



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period 2022 - 2023

From Period start date: 01/07/2022

To Period end date: 30/06/2023

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>8. Promoting community participation in health recreation</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>These are some of the activities/services that our club and our members have undertaken during the year:</p> <p>Local gala's and events – members have attended and provided fundraising activities/games for adults and children to participate in.</p> <p>Annual Food Tasting – Members provide a panel of judges in return for a monetary donation.</p> <p>Santa's Grotto – provision of a Santa's Grotto at Pontefract Xmas Lights switch on and throughout December in local shopping centre.</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.</p>

		<p><b>Promoting Volunteering.</b> All our members are 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.</p> <p>We attend the Pontefract Community Showcase, promoting our community service activities and ways in which members of the public could get involved through volunteering.</p> <p><b>Relief of Poverty/Those in Need.</b> We provided filled shoe boxes to a local community kitchen</p> <p>Our members supported the British Legion by selling Poppies and other merchandise at local supermarkets.</p> <p>Our volunteers regularly give their time to support local food banks and community kitchen to help provide food to those in need</p> <p>We provided a donation to purchase 20 sports shirts to Able 2.</p> <p>Turkey Disaster Appeal – members did bucket collections in the local shopping centre, collection monies to send the Lions on the ground in Turkey following the Earthquakes in the country.</p> <p><b>The advancement of health or the saving of lives.</b> We raised funds for the Prince of Wales Hospice 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>We provide emergency toilet packs to the hospital for patients that are brought into hospital without warning.</p> <p>We provided Dummies for the Childrens Ward at Mid Yorkshire Hospitals Trust</p> <p>We made donations to Martin House Children's Hospice towards a sensory garden, to the Air Ambulance and to Candlelighters Children's Cancer</p> <p>We recycle spectacles, hearing aids and ring pulls to send abroad for underprivileged countries.</p>
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		<p><b>Promoting the conservation protection and improvement of the physical and natural environment.</b> We are 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>Members have taken part in litter picking in local green spaces.</p> <p>We purchased Hi-Viz Jackets for Raptor Kids to wear when they do their regular litter picks.</p> <p>We act as a collection point for the recycling of Tablet blister packs, plastic bottle tops, stamps, ink cartridges to encourage people to recycle rather than allow these items to go to landfill</p> <p><b>Promoting community participation in healthy recreation.</b></p> <p>We supplied an activity for the Lions Disabled Sports Day, which attracts people with Disabilities to take part in various sporting activities and competitions.</p> <p>We provided a grant to the Guides to purchase “Merit” Badges, which were to be used as recognition of their achievements.</p> <p>We organized the Pontefract Lantern Festival, which involved delivering 18 workshops in the community to enable young people and families to create Lanterns which they then used when walking in the lantern parade through the town centre. The event was attended by approximately 3000 people.</p> <p>Members support other local Lions Clubs by providing marshals at their annual bike ride.</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	Para 1.38	N/A

investment		
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>• Santa's Grotto's – Volunteers ran their popular Grotto and saw around 400 children at a local shopping centre and Town Hall raising funds for local charities</li> <li>• Booze Baskets raffle was held in a local pub raising money for Prince of Wales Hospice.</li> <li>• Message In A Bottle – we have provided the bottles to members of the public, a doctors surgery in the area and the ambulance service. These bottles are helping to save lives of the elderly or individuals with health conditions</li> <li>• Turkey Earthquake Appeal – raised £2538 through bucket collections which was sent to Lions Clubs in Turkey to help them support the survivors of the Earthquake, with emergency supplies and shelter in the immediate few weeks following the disaster</li> <li>• Lantern Festival attracted approximately 3000 people from the local area, who came together to create lanterns using materials supplied by the Lions and taking part in an evening parade through the town centre, ending with entertainment in the Valley Gardens. The Lantern Festival provides an opportunity for people to come along, get involved in a community event, and learn craft making skills. The event attracts young people and families and provides them with free entertainment, encourages healthy activity and an opportunity to learn new skills and develop their creative skills.</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
Performance of fundraising activities against objectives set	Para 1.41	N/A
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 £8449 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 as 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, and grottos.
Investment policy and objectives including any social investment policy	Para 1.46	N/A

adopted		
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 International District 105N
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Castleford and Pontefract District Lions Club
Other name the charity uses	
Registered charity number	1179659
Charity's principal address	5 Eskdale Close, Altofts, 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	Karen Heywood	President		Castleford & Pontefract District Lions Club
2	Michelle Nicholson	Immediate Past President		Castleford & Pontefract District Lions Club
3	Dave Large	Treasurer		Castleford & Pontefract District Lions Club
4	Jeannette Morgan	Secretary		Castleford & Pontefract District Lions Club
5	Helen Charlotte			Castleford & Pontefract District Lions Club
6	Keith Smalley			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	
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
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**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)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

**Income and Expenditure Account**  
**For the year ended 30 June 2023**

	<u>2023</u>	<u>2022</u>
<b>Income</b>		
Subscriptions	375.00	-652.42
Galas, Fetes, etc.	510.20	307.00
Fund raising, Grottos, etc.	8084.88	3835.80
Collection	3109.64	41.94
Members donations	2.16	574.77
Charter	2614.93	260.23
	<u>14696.81</u>	<u>4367.32</u>
Lioness club	0.00	2588.90
	14696.81	6956.22
<b>Expenses</b>		
Activity prizes	2212.83	1405.45
Licences and Insurance	1334.15	73.96
Rent	463.19	85.39
Light and Heat	312.11	255.75
Travel	0.00	110.00
Promotional	795.96	15.95
PPS	129.35	69.81
Repairs and Renewals	204.97	174.48
Charitable Gifts, donations and assistance	7327.25	2015.92
Incidental expenses	258.53	61.17
Fund raising costs	2000.68	
Accountancy Charges	0.00	240.00
	<u>15039.02</u>	<u>4507.88</u>
<b>Deficit/Surplus for the year</b>	<u>-342.21</u>	<u>2448.34</u>
<b>Retained Surplus Brought Forward</b>	8552.14	6103.80
<b>Retained Surplus Carry Forward</b>	<u><u>8209.93</u></u>	<u><u>8552.14</u></u>

**Balance Sheet**  
**For the year ended 30 June 2023**

	<u>2023</u>	<u>2022</u>
<b>Assets</b>		
<b>Lions Bank Accounts</b>		
Activities	5974.62	5387.58
Administration	<u>2475.31</u>	<u>3404.56</u>
	8449.93	8792.14
<b>Lioness Bank Accounts</b>		
Activities	0.00	0.00
Administration	<u>0.00</u>	<u>0.00</u>
	0.00	0.00
	8449.93	8792.14
<b>Accruaed Expenses</b>	<u>-240.00</u>	<u>-240.00</u>
	<u>8209.93</u>	<u>8552.14</u>
<b>Represented by:</b>		
Income and Expenditure Account	<u>8209.93</u>	<u>8552.14</u>

Independent examiner's report to the trustees of Castleford and Pontefract District Lions Club ('the CIO').

I report to the charity trustees on my examination of the accounts of the CIO for the year ended the 30<sup>th</sup> June 2023.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement- matter of concern identified**

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

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

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R J Murray FIPA FIPA

Financial Accountant

24 Rayner Drive  
Brighouse  
HD6 2DG

Date: 16<sup>th</sup> February 2024