



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	Apr	2020		31	March	2021

## Section A Reference and administration details

Charity name

Lincoln Community Larder

Other names charity is known by

Registered charity number (if any)

1175176

Charity's principal address

YMCA Building

St Rumbolds Street

Lincoln

Postcode

LN2 5AR

### 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	Mr Alan Wilson	Chair		
2	Mrs Karen Mayor	Treasurer		
3	Mrs Dawn Nightingale	Larder Co-ordinator		
4	Mrs Joan Bennett	Volunteer Supervisor		
5	Mrs Viv Bennett	Secretary		
6	Cllr Jackie Kirk			
7	Cllr Lucinda Preston			
8	Miss Sophie Wilesmith	Social Media and PR		
9	Mr Dave Pemberton	Warehouse		
10	Mrs Jennifer Pemberton			
11	Mrs Wendy Mason	Volunteer Rota		
12	Ms Mandy Laurence	Data Input		
13	Mr Harry Campbell			
14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

Dawn Nightingale - Larder Coordinator

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation (Foundation)

Trustee selection methods  
(eg. appointed by, elected by)

Apart from the first charity trustees, every trustee must be appointed for a term of four years by a resolution passed at a properly convened meeting of the charity trustees.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is governed by the Trustees who determine strategic direction and policy. The day to day running and management of the Charity and its volunteers is under the authority of the Larder Coordinator who is assisted by the Volunteer Supervisor.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The relief of poverty in Lincoln and the surrounding area by the provision of basic nutritious food and other basic amenities.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In setting our objectives and planning our activities the LCL trustees have given serious consideration to the Charity Commission's general guidance on public benefit and all its activities are undertaken to further its charitable purposes for the public benefit.

LCL provides food parcels for people who need short-term help to make ends meet.

The size of parcels is increased for families based on the number of individuals in need. In some special cases LCL goes beyond the basic food parcel, supporting people with other essential items e.g. toiletries, cooking equipment. In fact, all reasonable requests for short term help are considered and a few for longer term help under consultation with LCL Trustees and volunteers. LCL also caters for those suffering from illness or special needs and provides individual food parcels to meet specific needs when possible.

LCL has food distribution centres in and around Lincoln at;

- the YMCA Annexe, Rosemary Lane, Lincoln
- St John the Baptist Parish Church Hall, Laughton Way, Lincoln
- St Giles Methodist Church, Addison Drive, Lincoln
- St Mary's Church, Welton, Lincoln
- Martin Village Hall, Martin, Lincoln

### Additional details of objectives and activities (Optional information)

#### You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers

The Trustees are very grateful to all the individuals and organisations who have given financially or otherwise to LCL, as the operation of the charity requires significant support to meet the needs of the local community.

The volunteer team, which includes the Trustees' has continued to grow and in some cases take on additional responsibilities. Without their dedication, LCL could not function as it does. The Trustees are very grateful to all those volunteers for their contribution in meeting the charity's objective of relieving poverty in Lincoln and the surrounding area.



**Summary of the main achievements of the charity during the year**

The main achievements during this period of operation were as follows:

- Operating a warehouse facility for storage of donated food and for packing food parcels;
- Managing 42 volunteers who serve each week in LCL's activities;
- Attracting financial support from individuals and organisations who make cash donations and grants to supplement the food donations;
- Maintaining contact with approved agencies in the Lincoln area with whom the LCL partners to support those in financial crisis;
- Collecting donated items of food from individuals and commercial organisations.
- Distributing food parcels to individuals and family groups in crisis situations.
- Remaining fully open and operating throughout the Covid-19 Pandemic, thanks to our dedicated team of volunteers
- Opening 2 further outreaches, in April 2020 in Welton and Martin in December 2020.
- Transferring to an on-line referral system mid-year, meant that referring agencies could continue to support and refer clients remotely, this helped considerably throughout the Covid-19 Pandemic

In excess of 5,000 people were served and fed for three days, from April 2020 – March 2021. During that period we also supported in excess of 1,100 children through Fish Schemes (Food in School Holidays) during the Summer, October Half-Term and Christmas holidays. A total in excess of 2,000 food parcels were distributed, which was down on the previous year, but the number of people and families supported was increased.

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## Section E

## Financial review

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

The Trustees of LCL seek to maintain adequate reserves so as to ensure all reasonable day to day running costs can be met as and when they fall due, recognising the basic financial principle that the Trustees are responsible for ensuring that solvency is maintained. "Adequate reserves" are deemed to be sufficient funding for six months of normal expenditure and have been set at £12,000.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The necessity to buy in food on a regular basis has continued, but there was a massive increase in the number of financial donations made from a wide range of supporters, including Just Giving and Local Giving, throughout the Covid-19 Pandemic.

In the period April 2020 - March 2021, financial donations totalled £116,625.79. We also received a Grant of £1,000 from The Lincolnshire County Council Covid-19 Community Fund Scheme and £8,500 from the National Lottery Covid-19 Support Fund enabling us to support the local FiSH initiative.

In addition, food and other non-monetary items were gifted to LCL from numerous sources, with an estimated value in excess of £30,000.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

Charity Name Lincoln Community Larder	No (if any) 1175176
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## Receipts and payments accounts

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For the period from	01/04/2020	To	31/03/2021
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### 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>					
Grants & Donations	115,524	-	-	115,524	18,643
Refunds	7	-	-	7	55
30 for 30 Receipts		-	-	-	880
Printer Cashback		-	-	-	50
Acts Trust for Vouchers		-	-	-	120
HMRC Gift Aid		-	-	-	1,204
Welton Outreach	1,095	-	-	1,095	
National Lottery Covid-19 Fund & Screwfix Foundation		13,500	-	13,500	
<b>Sub total (Gross income for AR)</b>	<b>116,626</b>	<b>13,500</b>	<b>-</b>	<b>130,126</b>	<b>20,952</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>116,626</b>	<b>13,500</b>	<b>-</b>	<b>130,126</b>	<b>20,952</b>

### A3 Payments

Food purchases	7,191	-	-	7,191	11,831
Volunteer expenses	545	-	-	545	318
Insurance	277	-	-	277	250
Telephone, Internet, Postage & Office Supplies	1,232	-	-	1,232	1,422
Sundry/Miscellaneous payments/Expenses	1,279	-	-	1,279	306
Welton Outreach (Oven Repair)	66	-	-	66	
Rent for Storage Facility	5,453	-	-	5,453	3,500
Gas/Electricity Vouchers	800	-	-	800	
Fridge Freezer purchase	240	-	-	240	



National Lottery Covid-19 Support Fund		7,686	-	7,686	
Printer			-	-	239
30 for 30 Expenses		-	-	-	276
Gift Aid Envelopes		-	-	-	116
<b>Sub total</b>	<b>17,083</b>	<b>7,686</b>	<b>-</b>	<b>24,769</b>	<b>18,258</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>17,083</b>	<b>7,686</b>	<b>-</b>	<b>24,769</b>	<b>18,258</b>
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<b>Net of receipts/(payments)</b>	<b>99,543</b>	<b>5,814</b>	<b>-</b>	<b>105,357</b>	<b>2,694</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>34,260</b>	<b>-</b>	<b>-</b>	<b>34,260</b>	<b>31,566</b>
<b>Cash funds this year end</b>	<b>133,803</b>	<b>5,814</b>	<b>-</b>	<b>139,617</b>	<b>34,260</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>	Bank Accounts	121,803	5,814	-
	Reserves	8,500	3,500	-
		-	-	-
	<b>Total cash funds</b>	<b>130,303</b>	<b>9,314</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Yes	Yes	OK
<b>B2 Other monetary assets</b>		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Insurance	208	-	-
	Gas/Electricity Vouchers	360		-

Fruit & Veg Vouchers	450	-	-
	-	-	-
	-	-	-
	-	-	-

### B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

### B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
6 Months Operating costs	Unrestricted funds	8,500	-
6 Months Storage Facility Rent	Restricted	3,500	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B5 Liabilities

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
	Alan Wilson	
	Karen Mayor	