



Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From 15	05	2019		To 30	04	2020	

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		
5				
6				
7				
8				
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11				
12				
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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(e.g. Trust deed, constitution)</small>	Constitution adopted May 2019
How the charity is constituted <small>(e.g. Trust association, company)</small>	CIO
Trustee selection methods <small>(e.g. self-nomination, elected by)</small>	Trustees are appointed or reappointed annually at the Annual General Meeting held in May

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.

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.
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 & Safety, and Volunteering. All policies are updated as per current legislation.
Lincs Digital are registered with the ICO for Data Protection. Insured by Hiscox Insurance.
Lincs Digital have some excellent working relationships with other local organisations and signpost to each other. Currently there are no formal contracted relationships, but we hope to develop this next year, now we are becoming more established and have built a good reputationfor our work.
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.

Section C

Objectives and activities

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

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
- 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.

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.

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)

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.

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Lincs Digital was formed 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, therefore the community group closed and funds were donated to start Lincs Digital.

During this first year much of the work was based around promotion and becoming recognised out in the community. Thanks to recognition of work done by one of our project managers we won some contracts which allowed us to develop.

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 8 sessions to a group. Venues included , Horncastle, Mablethorpe, Alford, Louth, Manby, Woodhall Spa and Great Carlton.

Sessions covered safety, online searching, online banking, online shopping, keeping in touch, media and family history online.

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

Towards the end of the year Covid restrictions stopped community learning and we moved the project to producing handouts to help individuals get online.

Prince's Countryside 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 was 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

This contract was for the rural isolation and the additional costs to support the harder to reach communities. Sessions were based at local community venues where we offered group sessions and also 1:1 support to individuals. The support went beyond digital and often included help with benefit applications, job search, utility deals, online shopping, housing, health and general use of the internet.

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 a move away from face to face sessions and developing new ways to support local residents.


We will look for additional funding in order to develop the website and the offer we can deliver locally.

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	30/01/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

For the charity
Lincs Digital

On accounts for the year
ended

30th April 2020

Charity no
(if any)

1183424

Set out on pages

1 to 2

For the charity Lincs Digital

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2020.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:

R P Ellis

Date:

08/02/2021

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

IER

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Oct 2018

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.

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Lines Digital 1183424

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Receipts and payments accounts

CC16a

For the period	To	30/04/2020
from	15/05/2019	

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					
Opening Donation from Community Group	3,819	-	-	3,819	-
Community Lines (TED Project)	-	31,217	-	31,217	-
Prince's Countryside Fund	-	20,000	-	20,000	-
Good Things Foundation	10,818	-	-	10,818	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for A1)	14,638	51,217	-	65,855	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,638	51,217	-	65,855	-
A3 Payments					
TED Sessions delivery including Tutor, Venue and learner materials	-	20,784	-	20,784	-
TED admin	-	700	-	700	-
TED Resources	-	390	-	390	-
TED Mobile Broadband	-	720	-	720	-
TED Office Contribution	-	240	-	240	-
PCF Session delivery including Tutors, Venue and learner materials	-	17,423	-	17,423	-
PCF Admin	-	700	-	700	-
PCF Resources	-	1,085	-	1,085	-
PCF Mobile Broadband	-	261	-	261	-
PCF Office Contribution	-	530	-	530	-
Manager/Admin	2,150	-	-	2,150	-
Tutor	3,947	-	-	3,947	-
Website	378	-	-	378	-
Broadband	-	-	-	-	-
Sub total	6,475	42,834	-	49,309	-
A4 Asset and investment purchases. (see table)					
TED iPad purchase	-	1,227	-	1,227	-
	-	-	-	-	-
Sub total	-	1,227	-	1,227	-
Total payments	6,475	44,061	-	50,536	-
Net of receipts/(payments)					
	8,163	7,156	-	15,318	-
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end					
	8,163	7,156	-	15,318	-
Cash funds this year end					

