



**Caterham, Oxted & Godstone Lions Club**  
**a Charitable Incorporated Organisation (CIO)**  
**Registered Charity Number 1172327**  
**Trustees Annual Report for the Year Ended 30<sup>th</sup> June 2025**

**Legal and Administrative Details:**

**Charity Name:** Caterham, Oxted & Godstone Lions Club  
a Charitable Incorporated Organisation  
formed on 1<sup>st</sup> July 2018

**Registered Charity No:** 1172327

**Principal Address:** The Charity has no registered permanent address.  
The Lions Club Secretary acts as the focal point for correspondence:  
John Quincey, Willowdene, Oxted Road, Godstone, RH9 8AD

**CIO Constitution:** Constitution dated 29<sup>th</sup> March 2017

**Current CIO Trustees, for the period 1<sup>st</sup> July 2025 - 30<sup>th</sup> June 2026:**

**Ex Officio Trustees:** Rita May Reissland (Lions Club President & CIO Chairman)  
John Leonard Quincey (Lions Club & CIO Secretary)  
Norman Anthony Skilbeck (Lions Club & CIO Treasurer)

**Elected Trustees :** Anthony Leslie Carter  
Anthony Douglas Gordon

**CIO Trustees for the period of this report, 1<sup>st</sup> July 2024 - 30<sup>th</sup> June 2025:**

**Ex Officio Trustees:** Anthony Douglas Gordon (Lions Club President & CIO Chairman)  
John Leonard Quincey (Lions Club & CIO Secretary)  
Norman Anthony Skilbeck (Lions Club & CIO Treasurer)

**Elected Trustees :** Emmanuel David Annenberg  
Anthony Leslie Carter  
Rita May Reissland

**Bankers:** Lloyds Bank plc  
Blackheath London Branch  
P.O. Box 1000  
BX1 1LT

**Independent Examiner:** Malcolm Day  
15 Heathway  
Chaldon  
Surrey, CR3 5DN

## **Aims and Organisation**

### **Lions Clubs International**

The Caterham, Oxted & Godstone Lions Club is a local club formed on 20<sup>th</sup> October 1978 as part of Lions Clubs International voluntary service organisation which helps, supports and guides local clubs to serve their local communities. Clubs are chartered as separate entities but have links to other clubs in their Zone, to their District in the South East of England, the Multiple District of the UK and to Lions Clubs International. Linkages with other Lions Clubs and the Lions Clubs structures provides a vehicle for the exchange of ideas and through co-operation the clubs work together to help on national and international charitable projects.

### **Caterham, Oxted & Godstone Lions Club**

Caterham, Oxted & Godstone Lions Club is a voluntary organisation which exists to help the local community and support, as it sees fit, Lions Clubs' national and international projects. The administration of the Club is mainly financed by its members. All time to organise activities to raise funds and provide community service is given freely by the members and friends of the Lions club, for no payment or reward. This is the Club's 47<sup>th</sup> year as part of Lions Clubs International and of serving Lions International initiatives and the local community.

The objects of each Lions Club are to:

- create and foster a spirit of understanding among the peoples of the world;
- promote the principles of good government and good citizenship;
- take an active interest in the civic, cultural, social and moral welfare of the community;
- unite the clubs in the bonds of friendship, good fellowship and mutual understanding;
- provide a forum for the open discussion of matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members;
- encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

## **Membership**

The Lions Club's membership at the beginning of the year was 22; 11 men and 11 women.

At the end of the year the membership was 11 men and 10 women.

In undertaking its work the Charity relies on the members of the Caterham, Oxted & Godstone Lions Club. All members are volunteers; their time is given freely and without charge and without this support the charity would not be able to function. Family, friends and other volunteers also assist with fund raising, giving freely of their time.

The Club elects and appoints annually a number of Officers. These are the President, Secretary and Treasurer who are ex officio trustees of the charity with the President being the Chair of the Board of Trustees. A number of additional trustees are elected annually in accordance with the CIO Constitution. These Trustees meet monthly at a Trustees Preparation Meeting to discuss strategic or important issues. Caterham, Oxted & Godstone Lions Club is managed by its members and meets monthly to determine the business of the charity at a "Regular Meeting of Members and Trustees". Detailed affairs relating to fund raising and decisions on Community Service proposals and financial grants are considered at regular monthly committee meetings. Their recommendations are made to the monthly Members and Trustees meetings and if agreed by the members require the approval of the trustees in line with the provisions of the Constitution.

Club members pay an annual subscription of £70, paid half yearly. These subscriptions, and fund-raising social events for members, pay for the administration of the charity and the members' dues which are paid on to support Lions District, Lions Multiple District and Lions Club International administration as well as for the administration of this Club / Charity. These monies, relating to the administration of the club, are held entirely separately from the charitable and charity fund-raising monies in the "Administration" bank account.

## **Composition**

In accordance with the Constitution, the Charitable Incorporated Organisation is managed by up to twelve Trustees who are, ex-officio, the Club President, Secretary and Treasurer plus up to a further nine elected Trustees. The Trustees are elected at the same time as the Lions Club Officers by the members of the Lions Club at the charity's AGM in March each year. They take office on 1<sup>st</sup> July. Trustees are made aware of their roles and responsibilities and are provided with copies of the Charity Commission guidance CC3 "The Essential Trustee". Trustees are also encouraged to attend the Lions District 105SE Spring Forum and various other training seminars where guidance is given on the role of Trustees. On appointment / election each year, each trustee is required to complete and sign a Declaration of Eligibility to serve as a Trustee. This Declaration takes into account the Charity Commission definitions of exclusions of trustees.

Donations and grants are considered in accordance with the Lions Club CIO's Grant Making Policy. All financial expenditures and grants to be made are individually approved by a majority of the Trustees present, subject to there being a quorum of a majority of the appointed trustees. The Charity Chairman, the Lion President, having a casting vote.

## **Purposes of the Charity**

The Charitable purposes of the CIO fall into the following general categories:

- the improvement of health or the saving of lives.
- the relief of those in need, by reason of youth, age, ill-health, disability, or other disadvantage.
- the advancement of citizenship or community development.
- the relief of financial hardship.
- the advancement of environmental protection or improvement.

## **Finance and Activities**

### **Income**

As a registered charity the club is also registered with HMRC to claim Gift Aid on donations made to the club. This year the club claimed a total of £3,750 in Gift Aid

The Charity relies entirely on the members, partners and friends of Caterham, Oxted & Godstone Lions Club for its income. During the year the Club organised a wide range of fundraising events including the provision of food and drinks at Godstone Fete, Father Christmas Float Collections, Quiz Nights, Themed Dinner Evening, Sponsored Swimathon, etc.

In May the club organised a sponsored Swimathon at de Stafford School, Caterham. Thirteen teams from local community groups raised sponsorship and took part in the event. An income of £4,000 was achieved from this event.

The Club attended Godstone Village Fete in August, providing a range of food and drinks. This event realised a net profit of nearly £3,800.

The Club organised three Quiz Evenings with supper in September, March and June at the White Hart Barn, Godstone. These made a total net profit of nearly £3,000.

In November the Club hosted a fundraising American themed Dinner Evening which realised a surplus of just over £1,100.

In December the Club takes Father Christmas on a float around the streets of Godstone, as well as weekend static collections at local supermarkets, collecting public donations. These collections are arranged under licence from Tandridge District Council. This year these collections realised a net income of just over £2,200.

After the deduction of valid expenses only, surplus monies in the Activities Account are transferred to the Charity Account. These funds may then only be donated to chosen causes on the recommendation of the Club's Community Services Committee and the Lions Club members and approved by the Trustees. The process is conducted in accordance with the Charity's Grant Making Policy.

A separate income stream in the form of subscriptions paid by members supports the administration of the club and the Lions International organisation (locally, nationally and internationally). Occasionally fund-raising social events are held for members and partners (not the public). These fund-raising events are clearly designated as being for administration rather than charity. Income derived from such fund-raising is accounted for through the "Administration Account".

### **Grants made by the Charity**

The Members agreed and the Trustees approved a number of grants to local organisations and individuals based on recommendations from the Charity's Community Services Committee. Caterham, Oxted & Godstone Lions gave out grants or supported good causes totalling just under £16,000 for the year. These included over twenty significant financial donations of £100 or more, throughout the year to local good causes as well as Lions national and International initiatives. As the funds of the charity are mainly raised locally an attempt is made to ensure that the majority of the grants given out are made to local good causes as can be seen below.

Significant donations made to local community good causes included:

- £ 3,077 to support local youth groups who participated in the Swimathon event
- £ 2,000 to the Caterham Food Bank (Trussell Trust) to provide food parcels
- £ 1,535 to Godstone Fete Committee who in turn support groups in the Godstone area
- £ 1,000 to White Hart Barn Godstone Kitchen Refurbishment
- £ 1,000 to Marden Lodge School Caterham, Library works
- £ 1,000 to Hillcroft School Caterham, Thrive project
- £ 780 to Whyteleafe School Breakfast Club
- £ 652 towards boiler replacement for needy local resident
- £ 500 to Surrey Sussex NHS Trust, Breast Pump
- £ 500 to the Westway Centre, Caterham
- £ 475 to Bletchingley Skills Centre
- £ 339 for purchase of washing machine for needy local resident
- £ 300 to St Catherine's Hospice

- £ 250 to Head2Head Theatre, Oxted
- £ 250 to Prospero Theatre, Caterham
- £ 250 to East Surrey Museum
- £ 225 to local RBL Poppy Appeals
- £ 105 to the Air Ambulance Kent Surrey & Sussex

Significant donations made to other national and international appeals, these included:

- £ 400 to Lions Disaster Relief funds
- £ 500 to Lions Sight Savers
- £ 250 to Lions Youth Appeals
- £ 200 to purchase stoves for the Ukraine

### **Community Service Activities**

The Club organises / supports the following Community Service activities :

- The provision of their 12 seater Community Minibus for community use. During the year this facility made an operating loss of just under £1,500. This is considered acceptable as a club contribution to support this much valued community asset.
- The Collection of spectacles & hearing aids, which are recycled for use in developing countries via the Chichester Lions Club.
- The funding and organisation of the Message in a Bottle scheme, in partnership with Tandridge District Council. These bottles are intended to bring to the attention of the emergency services medical (medications and allergies) and personal details of vulnerable people, particularly those living on their own and also help, in line with the Herbert Protocol people with dementia who have gone missing. Bottles are made available free of charge to the public at some 25 locations throughout our District. The club spent £275 on the purchase of bottles to support this scheme
- A fun "It's a Knockout" sports event for learning difficulty and disabled youngsters in partnership with other Lions Clubs in the area. This is held annually at the Oasis Academy, Coulsdon which is provided free of charge.

### **Reserves Policy**

Given the Charity's scale and manner of operation and the fact that it only dispenses grants / donations within the limit of its funds at any given time, it is not considered that there is a need for significant reserves. However, the Charity looks to maintain at least a minimum balance in its account of at least £500 to pre pay for fundraising initiatives or to cover any urgent needs or requests for financial grants / donations.

### **Risk Policy**

Not having property interests or employees, the CIO's exposure to risk is relatively low. The Trustees are covered to the level of £5 million by the Trustees' indemnity element of the Lions Multiple District Insurance policy. Due diligence in checking the insurance details of any organisation employed at events is essential.

The main perceived risk is insolvency. This is addressed by the trustees ensuring that grants / donations given out do not exceed the available funds held by the CIO Fund at any given time. The Risk Policy of the Trust is subject to annual review.

### **Review of Financial Activities and Affairs**

The financial accounts of the Caterham, Oxted & Godstone Club CIO for the year ended 30th June 2025 are attached to this report. These have been independently examined and approved.

### **Charity Commission Return**

Caterham, Oxted & Godstone Club CIO will submit its Annual Return to the Charity Commission for the year 1/7/24 to 30/6/25 before 30<sup>th</sup> April 2026, within the 10 month's timescale required by the Charity Commission.

### **Signed on behalf of the Trustees :**

<b>President &amp; Chairman of the Trustees</b>	<b>Rita Reissland</b>	
<b>Secretary</b>	<b>John Leonard Quincey</b>	
<b>Treasurer</b>	<b>Norman Anthony Skilbeck</b>	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Caterham Oxted & Godstone Lions Club (CIO)

No (if any)

1172327

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01 July 2024

To

Period end date  
30 June 2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fund Raising Income	15,763			15,763	24,468
Xmas Float Collections	2,462			2,462	4,689
Minibus Income	2,240			2,240	1,900
Donations received	1,314			1,314	326
Gift Aid	3,750			3,750	553
Other income	264			264	
<b>Sub total (Gross income for AR)</b>	<b>25,793</b>	<b>-</b>	<b>-</b>	<b>25,793</b>	<b>31,936</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,793</b>	<b>-</b>	<b>-</b>	<b>25,793</b>	<b>31,936</b>
<b>A3 Payments</b>					
Cost of Fund Raising	3,475	-	-	3,475	4,706
Cost of Christmas Float Collections	255	-	-	255	708
Minibus Expenses	3,733	-	-	3,733	6,727
General	2,396	-	-	2,396	2,460
Grants Given	15,936	-	-	15,936	18,258
	-	-	-	-	-
<b>Sub total</b>	<b>25,795</b>	<b>-</b>	<b>-</b>	<b>25,795</b>	<b>32,859</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>25,795</b>	<b>-</b>	<b>-</b>	<b>25,795</b>	<b>32,859</b>
<b>Net of receipts/(payments)</b>	<b>- 2</b>	<b>-</b>	<b>-</b>	<b>- 2</b>	<b>- 923</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,626</b>	<b>-</b>	<b>-</b>	<b>34,626</b>	<b>35,549</b>
<b>Cash funds this year end</b>	<b>34,624</b>	<b>-</b>	<b>-</b>	<b>34,624</b>	<b>34,626</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Charity Accounts	34,624	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>34,624</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Marquees	Charity	-	-
	Trailer	Charity	-	-
	Fundraising Equipment	Charity	-	-
	Generators	Charity	-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

**Caterham, Oxted & Godstone Lions Club**  
**Examination of accounts 1/07/2024 to 30/06/2025**

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given in the accounts.

**Independent Examiner's Statement**

In consideration with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - (i) to keep accounting records in accordance with section 41 of the Act
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order a proper understanding of the accounts to be reached



Malcolm Day  
Independent Examiner

18/11/25  
Date