



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	03	MAY	2016		29	APRIL	2017

Section A Reference and administration details

Charity name Lode with Longmeadow Village Trust

Other names charity is known by LLVT

Registered charity number (if any) 1166872

Charity's principal address

Fen Farm,
Lode Fen, Lode,
Cambridge
Postcode CB25 9HF

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	Michael Platten	Chairman		
2	Lionel Johnson	Treasurer		
3	Coral Hatley			
4	Pauline Holmes			
5	Barry Hall			
6				

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 CIO - FOUNDATION REGISTERED 03 MAY 2016

(eg. trust deed, constitution)	
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

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.

Section C Objectives and activities

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

The objects of the CIO are to promote the benefit of the inhabitants of Lode with Longmeadow ("the area of benefit") without distinction of gender, sexual orientation, nationality, age, disability, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

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)

In the first year of the charity's operation we have aimed to consolidate our reserves and to establish procedures for grant application.

A small donation for the Post Office building to be made more accessible for wheelchair and frail users has been agreed and made.

We are now in a position to publicise procedures for application (see attached procedural notes) and to invite local groups to make applications.

We have agreed the roles of the Trustees and the Charity Committee as distinct but mutually supportive. The Charity Committee can make applications for funds along with other village organisations, and will organise fund raising activities. The Trustees manage the Charity funds according its constitution as a Foundation Charitable Incorporated Organisation (CIO) and make decisions on the distribution and evaluation

Additional details of objectives and activities (Optional information)

See attached documents

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

1. Transfer of funds to the charity. This is not yet complete (see attached financial report)
2. Award of first grant for improved access to the \Post Office
3. Publication of procedural paperwork

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to preserve the capital raised from the sale of the old social club for the time being. Interest and funding raised will be awarded projects that meet the Charity Objects. Once the full funding is transferred the Trustees will review this decision.

Details of any funds materially in deficit

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 Charity's principal source of funds is from the sale of the old social club building in the village. Additional fund raising activities contribute a small amount to the capital.

The current capital of the charity is £29,240 with a further £85,000 to be transferred in the coming year

Section F

Other optional information

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)	Michael D V Platten	Lionel Johnson
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 14 May 2017

LLVT General Information

Charity Name

LODE WITH LONGMEADOW VILLAGE TRUST ('The Charity')

This is a Charitable Incorporated Organisation (CIO)

Charity Number

1166872

Trustees

BARRY HALL

CORAL HATLEY

PAULINE HOLMES

LIONEL JOHNSON -*treasurer*

MICHAEL PLATTEN - *chair*

Treasurer

LIONEL JOHNSON

Bank Accounts

Lloyds Treasurer Account

Aldermore

Nationwide

Bank Signatories

CORAL HATLEY

PAULINE HOLMES

LIONEL JOHNSON

Committee Members

The Committee supports the Trustees and organises fund raising activities. The committee has no executive or legal powers.

JEAN HOWARD (SECRETARY)

CHARLIE RICKARD

TIM ANDERSON

ANGELA HALL

JOY MARTIN

ELIZABETH MITCHELL

LLVT Management of money and financial reporting

Bank Accounts

The Charity will hold

- a current account for small donations and ongoing payments from social activities
- one or more high interest accounts for the bulk of its capital

There will be three trustee signatories, currently Pauline Holmes, Coral Hatley, Lionel Johnson. Each financial transaction will require the approval of two signatories

Financial Reporting

A newly registered charity is required to submit a Trustees' Annual Report and Annual Return documents 10 months from the end of the first financial period (our financial year ends 31 May)

Until the accounts and Annual Returns for the first full financial period after registration are received or become overdue, newly registered charities are recorded on the charity overview page as "newly registered" and their banner is outlined in green.

If all due documents have been submitted, the banner on the charity overview page is outlined in green and shows:

- the financial period ending date
- the date documents for that period were received.

If the charity has passed its 10 month deadline and has either an Annual Return form or Trustees' Annual Report and Accounts outstanding it will be shown as overdue within a red banner.

NB non-company charities with income less than £100,000 can prepare receipts and payments accounts instead of full accrual accounts. For financial periods ending on or after 1st April 2009 this threshold changed to include charities with income less than £250,000.

Charities with income of £10,000 or less are not required to submit either an Annual Return or accounts. However, they are required to keep the details held about them on the Register up to date. To keep those details up to date charities with income of £10,000 or less should submit an Annual Update. Charities are expected to report changes, or confirm that there have been no changes, within 10 months of the end of their financial period, the same time allowed for the preparation of their accounts.

LLVT Trustee Duties

The following are the relevant sections of the constitution: (nb each trustee is elected for a period of three years, but we have resolved that trustees will stand down in sequence on 1 June each year. Therefore two trustees will stand down in June 2018, two in June 2019 and one in 2020. New trustees to be appointed on each occasion)

(Numbering as per constitution)

9. Charity trustees

9.1 Functions and duties of charity trustees

The charity trustees shall manage the affairs of the Charitable Incorporated Organisation (CIO) known as Lode with Longmeadow Village Trust (also known as 'The Charity' for short) and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee -

- (a) to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

9.2 Eligibility for trusteeship

- (a) Every charity trustee must be a natural person (i.e. not an organization).
- (b) No one may be appointed as a charity trustee:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office.
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) The total number of trustees under the age of 18 years must not at any time be more than half of the total number of trustees in office.

9.3 Number of charity trustees

- (a) There should be:

Not less than three nor more than five trustees;
- (b) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

9.4 First charity trustees

The first charity trustees of the CIO are the directors of the Lode and District Social Club Company Ltd–

Michael Platten
Pauline Holmes
Coral Hatley
Barry Hall
Lionel Johnson

10. Appointment of charity trustees

10.1 Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

10.2 In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the constitution and any amendments made to it; and
- (b) a copy of the CIO's latest trustees' annual report and statement of accounts.

12. Retirement and removal of charity trustees

12.1 A charity trustee ceases to hold office if he or she –

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (e) is removed by the members of the CIO in accordance with constitutional rules
- (f) is disqualified from acting as a charity trustee by virtue of section 178 - 180 of the Charities Act 2011.

12.2 A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the Trustees called for that purpose and properly convened, and the resolution is passed by a two-thirds majority of votes cast at the meeting.

12.3 A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

/ LLVT Trustee Duties

13. Taking of decisions by charity trustees

Any decision may be taken either:

- (a) at a meeting of the charity trustees; or
- (b) by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

14. Delegation by charity trustees

14.1 The charity trustees may delegate any of their powers or functions to a committee or committees formed or approved by the Trustees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation. Currently (2016) no powers are delegated.

14.2 This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements -

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
- (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
- (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings and proceedings of charity trustees

15.1 Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

15.2 Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

15.3 Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) [In the case of an equality of votes, the chair shall have a second or casting vote.]

LLVT Grant Application

Introduction

Applications for grants are considered quarterly but may be submitted at any time to the Charity's registered address as above.

Applications must be submitted through a recognised village organisation (see attached list)

Trustees will communicate a decision within two weeks of meeting to consider the application (apply to the Secretary for dates of meetings).

Application details – please supply the following details by email to the above email address

1. Name of applicant organisation and contact details
2. Title of project
3. Amount of money required
4. Description of project including timescale
5. Anticipated outcomes of the project and how the outcomes meet the charity objects
6. Evidence of need
7. Beneficiaries of the project including estimate of numbers
8. How the project will be evaluated
9. Details of any matched funding or why matched funding is not available from elsewhere
10. Income and expenditure details.

If the application is approved, you will need to sign a memorandum of agreement with the Charity at which stage we will require your bank details.

Recognised Village Organisations (please apply to the Secretary for your organisation to be added to the list)

Lode Parish Council
Cambridgeshire Community Archive
Lode Sports Club
Lode Women's Institute
Lode Chapel
Lode Church
Fassage Hall Committee
Fete Committee
Charity Committee

Examples of successful funding bids:

1. Disabled access to the Post Office, supported by the Parish Council, Half Marathon Committee and LLVT
2. Further examples will be added as the Charity gets under way.

LLVT Funding Application Evaluation Form

Score from zero to three, with three being the best possible.

Category	Score	
1. Meeting the objects of the Charity		A score of zero here will invalidate the application. The more objects met the higher the score.
2. Beneficiaries		Based on the number of people in the community who will benefit and/or the extent to which the proposal meets the needs of disadvantaged members of the community
3. Value for money		An assessment of the benefits compared to the costs
4. Longevity		All projects will have a lifespan. Those projects which deliver benefits over a period of years will be favoured over those which have only short-lived benefits
5. Risk		A score of zero for a project that is very likely to fail (a zero score will invalidate the application). A score of three for a project that will almost certainly succeed (see Note 2)
6. Need for ongoing maintenance costs		High maintenance costs will get a low score whereas a score of three would be applied to a project that requires little or no future investment during its lifespan
7. Active involvement of promoters and/or beneficiaries		Zero for no involvement.
8. Match funding		A zero here may invalidate the claim. A score of three will be awarded if there is 50% or more match-funding.
Total		Proposals scoring 10 or less are unlikely to succeed, whereas a score of 20 or more is likely to attract funding.

Notes

1. All applications must be accompanied by an explanation of how the proposed project will meet the evaluation criteria.
2. By “fail” we mean fail to deliver the benefits and/or lack of uptake by the identified beneficiaries.