

# Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	July	2021	To	30	June	2022

## Section A Reference and administration details

**Charity name**

LifeLines

**Other names charity is known by**

-

**Registered charity number (if any)**

1168273

10 Springfield Terrace

Guiseley, Leeds

**Postcode**

**LS20 9AW**

### 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	Coordinators Representative		
2	Jan Hall	Vice Chair		
3	Nichola Glasse	Membership Secretary		
4	Beryl Kingsbury			
5	Margaret Shepherd		Resigned 9 Oct 2021	
6	James Mason	Treasurer		
7	Patrick Ballin	Governance Secretary		
8	Susan Drysdale	Wing Editor		
9	Nikita Mistry			
10	Davina Chima			
11	Melanie Mitchell	Coordinator Care		

12	Edmund Conybeare		Appointed 9 Oct 2021	
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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
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
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**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 Members

**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.

An amendment to the LifeLines Constitution, approving future AGMs to be conducted virtually if required, was approved by members on 9th October 2021.

A Skills Audit of Trustees was completed in June 2022.

The LifeLines Health & Safety Policy was reviewed, and a new version approved in March 2022. Risk Assessments are in the process of being updated in accordance with the new policy.

As of 30 June 2022, the following LifeLines policies were under review and revision:

- Conflict of Interest
- Data Protection
- Financial Policy
- Fraud
- Volunteer Management

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
- editor and distributor of The Wing of Friendship
- manager and administrator of the LifeLines website

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

Our Conferences have remained virtual because of the Coronavirus pandemic, although we hope to be able to move to a hybrid format in the next year. We conducted two successful and well attended virtual Conferences in October 2021 and April 2022, with guest speakers from the USA and UK. The October conference was also our Annual General Meeting, which continued to be conducted in line with Charity Commission guidance on virtual meetings.

Eight Regional Groups around the UK continue to meet regularly and during the latter part of the year some of these meetings have resumed in person. The London Regional Group has welcomed several LifeLines members based outside the UK to its virtual meetings.

Membership stood at 1,179 as at 30<sup>th</sup> June 2022. New membership applications have declined during the year and the LifeLines Committee is actively looking at ways to attract new members, in order to serve a continuing high level of requests for pen friends from men and women on Death Row in the USA.

Our members-only LifeLines community on Facebook continues to expand with over 25% of our members participating.

Our income has again exceeded our expenditure through careful attention to costs, and this year there continued to be a surplus of income over expenditure. Significant cost savings continued through having virtual rather than face to face conferences.

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jan Hall	Patrick Ballin
<b>Position (eg Secretary, Chair, etc)</b>	Vice Chair	Governance Secretary
<b>Date</b>	17 September 2022	



	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	DRAFT	Jan Hall	DRAFT	
	DRAFT	James Mason	DRAFT	