



Trustees' Annual Report for the period

	Period start date			Period end date		
From	01	07	2020	To	30	6 2021

Section A Reference and administration details

Charity name	Lechlade & District Lions Club		
Other names charity is known by	Lechlade Lions		
Registered charity number (if any)	1179767		
Charity's principal address	52 Roman Way		
	Lechlade		
	Glos		
	Postcode	GL7 3BP	

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	Anthony Brown	President		
2	Robert Phipps	Treasurer		
3	David White	Secretary		
4	Jacob Nelson			
5	Stephen Jones			
6	Michael Read			
7	Ian Kingsford			

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)

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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
Trustee selection methods (eg. appointed by, elected by)	Elected by Club Members

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.

N/A

Section C

Objectives and activities

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

The Objects of the Club are such purposes as are exclusively charitable in England & Wales, including in particular:

- 1 the advancement of citizenship by:
 - 1.1 promoting the principles of good citizenship;
 - 1.2 encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community;
 - 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;
 - 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;
 - 1.5 supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;
- 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 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;

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)

- 3 promoting volunteering;
- 4 the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;
- 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;
- 6 promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment; and/or
- 7 promoting community participation in healthy recreation.

The activities of the Club are to apply its income for any purpose that is charitable according to the current laws of England and Wales. The income will be for the benefit of any individual, group of individuals, organisations or other charities.

During the year the Club has: -

Maintained a Community Minibus.

Supported the community response to Covid-19 by manning a local support helpline and delivering medication to shielding residents of the surrounding area

Made grants and donations totalling £4,905.

(The money was spent supporting many diverse causes including the local foodbank and several local families who got into difficulties during the pandemic.

The club also donated to local schools to enable them to purchase lap tops to support home schooling while the schools were closed.

The club also supported the Lions Club International Fund in their world wide support.)

Raised funds by: -

Donations

Organised a fund-raising event during the Christmas period. (Santa Sleigh.)

A financially significant Ebay sale of an asset donated by a local Club supporter.

Wine Tasting via Zoom.

Plant Sales.

Additional details of objectives and activities (Optional information)

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:

- 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;
- as there are numerous Lions Clubs in the UK, applications from 105CW District Area and surrounding districts are generally given a priority, with those in the counties of Gloucestershire, Oxfordshire and Wiltshire also being considered. Trustees also consider international funding requests referred to them and by the Lions International organisation;
- candidates for support and/or grants are all considered on their own merits, following investigation by the 'Community Services Committee'. 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:
 - * Local charities - youth groups, groups working with the elderly, residential and nursing homes, individual appeals;
 - * Youth and children's organisations - sport related groups or individuals, scouting and guiding, youth club activities, young people undertaking overseas assignments;
 - * Community facilities - relief of hardship for individuals and families, village hall projects, community group initiatives.

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

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

The above priorities in this policy will be reviewed every year (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.

1. 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 local branch use) or charities dedicated to issues deemed by the Trustees to be already well funded;
- Trustees will work with other organisations to fund initiatives beyond the financial scope of a single organisation;
- 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.

2. Exclusions

The Trustees will not normally approve the use of funds for:

- medical research projects of international, national or locally based charities;
- purposes for which government has a statutory responsibility to provide.

3. Grant Application Process

All applications for grants should be made to Lion Secretary through the website <http://www.lechladelions.org.uk>. Whilst the initial contact may be by any electronic means, all applications must be supported by way of a paper application document.

Before awarding a grant to an organisation or an individual, the Trustees require that the applicant should:

- 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;
- 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;
- demonstrate that the 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;
- all equipment purchased with the grant is owned and remains the property of the grant recipient (whether an organisation or an individual);
- 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.
- 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.

4. Assessment Process

The assessment process will be that:

- all grants applications will be subject to initial assessment to ensure that they meet the basic criteria for funding. Grants will be considered by the Trustees at their meetings and they 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;

- 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;
- 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.

5. Monitoring and Publicity

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:

- a statement of how the grant monies have been spent.
- details (where appropriate) of other funds applied to the same project;
- Trustees or their representative(s) may, where appropriate, visit the applicant to view the progress/success of the project and see how and where the grant has been spent.

Trustees ask applicants to consent to the use of their information and project details for publicity purposes, including on-line, in print and otherwise.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the last Lionistic Year, 1 July 2020-30 June 2021, the Club has, naturally had its activities curtailed by the impact of Covid 19 as face-to-face contact has been impossible or at best difficult and many other events for which we provide manpower and thereby receive an income have been cancelled or postponed.

The Club has however, managed to creatively raise a reduced total compared to previous years by using non-face-to-face mediums and by appealing through digital channels. We were able to carry out fund-raising events during the Christmas period (Santa Sleigh) still following the government rules following advice from Lions Club International.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our annual ideal is to ensure that all funds raised by Club activity are spent on grant awards. Clearly there phasing/timing issues which impact on this objective, such that annual deficits are rare-we aim to complete each accounting year with a small surplus but this is not enshrined in our constitution.

One key area where funds are retained and "ring-fenced" are in relation to a long-term reserve fund to facilitate the replacement of the Minibus when the current vehicle reaches the end of its useful life. The degree to which funds are retained is very dependent on annual income levels and will vary as a result each year.

The Club operates a Social Fund, which is solely to pay for non-charitable, members social events. This account is maintained with a positive financial balance at all times and cannot be in deficit at any time.

Details of any funds materially in deficit

None

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.

During the year fund-raising activities produced an income of £10,641 (with no Gift Aid having been received due to later settlement by HMRC following our annual claim.) Grants of £4,905, expenses directly relating to fund-raising of £1,385, minibus running expenses of £1,949 and general Club operating expenditure-total outgoings were £10,060, leaving a surplus of £581.

Expenditure specifically relating to the funds raised is actively restricted to a minimum and budgets are submitted prior to a fund-raising event if necessary, which, once agreed, cannot be exceeded.

Expenditure on grants and maintaining the minibus is controlled by minuted voting at Club Business Meetings, where agreement is sought for expenditure on local, national and international projects or needs. The chairman of the Grant awarding sub-committee has discretion to release funds up to a maximum of £500 in emergencies without prior Club/Trustee approval, the decisions being ratified later to allow expediency.

Section F

Other optional information

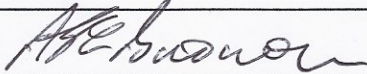

None

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)	Anthony Brown	David White
Position (eg Secretary, Chair, etc)	President	Secretary
Date	21/8/21	21/8/2021

Lechlade & District Lions Club-Income & Expenditure 2020_21

Income	Amount	Expenditure	Amount
Fund Raising Activities	£ 2,744.00	Grants	£ 4,905.00
Donations	£ 4,377.00	Fundraising Activities	£ 1,385.00
Minibus Income	£ 1,890.00	Minibus running costs	£ 1,949.00
Members' subscriptions	£ 1,630.00	Membership subscriptions to LCI	£ 1,630.00
Gift Aid	£ -	Club Expenditure	£ 191.00
	£ 10,641.00		£ 10,060.00
Surplus	£ 581.00		