



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01 July 2020 To 30 June 2021

Charity name: Looe Lions Club

Charity registration number: 1179335

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The Objects of the Club as set out in the constitution (numerical references are to the constitution) and are such purposes as are exclusively charitable in England &amp; Wales, including in particular:</b></p> <p><b>3.1.1 the advancement of citizenship by:</b></p> <p><b>3.1.1.1 promoting the principles of good citizenship;</b></p> <p><b>3.1.1.2 encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community;</b></p> <p><b>3.1.1.3 providing a forum for the open discussion of all matters of public interest; provided that partisan politics and sectarian religion shall not be debated by members;</b></p> <p><b>3.1.1.4 encouraging service-minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours;</b></p> <p><b>3.1.1.5 supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;</b></p> <p><b>3.1.2 promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in</b></p>

		<p>the interests of social welfare for recreation or other leisure time occupation to improve the conditions of life of people in local, national and international communities;</p> <p>3.1.3 promoting volunteering;</p> <p>3.1.4 the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;</p> <p>3.1.5 the advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping to prevent or manage health issues;</p> <p>3.1.6 promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment; and/or</p> <p>3.1.7 promoting community participation in healthy recreation.</p>
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><b>In support of the objectives, as stated above, Looe Lions Club have 3 types of activity:</b></p> <ol style="list-style-type: none"> <li>1. Fundraising</li> <li>2. Community Events (possibly with an element of fund raising)</li> <li>3. Grant making</li> </ol> <p><b>The main activities as shown in the annual financial report are as follows:</b></p> <p><b><u>Fundraising</u></b>  Car Boot Sales  Advertising in event programmes  Duck Race (Lottery)  Easter Egg raffle  Christmas Hamper raffle</p> <p><b><u>Community Events</u></b>  Carnival Week  Rally Day  Easter Egg Hunt  Arrival of Father Christmas  Seniors Christmas events  Coast &amp; Cove Walk/Run  Secondary support for various community events organised by associated bodies.</p> <p><b><u>Grant Making</u></b>  Grants are made to organisations</p>

		<b>and individuals in line with the Grant Making Policy with priority to local good causes but support made to national and international campaigns.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>All trustees have highlighted to them their responsibilities prior to becoming a trustee and sign a declaration to confirm their understanding.</b>

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

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<ul style="list-style-type: none"> <li>• <b><u>The Objects of The Lions Club of Looe</u></b> Under the terms of the Clubs' Constitution, Trustees apply funds at their discretion, making grants where they believe that their contribution will make a real difference. We can only make grants in furtherance of our charitable objects; these details of the Objects of the Club are shown in the Annex to the document.</li> <li>• <b><u>Priorities for Support</u></b> The number of applications that can be supported is, of necessity, limited to the amount of funds available for distribution in any one year. The Trustees have determined that the priorities for funding will be: <ul style="list-style-type: none"> <li>• subject to other elements of the Trustees grant-making policy, no restrictions are imposed on the purpose for which a grant may be made; thus applications for support towards capital projects, other projects or core costs are considered;</li> <li>• as there are numerous Lions Clubs in the UK, applications from the Looe and surrounding areas are generally given a priority, with those in the county of Cornwall also being considered. Trustees also consider international funding requests referred to them and by the Lions International organisation;</li> <li>• candidates for support</li> </ul> </li> </ul>

and/or grants are all considered on their own merits, following discussion and possible investigation by the club membership. However, given that most of the available funds are raised within the local community, those candidates that are local are given special consideration. Using the former as a guiding principle the following are examples of areas adopted for support, however this is not an exhaustive list:

- o Local charities - youth groups, groups working with the elderly, residential and nursing homes, individual appeals;
- o Youth and children's organisations - sport related groups or individuals, scouting and guiding, youth club activities, young people undertaking overseas assignments;
- o Community facilities - relief of hardship for individuals and families, village hall projects, community group initiatives.

The above priorities in this policy will be reviewed every year following the election of the new board of Trustees in March/April (or more often if deemed appropriate by the Trustees), and may be changed in accordance with the Trustees' view of the most effective application of available funds at any point in time following recommendations from a majority of the club membership.

• Principles

In awarding grants, the Trustees will apply the following principles:

- Trustees will not normally support applications from large national charities (unless it is from and for the

		<p>local branch use) or charities dedicated to issues deemed by the Trustees to be already well funded;</p> <ul style="list-style-type: none"> <li>• Trustees will work with other organisations to fund initiatives beyond the financial scope of a single organisation;</li> <li>• all applications from previous recipients of grants or from previously unsuccessful applicants will be considered by Trustees on their own merits. Although Trustees will have regard to the outcome of the previous grant, any new application will not receive preferential or adverse consideration.</li> </ul> <p>• <b><u>Exclusions</u></b> The Trustees will not normally approve the use of funds for:</p> <ul style="list-style-type: none"> <li>• medical research projects of international, national or locally based charities;</li> <li>• the purposes for which government has a statutory responsibility to provide;</li> <li>• political groups and sectarian religion.</li> </ul> <p>• <b><u>Grant Application Process</u></b> All applications for grants should be made to Lion Secretary in writing or via email. Before awarding a grant to an organisation or an individual, the Trustees require that the applicant should:</p> <ul style="list-style-type: none"> <li>• inform the Trustees of the purpose of the application, details of the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose;</li> <li>• provide adequate information regarding the identity and financial status of the applicant and/or of the status of the person(s) who will carry out the project/work;</li> <li>• demonstrate that the</li> </ul>
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		<p>recipient (whether an organisation or an individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant; also in relation to any risk of injury by reason of the project or purpose for which the grant is awarded;</p> <ul style="list-style-type: none"> <li>• all equipment purchased with the grant is owned and remains the property of the grant recipient (whether an organisation or an individual);</li> <li>• on receipt of the grant, either by cheque or through bank transfer, a written acknowledgement of the receipt is to be issued to the Lion Secretary;</li> <li>• to comply with the Data Protection Act 1998, applicants are required to consent to the use of personal data supplied by them in the processing and review of their application. This includes transfer to and use by such individuals and organisations as the Trustees deem appropriate. The Trustees require the assurance of the applicant that personal data about any other individual is supplied to the Trustees with his/her consent. At the point of submitting application, applicants are asked to confirm this consent and assurance.</li> </ul> <p>• <b><u>Assessment Process</u></b> The assessment process will be that:</p> <ul style="list-style-type: none"> <li>• Applications will be considered by the club members at the next General Meeting after receipt of the application. Applications will be subject to assessment to ensure that they meet the basic criteria for funding. The merits of each application will be assessed</li> </ul>
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		<p>by the club members and proposals may be voted on for the form and scale of any grant which will become a recommendation to the Trustees;</p> <ul style="list-style-type: none"> <li>• The Trustees, taking due consideration of the successful proposals recommended by the club members, will agree a final grant at the Trustees meeting that will immediately follow the club's General meeting. The Trustees will aim to write to all applicants informing them of the outcome of their application for funding within three months of the date of the application;</li> <li>• Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful, however Trustees do realise the importance of feedback and will, where appropriate, provide suitable comment to the applicant;</li> <li>• Applicants should note that Trustees receive far more applications than they have funds to support. Even if a project fits with the criteria and priorities of the Trustees and a detailed assessment has been made, Trustees may still be unable to provide the grant;</li> <li>• Any grant greater than £2,000 will require consideration and recommendation at two consecutive club General Meetings;</li> <li>• If exceptional circumstances require that a decision cannot wait until the next General Meeting then the following process will be followed: <ul style="list-style-type: none"> <li>◦ The club membership will be informed of the application requiring</li> </ul> </li> </ul>
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		<p>urgent resolution with a recommendation by the Lion President. Lion Secretary will ensure that this is communicated by email or phone to all members with responses and comments forwarded to the Lion Secretary within a specified time frame..</p> <ul style="list-style-type: none"> <li>◦ The Trustees will reply with one of three option, agreement, rejection or request for a Trustees meeting. If seven Trustees vote in agreement then the Presidential proposal will be adopted, otherwise rejection or a Trustee meeting will be called at the discretion of the Lion President;</li> <li>◦ No grant greater than £1,000 can be made via this process;</li> <li>◦ A report will be given to the members at the next General Meeting explaining the outcome.</li> </ul> <p>• <b><u>Monitoring and Publicity</u></b>  It is the policy of the Trustees to monitor at their discretion, all grants made. Where the grant is for an extended period, project progress should be reported on a regular basis. In addition to reports detailing progress, grant recipients are expected to provide:</p> <ul style="list-style-type: none"> <li>• a statement of how the grant monies have been spent, this may be in writing or to take up the opportunity (where appropriate) to visit the Club at a General Meeting to deliver a personal report of how the grant has been spent;</li> <li>• details (where appropriate) of other funds applied to the same project;</li> <li>• Trustees or their representative(s) may, where appropriate, visit the</li> </ul>
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		<p>applicant to view the progress/success of the project and see how and where the grant has been spent.</p> <p>Trustees ask applicants to consent to the use of their information and project details for publicity purposes, including on-line, in print and otherwise.</p> <p><b><u>ANNEX</u></b></p> <p>The Objects of the Club are such purposes as are exclusively charitable in England &amp; Wales, including in particular:</p> <ul style="list-style-type: none"> <li>• the advancement of citizenship by: <ul style="list-style-type: none"> <li>◦ promoting the principles of good citizenship;</li> <li>◦ encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community;</li> <li>◦ providing a forum for the open discussion of all matters of public interest; provided that partisan politics and sectarian religion shall not be debated by members;</li> <li>◦ encouraging service-minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours;</li> <li>◦ supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;</li> </ul> </li> <li>• promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation to improve the conditions of</li> </ul>
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		<p>life of people in local, national and international communities;</p> <ul style="list-style-type: none"> <li>• promoting volunteering;</li> <li>• the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;</li> <li>• the advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping to prevent or manage health issues;</li> <li>• promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment; and/or</li> <li>• promoting community participation in healthy recreation.</li> </ul> <p>Nothing in the constitution shall authorise an application of the property of the Club for the purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.</p>
Policy on social investment including program related investment	Para 1.38	<p><b>Social investment does not form a material part of the charitable and investment activities.</b></p>
Contribution made by volunteers	Para 1.38	<p><b>Volunteers (members of the Lions Club of Looe) contribute to the objectives by organising and resourcing the fund raising, community events and agreeing the distribution of grant monies.</b></p> <p><b>With a diverse range of volunteers abilities and available time, the contributions vary in scale and type.</b></p> <p><b>From this diversity contribution also take many forms such as use and loan of personal and business assets in order to achieve the objectives. One member loans two</b></p>

		<p><b>fields for the running of the car boot sales, another a tractor and trailer for the Duck Race and so on.</b></p> <p><b>All administrative costs are carried by the members. No money raised through charitable collections is used in the administration.</b></p>
Other		<p><b>The CIO participates fully in the zane, district, country and global Lions Federation of Clubs.</b></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><b>The COVID restrictions have curtailed most face to face activities and mass gatherings. Fund raising moved more to online requests for donations.</b></p> <p><b>Volunteering in the local community saw individual members participating in shooping/medicine/book delivery services. The club teamed up with the Looe Bridge Surgery to run COVID vaccination clinics and helped to ensure Looe was the best vaccinated population in Cornwall and possibly beyond as measured by percentage of relevant population reciving vaccinations.</b></p> <p><b>Car Boot sales restarted in late June.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>N/A</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Standard Lions CIO Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</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>The members of the Directors Board of The Lions Club of Looe are appointed as Trustees of the CIO.</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	
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	Looe Lions Club
Other name the charity uses	The Lions Club of Looe
Registered charity number	1179335

Charity's principal address	8 Tarton Close St Martin Looe PL13 1FG

## 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	Peter Kingham			
2	Jenny Coleman			
3	Andy French			
4	Martyn Coleman			
5	Nigel White			
6	Carole White			
7	Mark Grassam			
8	Hedley Martin			
9	Phil Gibson			
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17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<b>None held.</b>
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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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**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)**

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**Position (eg  
Secretary, Chair, etc)**

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**Date**

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# Lions Club of Looe

## Income and Expenditure Account for the year ended 30 June 2021

### Consolidated Charity Account and Fundraising Account

30-Jun-20

£	£	Income:	£	£
62.79		Donations received	2184.92	
		Sundries	200.00	
5808.96		Car Boot Sales		
4997.00		Duck Race		
3328.78		Carnival Week		
2827.12		Rally Day		
943.07		Minibus Donations	40.00	
370.39		Coast and Cove Challenge		
1421.00		Christmas Hamper Draw		
352.10		Santa's Arrival & Fun Run		
	20111.21	Total Income		2424.92
<b>Expenditure:</b>				
11767.00		Donations Made	2796.97	
1480.00		Duck Race		
3758.3		Carnival Week		
1232.38		Minibus Maintenance	1465.38	
178.50		Easter Event		
361.38		Sundries	137.59	
1967.82		Coast and Cove Challenge		
346.00		Santa's Arrival		
419.09		Rally Day		
340.43		Looe Senior Citizens Party		
223.89		Christmas Hamper Draw		
141.95		Insurance	83.25	
	<u>22216.74</u>			<u>4483.19</u>
-2105.53		Surplus/Deficit (-) for year		-2058.27
13029.14		Opening Balance 1 July 2020		10923.61
10923.61		Funds Available 30 June 2021		8865.34
		Represented by:		
10923.61		Closing bank balance 30th June 2021		8865.34

Presented by :

Carole L White

Honorary Treasurer



## **Lions Club of Looe statement of Assets and Liabilities - 30 June 2021**

### **Assets**

The Lions Club of Looe purchased a Community Minibus in cost of £12,054.00 in October 2018. The purchase was made with funds donated for the purpose. While the Lions Club of Looe is the registered keeper of the minibus any proceeds from the sale of the asset would either be used to purchase another community minibus or distributed as charitable donations.

The only assets of the Lions Club of Looe are the club's regalia which has a nominal value and the balance of the club's administration bank account. The balance of the reconciled administration bank account as at the 30 June 2021 was £2,119.51 credit.

### **Liabilities**

The Lions Club of Looe has no Liabilities.



Carole L White

Honorary Treasurer

## **The Lions Club of Looe**

I have examined the records, bank statements and schedules in support of the Income & Expenditure Accounts for the Fund Raising, Charity and General accounts for the year ended 30<sup>th</sup> June 2021 and can confirm that the said Accounts are in accordance therewith.

I believe the said Accounts are a fair and accurate record of the activities of the Lions Club of Looe.

Signed

A handwritten signature in black ink, appearing to read "Kathy French".

Kathy French ACMA CGMA

12<sup>th</sup> December 2021

## Lions Club of Looe

### Income and Expenditure Account for the year ended 30 June 2021

#### General Account

30-Jun-20

£	£	Income:	£	£
2870.00		Members Subscriptions	2310.00	
1352.44		Sundries	121.40	
609.50		Christmas Dinner/Party		
1948.35		Charter Night		
115.00		Donations	35.00	
	<b>6895.29</b>	<b>Total Income</b>	<b>2466.40</b>	

#### Expenditure:

1399.64	International Dues	1263.02
1517.57	District Dues	1236.48
583.59	Sundries	216.14
609.50	Christmas Dinner/Party	
1625.7	Charter Night	
250.00	Donation (Liskeard & Looe Foodbank)	
<b><u>5986.00</u></b>	<b>Total Expenditure</b>	<b><u>2715.64</u></b>

<b>909.29</b>	<b>Surplus/Deficit (-) for year</b>	<b>-249.24</b>
<b><u>1459.46</u></b>	<b>Opening Balance 1 July 2020</b>	<b><u>2368.75</u></b>
<b>2368.75</b>	<b>Funds Available 30 June 2021</b>	<b>2119.51</b>
	Represented by:	
<b>2368.75</b>	<b>Closing bank balance 30th June 2021</b>	<b>2119.51</b>

Presented by :

Carole L White

Honorary Treasurer



**The Lions Club of Looe**

I have examined the records, bank statements and schedules in support of the Income & Expenditure Accounts for the Fund Raising, Charity and General accounts for the year ended 30<sup>th</sup> June 2021 and can confirm that the said Accounts are in accordance therewith.

I believe the said Accounts are a fair and accurate record of the activities of the Lions Club of Looe.

Signed



Kathy French ACMA CGMA

12<sup>th</sup> December 2021