



## Trustees' Annual Report for the period

From 1<sup>st</sup> July 2022 Period start date To 30<sup>th</sup> June 2023 Period end date

Charity name: LifeLines

Charity registration number: 1168273

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>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</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ol style="list-style-type: none"><li><b>1. Advice and information about the issues likely to arise when writing to prisoners;</b></li><li><b>2. One to one advice and information on making the initial contact with a specific prisoner on US Death Row who has requested friendship, and for the life of the friendship and beyond, in particular when a death sentence is likely to be carried out;</b></li><li><b>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;</b></li><li><b>4. Advice and assistance to make informed choices about giving financial and other types of support to Death Row prisoners;</b></li><li><b>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</b></li></ol>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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</b>
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not applicable.</b>
Policy on social investment including program related investment	Para 1.38	<b>Not applicable.</b>
Contribution made by volunteers	Para 1.38	<p><b>The organisation has no employees and relies upon member volunteers who act as:</b></p> <ul style="list-style-type: none"> <li>• <b>State Coordinators corresponding with writers and prisoners.</b></li> <li>• <b>Regional Coordinators who offer the facility for members to come together on a regional basis to exchange their experience of writing to prisoners.</b></li> <li>• <b>Editor and distributor of the organisation’s newsletter, The Wing of Friendship.</b></li> <li>• <b>Manager and Administrator of the LifeLines website</b></li> <li>• <b>Committee Members/Trustees</b></li> </ul>
Other		

### Achievements and Performance

	SORP reference	

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p><b>We conducted two successful and well attended virtual Conferences in October 2022 and April 2023 with guest speakers in from the US 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. The Autumn Conference and AGM was due to be hybrid (both live and virtual) but this was not possible due to the rail strikes. Our Conferences have remained virtual but we will be introducing a hybrid format for them with both in person and virtual attendance.</b></p> <p><b>Seven Regional Groups around the UK continued to meet both in person and by Zoom regularly. The London Regional Group welcomed several Lifelines members based outside the UK to its virtual meetings.</b></p> <p><b>LifeLines membership stood at 1074 as at 30<sup>th</sup> June 2023. New membership applications declined during the year and the LifeLines Committee is actively looking to recruit new members to serve the continuing high level of requests for penfriends from men and women on Death Row in the USA</b></p> <p><b>The members-only Lifelines community on Facebook continues to thrive with over 25% of LifeLines members participating.</b></p> <p><b>Our income has again exceeded our expenditure through careful attention to costs, and in the last financial year we therefore ran an income surplus. This was partly due to having virtual rather than face to face conferences but this will change with the new hybrid format mentioned above.</b></p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p><b>Not applicable</b></p>
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Performance of fundraising activities against objectives set	Para 1.41	<b>Not applicable</b>
Investment performance against objectives	Para 1.41	<b>Not applicable</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>In surplus. The breakdown of income and expenditure can be seen in the Annual Accounts of Lifelines.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>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.</b>
Amount of reserves held	Para 1.22	<b>£6000.</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Membership subscription</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>The main risk is the decline in membership which is being addressed by investing in press and publicity. The Trustees maintain and organisational risk register which is reviewed at every meeting.</b>
Other		

## Structure, Governance and Management

Description of charity's		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more	Para 1.25	<b>Co-opted by Trustees, elected by Members</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>All new trustees are fully inducted and assessed for training needs which are then met.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	LifeLines
Other name the charity uses	none
Registered charity number	1168273
Charity's principal address	10 Springfield Terrace, Guiseley, Leeds 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	July 2022-October 2022. Stood down as Trustee in October 2022	
4	Beryl Kingsbury			
5	James Mason	Treasurer		
6	Patrick Ballin			
7	Susan Drysdale	Membership Secretary		
8	Nikita Mistry			
9	Davina Chima			
10	Melanie Mitchell	Coordinator Care		
11	Lindesay Mace	Media		
12	Deborah Murphy	Wing Editor	Co-opted as Trustee in June 2023. To be appointed at 2023	
13	Edmund Conybeare	Governance		
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		





## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Jan Hall	Edmund Faraday Conybeare
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Position (eg  
Secretary, Chair, etc)

Vice-Chair	Governance Secretary
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Date

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