



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> July 2024 Period start date To 30<sup>th</sup> June 2025 Period end date

Charity name: LifeLines

Charity registration number: 1168273

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit, to promote the relief of suffering and distress to those persons who are awaiting execution in any state of the USA by the promotion of friendship by letter writing to such people.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ol style="list-style-type: none"><li>1. Advice and information about the issues likely to arise when writing to prisoners;</li><li>2. One to one advice and information on making the initial contact with a specific prisoner on US Death Row who has requested friendship, and for the life of the friendship and beyond, in particular when a death sentence is likely to be carried out.</li><li>3. A quarterly publication that allows people to hear the voices of those on Death Row and deepens their understanding of the US justice system, and the death penalty in particular:</li><li>4. Advice and assistance to make informed choices about giving financial and other types of support to people on Death Row;</li><li>5. Conferences that include speakers with personal experience of the justice system, Death Row, and the impact of violent crime on all those that are affected, with an opportunity to exchange experience and knowledge with other writers.</li></ol>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	Consideration is given to 'public benefit' when making any decision relevant to the activities above with a specific agenda item included in Board meetings for 'Governance' to ensure the



Commission on public benefit		<b>objectives and activities satisfy the requirements for public benefit in accordance with Charity Commission Guidance</b>
------------------------------	--	---

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not applicable</b>
Policy on social investment including program related investment	Para 1.38	<b>Not applicable</b>
Contribution made by volunteers	Para 1.38	<p><b>The organisation has no employees and relies upon member volunteers who act as:</b></p> <ul style="list-style-type: none"> <li>- <b>State Coordinators</b> corresponding with writers and prisoners,</li> <li>- <b>Regional Coordinators</b> who offer the facility for members to come together on a regional basis to exchange their experiences of writing to prisoners.</li> <li>- <b>Editor and distributor</b> of the organisation's newsletter, The Wing of Friendship.</li> <li>- <b>Manager and Administrator</b> of the LifeLines website.</li> </ul> <p><b>Committee Members/Trustees</b></p>
Other		<b>Not applicable</b>

#### **Achievements and Performance**

	SORP reference	
--	----------------	--



Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We conducted one successful and well attended Conference in October 2024 which was hybrid (in person and virtual). We heard from two excellent speakers from the USA and UK. A second planned Conference in April had to be cancelled due to a number of Committee members having personal issues unconnected the charity. The October Conference was also our Annual General Meeting which was conducted in full compliance with Charity Commission guidance. Seven Regional Groups around the UK continued to meet both in person and by Zoom regularly. The London Regional Group welcomed LifeLines members from outside the UK to its virtual meetings</p> <p>LifeLines membership stood at 870 on 30/6/25. The need to change the charity's bank account led to a number of Members failing to renew their membership. The LifeLines Committee is actively recruiting new members to meet the continuing high demand for penfriends from men and women on Death Row in the USA</p> <p>The members-only LifeLines community on Facebook continues to thrive with over 25% of LifeLines Members participating.</p> <p>Our income has again exceeded our expenditure through careful attention to costs, making Committee meetings virtual and sending our newsletter, the Wing of Friendship, as a digital edition.</p>
---	-----------	--

#### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable
Performance of fundraising activities against objectives set	Para 1.41	Not applicable



Investment performance against objectives	Para 1.41	<b>Not applicable</b>
Other		<b>Not applicable</b>



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	In small surplus. The breakdown of income and expenditure can be seen in the Annual Accounts of LifeLines.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	LifeLines holds an Operational Reserve which is sufficient to provide for a three-month administrative capability for the winding up of the charity in the event of its closure. The value of the Operational Reserve is reviewed annually.
Amount of reserves held	Para 1.22	£6000
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	None.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership subscription
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	The main risk is the decline in membership which is being addressed by investing in press and publicity and ensuring members renew with the new bank account details. The Trustees maintain an organisational risk register which is reviewed at each Trustee meeting.
Other		None.



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution.</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Co-opted by Trustees, elected by Members.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>All new trustees are fully inducted and assessed for training needs which are then met.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	LifeLines
Other name the charity uses	None
Registered charity number	1168273
Charity's principal address	10 Springfield Terrace, Guiseley, Leeds LS20 9AW



**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nikita Mistry	Chair	From November 2024. Chair by rotation from April 2025	
2	Carole Butcher	Coordinator Representative		
3	Patrick Ballin			
4	Davina Chima			
5	Edmund Conybeare	Governance		
6	Lindesay Mace	Press and Publicity	Stood down April 2025	
7	Susan Drysdale	Membership Secretary		
8	Deborah Murphy	Wing Editor		
9	James Mason	Treasurer		
10	Rachael Martin			
11	Andrea Woodside			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

--

#### Other optional information

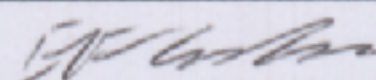
--



## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		Edmund Conybeare
Position (eg Secretary, Chair, etc)		Governance Secretary
Date	14/4/26	



	LifeLines			1168273
	Receipts and payments accounts			
	For the period from	Period start date	To	Period end date
		1-Jul-24		30-Jun-25
CC16a				

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
<b>A1 Receipts</b>					
Subscriptions	17,688			17,688	23,769
Conferences	1,276			1,276	1,145
Interest	7			7	515
Gift Aid	3,350			3,350	-
Miscellaneous	815			815	694
Merchandise	40			40	210
<b>Sub total</b>	<b>23,176</b>			<b>23,176</b>	<b>26,333</b>
<b>Total receipts</b>	<b>23,176</b>			<b>23,176</b>	<b>26,333</b>
<b>A3 Payments</b>					
Newsletter Costs	5,439			5,439	7,951
Conferences	3,352			3,352	2,696
Coordinator & Committee Expenses	5,825			5,825	7,909
Advertising	4,575			4,575	1,836
Website	290			290	227
Governance	149			149	569
Other Postage and Stationery	553			553	187
<b>Sub total</b>	<b>20,183</b>			<b>20,183</b>	<b>21,375</b>
<b>Total payments</b>	<b>20,183</b>			<b>20,183</b>	<b>21,375</b>
<b>Net of receipts/(payments)</b>	<b>2,992</b>			<b>2,992</b>	<b>4,958</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>62,325</b>			<b>62,325</b>	<b>57,367</b>
<b>Cash funds this year end</b>	<b>65,318</b>			<b>65,318</b>	<b>62,325</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Current Account and Electronic Funds	25,283		
	Savings Account	40,000		
	Conference Float	35		
		<b>65,318</b>		
		<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>
	<b>Details</b>	<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>				
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>				
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's</b>				
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>				
<b>Signed by two trustees on behalf of all</b>	<b>Signature</b>	<b>Print Name</b>		<b>Date of</b>