



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **Period start date 01/07/2020 To 30/06/2021** **Period end date**

**Charity name: Castleford and Pontefract District Lions Club**

**Charity registration number: 1179659**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<ol style="list-style-type: none"><li>1. Advancement of citizenship</li><li>2. Promoting the voluntary sector for the public benefit</li><li>3. Promoting volunteering</li><li>4. The relief of poverty and the relief of those in need</li><li>5. Providing humanitarian aid and disaster relief</li><li>6. The advancement of health or the saving of lives</li><li>7. Promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment</li><li><b>8. Promoting community participation in health recreation</b></li></ol>
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>Castleford and Pontefract District Lions are committed to serve. Due to unforeseen Covid-19 Pandemic it has not been possible to continue with many of our community projects and fundraising activities.</p> <p>These are some of the activities/services that our club and our members have undertaken during the year:</p> <p><b>Advancement of Citizenship</b> We believe that strong and inclusive community groups are vital and we have forged strong links with the local council, community and youth groups. For example we have donated food parcels and Christmas Shoe box gifts to a local community kitchens and a youth charity.</p> <p><b>Promoting Volunteering.</b> All our members are</p>

		<p>volunteers in that we make donations to Lions Clubs International to cover our administration costs. We believe every penny we raise should count towards fulfilling our objectives. Promoting volunteering is essential to our wellbeing and to achieve the maximum public benefit. We encourage our community groups to volunteer with us so that we can achieve more. Examples were the Pontefract Lantern Festival which went virtual this year due to Covid 19 restrictions. We engaged with the local community and provided free activity packs to make their own lantern and encouraged local individuals and groups to hold their own Lantern Festival in their gardens. Many locals got involved and over 400 kits were given out and photos posted of the decorated lanterns.</p> <p><b>Relief of Poverty/Those in Need.</b>  We donated mobility scooters to elderly people in need.  We provided filled shoe boxes to a local community kitchen and also donated presents for teenagers via a local youth charity providing Christmas gifts to those who would not otherwise have received anything on Christmas day. We also provided food boxes to the local community kitchen for distribution to those in need, food being purchased from Real Junk Food project which intercepts food waste from major supermarkets therefore helping to reduce waste as well as feeding the hungry. We provided 300 children's activity packs to a local charity for distribution free of charge at local community hubs that had been started during the pandemic.  Our members supported the British Legion by selling Poppies and other merchandise at local supermarkets.  Our volunteers regularly give their time to support local food banks and community kitchen to help provide food to those in need</p> <p><b>The advancement of health or the saving of lives.</b> We raised funds for the Yorkshire Air Ambulance and we supplied Message in the Bottles free of charge to the elderly and people with health conditions so their health needs would be available to emergency services if they collapsed at home.</p> <p><b>Promoting the conservation protection and improvement of the physical and natural environment.</b> We are in contact with local conservation groups to organize the planting of</p>
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		<p>Trees and Hedgerows but this project is still on hold due to Covid.</p> <p>We are also an active member of Pontefract in Bloom and sponsor a number of the Town Centre Flower Troughs planting them twice a year and maintaining them throughout the year.</p> <p><b>Promoting community participation in healthy recreation.</b></p> <p>We usually participate in the District N Disabled Sports Day, which attracts people with Disabilities to take part in various sporting activities and competitions. Unfortunately this event had to be cancelled due to Covid 19 restrictions.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have been trained and provided with guidance in terms of their responsibilities

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

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity has a grant making policy for determining distribution of funds raised
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The charity is reliant on the work of its volunteers and could not function without their dedication and support
Other		

## 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>Our activities highlighted above against our constitution have made a substantial difference to the lives of many people less fortunate and improved the health and well-being and vitality of our villages. The selfless service provided by our members has stimulated volunteers to help with our activities and take more active roles in improving society as a whole.</p> <p>Our main achievements were:</p> <ul style="list-style-type: none"> <li>• Pontefract Lantern Festival – an inclusive community project which went virtual in 2020 due to Covid 19 pandemic but we still managed to involve the local community with over 400 lantern making kits being distributed free of charge. Local residents made and decorated the lanterns at home and then decorated their gardens and staged their own mini parade with family posting pictures on our social media sites. Some club members staged a socially distanced facebook live event watched by local</li> <li>• Santa's Grotto's – We were not able to hold our usual Grotto due to Covid 19 restrictions but that did not stop Santa and our Naughty Elf recording messages for local children which were published on our social media site.</li> <li>• Message In A Bottle – whilst we may not have been able to distribute the same quantity of these life saving bottles we have still provided them to anyone who has asked for one. These bottles are helping to save lives of the elderly or individuals with health conditions</li> </ul>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The club has endeavoured to continue to meet its objectives despite the restrictions placed upon the club due to Covid 19
Performance of		The club has been unable to carry out any fund raising activities this year due to Covid 19 restrictions

fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in good standing with £????K available to fund charitable causes. This is considered to be a reasonable balance to cover cashflow variances and to give the club the capability to make donations should the need arise.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has agreed to hold a reserve in the activities fund to enable a donation to be made should one be received. A reserve is also to be held in the accounts to enable the charity to fund the annual Lantern Festival
Amount of reserves held	Para 1.22	£500 for donations £2000 for Lantern Festival
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Nil at this date. However, the CIO requires sufficient members to carry out its objectives and all reasonable steps are taken to attract new members to at least replace those expected to leave

### 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	Fundraising activities throughout the year including galas, grottos.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Nil at this date. However, the CIO requires sufficient members to carry out its objectives and is facing a membership with members of advancing age and steps need to be taken to increase the number of younger members within the club
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution and Byelaws
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	Trustees are appointed through election by club members. The procedures are specified in the Constitution and Byelaws documents

### 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	Trustees and Club officers receive induction training from the Lions accredited trainer
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Part of Lions Clubs International District 105N
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Castleford and Pontefract District Lions Club CIO 1179659
Other name the charity uses	
Registered charity number	1179659

Charity's principal address	5 Eskdale Close Altofts Normanton WF6 2RF



## 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	Michelle Nicholson	President		Castleford & Pontefract District Lions Club
2	Karen Heywood	Vice President		Castleford & Pontefract District Lions Club
3	George W Morgan	Treasurer		Castleford & Pontefract District Lions Club
4	J Keith Smalley	Secretary		Castleford & Pontefract District Lions Club
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## 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	
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N/A		

## Funds held as custodian trustees on behalf of others

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

### 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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CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Castleford and Pontefract District Lions Club

On accounts for the year  
ended

30<sup>th</sup> June 2021

Charity no  
(if any)

1179659

Set out on pages

1,2,

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

29/11/2021

Name:

Malcolm Hurst

Relevant professional  
qualification(s) or body  
(if any):

FMAAT

Address:

Ropergate House, 43 Ropergate,  
Pontefract

**Section B**

**Disclosure**

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

**Castleford and Pontefract District Lions Club**  
**c/o 5 Eskdale Close, Normanton, West Yorkshire. WF8 2RF**

**Income and Expenditure Account for the year ended 30th June 2021**

**Income**

subscriptions	-13.17	
galas,fetes etc	0.00	
fund raising, grottos etc	571.77	
collections	228.56	
members donations	60.00	
grants	<u>1000.00</u>	1847.16

lioness club		<u>0.00</u>
		1847.16

**expenses**

activity prizes etc	262.74	
licences and Insurances	100.00	
rent	67.62	
promotional	109.50	
PPS	259.61	
repairs and renewals	935.78	
charitable gifts,donations and assistance	1816.35	
Incidental Expenses	220.47	
Accountancy Charges	<u>240.00</u>	<u>4012.07</u>

Surplus for the year	-2164.91	
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Retained Surplus Brought Forward	8268.71	
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Retained Surplus Carried Forward	<u><u>6103.80</u></u>	
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**Castleford and Pontefract District Lions Club**  
**c/o 5 Eskdale Close, Normanton, West Yorkshire. WF8 2RF**

**Balance Sheet at 30th June 2021**

**Assets**

Lions Bank Account			
Activities	1458.44		
Administration	<u>1084.73</u>	2543.17	
Lioness bank account			
Activities	3739.52		
General	<u>61.11</u>	<u>3800.63</u>	6343.80
expenses accrued			-240.00
			<u>6103.80</u>

**Reoresented by**

Income and Expenditure Account	<u>6103.80</u>
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We have prepared the above accounts from the books and records provided and from the information and explanations received, and confirm they are in accordance therewith. We have not carried out an audit.

Ropergate House, Ropergate, Pontefract, WF8 1JY

29th November 2021

***Malcolm Hurst Accountants Ltd***  
***Accountants***