

Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	July	2019	To	30	June	2020

Section A Reference and administration details

Charity name

LifeLines

Other names charity is known by

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Registered charity number (if any)

1168273

22 The Knoll

Framlingham, Woodbridge

Postcode

IP13 9DH

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	Carole Butcher	State Coordination Representative		
2	Linda Colbourn	Assistant Membership Secretary	Retired on rotation 5 Oct 2019	
3	Karen Collett	Chair	Resigned 15 Jun 2020	
4	Caroline Dyer			
5	Nichola Glasse	Membership Secretary		
6	Jan Hall	Vice Chair		
7	Beryl Kingsbury			
8	Margaret Shepherd			
9	James Mason	Treasurer		
10	David Browne		Resigned 20 Jan 2020	
11	Patrick Ballin	Governance Secretary	Appointed 5 Oct 2019	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Not applicable	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Founder	Jan Arriens	17 Castle Street, Bishop's Castle, Shropshire SY9 5BU

Name of chief executive or names of senior staff members (Optional information)

Not applicable

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
Trustee selection methods (eg. appointed by, elected by)	Co-opted by Trustees, elected by Membership

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.

LifeLines adheres to a number of internal policies including financial risk, data protection, equality and diversity, fraud, conflicts of interest, health and safety and volunteer management. These are all provided to new Trustees upon joining the LifeLines Committee.

The Financial Policy was revised and agreed in March 2020.

A Statement of Solidarity was added to the Equality and Diversity Policy in June 2020.

All Trustees give their time voluntarily and receive no remuneration or benefits.

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

For the public benefit, to promote the relief of suffering and distress to those persons who are awaiting execution in any state of the USA by the promotion of friendship by letter writing to such people.

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)

1. Advice and information about the issues likely to arise when writing to prisoners;
2. One to one advice and information on making the initial contact with a specific prisoner in the US on death row who has requested friendship, and for the life of the friendship and beyond, in particular when the sentence of death is likely to be carried out;
3. A quarterly publication that allows people to hear the voice of those on death row and deepens their understanding of the US justice system, and the death penalty in particular;
4. Advice and assistance to make informed choices about giving financial and other types of support to death row prisoners;
5. Conferences that include speakers with personal experience of the justice system, death row, and the impact of violent crime on all those who are affected, with an opportunity to exchange experience and knowledge with other writers.

Consideration is given to “public benefit” when making any decision relevant to the activities above with a specific agenda item included in Board meetings for “Governance” to ensure the objectives and activities satisfy the requirements for public benefit in accordance with Charity Commission guidance.

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.

A significant contribution to the success of Lifelines is made by member volunteers who act as:

- state coordinators corresponding with writers and prisoners
- regional coordinators who offer the facility to members to come together on a regional basis to exchange their experience of writing to prisoners
- editing and distributing The Wing of Friendship
- the web site manager

We are also thankful for pro bono assistance from AND Digital, a web agency in London, which started designing an update of the LifeLines web site in April, to go live for the start of 2021.

Summary of the main achievements of the charity during the year

We have reduced the number of Conferences from two a year to one, which took place in October 2019 in London. The Conference was well attended with an excellent talk from Damon Thibodeaux, a death row exoneree who spent fifteen years in Louisiana as an innocent man. In the afternoon we heard from Claire Jenkins, co-chair of British legal charity Amicus, and from Daniella, a recent Amicus volunteer who had spent time on placement in Louisiana.

The Corona virus pandemic and national UK lockdown from March 2020 disrupted some LifeLines activity. The spring edition of The Wing of Friendship was sent out electronically for the first time, although it will return to a print version as soon as possible so that the death row prisoners who LifeLines members write to can receive copies again.

Prior to the lockdown, Regional groups had a good turnout and some Regional groups have continued to meet virtually.

Membership remains at over 1,000 with only a short “waiting list” of prisoners waiting to pair with writers.

Our members-only LifeLines community on Facebook has expanded and was being used by 274 members as of 30th June 2020.

We have continued to narrow the gap between income and expenditure through careful attention to costs, and this year there was a small surplus of income over expenditure. Significant cost savings arose through the change to one Conference per year. We also re-tendered for the printing of The Wing of Friendship, which will result in further savings in the next financial year.

Section E Financial review

Brief statement of the charity's policy on reserves

LifeLines holds an Operational Reserve which is sufficient to provide for a 3-month administrative capability for the winding-up of the charity in the event of its closure.

The value of the Operational Reserve is reviewed annually.

Details of any funds materially in deficit

Not applicable

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 breakdown of income can be seen in the Annual Accounts of LifeLines.

LifeLines does not actively fundraise.

The level of reserves does not warrant a complex investment strategy.

Section F Other optional information

Not applicable

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)	Jan Hall	Patrick Ballin
Position (eg Secretary, Chair, etc)	Vice Chair	Governance Secretary
Date	5 September 2020	