alone.

We are very proud of our beautiful converted chapel and gardens, which provide a peaceful retreat, in the grounds of the Gartnavel Hospital Campus and believe its serenity starts to help as soon as you walk in the door. Our Drop-In area provides a relaxed and calming affect for anyone who wishes to pop in. The kettle is always on and staff and volunteers are on hand should you wish to chat or there is music and magazines if it is a more tranquil setting you’re looking for.

Our Outreach Services throughout the Central Belt have been designed to emulate the Calman Centre, keeping the décor and soft furnishings as similar as possible to ensure you get the same soothing atmosphere whether you are in Bute, Renfrewshire, Glasgow, West Lothian or Edinburgh. Our Outreach Services throughout the Central Belt have been designed to emulate the Calman Centre, keeping the décor and soft furnishings as similar as possible to ensure you get the same soothing atmosphere whether you are in Bute, Renfrewshire, Glasgow, West Lothian or Edinburgh. Demand for our services continues to grow. Research predicts that 20 years from now, 2 in 3 people will receive a cancer diagnosis in their lifetime.

We work very closely with doctors and NHS staff to ensure we can be there as quickly as possible for those who need us, but it is not necessary to have an NHS referral to use our services. One call is all it takes to start receiving the help and support that can be so desperately needed.

During 2017 we increased our specialist Complementary Therapy Induction from one to two days, together with our half day Cancer Awareness Induction. Our volunteer therapist regularly tell us how valuable this is, for their work with us and for helping support cancer patients in the future.

Our work couldn’t continue without our fundraising team working relentlessly to raise vital funds which allows us to provide all our appointments free of charge. The team go to amazing lengths to support us. One fundraiser faced her greatest fear by doing a Zip Slide across the Clyde and another two staff members accompanied a team of supporters to the top of Mount Kilimanjaro in their own time raising much needed funds, but also awareness, of our good work.

Finally, I would like to thank each and every one of our donors and partners for helping to support our services throughout 2017/18. I hope you will continue to support us during 2018/19 and long into the 2020s.

Madaline Alexander
Interim CEO

This has been quite a year for the charity, the highlight, receiving an incredible legacy that will allow the charity the opportunity to invest and adapt to the ever demanding landscape of cancer care in Scotland. We helped a record 1,900 people across our centres and delivered a record number of appointments, an increase of around 20%.

In March, 2018 Colin Graham decided to move on from the charity to seek fresh challenges. He joined Cancer Support Scotland at a difficult time as we moved into our building and took the charity on a great journey and left it in a strong financial position. A review of the charity was undertaken to consider the structure of the organisation and we took advice from several sources around the recruitment of the next CEO of Cancer Support Scotland. This process has been undertaken with the help of a recruitment agency. We thank Colin for his many years of dedicated service. In the interests of stability and consistency our Service Manager Madaline Alexander stepped up as Interim CEO and has done a great job keeping the team focused and the charity moving forward.

Our awareness is ever-important. We always try to share the positive feedback we get from our service users around the trustees and the whole team as well as sharing them on our social channels. We want to get the passion and dedication across as well as the positive wellbeing effect of the services we provide. We know we are part of a larger cancer care journey, but we still provide a unique service.

As always, my thanks go to each and every person who played a part in a successful year. My supportive colleagues on the board who are active volunteer trustees, the entire team at our centre and at our outreach centres who deliver daily a ‘centre of excellence in cancer care’.

Also to the huge team of volunteers who give up their time with so much passion for our cause. Each and every one of you plays a part in creating an organisation that we should all be proud to be a part of and the cards and testimonials that we receive from our service users should be a daily reminder of the importance of what you all do and how you do it.

I am always in awe of the team in the centre how they effortlessly deliver such a high level of service yet under such demands. I hope they know how valuable they are to us and how vital they are to those who come to our centre at their most vulnerable. I often think that it’s not what you do but the way that you do it’ that makes the big difference to those who need our help.

To each and every person who has contributed to the charity, from the incredible generosity of the legacy through to the businesses and corporate organisations that have supported us, our runners, zip sliders, can-rattlers, bakers and everyone in between. Thank you. Every penny makes a difference.

Following our quarterly board and governance meetings, we are undertaking a review of our services to ensure that we adapt to demands to ensure Cancer Support Scotland has a long and successful future as a sustainable charity. The board are looking forward to a new fresh successful future as a sustainable charity.

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**Aims & Objectives**

“The number of people who have survived five or more years since diagnosis has increased by over 260,000 (or 21%) in the five years to 2015”

2020 marks the 40th anniversary of Tak Tent, the origins of Cancer Support Scotland. In the late seventies, Professor Kenneth Calman could see the excellent clinical support that was available for cancer patients but after speaking with many of his clients, he realised that the much needed emotional support during and after treatment was missing from their treatment programmes. Realising the benefits this additional support would have on a person’s cancer journey, he was keen to fill this gap and in 1980 started a support group from his own front room for many of his clients. Almost forty years on, we continue to align our aims and objectives with Ken’s original ethos.

Overall, our aim is to be there for anyone who has been affected by cancer and comes to us for support. We deliver this by continuing to provide free counselling and complementary therapies from the Calman Centre and our various Outreach locations across the Central Belt. Our therapies are applied alongside and in support of conventional medical methods aiding relaxation, pain relief, stress, anxiety and sleep issues.

Our second aim is to expand the staff and volunteer training. This ensures staff are fully equipped to help and support the people who use our services. To deliver this we build on current training and identified new training opportunities and speakers.

Our third aim is to raise the overall public awareness of our services. This is in response to feedback that people wish they had heard of us sooner.

Our three strategic objectives plus our progress are summarised below:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase the public awareness of our charity throughout the year. The outcome will enable us to support more people who desperately need our services. It will also ensure we remain sustainable by recruiting more active fundraisers.</td>
<td>We are now in our third year of providing our services in Edinburgh and West Lothian. We have provided counselling in East Coast locations and extended the complementary therapy service from one to two services. Next we will broaden the services within our wonderful Calman centre on Gartnavel campus to reach more people by the end of 2019. To achieve this we are working closely with support and bereavement organisations to scope out exciting new ideas to expand our services.</td>
</tr>
<tr>
<td>Increase our ability to influence legislation and policy to shape the care available for people affected by cancer.</td>
<td>Awareness depends on strong communication with existing and new audiences. We have recruited a Communications Officer to increase our social media presence, update the website to better reflect our charity and our services, improve donation methods and support our Take Care Appeal campaign.</td>
</tr>
<tr>
<td>Increase our ability to influence legislation and policy to shape the care available for people affected by cancer.</td>
<td>Established relationships with members of the Scottish Cancer Coalition; working groups for Transforming Care After Treatment and the West of Scotland Cancer Network. Working from within the groups we’re a louder, more powerful voice which enables us to improve the lives of people affected by cancer. Consequently we guarantee that the emotional and physical needs of our services users are listened to.</td>
</tr>
</tbody>
</table>

**Our Services**

Cancer Support Scotland: here for you today to help you face tomorrow.

Every day our dedicated team of volunteer Counsellors, Complementary Therapists, Receptionists, Meeters & Greeters, Fundraisers and Trustees work hard to provide a broad range of services to meet complex needs and deliver the very best service for people affected by cancer.

During 2017/18 we listened to feedback and made further improvements. This resulted in us taking care of more people than ever before. We are here for every stage of the journey from the moment of diagnosis to after treatments have finished and beyond. We have found that emotional support can be required when you least expect it and our staff and volunteers have been extensively trained to identify the needs of our clients and put together a unique support package for them.

We are now included as part of the NHS nursing induction within the West of Scotland Cancer Centre. Nursing staff come to our Centre for a tour, hear about our services first hand and experience the calmness of our building for themselves. These Inductions have been instrumental in boosting the number of patient referrals to our service.

**Client Story**

As a result of our work with the palliative care wards within the Beatson Cancer Hospital we were approached to host a wedding for a patient who didn’t have long to live. Within four days our team worked together and transformed our drop in centre into a beautiful wedding venue for Elizabeth and Ian.

“I will always be grateful for the help I received in arranging our wedding at such short notice, 4 days, and for the help we received at such a stressful time.”

ELIZABETH, BRIDE

Elizabeth and Ian’s wedding is just one example of how we do whatever it takes to help the people who need our services. This was the second wedding we hosted and something we will happily do again when asked.

“This is the beauty of working for a small organisation we can work quickly to meet the needs of the people who need our help.”

MADALINE ALEXANDER
Studies looking at mild cognitive impairment in people with cancer have reported a wide range of different figures. It can range from 17 out of 100 people (17%) to 50 in 100 people (50%) – CRUK

Research has proven people can suffer cognitive impairment through cancer treatment, causing short term memory loss. In response to that research we enhanced our booking system to introduce a texting system to send appointment text reminders. This resulted in reducing the number of missed appointments and gives the security of a reminder to those struggling with memory loss.

We reviewed our Complementary Therapy Induction in response to the rising number of people with more complex physical needs. To meet demand we increased length of induction from 1.5 to 2.5 days. Consequently, our volunteer Complementary Therapists improved their skills and felt more confident about delivering our services. To ensure therapists feel fully supported we continued our mentoring programme.

The success of this programme is reflected in the feedback we receive from our volunteers and service users.

Stress Management workshops continue to be a popular addition to our service for cancer patients. However, family members struggled to attend group sessions. We trained more therapists in stress management techniques and now offer one-to-one stress management sessions to family members and carers as part of our six complementary therapy sessions.

Feedback from Stress Management attendees expressed a wish to continue to practice the techniques gained and learn new ones. In direct response we developed a monthly early evening drop in service for those who previously attended our Stress Management service. This is another example of how we adapt and continue to meet the needs of the people using our service.

We have continued our working partnerships with Macmillan Cancer Support, Glasgow Life, Living Well @ Renfrewshire Libraries, Edinburgh and West Lothian Councils & Rothesay Health Centre. This was key to the expansion of services throughout the central belt of Scotland.

At Cancer Support Scotland we are touched when we hear how much our services have helped people. Especially when they tell us how calm they feel when they walk into our centre and how we helped them to move forward after their cancer treatment. When appropriate, we now record these stories to share with our supporters and potential future funders.

\[
\begin{array}{|c|c|}
\hline
\text{Cancer Type} & \text{Percentage} \\
\hline
\text{Breast} & 49\% \\
\text{Gynaecological} & 8\% \\
\text{Colorectal} & 8\% \\
\text{Head & Neck} & 7\% \\
\text{Haematological} & 6\% \\
\text{Prostate} & 6\% \\
\text{Lung} & 6\% \\
\text{Upper GI} & 5\% \\
\text{Urological} & 4\% \\
\text{Primary Bone/MSK} & 1\% \\
\hline
\end{array}
\]

\[
\begin{array}{|c|c|}
\hline
\text{Services} & \text{Percentage} \\
\hline
\text{Complementary Therapies} & 23\% \\
\text{Counselling} & 20\% \\
\text{Podiatry} & 20\% \\
\text{Stress Management} & 2.5\% \\
\hline
\end{array}
\]

\[
\begin{array}{|c|c|}
\hline
\text{Service users} & \text{Percentage} \\
\hline
\text{Patients} & 77\% \\
\text{Male} & 20\% \\
\text{Female} & 80\% \\
\text{Family & Carers} & 23\% \\
\hline
\end{array}
\]

Volunteers said they felt supported in their roles

“I felt fully supported in every way, making it easy to carry out my role to the best of my ability, and I met some amazing people along the way”
Volunteers

Every single day our volunteers make a significant difference to the lives of our service users. Without our team of 30 volunteer counsellors and complementary therapists that support our charity we would not be able to operate.

We are fortunate to have an incredible team of volunteers helping the charity across a number of different roles, some of whom have been with our organisation for over 10 years.

“Everyone made me feel so welcome, supported and part of the team. I can’t praise enough how positive my time with Cancer Support Scotland was.”

Volunteer, Anonymous.

The volunteers operating from our Outreach centres help us provide support to people across the central belt who may not be able to travel to the Gartnavel Hospital Campus. This is why our partnerships with Macmillan Cancer Support and the relationships with local authorities are so important to us.

Our volunteers have shown adaptability and flexibility over the past twelve months, working with the team to help develop and implement new processes and systems to ensure the charity is operating as efficiently as possible. As you can see from the figures below, volunteers truly are essential to our organisation:

Our 12 month volunteer team review:

- **2473** counselling appointments. Volunteer counsellors enable people to speak about personal worries, anxieties, pain and loss in a safe and non-judgmental space
- **8** Volunteer Complementary Therapists each offered 3 appointments a week in local communities to help people cope with the stress and pain associated with a cancer diagnosis
- **1,323** hours of reception hours. Volunteer receptionists help patients and their families make appointments and access relevant support services.
- **588** hours of smiles, meeting and greeting. Volunteer ‘meeter & greeters’ put people at ease and promote the charity to clinical staff and the public
- **466** hours data inputting admin assistants pull accurate statistics and reports for our funders and members
- **462** hours fundraising. Volunteer fundraisers actively support our events and activities to raise vital funds for our services.
- **219** hours gardening. Our volunteer gardener and corporate volunteers work tirelessly to help create a tranquil garden for our service users to have a quiet peaceful place to sit and enjoy the sun
- **260** hours of support groups. Support groups work together with people affected by cancer, to give people a safe space to talk about their worries and concerns.

Review of 2017/2018

“Volunteering is the best job I’ve ever had! It allows me to use my skills from previous employment to help others. Volunteering has restored my self-worth and allowed me to meet some amazing people. It’s one of the best things I’ve ever done!”

Volunteer hours are down slightly this year from 14,287 to 12,054. This is related to our decision to conclude our Voluntary Internship programme (Comms, Event Admin & Graphic Design) which accounts for approximately 1,120 hours. Also volunteering opportunities fell in line with a reduced events calendar. We reviewed our internal processes and staffing level to adopt an alternative approach to managing services and promotional activity.

We improved and streamlined our admin system and looked to employ a communication officer and freelance graphic designer to replace the Intern programme.

Moving forward, we’re excited to be refreshing our fundraising diary. This will increase the opportunities for people to get involved. We are greatly encouraged by the interest already shown in our upcoming events and confident volunteer hours will increase like-for-like in 2018/2019.

As a small charity with a big mission we are incredibly grateful to each of our volunteers for offering their time to help us support anyone affected by cancer.

We’re looking forward to working with our volunteers over the next 12 months to guarantee every person who turns to us for support receives the best possible experience.

“My expectations of volunteering with Cancer Support Scotland were far exceeded. I found a wonderful culture of compassion and professionalism from experienced and hard-working staff who offered support as and when it was needed with a seemingly effortless grace.”

Elaine, Volunteer Counsellor
How we raise our funds

Cancer Support Scotland could not survive without the generosity of our supporters. We have an active and dedicated fundraising team who work hard to ensure that our services are able to continue. Funding comes from a variety of sources: locally, nationally and UK wide. All of the donations and grants we receive, small and large, are very much appreciated and put to good use!

Events

We aim to make our events fun and challenging for everyone. This year we had many supporters participate in a zipslide across the Clyde in April, a group of students from GCU doing a Skydive, an afternoon of fun at our Ladies Lunch event and runners pounding the streets of Glasgow in the Great Scottish Run.

All of our events raise vital funds, raise awareness of our charity in the community, introduce new friends and supporters and provide an opportunity for everyone to enjoy or challenge themselves. If you would like to be involved, please keep an eye on our website and social media pages.

Community

We are fortunate to operate in communities that are engaged with, and support our mission. Community groups and local individuals are a vital part of our fundraising efforts, and they help us raise awareness of our services through their activities in the community. Everyone can get involved and organise charity events on our behalf.

‘Get involved with any of our events or you can organise your own. We will support you every step of the way and you can drop into the centre and see how the funds you raise helps benefit cancer patients and their families. I see every day how our services makes a difference to people’s lives.’

Gwen Stewart, Community Fundraiser
Trusts & Foundations

It is without reservation that we must say "thank you" to each and every one of our Trusts & Foundations that have supported Cancer Support Scotland this year. Your support is crucial and it is thanks to you that we have been able to increase the number of people we have helped this year.

If you would like to discuss how to support our work through a Trust or Foundation, please phone Faith or Deidra on 0141 337 8199.

Leaving a Legacy

Gifts in Wills is an increasingly popular way to donate to charity, having increased by nearly 40% over the last five years and allows us to develop plans for the future. With the support of Dallas McMillan Solicitors, we have organised a free monthly legal clinic for our clients at the Centre. During 2017 we received a legacy, which is helping to fund our services. For more information on this service, please give us a call on 0141 337 8199.

A special gift

We are always grateful when someone chooses to remember Cancer Support Scotland in their will. A legacy gift was particularly welcome this year as it enabled us to continue our vital work but also gave us the funds to start scoping a new service which should be available soon. Thank you.

Sharing our Story

It’s important people are aware of what we do and how we reach people affected by cancer when they need us. Please share our story in newsletters or notice boards. Social media is a powerful tool for small charities so please tell your friends and share our messages too.
Financial Review

Cancer Support Scotland is determined to ensure that we are able to support as many people as possible but we are still hearing the words ‘I wish I had known about you sooner’. Our services are available to anyone who has been affected by cancer but we cannot continue to offer this essential support without securing funding.

During the year our gross income was £932,045 whilst total expenditure was £680,451 which resulted in a surplus for the year of £251,594. This is mostly due to the very generous legacy that we received. This donation could not have come at a better time as our Grade B Listed converted chapel is now 5 years old and is in need of work over the next year to ensure it remains fit for purpose for many more years to come. To that end, we have transferred £160,000 of our surplus to a designated Property Conservation Fund to cover these imminent costs.

Reserves Policy

The Board’s policy is to maintain liquid reserves equivalent to approximately three months operating costs to bridge the gap between spending and receiving resources. Once you have removed the £160,000 assigned to essential property maintenance, this leaves us with reserves of £193,970 against operating costs of approximately £143,000.

Future Plans

During 2017/18 we have been investigating the services available to people affected by cancer. Our investigations have highlighted a lack of emotional support available for children affected by cancer. Especially children whose relatives have received a cancer diagnosis.

To help us fill this gap we want to focus our services in the main centre. We will be using some of our reserves and looking for additional funding in order to:

- Start services for children five and over
- Increase our opening hours to include Saturdays
- Employ two qualified counsellors, to provide these services and extend our family and couples counselling
- Increase our marketing to help us raise awareness of our services and raise more funds

We continue to maximise every fundraising opportunity, drive costs down where we can whilst maintaining the excellent quality of our services. Throughout 2017/18 and going into 2019, our focus is looking at ways to ensure our sustainability.

Statement of Financial Activities

Incoming Resources

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total Funds 30/04/18</th>
<th>Total Funds 30/04/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations &amp; Legacies</td>
<td>838,028</td>
<td>93,914</td>
<td>931,942</td>
<td>621,363</td>
</tr>
<tr>
<td>Other Trading Activities</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Investment Income</td>
<td>103</td>
<td>-</td>
<td>103</td>
<td>228</td>
</tr>
<tr>
<td><strong>Total Incoming</strong></td>
<td><strong>838,131</strong></td>
<td><strong>93,914</strong></td>
<td><strong>932,045</strong></td>
<td><strong>620,789</strong></td>
</tr>
</tbody>
</table>

Expenditure on

- Raising Funds: (190,907) (18,019) (208,926) (197,452)
- Charitable Activities: Services Provided (338,594) (111,946) (450,540) (381,522)
- Other Resources: (14,481) (6,504) (20,985) (19,850)
- Total Resources Expended (543,982) (136,469) (680,451) 598,824

Net Incoming/(Outgoing) 294,149 (42,555) 251,594 21,965

Reconciliation of Funds

Total funds brought forward 86,823 317,692 404,515 382,550

Total Funds Carried Forward 380,972 275,137 656,109 404,515

Balance Sheet

Unrestricted Funds 380,972 86,823
Restricted Funds 275,137 317,692
Total funds 656,109 404,515

Income and expenditure over the last three years showing the steady growth of the charity in a difficult financial climate
**An Ode to Cancer Support Scotland**

“What goes on behind the door of the treatment room with heated floor? You can’t wait to take off your shoes and step into an oasis in greens and blues.

With May in charge ready and able, you relax the minute you’re on the table.

She’ll soothe away your aches and pains, renewed blood running through your veins.

With background music you’ll float away. It’s the best hour you’ll spend – any day.”

“Great service in a beautiful peaceful surrounding, Liz made my mum come out of the treatment dancing.”

“I’m leaving here a different person to the frightened and stressed person I was when I first started. I can’t thank all the wonderful staff enough for helping me get through this difficult journey.”

“A wonderful healing space with very lovely staff.”

“This is a real haven, very supportive staff, great therapists, lovely surroundings and I no longer feel alone...”

“Thank you for the support and therapy. It is good to find a charity that delivers on promises.”

“It’s a wonderful series of relaxing therapies – the highlight of my week!”

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**What people say about us**

Warm words from a few of the people we have supported.

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**How you can help**

Please help us to keep this wonderful charity going.

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**Take care with Cancer Support Scotland**

At Cancer Support Scotland we are grateful to our generous supporters who help improve the lives of families facing cancer by funding and raising awareness of our work. In order to sustain our services we strive to raise money through fundraising and legacies as we don’t receive any direct Government funding. There’s no limits on ideas and ways to support our charity. So here’s some of the ways to support people affected by cancer.

**Take up a challenge**

Sign up for a challenge as a group or an individual and take part in a zip slide, kilt walk or a charity run. All funds raised support our services and you gain a sense of achievement too.

**Host an event**

Host your own Chari-T ea, community or corporate event. Holding an event is a fun way to raise funds and share our story with your community. It’s an opportunity for an organisation to engage and motivate employees also for staff to work together and support a great cause.

**Cancer Support Scotland events**

Come along to one of our regular Cancer Support Scotland events: movie nights; Later With; annual Ladies Lunch and Christmas fayre. While you are having fun you are raising vital funds that make a difference to the lives of people affected by cancer.

**Cancer Support Scotland Awareness Day**

A day to remember someone close to you affected by cancer. Your support on the day helps take care of people by providing counselling, complementary therapies and podiatry.

**Making donations**

Making one off or a regular financial donation will make a substantial difference to our charity. You can also make a practical contribution such as or a gift in-kind for raffles or auction prizes. Every contribution helps others tackle the stress of facing cancer and start coping once again.

**Sponsoring an event or a therapy room**

Sponsorship works well for us both. Together we raise our profiles, put a spotlight on our work and support each other’s marketing activities. The money raised will also provide a safe space for people affected by cancer to relax and talk through difficult times.

**Volunteering time**

We have a number of volunteering roles from counselling to administration, gardening to fundraising. We would welcome both individuals and corporate groups looking to support our work and deliver our valued services.

**Adopting our charity**

We are keen to build sustainable corporate partnerships that work for the businesses we partner with. Organisations can adopt us as their charity of the year or work with us as part of their commitment to support a local good cause.
Sadly during 2017, our colleague Mags died of cancer. Mags used our services and then seven years ago started to volunteer with us. During that time she helped to raise money for Cancer Support Scotland as a volunteer bucket collector, ran a clothes exchange and braved the cold at car boot sales. We were delighted when she joined us as our volunteer receptionist for our Saturday and Evening services. Everyone who used our services loved to chat with her before their appointments. Mags’ warm welcoming smile put everyone at ease and we all continue to miss her and remember her fondly.

In memory of Mags
Registered Office: Cancer Support Scotland,
75 Shelley Road, Gartnavel Campus, Glasgow G12 0ZE

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0141 337 8199
cancersupportscotland.org
@CancerSuppScot
info@cancersupportscotland.org
CancerSuppScotland
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