



## Trustees' Annual Report for the period

**From** 1<sup>st</sup> July 2023 **Period start date** to 30<sup>th</sup> June 2024 **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 people.</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 1.1making the initial contact with a specific prisoner on US Death Row who has requested friendship9	<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 voices 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 people on Death Row;</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 that are affected, with an opportunity to exchange experience and knowledge with other writers.</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 experiences 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		<b>Not applicable</b>

### 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 Conferences in October 2023 and April 2024. The former was hybrid (in person and virtual) and the latter virtual only. Both heard from excellent guest speakers from the USA and UK. The October Conference was also our Annual General Meeting which was conducted in full compliance with Charity Commission guidance. Seven Regional Groups around the UK continued to meet both in person and by Zoom regularly. The London Regional Group welcomed LifeLines members from outside the UK to its virtual meetings.</b></p> <p><b>LifeLines membership stood at 1004 on 30/6/24. New membership applications declined during the year and the LifeLines Committee is actively recruiting new members to meet the continuing high demand 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 sending our newsletter, the Wing of Friendship as a digital edition.</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>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p><b>Not applicable.</b></p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p><b>Not applicable.</b></p>
<p>Other</p>		<p><b>Not applicable.</b></p>



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>In small 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 three-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 an organisational risk register which is reviewed at every meeting.</b>
Other		<b>None.</b>

## Structure, Governance and Management

Description of charity's trusts:		
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 trustees	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	<b>LifeLines</b>
Other name the charity uses	<b>None</b>
Registered charity number	<b>1168273</b>

Charity's principal address	<b>10 Springfield Terrace, Guiseley, Leeds LS20 9AW</b>

**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	Jan Hall	Vice Chair		
2	Carole Butcher	Coordinator Representative		
3	Patrick Ballin			
4	Davina Chima			
5	Lindesay Mace	Press and Publicity		
6	Edmund Conybeare	Governance		
7	Susan Drysdale	Membership Secretary		
8	Melanie Mitchell	Coordinator Care	Until AGM 7/10/23	
9	Nikita Mistry		Stood down in August 2023	
10	Deborah Murphy	Wing Editor		
11	Rachael Martin		Co-opted 1/12/23	
12	Andrea Woodside		Co-opted 1/12/23	
13	James Mason	Treasurer		
14				
15				
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17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

Name of trustees holding title to property belonging to the charity



Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<b>Not applicable.</b>
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 Conybeare
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Position (eg  
Secretary, Chair, etc)

Vice-Chair

Governance Secretary

Date

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