

CHARITIES NAME : LINCOLN FILM SOCIETY

TRUSTEES REPORT ON THEIR ACTIVITIES

UP TO THE FINANCIAL YEAR ENDING 31 MAY 2025

List of the Lincoln Film Society Trustees

Richard Hall, Chairman ; John Rossington, Treasurer ; Ivor Davey, Ordinary Member ; Paul Frodsham, Ordinary Member and Ray Longmore, Ordinary Member

The Actions of the Trustees

Ivor, Paul and Ray, collectively visited Sue Firth, who is the designated Administrator for the Lincoln Film Society, at her home on Wednesday 17<sup>th</sup> December 2025 at 14:30hr.

Sue showed us how she keeps all the Lincoln Film Society Membership Records safely locked away.

Sue has a separate sheet for each member of the Lincoln Film Society, which she generates when each year's subscription applications start being received. This happens when the Lincoln Film Society Membership opens that year for existing and new members.

During this procedure, Sue cross references her membership data with John Rossington, the Lincoln Film Society's Treasurer.

Sue keeps the previous year's records for two years and then they are destroyed.

Briefly, the Trustee's main duties associated with the Lincoln Film Society are as follows ....

Make sure that the Lincoln Film Society is doing what it was set up to do in its Governing Document and no other purpose.

To ensure that the Lincoln Film Society's purpose both now and in the future is as it is set out in the Governing Document.

Plan what the Lincoln Film Society will do, and what it wants to achieve.

The Trustees Six Main Duties : As set out in the UK Government Guidance for a Charity Trustee

1. The Trustees of the Lincoln Film Society will ensure that it is conducting its purposes for the benefit of its members.
2. The Trustees will comply with the Lincoln Film Society's Governing Document and the law.
3. The Trustees will act in the Lincoln Film Society's best interests.
4. The Trustees will manage the Lincoln Film Society's resources responsibly.
5. The Trustees will always act with care and skill.
6. The Trustees will ensure that the Lincoln Film Society is accountable.