

<b>Kendal and District Lions Club (CIO)</b>	<b>Trustee (2)</b>
<b>Thursday 25<sup>th</sup> Sept 2025 – 7pm Presidents Home</b>	<b>Sept 2025</b>

## Summary of Seminar held at Stone Cross Manor Hotel last Sunday

### Trustees' Responsibilities.

According to the Charity Commission (CC) – Ensuring good Governance and Compliance from the 1<sup>st</sup> of October:

All members should have Photo ID cards.

1. Side One: Photo and Name.
2. Side Two: Club Name, Charity No. & Contact details. ( Face book Page/email address)

### Treasure Replacement.

Irene is stepping down after 16/18 years as Treasurer, it has become a bit much. So to ease pressure, we considered how we would implement gradual change to see how much other members can be involved, and allowed, by the bank, to help out.

**If we do not have a treasure, we cannot have a shop or even a club. We would have to disband.** Information is being looked into to find an appropriate 'Outsider', if no one comes forward.

We started to form a job description of the Treasurer's activities.

How it works at moment.

1. Pay cash/cheques into bank – over counter into our account.
2. Paying a bill/ paying a donation to -- by BACS, via the internet on the Bank APP.
3. Keeping a record of both these activities either on Paper or via APP.
4. Producing this to members each month, on an Excel set of sheets.
5. Setting up an account Report at end of Lions Year Using Excel.

Having access to our (business) account, and 2 savings accounts with Pass words etc, etc.

To update treasures members/new ones, we have to go ON LINE to sign in and provide a signature. Irene suggests wo do it one evening together.

One person to be Volunteered/asked to have access to accounts if the treasurer is indisposed for any reason, asap. As the club accounts need to 'carry on'.

Then that person will be in a position to take over at the end of the Lion Year in July 2026. With some experience under their belt.

Liz felt it appropriate to inform us at this moment to announce she is a trustee of Kentdale Scouts.

## SAFEGUIDING

Risk Assessment. For the Shop.

We were reminded that a lot of items need to be looked at each year, at various times including:

	IN PLACE	TO UPDATE
1. <b>Fire Assembly point</b> , Piza Express patio area.	✓	
2. Books to be carried upstairs in bags, so that you can hold onto Handrail.	✓	
3. Use or Kettle / scolding risk.		
4. Book cleaning, no use of inflammable liquids, also a landlord <u>requirement</u> .		
5. Is there a list of <b>'First Aid'</b> box contents.		
6. A monthly check of <b>'First Aid'</b> box contents, List.		
7. A <b>Fire Extinguisher List</b> and position within Unit.		
8. A <b>Fire Extinguisher</b> yearly check, by an engineer Co.	✓	
9. RA of any reasonable measures taken to support individuals volunteering within our shop.		
10. List of Volunteers and Members, that they have read any update of our RA , Safeguarding policy, Behavior standards documents.		
11. Is there an <b>Accident Book</b> available to be filled in, when appropriate.	✓	
12. Is any <b>Accident Photocall</b> followed, informing President/Secretary.		
13. From 1 <sup>st</sup> October 2025, All Members and volunteers are to provide at least 2 emergency Names and Nos. for the club to contact in an Emergency.		
14. Has each Volunteer got a contact Name/No. to contact to report there are unable to attend or illness for that day?		

It is advisable to make up an official ' Operational Document ' to give out to new starters and existing members, stating:

- 1) Fire Exit and Muster Point.
- 2) Toilet Position/and cleanliness of it.
- 3) Position of RA folder.
- 4) Talk through general Safety Procedures that are in RA Folder.

Liz Has asked for a list to be made up of all our DBS info, Including:

- 1) Name
- 2) Certificate No.
- 3) Most recent date of Issue.
- 4) Date it Runs Out.

PLEASE pass this onto Liz at your earliest Convenience.

# Kendal & District Lions Club (CIO)

## A Member of Lions Clubs International - District 105

Chartered in Kendal in 1974

Charitable Incorporated Organisation No 1183427

### Income and Expenditure Account

**Year ended 30th June**

**2025**

Balance brought forward £23,308.01

#### **Receipts**

##### **Welfare**

Christmas £356.57

Sale of Christmas Float

Book Sales £26,360.39

Kendal Bid Refund

Bucket Donations £73.92

Other Donations £150.00

Sale of Goods in Book Shop £388.70

Fund Raising Events £636.75

Message in a bottle £25.00

Dementia Resources £461.00

Refund Lottery licence £20.00

##### **Savings**

Bank Interest £201.57

##### **Admin**

Member Subscription £685.00

Gift Aid claimed £894.95

Tail Twister £79.21

Sundry Goods in Book shop £9.50

Donations £261.80

Charter & Socials £1,887.00

Postage repaid

Social account closure

£ 32,491.36

£ 55,799.37

#### **Expenses**

##### **Welfare**

Grants and Donations £16,459.34

Christmas Float Expenses

Dementia Resources £2,375.83

Hospital Garden £1,157.34 £19,992.51

Message in a Bottle £5.00

Insurances £108.50

Travel Expenses £307.00

Publicity & Promotion	£178.61	
Youth & Peace poster	£412.00	
Stotage Unit Rent	£900.00	
Mint Cake	£126.72	
Poppies	£327.50	
Fundraising & Sundry Expenses	£194.57	
Book shop expenses	£5,347.76	
<b><u>Admin</u></b>		
LCI fees	£1,299.36	
Information Commissioners Office	£47.00	
Lottery Licence		
Postage/Stationery	£84.89	
Transport re specs	£69.36	
Charter & Socials	£1,968.98	
Sundry	£25.04	
Peace Poster packs	£15.95	
Membership	£81.35	
		£31,492.10

**Balance as at 30th June 2025**

**£24,307.27**

**Balances per banks 30/6/25**

<b>Savings</b>	<b>£5,214.06</b>
<b>Savings</b>	<b>£5,016.11</b>
<b>Admin</b>	<b>£982.21</b>
<b>Welfare</b>	<b>£13,024.89</b>
<b>Cash</b>	<b>£70.00</b>
	<b><u>£24,307.27</u></b>



LCN

2024

£ 21,473.03

£ 478.90

£ 17,112.19

£ 160.20

£ 46.55

£ 1,000.00

£ 294.70

£ 575.00

£ 28.60

£ 685.00

£ 94.50

£ 54.10

£ 508.23

£ 3,147.05

£ 2.40

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£ 24,187.42

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£ 45,660.45

£12,981.04

£149.34

£180.08

£235.50

£1,100.40

£463.00

£525.00

£57.60

£35.00

£1,663.49

£1,177.06

£35.00

£40.00

£141.99

£3,547.95

£19.99

£22,352.44

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**£23,308.01**

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## KENDAL AND DISTRICT ACCOUNTS

1<sup>st</sup> July 2024 to 31<sup>st</sup> June 2025

After checking the income and expenditure of the account including the investments, there are no operation problems with the Kendal and District Lions Clubs operations.

There are sufficient fund to run the Club for a minimum period of 6 months.

David Stubbins