



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	05	2020		30	04	2021

## Section A Reference and administration details

Charity name

Lincs Digital

Other names charity is known by

N/A

Registered charity number (if any)

1183424

Charity's principal address

6 Harrison Close

Horncastle

Lincolnshire

Postcode

LN9 5ER

### 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	Stanley Avison	Chairman		
2	Anne Aley	Volunteer Support		
3	Anthony Fincham	Tutor Support		
4	Ann Avison	Treasurer/secretary		
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20				

### 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 adopted May 2019
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in May

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Trustees oversee the day to day running of the Charity. They seek views of project managers, volunteers, and learners to decide on funding projects to apply for.</p> <p>CRB checks are carried out for all people associated with the Charity. Procedures and policies are in place for: Finance, Conflict of Interest, Constitution, Data Protection, environmental, Safeguarding, Vulnerable Adults protection, equality and diversity, Health &amp; Safety, and Volunteering. All policies are updated as per current legislation.</p> <p>Lincs Digital are registered with the ICO for Data Protection. Insured by Hiscox Insurance.</p> <p>Lincs Digital have some excellent working relationships with other local organisations and signpost to each other. Currently we have formal contracted relationships with Carers First and Magna Vita. Individual contracts with Lincolnshire Community Foundation for grant projects. Now we are becoming more established and have built a good reputation for our work.</p> <p>Risks are minimised by using a project manager for each contract and keeping reporting information separate which makes sure all targets are met and, in most cases, over-achieved. Regular meetings and monitoring keep track of all contract requirements.</p>
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**Summary of the objects of the charity set out in its governing document**

To advance the education of the public in Digital Literacy and Skills by providing classes, hands on training, workshops, and drop-in sessions

**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)**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit and the requirements of individual funding bids at our trustee meetings.

The main activities this year have been:

- Community Based learning sessions
- Online learning Support
- Virtual Learning Sessions
- Targeted project for over 50's in East Lindsey
- Targeted project for isolated rural communities
- Development of website
- Community based drop-in sessions offering Digital Support
- Support for online Health, Housing and Financial needs

These activities benefit all age groups by developing their self-confidence and social skills, their practical IT skills, and life skills. General well-being and mental health of individuals and introducing them to a digital support system for the future.

Setup and introduced virtual learning sessions this year as a result of the Covid pandemic and to be able to support the local residents.

We have also developed opportunities for individuals to volunteer and support their local community. This makes the project sustainable beyond the funding and once we have completed the projects.

Unless specified by a project funder all sessions are available to anyone over 16, regardless of personal background, faith, gender or personal circumstances.

Please note the TED project was restricted to over 50's living in East Lindsey.

**Additional details of objectives and activities (Optional information)**

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

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

We are grateful for the many hours volunteers have supported learners at community venues, via phone and online. This year we have supported volunteers to develop virtual support and provided equipment and zoom access to enable this.

Without this valuable contribution we wouldn't have been able to achieve so much and reach out to so many learners.

All projects have been achieved or are on target to achieve where funding overlaps the year end.

**Summary of the main achievements of the charity during the year**

Lincs Digital was formed last year as the result of a community group which was setup to help local people. Due to funding applications, it was found that a charity status was required, therefor the community group closed, and funds were donated to start Lincs Digital which is now in its second year of supporting people.

During this year much of the work had to move online due to covid restrictions. We purchased improved cameras, microphone, and monitors for this purpose. We developed an online support package which we delivered successfully to community groups, individuals, and organisations.

We also continued promotion and increased our recognition with partners, community groups and individuals locally and around the country. Thanks to recognition of work done by one of our project managers we won more contracts which allowed us to develop further this year.

For the purpose of this report, it will be easier to breakdown the contracts:

**TED project.**

To deliver community-based workshop sessions. These consisted of 2 Tutors delivering 11 sessions to a group. Planned venues included, Horncastle, Mablethorpe, Alford, Louth, Manby, Woodhall Spa and Great Carlton but these had to be moved online and catered for the residents virtually. We also produced guides which were available online or in printed format which was posted to individuals.

Sessions covered safety, NHS website, GP Services, Zoom, online searching, online banking, online shopping, keeping in touch, media and family history online.

These were restricted to over 50's in East Lindsey.

**Prince's Countryside Fund**

**Emergency Response Fund:**

Initially this project was designed to deliver community learning sessions at rural locations across East Lindsey. We had recognised a lack of support for inland communities and developed this package to support them.

Content and delivery were similar to the TED project with more emphasis on the rural location and helping them to get connected.

This changed when covid restrictions were implemented and we started supporting with off-line help such as shopping, prescription delivery, phone support, messenger, and email support. We found we became trusted friends and a point of call for many residents.

**Good Things Foundation**

**Lloyds Grant:**

This grant was a non-delivery focus with the main aim to support the business through the covid pandemic. This was to make changes to how the business usually worked and become sustainable through the coming months.

We were able to purchase equipment to allow us to deliver virtual sessions including software licences, microphones, and webcams. We also attended training sessions delivered by Microsoft to look at digital crm systems and how they could work for the charity.

#### **FDI:**

This had been the main source of funding from Good Things Foundation, but this is the final year of the contract with government funding no longer allocated to GTF for this project. WE have a small rollover to complete existing learners into next financial year and then the contract will finish, we are applying for other sources of funding to replace this to allow us to continue the support to learners.

#### **Make It Click:**

Short term contract to support learners virtually through the more advanced courses supplied by Google. Useful for people in a work situation looking to improve their skills or those people looking for work. Excellent selection of office and business-related support courses.

#### **Response Fund:**

A one-off grant to support the business through the pandemic period and allow us to continue adjusting work requirements. This allowed us to contribute to some of the charity over heads and to support some non-digital issues for residents such as delivering shopping and prescriptions to rural areas.

### **Lincolnshire Community Foundation**

The following funds are managed by the LCF with funding from other organisations.

#### **Covid Fund:**

This fund is to replace the GTF funding mentioned above. We are looking to replace a £20,000 contract for the coming 12 months. LCC agreed to fund 50% with a grant of £10,000. This will allow us to deliver through to March next year in conjunction with some other funding from other sources mentioned below.

#### **Coastal Communities:**

This is a combined grant from Mablethorpe Community Challenge Committee and Lincolnshire County Council Covid Fund. A total grant of £10,000 to be used through to next year:

CCC: £5,000 to source and supply Tablets, Mobile Broadband, and setup devices to residents of LN12 area who are not online at present or having financial problems to purchase equipment.

LCC: £5,000 to support residents of LN12 area with use of devices and online services to help them become less isolated during the pandemic. Support is via a variety of methods including phone, email, virtual video sessions and some face to face. This will be done in 1:1 or small groups as required.

**Anglian Water Fund:**

Funding received for delivery next financial year.

**LCC Covid Response:**

This fund allowed us to deliver virtual sessions to the remote communities we would normally visit in person. This also enabled us to replace 25% of the GFT contract that finished with a £5,000 grant received.

**TNLC Covid Response**

This is a reserved fund to support residents through the covid pandemic. We had flexible delivery options to support via phone and video calls. We were able to supply equipment for volunteers to work from home which gave us wider scope for support. This funding was key to survival of the support during the pandemic.

We also received a proportion of the funding to replace reserves we had to use at the start of the year due to changes in funding and loss of some work.

**Get Connected Project**

This was a project to distribute data top-ups to those in need around the district. We worked closely with East Lindsay District Council rough sleeping team who identified the recipients, and we provided the top-ups.

**Carers First**

This was a project based on quote to deliver support to carers across Lincolnshire. We setup tablets, delivered support sessions to carers and zoom training sessions to staff. We also trained some young carers to become digital champions.

**Voluntary Centre Services****Move Project:**

This project supports those in long term unemployment. We supply support with digital learning and production of cv along with job applications as required. This is an invoiced project for work done.

**Hogsthorpe Good Neighbour Scheme**

We supported the Hogsthorpe GNS to apply for funding to support residents with digital equipment, mobile broadband, and support to use their devices. This project continues into next year.

**WLDC Covid Response**

This grant was offered to help us replace the GTF funding. 25% of the requirement was offered with a grant of £5,000. This will allow us to deliver support through the coming year with funds being reserved until our next financial year. The restrictions of funding are for residents of West Lindsey.

**Magna Vitae**

Magna Vitae have purchased some Amazon Fire tablets to support their clients. For this project we setup the devices, source and setup mobile broadband and deliver to Magna Vitae for distribution.

We also support Magna Vitae at some of their events with Digital Health Sessions. This is a voluntary role to support them.

**Active Humber**

This was a one-off project to supply Amazon Fire Tablets which were setup for the Active Humber clients. We setup with email address and required Apps.

**Mimmis Mission**

Mimmis Mission obtained funding to purchase some Amazon Fire tablets which we setup for them with accounts, email and Apps as requested to be used by the project.

We have also trained some of their volunteers to be Digital Champions.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity decided to try and keep the initial donation as a reserve amount. If possible, this will be increased future years if funds allow. Due to the covid situation the reserves may need to be used to continue the support to residents but will look to replace if this is the case.

### Details of any funds materially in deficit

N/A

### 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.

Our main source of funds this year has been from grants. Each of these comes with a specific target and guidance for expenditure as per the bid submitted.

This information was included with all the relevant bid documents at the time of application and approval by the committee.

All expenditure has been relevant to the project and managed by individual project managers specific to the funding.

A breakdown can be seen in the receipts and payments section below.

## Section F

## Other optional information

### Future Plans

The coming year looks like being a challenge with more virtual support required. We will look to deliver some community-based sessions when Government restrictions allow.

We will look for additional funding to develop our support sessions and cover a wider area.

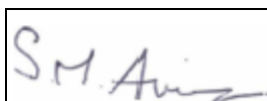
## Section G

## 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)

Stanley Avison

Position (eg Secretary, Chair, etc)

Chairman

Date

14/02/2022



## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Lincs Digital

**On accounts for the year  
ended**

30<sup>th</sup> April 2021

**Charity no  
(if any)**

1183424

**Set out on pages**

1 to 2

1 to 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

R P Ellis

**Date:**

18/02/2022

**Name:**

R P Ellis

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

Chartered Accountant  
A practising member of the ICAEW

**Address:**

414 Newark Road

Lincoln

LN6 8RX

## Section B

## Disclosure

Only complete if the examiner needs to highlight 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.**

Charity Name Lincs Digital 1183424	No (if any) 2
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## Receipts and payments accounts

CC16a



CHARITY COMMISSION  
FOR ENGLAND AND WALES

For the period from	Period start date 01/05/2020	To	Period end date 30/04/2021
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### 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 £
<b>A1 Receipts</b>					
Opening Balance		-	-	-	3,819
Ted Project	-	24,743	-	24,743	31,217
Prince's Countryside Fund	-	2,400	-	2,400	20,000
Good Things Foundation	6,000	8,750	-	14,750	10,818
Lincs Community Fondation Covid Fund	-	10,000	-	10,000	-
Lincs Community Fondation CCC Project	-	10,000	-	10,000	-
Lincs Community Foundation Anglian Water Project	-	7,700	-	7,700	-
Lincs Community Foundation LCC Covid Response Project	-	5,000	-	5,000	-
TNLC Covid Response	3,000	15,000	-	18,000	-
Get Connected Project	-	600	-	600	-
Carers First	-	9,914	-	9,914	-
VCS Move Project	-	2,330	-	2,330	-
Hogsthorpe GNS	-	362	-	362	-
WLDC Covid Response	-	5,000	-	5,000	-
Magna Vitae	-	6,100	-	6,100	-

PC Specialist and Amazon		2,261		2,261	
Active Humber	-	3,875	-	3,875	-
Mimmis Mission	-	500	-	500	-
<b>Sub total</b> (Gross income for AR)	9,000	114,535	-	123,535	65,854

<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

**Total receipts**

9,000	114,535	-	123,535	65,854
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### A3 Payments

TED Project Delivery	-	24,867	-	24,867	20,784
TED Admin	-	1,860	-	1,860	700
TED Resources	-	308	-	308	390
TED Broadband	-	660	-	660	720
TED Office	-	294	-	294	240
PCF Project Delivery	-	2,400	-	2,400	20,000
GTF FDI Project Delivery	2,000	6,900	-	8,900	6,475
GTF Restricted Delivery	-	4,000	-	4,000	-
GTF Admin	-	755	-	755	-
GTF Resources	-	1,068	-	1,068	-
GTF Office	-	1,123	-	1,123	-
LCF Covid Delivery	-	8,800	-	8,800	-

LCF CCC Delivery	-	327	-	327	-
LCF CCC Equipment for ditribution	-	1,282	-	1,282	-
LCF LCC Response Delivery	-	4,516	-	4,516	-
LCF LCC Response admin & office	-	484	-	484	-
TNLC Covid Delivery	-	12,100	-	12,100	-
TNLC Covid Admin	3,000	636	-	3,636	-
TNLC Covid Resources	-	627	-	627	-
TNLC Covid Office	-	1,149	-	1,149	-
Get Connected equipment for distribution	-	562	-	562	-
Get Connected Admin	-	38	-	38	-
Carers First Delivery	-	3,500	-	3,500	-
VCS Move Delivery	-	1,668	-	1,668	-
Hogsthorpe GNS Delivery	-	362	-	362	-
Magna Vitae Project	-	1,050	-	1,050	-
Magna Vitae Equipment	-	174	-	174	-
Active Humber Equipment	-	2,625	-	2,625	-
Active Humber Admin	-	1,250	-	1,250	-
PC Specialist	-	2,171	-	2,171	-
Mimis Mission Delivery	-	500	-	500	-
<b>Sub total</b>	5,000	88,056	-	93,056	49,309

<b>A4 Asset and investment purchases, (see table)</b>					
<b>Large Monitors and ipads GTF Lloyds</b>	-	2,929	-	2,929	
TNLC Monitors	-	488	-	488	1,227

<b>Sub total</b>	-	3,417	-	3,417	1,227
<b>Total payments</b>	5,000	91,473	-	96,473	50,536
<b>Net of receipts/(payments)</b>	4,000	23,062	-	27,062	15,318
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	15,318	-	15,318	-
<b>Cash funds this year end</b>	4,000	38,380	-	42,380	15,318

## 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 £
<b>B1 Cash funds</b>	Project Funds C/F		28,595	-
	Cash In Hand General	4,000	9,785	
		-		-
		-		-
	<b>Total cash funds</b>	4,000	38,380	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-


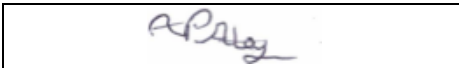
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Stanley Avison	24/02/2022
	Anne Aley	23/02/2022