



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2021 to 31 March 2022

Charity name: Lincoln Community Larder

Charity registration number: 1175176

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 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	<p>LCL provides food parcels for people who need short-term help to make ends meet.</p> <p>Frontline professionals, who are best placed to identify people in need, refer them to LCL via an online system, so food parcels can be collected at one of LCL's distribution centres;</p> <ul style="list-style-type: none">• YMCA Annexe, Lincoln• St John the Baptist Parish Church Hall, Lincoln• St Giles Methodist Church, Lincoln• St Mary's Church, Welton• Martin Village Hall, Martin• All Saints Church, Wragby <p>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 and fuel vouchers for cooking).</p> <p>LCL also caters for those suffering from illness or special needs and provides individual food parcels to meet such referral requests.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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.

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Additional information

	SORP reference	
Policy on grant making	Para 1.38	When finances allow, LCL financially supports projects, in Lincoln and surrounding areas, designed to relieve food poverty, such as the Food in School Holidays (FiSH) project.
Contribution made by volunteers	Para 1.38	<p>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.</p> <p>The Trustees are very grateful to all the volunteers, in the warehouse and the distribution centres, for their enormous contribution helping to relieve food poverty in Lincoln and the surrounding area.</p>
Other		<p>LCL is a member of the Lincolnshire Food Partnership which is a partnership of organisations across Greater Lincolnshire working together for greener, fairer and healthier food for all, through sustainable local action.</p> <p>Under the Partnership, LCL has been an active member of an Emergency Response Group, made up of the main foodbanks in Lincoln. Together, they operate a joint on-line referral system which enables people in need to collect food parcels from their nearest distribution centre.</p>

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>The main achievements during this period of operation were as follows:</p> <ul style="list-style-type: none"> • Remaining fully open and operating throughout the Covid-19 Pandemic, thanks to our dedicated team of volunteers • Operating a warehouse facility for storage of donated food and for packing food parcels; • Managing over 30 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, schools and commercial organisations. • Distributing food parcels to individuals and family groups in crisis situations. • Opening a new outreach centre in Wragby. <p>LCL distributed over 5,500 food parcels, from April 2021 – March 2022, of which 70% were for adults and 30% for children.</p> <p>In addition to food parcels, LCL distributed £5,310 worth of fruit and vegetable vouchers, £5,380 worth of energy vouchers to enable food to be cooked, and £823 worth of Self-heating meals for the Homeless or those without cooking facilities.</p> <p>LCL also supported in excess of 600 children through Fish Schemes (Food in School Holidays) during the Summer, October Half-Term and Christmas holidays.</p>

Additional information

Achievements against objectives set	Para 1.41	<p>The LCL Business Plan, approved at the 26 July 2021 Annual General Meeting, set out LCL's objectives over the next 5 years. These are to;</p> <ul style="list-style-type: none"> • ensure the long-term sustainability of our service to the community • maintain our individual identity so as not to be seen as part of another service • maintain a city centre presence for our main distribution site • ensure warehousing is always available • provide more distribution centres in areas of need • increase relationships with other organisations working to challenge food poverty • help solve clients' long-term issues - by referral to other organisations • promote the idea of healthy eating • financially support other organisations in providing food for children <p>These high-level objectives are underpinned by strategies and goals designed to assist in measuring achievements against objectives.</p> <p>The Business Plan is kept under regular review and the Trustees are very satisfied with the progress made in year one.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>One of LCL's objectives was "to ensure the long-term sustainability of our service to the community" and for the year 2021-2022 the goals included:</p> <ul style="list-style-type: none"> • if available, apply for grant aid for both core and one-off funds at least twice a year • attract at least 6 regular donors per annum by introducing a patronage scheme <p>LCL has been successful in attracting funds through online fundraising services, such as Just Giving, Local Giving and receiving Gift Aid. The proposed patronage scheme is expected to be launched in the following year.</p>
Other		<p>The LCL website was redesigned and brought in-house during the year to provide greater flexibility in updating content.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Net of Receipts/(Payments) at the end of the financial year were -£8255. After deducting reserves, the bank balance is £107,362 as at 31 st March 2022.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The LCL Trustees 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.</p> <p>"Adequate reserves" are deemed to be sufficient funding for 12 months of normal operational expenditure plus annual warehouse rental.</p>
Amount of reserves held	Para 1.22	This has been set at £24,100.

Additional information

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>In the period April 2021-March 2022, financial donations totalled £42,717.</p> <p>In addition, food and other non-monetary items were gifted to LCL from numerous sources, with an estimated value in excess of £39,000.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The principal risk facing LCL is the potential for a huge increase in demand for its services coupled with a decrease in both food and financial donations due to rises in the cost of living.</p> <p>This is currently being mitigated by an increase in reserves from the level set in the previous year, 20/21.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation (Foundation)
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	<p>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.</p> <p>In selecting individuals for appointment as charity trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

Additional information

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Each new charity trustee, on or before his or her first appointment receives:</p> <ul style="list-style-type: none"> (a) a copy of the current version of LCL's constitution (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts (c) a copy of the Charity Commissions Guidance, "The essential trustee: what you need to know, what you need to do." <p>Trustees also receive briefings, updates and guidance issued by the Charity Commission (e.g., the 5-minute guides for charity trustees).</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is an independent organisation managed by a voluntary board of trustees. Day to day operations are managed by the LCL Co-ordinator and undertaken by a team of volunteers.
Relationship with any related parties	Para 1.51	LCL is a member of the Lincolnshire Food Partnership, as described above under the heading, "Objectives and Activities" (Other).
Other		In addition to the formal Trustees' meetings, Operational meetings are held bi-monthly with representatives from the outreach centres.

Reference and Administrative details

Charity name	Lincoln Community Larder
Other name the charity uses	n/a
Registered charity number	1175176
Charity's principal address	YMCA Annexe Rosemary Lane Lincoln LN2 5AR

Names of the charity trustees who manage the charity

	Trustee name	Office	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 Viv Bennett	Secretary		
4	Mrs Dawn Nightingale			
5	Mrs Joan Bennett			
6	Mr Dave Pemberton			
7	Mrs Jennifer Pemberton			
8	Mrs Wendy Mason			
9	Ms Mandy Laurence			
10	Mr Harry Campbell			
11	Miss Sophie Wilesmith			
12	Cllr Jackie Kirk		1/4/21 – 12/4/21	
13	Cllr Lucinda Preston		1/4/21 – 26/7/21	

Name of chief executive or names of senior staff members

Mrs Dawn Nightingale – Larder Co-ordinator

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Alan Wilson	Karen Mayor
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Position (eg Secretary, Chair, etc)

Chair	
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Date

3 August 2022

Lincoln Community Larder		1175176		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/04/21	To	Period end date 31/03/22	

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 £
A1 Receipts					
Grants & Donations	18571			18571	115524
Refunds	21			21	7
HMRC Gift Aid	2136			2136	
Just Giving	8253			8253	
Local Giving	12225			12225	
Lincoln Community Lottery	1511			1511	
Welton Outreach					1095
National Lottery Covid-19 Fund & Screwfix Foundation					13500
Sub total (Gross income for AR)	42717			42717	130126
A2 Asset and investment sales, (see table).					
Sub total					
Total receipts	42717			42717	130126
A3 Payments					
Food Purchases	26496			26496	7191
Volunteer Expenses	682			682	545
Insurance	299			299	277
Telephone, Mobile, Internet, Stationary	1744			1744	1232
Sundry/Misc payments/Expenses	9764			9764	1279
Rent for Storage Facility	6607			6607	5453
Gas/Electricity Vouchers	5380			5380	800
National Lottery Covid-19 Support Fund					7686
Oven repair & Fridge Freezer Purchase					306
Sub total	50972			50972	24769
A4 Asset and investment purchases, (see table)					
Sub total					
Total payments	50972			50972	24769
Net of receipts/(payments)	- 8255			- 8255	105357
A5 Transfers between funds					
A6 Cash funds last year end	139617			139617	34260
Cash funds this year end	131362			131362	139617

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 £
B1 Cash funds	Bank Account	107362		
	Reserves	24000		
	Total cash funds	131362		
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Energy Vouchers	740		
	Insurance	224		
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)
	12 months Operating Costs	Unrestricted funds	14000	
	12 months Warehouse Rent	Unrestricted funds	10100	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Storage Facility Rent	Unrestricted funds	10100	
	Acts Trust	Unrestricted funds	400	
	N Willows	Unrestricted funds	269	
	A Siddiqui	Unrestricted funds	108	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Alan Wilson – Chair		
		Karen Mayor – Treasurer		

(if any):

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Address:

126 WESTERN AVENUE
LINCOLN
LN6 7SZ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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