



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	Apr	2019		31	March	2020

Section A Reference and administration details

Charity name

Lincoln Community Larder

Other names charity is known by

Registered charity number (if any)

1175176

Charity's principal address

YMCA Building

St Rumbolds Street

Lincoln

Postcode

LN2 5AR

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	Mr Alan Wilson	Chair		
2	Cllr Lucinda Preston	Secretary		
3	Mrs Karen Mayor	Treasurer		
4	Mrs Joan Bennett	Volunteer Supervisor		
5	Mrs Patsy Booth			
6	Mrs Dawn Nightingale	Larder Co-ordinator		
7	Cllr Jackie Kirk			
8	Miss Sophie Wilesmith	Minutes Secretary and PR		
9	Mr Dave Pemberton	Warehouse		
10	Mrs Jennifer Pemberton			
11	Mrs Wendy Mason			
12	Ms Mandy Laurence	Data Input		
13				
14				
15				
16				
17				
18				
19				
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)

Dawn Nightingale - Larder Coordinator

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 (Foundation)

Trustee selection methods
(eg. appointed by, elected by)

Apart from the first charity trustees, every trustee must be appointed for a term of four years by a resolution passed at a properly convened meeting of the charity trustees.

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 Charity is governed by the Trustees who determine strategic direction and policy. The day to day running and management of the Charity and its volunteers is under the authority of the Larder Coordinator who is assisted by the Volunteer Supervisor.

Section C

Objectives and activities

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

The relief of poverty in Lincoln and the surrounding area by the provision of basic nutritious food and other basic amenities.

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 setting our objectives and planning our activities the LCL trustees have given serious consideration to the Charity Commission's general guidance on public benefit and all its activities are undertaken to further its charitable purposes for the public benefit.

LCL provides food parcels for people who need short-term help to make ends meet.

The size of parcels is increased for families based on the number of individuals in need. In some special cases LCL goes beyond the basic food parcel, supporting people with other essential items e.g. toiletries, cooking equipment. In fact, all reasonable requests for short term help are considered and a few for longer term help under consultation with LCL Trustees and volunteers. LCL also caters for those suffering from illness or special needs and provides individual food parcels to meet specific needs when possible.

LCL has food distribution centres in Lincoln at;

- the YMCA Building, St Rumbolds Street,
- St John the Baptist Parish Church Hall,
- Laughton and St Giles Methodist Church, Addison Drive.

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 Trustees are very grateful to all the individuals and organisations who have given financially or otherwise to LCL, as the operation of the charity requires significant support to meet the needs of the local community.

The volunteer team, which includes the Trustees' has continued to grow and in some cases take on additional responsibilities. Without their dedication, LCL could not function as it does. The Trustees are very grateful to all those volunteers for their contribution in meeting the charity's objective of relieving poverty in Lincoln and the surrounding area.

Summary of the main achievements of the charity during the year

The main achievements during this period of operation were as follows:

- Operating a warehouse facility for storage of donated food and for packing food parcels;
- Managing 42 volunteers who serve each week in LCL's activities;
- Attracting financial support from individuals and organisations who make cash donations to supplement the food donations;
- Maintaining contact with approved agencies in the Lincoln area with whom the LCL partners to support those in financial crisis;
- Collecting donated items of food from individuals and commercial organisations;
- Distributing food parcels to individuals and family groups in crisis situations;
- Marking the 30th Anniversary of the Lincoln Community Larder in August 2019 by hosting an afternoon tea party for local dignitaries, volunteers, trustees, past and present and donors

A total of 4,547 people were served and fed for three days, from April 2019 – March 2020, which included 1,320 children. A total of 2,534 food parcels were distributed.

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Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees of LCL seek to maintain adequate reserves so as to ensure all reasonable day to day running costs can be met as and when they fall due, recognising the basic financial principle that the Trustees are responsible for ensuring that solvency is maintained. "Adequate reserves" are deemed to be sufficient funding for six months of normal expenditure and have been set at £8,500.

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 necessity to buy in food on a regular basis has continued but a number of financial donations from a wide range of supporters has made this possible.

In the period April 2019 - March 2020, financial donations totalled £19,847, including £1204 claimed from HMRC as Gift Aid.

In addition, food and other non-monetary items were gifted to LCL from numerous sources, with an estimated value of £26,179.00.

Section F

Other optional information

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)		
Position (eg Secretary, Chair, etc)		
Date		

Charity Name Lincoln Community Larder		No (if any) 1175176		CC16a
Receipts and payments accounts				
For the period from	01/04/2019	To	31/03/2020	

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 £
A1 Receipts					
Grants & Donations	16,858	-	-	16,858	22,228
Refunds	55	-	-	55	593
30 for 30 Receipts	880	-	-	880	-
Printer Cashback	50	-	-	50	-
Acts Trust for Vouchers	120	-	-	120	-
HMRC Gift Aid	1,204	-	-	1,204	-
Local Giving	1,702	-	-	1,702	-
Just Giving	83	-	-	83	-
Sub total(Gross income for AR)	20,952	-	-	20,952	22,821
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	20,952	-	-	20,952	22,821
A3 Payments					
Food purchases	11,831	-	-	11,831	12,167
Volunteer expenses	318	-	-	318	372
Insurance	250	-	-	250	250
Telephone, Internet, Postage & Office Supplies	1,418	-	-	1,418	724
Sundry payments (Toiletries, keys, removals, locksmith etc)	92	-	-	92	225
Paypoint vouchers	-	-	-	-	427
Rent for Storage Facility	3,500	-	-	3,500	7,092
Electricity for Storage Facility	-	-	-	-	183

Gas for Storage facility		-	-	-	70
Miscellaneous Expenses	214	-	-	214	244
Printer	239	-	-	239	-
30 for 30 Expenses	276	-	-	276	-
Larder Mobile Phone Contract (Tesco)	120	-	-	120	-
Sub total	18,258	-	-	18,258	21,754

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	18,258	-	-	18,258	21,754
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Net of receipts/(payments)	2,694	-	-	2,694	1,067
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A5 Transfers between funds	-	-	-	-	-
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A6 Cash funds last year end	31,566	-	-	31,566	30,500
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Cash funds this year end	34,260	-	-	34,260	31,567
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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 £
B1 Cash funds	Bank Accounts	22,260		-
	Reserves	8,500	3,500	-
		-	-	-
	Total cash funds	30,760	3,500	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Insurance	125	-	-

Storage Facility Rent	-	2,041	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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)
6 Months Operating costs	Unrestricted funds	8,500	-
12 Months Storage Facility Rent	Restricted	3,500	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Volunteer Expenses	Unrestricted	80	

		-	
		-	

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

Signature	Print Name	Date of approval
	Alan Wilson	
	Karen Mayor	