

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 07	Year 2023		Day 30	Month 06	Year 2024

## Section A Reference and administration details

Charity name	Keighley Lions Club (CIO)
Other names charity is known by	Keighley Lions
Registered charity number (if any)	1205355
Charity's principal address	26a Maple Avenue
	Oakworth
Postcode	BD22 7HS

### 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	Allan Clarke	President	23 <sup>rd</sup> October 2023	
2	Roy Hallahan	Vice President	23 <sup>rd</sup> October 2023	
3	Julie Walters	Secretary	23 <sup>rd</sup> October 2023	
4	Robert Payne	Treasurer	23 <sup>rd</sup> October 2023	
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### 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)	CIO Association Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by the membership by election

### 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.

The club has a number of written policies and procedures that it follows. These are kept on the clubs shared drive and are accessible to all members. The grant funding policy can be found here [www.keighleylions.org.uk/grant-making-policy](http://www.keighleylions.org.uk/grant-making-policy). Other areas are listed here.

- Data Protection
- Social Media
- Safeguarding Young & Vulnerable Adults
- Lotteries & Raffles
- Serious Incident Reporting
- Risk Management
- Complaints procedures
- Club Structure
- Infringement of copyright
- Health & Safe
- Grant Funding
- Equality Diversity & Inclusion
- Disability
- Conflict of Interest
- Bullying & Harassment

The club also has 10 risk assessments in line with the work we do.

- Stalls
- Sleigh
- Race nights
- Processions
- Mascot
- Litter picks
- Grotto
- Gala events
- Catering
- Bucket collections

**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: 3.1.1 THE ADVANCEMENT OF CITIZENSHIP BY: 3.1.1.1 PROMOTING THE PRINCIPLES OF GOOD CITIZENSHIP; 3.1.1.2 ENCOURAGING MEMBERS TO TAKE AN ACTIVE INTEREST IN THE CIVIC, CULTURAL, SOCIAL AND MORAL WELFARE OF THE COMMUNITY; 3.1.1.3 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; 3.1.1.4 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; 3.1.1.5 SUPPORTING YOUTH TO DEVELOP THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS MATURE AND RESPONSIBLE INDIVIDUALS; 3.1.2 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; 3.1.3 PROMOTING VOLUNTEERING; 3.1.4 THE RELIEF OF POVERTY AND THE RELIEF OF THOSE IN NEED IN PARTICULAR BY PROVIDING HUMANITARIAN AID AND DISASTER RELIEF; 3.1.5 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; 3.1.6 PROMOTING FOR THE BENEFIT OF THE PUBLIC THE CONSERVATION PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT; AND/OR 3.1.7 PROMOTING COMMUNITY PARTICIPATION IN HEALTHY RECREATION.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within**

The Club operates in Keighley and the surrounding district including the Worth & Aire valleys. The Club supports worthy causes and charities in the area as well as Lions charities nationally and Internationally.

**this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Volunteer members work without reward and don't discuss politics or religion.

The aims of The Club are

1. Relief of Poverty
2. Relief of those in need

By providing Humanitarian Aid and Disaster Relief we achieve this by doing the following

1. Race Nights,
2. Bucket Collections
3. Special Events
4. Promotional Events
5. Cancer Awareness Events
6. Environmental Events
7. Grant Funding
8. Christmas Campaign with Santa's Grotto and Sleigh Runs throughout the District

The trustees and the membership do list with regard to the guidance issued by the Charity Commission.

#### **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.

The Club operates a grant funding policy which can be found on our website [www.keighleylions.org.uk/grant-making-policy](http://www.keighleylions.org.uk/grant-making-policy), a number of small grants were awarded through the scheme which was adopted in the 23/24 season. The presidents fund has also been adopted in a more focused manner too.

Volunteers are an essential part of Club's fantastic activities, working alongside members to man fundraising stalls at town/school/village fetes and organised events like the Afternoon teas, Santa's Grotto and sleigh runs.

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

During this period July 2023 to June 2024, The Club has formalised its transition from a Charitable Trust Fund (formerly 513601) to a Charitable Incorporated Organisation (1205355). Bringing The Club in line with current requirements and district guidelines.

In this 12-month period the club had an income of £15,422.34

#### Race Nights

The Club helps other small groups, charities and individuals raise funds for their cause through the running of a race night. These events can raise upwards of a £1000 if publicised and well attended.

#### Bucket Collections

Raise funds for our charity account through bucket collections organised monthly at the 3 main supermarkets in Keighley, Asda, Sainsbury's and Morrisons.

#### Special Events

##### 1. Mad Hatters Tea Party

to support for Breast Cancer Awareness, this event allowed Keighley Lions to make a £600 donation to this charity.

##### 2. Afternoon Tea

to raise awareness of Motor Neurone Disease, this event allowed Keighley Lions to make a £600 donation to this charity.

##### 3. Sight/Vision Collect 10,000 used spectacles from the public through Boots, SpecSavers and Public Libraries. These are sent to Lions HQ in Birmingham for processing and are then shipped to third world countries to provide vision for its population. A donation was also given to Sight Airedale of £250.

##### 4. Prostate Cancer Awareness

Raising awareness of this cancer at a Keighley Cougars home ground allowing Keighley Lions to make a donation of £134.10 for this charity.

##### 5. LCI in Europe Day

Raising £10 for every member of The Club and donating to the LCI International Fund Keighley donated £300

##### 6. Mascot Race

The Club's Mascot ran in the Sue Ryder mascot race at Weatherby Racecourse and raised over £537.50 for the charity account.

#### Promotional Events

Keighley Lions Club has been present at many Galas, Fetes and shows throughout the district to increase public awareness of what The Club and Lions International do and to recruit potential members to the club or at least be a member of friends of Lions.

#### Grants

This is the first year that we have run a new grant funding scheme which we opened in May 2024. We had 4 applicants each been awarded a grant of £250 covering carers, family, youth and a voluntary organisations

which promote well-being and mental health.

### **Donations**

1. Period poverty £162.50
2. Thorn Rural Lions £150
3. Make a Wish £250
4. LCIF Europe Day £300
5. LCIF Brazil Flood Appeal £200

### **Presidents Fund**

The President supported The Sunbeams Support Group at Airedale General Hospital and the local Men's shed. Giving £345 to each group.

### **Environmental Events**

This is the first year for some time that we have managed to do any work under the environmental banner. During 23/24 we managed to schedule in a number of litter picks throughout the district and also a couple of tree planting sessions. Unfortunately our second session got vandalised and 150 trees were stolen.

### **Christmas Campaign**

#### **1. Grotto**

This was our first year at Cliffe Castle museum after having 2 terrible years at Morrisons Supermarket community room. People simply don't go to the supermarket to see Santa in his grotto. So we approached Bradford Museums department in the summer of 23 to see if we could have a grotto there. They said yes and we planned a bookable event with walk ins allowed on each session planned over the first 2 weekends in December. Bookings opened on our brand new website on the 1<sup>st</sup> of October. Tickets sales were slow at first but started to pick up over November. By the end of November we had a significant number of book sessions. Even though the first weekend wasn't fully booked it allowed us to play out weeks of planning and make a few tweaks. Anyway after the success of the first weekend been broadcast on our Facebook page the second weekend was fully booked with days of the first weekend. In the end we had 400 child to our new Grotto raising approximately £3650 for our charity account. What a roaring success.

#### **2. Sleigh Runs**

We ran 13 2 hour sleigh runs throughout the Keighley District and we are helped on 10 of the runs by Keighley District Scout Group to which we make a £1000 donation to at the end. These Sleigh runs collected in excess of £3295.98.

#### **3. Town Centre Bucket Collection**

The town centre bucket collection happens on the last Saturday before Christmas and involves having Santa and his Sleigh outside the Post Office in the Bus Station.

#### **4. Breakfast with Santa Planning**

Opened negotiations with the pavilion cafe about next years new concept 'Breakfast with Santa'.

#### **5. Christmas Eve Airedale Hospital Children's ward visit**

The Club likes to make a special trip to the children's ward of Airedale General Hospital and hand out presents to any children who are spending Christmas in hospital.

#### **6. Other Christmas Events**

Keighley Lions are requested at many events throughout the district from Schools to Pubs & various museums

**Ugandan Orphanage**

This year Keighley Lions Club pledged to support an orphanage in Jinja Uganda. This involves donating £390 each year through Lions Clubs International.







## Section D

## Achievements and performance

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

This has been some what of a difficult year moving from a Trust Fund to a CIO and the old treasurer suffering from a stroke. The CIO operates a funding policy by where Budgets are calculated for the coming year based on data from the previous year (refined each year as we accrue more data). The value of these budgets was moved to the reserve account and held there gaining interest. This money is then used to facilitate the events the club performs. Arrangement money from events is replaced in the reserve account surplus money is put into the charity account. Interest made on the reserve account is transferred to the charity account when £10 pounds is reached.

### Details of any funds materially in deficit

### 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.

The club raises funds from the public principally by organising events either directly or together with other organisations with the same vested interests. On occasions the club has looked for funding from other sources like corporate sponsorship or seed funding from other funding bodies.

By far our biggest fund raising events are the Santa's Grotto we do at a local Council Museum and the Lions Sleigh that we run around the district, then we fall into bucket collections at local supermarkets, sports grounds and shopping centres.

The Club also adopted a way of dividing up the generated funds. Once Budgets have been calculated to fund the events and activities we do the budget money is held in a reserve account. Interest earned on this money is added to the charity account once a quarter. After budget money is reserved the remaining money is divided as follows.

- 50% to Grant Funding
- 20% to Presidents Fund
- 15% to National & International Fund support for LCI
- 15% to Lions Service Fund

#### Grant Funding

Grants are open to the public and generally open at the beginning of February and close at the end of February. The grant applications are looked at by group of Lions based on the funding policy. This group then makes recommendations the Trustees. Once approved they are then put to the club for final approval by The Club members the treasure then issue the money to the applicant via BACS transfer.

#### Presidents fund

The President is allocated money from the charity account based on the above. However the President is encouraged to collect further funds by themselves by other fund raising events.

#### National/International

This block of money is used to support Lions Club International (LCI) disaster relief fund, This has been to Ukraine Winter is Coming, Japan Earthquake and Brazil floods and The LCI Orphanage in Uganda.

#### Lions Service

This fund allows us to respond quickly to local requests for support. In this year we have supported the 'Message in a Bottle' campaign which is always well received.

**Section F****Other optional information**

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**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	RMPayne	
Full name(s)	Robert M Payne	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	13/02/25	

## Schedule 1

### Schedule 1 Admin Credits

Club Transfer	£1,020.00
Donations	£113.48
Play your Cards Right	£24.50
Minibus Hire (Convention)	£160.00
Charter Dinner	£1,702.00
Race night Fees	£300.00
100 Club	£35.00
Tea & Coffee	£16.12
Tail Twister	£3.56
Club Dues Income	£412.50
Total	£3,787.16

## Schedule 2

### Schedule 2 Admin Debits

Bank Balance	£1,823.64
Social Evening Expenses	£10.00
Minibus Hire (Convention)	£209.25
Sundries	£13.56
Club Dues Payments	£47.38
Charter Meal Payments	£1,589.34
Club Penants	£90.00
Mobile Phone	£3.99
Sub Total	£1,963.52
Total	£3,787.16

### Schedule 3

#### Schedule 3 Charity Credits

Transfer from old Trust Fund	£9,243.24
Bucket Collections	£413.17
Mothers Day Event	£756.15
Sue Belcher Showcase	£4.03
Tree Planting	£15.74
Mascot Race	£537.50
Bronte Gathering	£155.00
Bake Sale & Card Game	£263.25
Donations	£20.00
Skipton Gala	£103.10
Sutton Fun Day	£124.00
	£11,635.18

## Schedule 4

### Schedule 4 Charity Debits

Charity Current Account	£6,053.52
Donations Made	
Oakworth Guide	£162.50
Thorn Rural Lions	£150.00
Orphange Jinja Nigeria	£390.00
Make a Wish	£250.00
LCIF Europe Day	£300.00
Lions Deb (Shed)	£345.00
LCIF Brazil Flood Appeal	£200.00
MNDA	£600.00
Sunbeam Support Group	£345.00
Sight Airedale	£250.00
1 <sup>st</sup> Kly Fell Lane Scout Group	£250.00
St Stephens Church Steeton & Eastburn	£250.00
Keighley District Scouts	£1,000.00
Salvation Army "Lets eat tea"	£250.00
Sub total	£4,742.50
Event Costs	
Gala Event Expenses	£190.00
Tombola Expenses	£254.85
Bake Sale Expenses	£5.99
Mothers Day MNDA Expenses	£201.27
Event Promotional Expenses	£41.24
Wetherby Mascot Race Expenses	£49.00
Postage & Paper	£15.45
Sundries	£81.36
Sub total	£839.16
Total	£11,635.18



Section A

Independent Examiner's Report

Report to the trustees

KEIGHLEY LIONS CLUB (CIO)

On accounts for the year  
ended

2024

Charity no  
(if any)

1205355

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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:

17/3/2025

Name:

CLIVE RICHARD MEGGISON

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



(if any):

Address:

IVY COTTAGE

HAWORTH ROAD

COLLINGWORTH

BD18 5JN

## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.