

SOUTH CHINGFORD COMMUNITY LIBRARY

England & Wales · Charity number 1153772

Details

Status Registered

Legal form CIO

Registered 2013-09-11

Register [View on the Charity Commission register](#)

Contact

Address 265 Chingford Mount Road
London
E4 8LP

Phone 02085293035

Email southchingfordlibrary@gmail.com

Website www.southchingfordlibrary.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE:-(1) TO ADVANCE EDUCATION OF THE PUBLIC BY THE PROVISION OF A LENDING LIBRARY SERVICE FOR THE BENEFIT OF RESIDENTS OF SOUTH CHINGFORD AND THE SURROUNDING AREA. (2) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF SOUTH CHINGFORD AND SURROUNDING COMMUNITIES (THE AREA OF BENEFIT), WITHOUT DISTINCTION OF AGE, SEX, RACE, POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING WHEN APPROPRIATE TOGETHER THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS IN A COMMON EFFORT TO ADVANCE EDUCATION, RELIEVE POVERTY AND TO PROVIDE FACILITIES, IN THE INTERESTS OF SOCIAL WELFARE, FOR EDUCATION, RECREATION AND OTHER LEISURE TIME OCCUPATION FOR THE INHABITANTS WITH THE OBJECTS OF IMPROVING THEIR CONDITIONS OF LIFE; (3) SUCH CHARITABLE PURPOSES FOR THE PUBLIC BENEFIT AS ARE EXCLUSIVELY CHARITABLE ACCORDING TO THE LAWS OF ENGLAND AND WALES AS THE TRUSTEES MAY FROM TIME TO TIME DETERMINE.

Activities: The purpose of the charity is to maintain a community library to advance the education of local public, encourage public awareness and develop community cohesion, provide equal opportunities to people of all ages without any discrimination, to encourage community groups to work together and raise funds for public benefit in the area of Waltham Forest.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Waltham Forest

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£82,757	£53,323	-	-
2024-03-31	£7,724	£5,307	-	-
2023-03-31	£2,481	£4,120	-	-
2022-03-31	£20,921	£2,950	-	-
2021-03-31	£1,500	£5,243	-	-

Trustees

Name	Role	Appointed
ALAN SIGGERS		2023-04-28
CHRISTINE JOAN SHERRET		2024-11-08
GREGORY FRANK POPE		2013-07-24
Julie Bayntun		2024-07-26
LUKE KELLY		2021-07-16
RICHARD ASHEN		2013-07-24
Rosalind Dore		2024-08-27
Stephen Marson		2023-04-28
VERONIKA TOTH		2026-01-12

SOUTH CHINGFORD COMMUNITY LIBRARY

England & Wales - Charity number 1153772

Accounts

SCCL Chair's Report for AGM 12th June 2024

The Future at 265 CMR - the situation until the end of April 2024

This report covers the period 01 April 2023 until 31 March 2024, with updates over the last months of events since. It covers briefly the main points of a complicated sequence of events over recent months. The situation changed fundamentally last September. Up until that point, we had received assurances from all sides that the council would be taking out a new lease with the landlord to enable our continued operation in this building. At that point, we were suddenly informed that this decision had been reversed and it subsequently became clear that the end of this month (June 2024) was the date when the council would cease paying for the lease altogether. This prompted the "Save the Library" campaign with its various petitions to be started in February, as our future from next month became completely unclear. There must have been five to six thousand signatories to these petitions, clearly indicating the level of interest in saving SCCL. I will update you on the current situation at the end of the report.

Changes in Operational Arrangements

With the future uncertain, and likelihood that SCCL will need to generate more income, the Trustees have already been looking at ways to enhance current revenue streams and generate new ones. In general, all attendees at events are expected to pay £1 for each session. Hot refreshments are also provided during open hours, with the same £1 donation anticipated. A fundraising day was held on 20th April which raised some £650 with 200 attendees.. Quiz nights with Bingo are now held with increasing regularity. A Sunday sale day/fete was held on 19th May, with stalls, tombola, face painting etc, which raised just over £250, with likelihood of more to come. From recently the library has been open on Sundays for light refreshments, for the same donation of £1.

Following the fundraising day, when the bookshelves were pushed back against the wall, it was decided to leave them there, to increase the space in the library, making SCCL look more like a conventional public library and save a lot of work whenever a large event is held. There are plans to remove the raised section at reception and also a desire to improve the internal lighting, to make the interior look more appealing and less intimidating from the outside.

We are much more focussed on the need to increase revenue now.

Membership

We are conscious of the fact that we have been unable to guarantee any service at all beyond the end of this month. Therefore we recently decided to offer free membership to anyone new who wished to join. When things continue in July, we will need to generate increased income. So we will directly increase new annual adult membership or renewal fees to £2. I expect the child fee will be correspondingly increased to £1. Membership currently allows the borrowing of the not for sale books on our shelves, up to four at a time, for a period of a calendar month.

The Books

The trend has continued for members and other visitors much preferring to purchase books than borrow books, even allowing for the current temporary offer of free membership and a much simplified membership application

form.

By careful rotation of books for sale, organisation on increased numbers of trolleys and selection of titles and authors, book sales have approximately trebled from the start of this year. To be specific, up to the first three weeks in April, income from book sales has increased to £947.10 up from £282.24 last year.

Volunteers

Volunteers are the lifeblood of the organisation, without which we would not be able to operate at all. We have three who have been with us for the complete journey to date; a period of about twelve and a quarter years. The majority have joined somewhere along the way. Some have moved on, of course, perhaps moving away, or gaining paid employment, or just becoming inactive for one reason or another.

We currently have around 35 volunteers, and the number has been fairly stable over the last year. We have recently taken three new volunteers, but have now stopped recruiting, placing new applicants on a waiting list to be reviewed in July. The intention is to be more selective with new volunteers, to try to ensure that they can make a useful contribution to the organisation. A good example is recent arrival Demitra Michael who has assumed responsibility for producing a new website which is looking good. The original website has not been updated in over a year due to lack of effort available.

Footfall

From 1st April 2023 until 31st March 2024 we have had 253 days opening, with a total footfall of 11863 and average footfall/day of approx. 47.

Finances

Under the current way of operating, our finances are slowly increasing. As stated, from 1st July it is all change and extensive new revenue-raising methods will be needed.

Our Treasurer of long-standing, Stuart Manning is retiring, and he will be delivering his final Treasurer's report this evening. We are most grateful for his prudent and sage managing of the libraries financial affairs and wish him well. He is being replaced by Steve Marson, who has already assumed most of the duties, and we are just awaiting for Barclays Bank to finalise approval for the changeover.

What is happening in the library

Our long-standing events are well-known, and are displayed on the wall behind reception. They should all ideally be displayed in our Google calendar which anyone can view.

<https://calendar.google.com/calendar/embed?src=scclfeedback%40gmail.com&ctz=Europe%2FLondon>

A whole host of new events are planned or just starting, and I will give a flavour here, although things may change. For the little ones, Toddler Toy Time now follows Rhyme time for an hour on Tuesday mornings. A new creative writing class has started today, and an Art class is planned. CREST are planning to run a bereavement kitchen here. The LoveSouthChingford repair shop is to operate here. Then a 1-2-1 rehearsal space may be made available for 1Note2Notes Music Academy, which teaches children to play musical instruments, and we also hope to offer tutorial space to the Bishop Tuition Academy for assistance with Maths and English. Diabetes UK is also represented in the library, and a HEET project adviser has visited to advise on keeping safe and warm at home. There have been discussions with an enquirer who wishes to run a cryptocurrency course.

With our need to boost income, all events are now required to make a contribution to the libraries funds.

Trustees

South Chingford Community Library, as it has charitable status, is governed by a board of trustees.

The current Trustees with their major responsibilities are listed below:

Richard Ashen	Chair
Greg Pope	Secretary
Steve Marson	Treasurer, Book Management, Library Organisation, Social Media
Chris Cratchley	Funding, Volunteers
Luke Kelly	Events, Quizzes, Promotions, Social Media
Naila Mir	Events, Fee Negotiation, library use scheduling, Funding
Alan Siggers	Property, Council Matters, Rents, Lease Negotiation

In accordance with our constitution, existing trustees are required to stand down in rotation, and to seek re-election should they wish to return. Chris and Luke have therefore stood down and sought re-election. The result of the vote will be reported at this meeting.

Where We Are Now

With just months to go to the end of our tenure, we were highly uncertain what would happen. Then, out of the blue, we (Alan and myself) were invited by the council to a meeting to discuss the future of SCCL. This took place on 2nd May with Aydin Sipologlu, Assistant Director Property, and immediately made our future a little clearer. Tentatively the agreement was:

- SCCL negotiates a two year lease with the building owner, beginning 1st July 2024
- The council will provide a level of support
- An optional break clause to be included at the end of the first year, requiring the agreement of both parties

This was cheering news, but the building owner still had a generous offer to purchase his company, including this building as an asset.

Further meetings took place on 3rd June, and then just yesterday, when the final sticking point emerged as the need for a company to act as guarantor for the £50K to £60K annual funding. Further discussions took place today, with Alan Siggers to discuss details with the building owner, and our parliamentary candidate Sir Iain Duncan Smith to also talk to him. About two hours before the start of this meeting, we learnt that, following these last minute discussions, the council has agreed to act as guarantor. So the way is clear at last for SCCL to take a two year lease with the building owner, and ten months uncertainly has finally been resolved.

I will conclude by saying, on behalf of the Trustees, we have to express our special thanks to a few non-library individuals. Firstly, our parliamentary candidate during this election period, Sir Iain Duncan Smith. He is now our patron and he has been enormously supportive of the campaign to keep SCCL open. He is a very regular visitor here, and chats freely with anyone in the library. We may well not have had any chance of retaining our use of this building without his help and influence with key people. Also the building owner Keith Hibberd has retained faith in us and shown enormous patience in refusing to sell his company, with

this building as an asset, at least in part because he admires what we do. We should also thank the leaders of the Community Libraries Network who we recently contacted for advice, and whose network we have now joined. They are a great source for advice on fund-raising, and we had a delegate at their meeting today. Finally, we express our thanks to all volunteers, members, local councillors, Valley ward council members and Valley Ward police (principally Shashi), and other library users without whose help, the library could not have prospered in the past in the way that it has, and we remain positive in the belief that SCCL will continue to flourish on this site over the coming two years initially, and then beyond, unless or until new premises become available.

Richard Ashen

Chair of SCCL Trustees

12th June 2024

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2023 - 24

INCOME

Balance brought forward 16874.00

Operating income

Membership fees	71.00
Internet use	0
Printing	449.00
Knitting Group	277.00
Book Sales	1753.00
Language groups	0.00
Craft	46.00
Events	160.00
Donations	231.00

2987.00

Funding

Ward Funding	0.00
Other Grants	0.00
Sundry	15.00
Rental LBWF	4722.00

Bank Interest 0.00

24598.00

EXPENDITURE

Bank payments	4289.00
Petty Cash payments	1018.00

19291.00

Bank Balance 19221.00

Cash Balance 70.00

19291.00

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2023 - 24

CASH EXPENDITURE

Stationery	56.00
Newspapers	61.00
Cleaning Materials	107.00
Catering etc	304.00
Repairs etc	15.00
Furniture	0.00
Decorations	29.00
Postage	12.00
Window cleaning	300.00
Sundry	134.00
Cash adjustment	0.00
	<u>1018.00</u>

BANK EXPENDITURE

Telephone	865.00
Computers	160.00
Computer & Printer Supplies	832.00
Waste	806.00
Cleaning	496.00
Entertaining & catering	106.00
Stationery	184.00
Insurance	602.00
Furniture	0.00
Sundry (aircon)	238.00
	<u>4289.00</u>

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SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2022 - 23

INCOME

Balance brought forward 17970.15

Operating income

Membership fees 73.00

Internet use 6.50

Printing 238.78

Knitting Group 519.80

Book Sales 773.14

Language groups 46.68

Craft 12.65

Donations 238.15

1908.70

Funding

Ward Funding 299.00

Other Grants 150.00

Sundry 94.54

Rental LBWF 572.00

Bank Interest 0.00

20994.39

EXPENDITURE

Bank payments 3595.39

Petty Cash payments 524.56

16874.44

Bank Balance 16819.90

Cash Balance 54.54

16874.44

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2022 - 23

CASH EXPENDITURE

Stationery	52.14
Books	0.00
Newspapers	119.70
Cleaning Materials	106.46
Catering etc	189.20
Repairs etc	10.86
Furniture	0.00
IT Supplies	0.00
Postage	0.00
Sundry	46.20
Cash adjustment	0.00
	<u>524.56</u>

BANK EXPENDITURE

Telephone	840.45
Computers	159.37
Computer & Printer Supplies	0.00
Waste	673.96
Cleaning	105.00
Entertaining	375.00
Stationery	128.70
Insurance	596.77
Furniture	0.00
Sundry (aircon)	716.14
	<u>3595.39</u>

SCCL Chair's Report for AGM 14th June 2023

The Slow Rebuild Continues

For the first report period since 2019, four years ago, the library has been open throughout the full year. We have had to recover volunteer numbers, restore full opening, attract new members, and repopulate the events and activities calendar. Progress on these various fronts is detailed below.

The Future at 265 CMR

What has happened over the last year has been somewhat shaped by the lease situation. From the legal aspect, the council's 15-year lease on this building expired on 15th July last year, some 11 months ago. The building owner, Keith Hibberd, has offered WF council a new lease, to enable us to carry on operating here as before. We have been assured both verbally and in emails that we are valued and that things will carry on, and just told repeatedly that negotiations are ongoing. So the lease must just be holding over until terms are agreed.

Membership

Since we reopened on 31 March last year, we have been taking new members, and there are about 90 of those. As previous pre-covid members enjoyed no benefits during our closure, we have continued to allow these free membership. As soon as our situation is clarified with the council taking out a new lease, we will revert to normal operation, and take the fees for those members who wish to renew their membership.

The Books

Several of the new volunteers have taken enthusiastically to book management. Kath Roberts, with many years of experience of working in Essex county libraries, has taken overall responsibility for the books, and the books, both downstairs and upstairs have been very well re-organised and thinned out by Steve Marson. He is also correcting the book catalogue. The physical layout of the adult fiction section has also been much improved. Events in the window area used to expand and squash up the start of the adult fiction area, making sections of books inaccessible to readers, and being inconvenient to both parties. This situation has been resolved by backing the start of the section with hardboard, making a physical divide between activities and books, and no longer requiring any movement of shelving during normal opening times. The ability to push the shelves back against the wall still remains to accommodate the occasional large evening meeting.

One disappointment is the perception that the numbers of readers post pandemic has not returned to earlier levels. This may be that habits have changed over the two years that we were closed, or that members have still not got used to our being open again. It is to be hoped that social media promotion and word of mouth may get numbers of readers increasing over the coming years.

It is evident that book reading is still popular, given the numbers of books that we sell, rather than those we lend from the library. So people are purchasing what we consider to be not our best books in batches of three for a price which would allow borrowing unlimited numbers of our best books for a year.

Volunteers

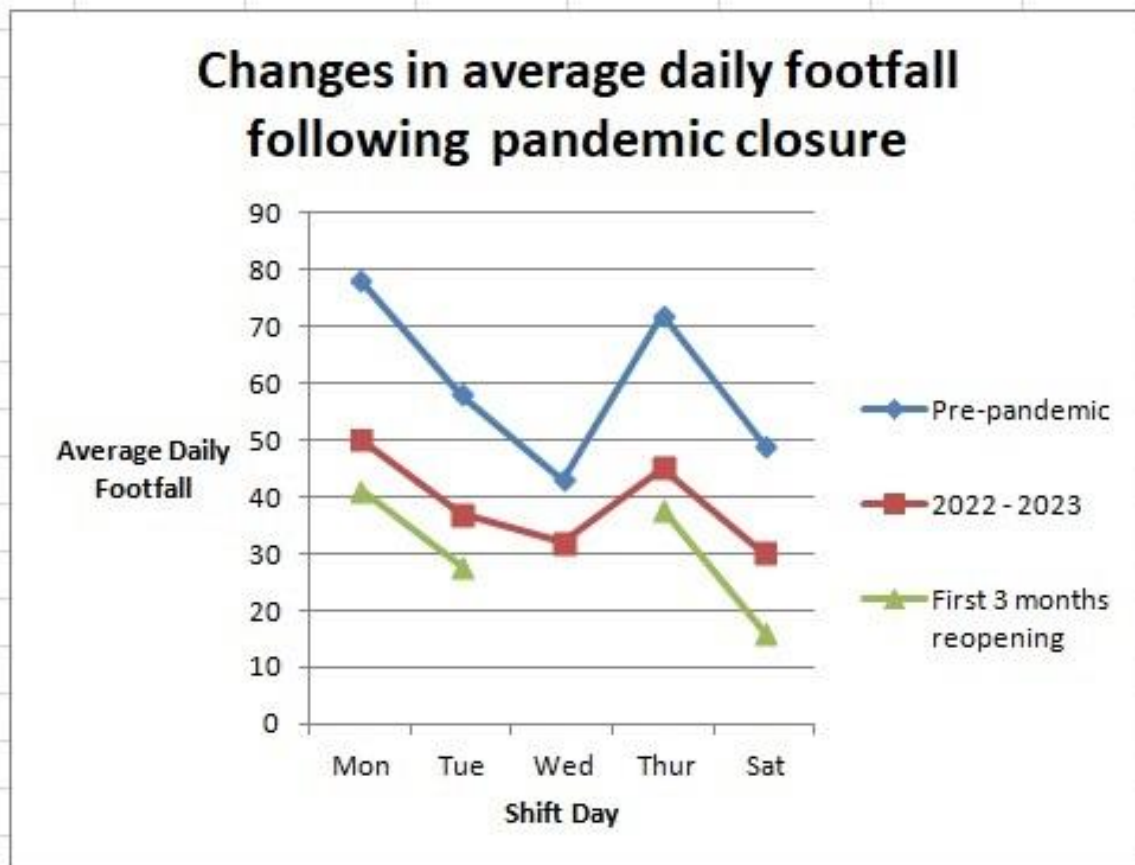
Volunteers are the lifeblood of the organisation, without which we would not be able to operate at all. We have three who have been with us for the complete journey to date; a period of about eleven and a quarter years. The majority have joined somewhere along the way. Some have moved on, of course, perhaps moving away, or gaining paid employment, or just becoming inactive for one reason or another.

As of a year ago (start of this report period) we had some 20 returning volunteers and three new ones we had recruited. We had already started a recruitment drive for new volunteers, which included paper adverts on noticeboards, social media, and the council's online process to tap into their pool of volunteers, known as Legends of the Forest. We set a limit of 20 on the number of volunteers we are seeking. The recruitment process was slow at first, but gathered pace last August for a few weeks, and then again from November until February. Eventually we recruited a total of 18 new volunteers. We currently have about 33 active volunteers (a few dropped out along the way) and we are no longer actively recruiting. Most of the new volunteers are highly active and motivated and have injected new energy into the workforce. Regarding shifts, we began with all days and shifts open excepting for Wednesdays and Saturday afternoons. Saturday afternoons opened again on 12th November, with Wednesdays finally reopening in mid January.

Pre-pandemic, we operated on a system with each day being organised by its own coordinator. It became clear that this model would no longer work, partly because we could not find willing volunteers to take on the roles of the coordinators, almost all of whom had gone, and also as volunteers needed far greater flexibility in working to cover all shifts, with a smaller, but perhaps more dynamic, workforce. Instead, volunteers now sign themselves onto shifts, using a rolling rota visible to all, located behind reception. This system seems to be working well. We have also started a library WhatsApp group which anyone can join. This assists volunteers in making late adjustments to their work schedules, and greatly improves internal communications.

Footfall

There are limited smooth patterns to current footfall making conclusions hard to draw. However, trends are possible to see. It is useful to compare footfall pre-and post pandemic, to see if things have changed, and to compare the situation in Spring last year to the current year, to see whether or not numbers are increasing. An unchanging long term trend is for highest footfall to be on Mondays and Thursdays, with Tuesdays in the middle, and lowest numbers on Wednesdays and Saturdays. This largely results from the activities which take place on these days. The graphs below shows average footfall/month on each day, for January to April 2019 (pre-pandemic), on first re-opening last year, March 31st until 27th June 2022, and for this report period, 28th June 2022 until 30th May this year.



Clearly the relative numbers from day to day maintain the same general relationship. Numbers on initial reopening were about half pre-pandemic levels, with Saturdays a little lower (we were only open on Saturday mornings then). It also reflected the extensive time it took people to realise that we were open again. Numbers now have rising to broadly two thirds pre-pandemic levels. Whether this reflects a permanent change in people’s behaviour, or a loss that we will be able to redress, remains to be seen.

Finances

You can see from the summary financial report that SCCL is in a relatively healthy financial position. Principal sources of income at present are second hand book sales, funds generated by the Thursday knitting group “Knit and Natter”, and council rental of the building. We did run with a small loss.. I will leave any further details to the Treasurer’s report.

Partnerships and Events

Many of our well-established weekly events are running routinely. The current situation is indicated on the board behind reception. Recently, we have made public the library Google calendar for anyone to view. This is more detailed than the board information, and enables the situation to be viewed from anywhere at any time. In brief, the French class and craft group run on Mondays. If sufficient interest is demonstrated, a council run beginners’ IT course can start on Mondays, with all necessary equipment supplied. An exciting new event on Tuesdays is the baby and toddler rhyme time which runs during school term time, run by Kath and other Tuesday morning volunteers, and is building numbers. You may also note in the Children’s area the octopus, and other examples of the new decorations. You can also see the beautiful new window art “Dive into a good book this Summer” These are all the work of Natasha, who has offered to do decorations inside the library. The poetry-reading group meets monthly on the first Tuesday. Chase Lane nursery children visit during term time, as before, weather permitting, and we are also pleased that the

Hearts Day nursery have now visited a few times. We are hopeful that a council run embroidery workshop will run a five week course on Wednesdays, after an initial failed start. Thursday mornings sees the familiar “Knit and Natter” group, followed by the Chingford conversation class at lunchtime, again during term times. Regular external events include the Valley Ward community police on selected Thursday afternoons, and the Valley Ward Councillor surgeries, on four Saturdays each month.

New events and activities have appeared. During the extreme heat of mid July last year, the library set up as a “Cool Space” as a refuge. Few people took advantage of this, but it proved very pleasant for the volunteers. Conversely, during the winter months, the library became a “Warm Space”. We registered with the council, but did not sign up to the contract, finding it a rather restrictive process, and a massive document. We funded the space ourselves, but I do not believe that we reached the people who really needed help. In December and January, the library became a base for a police pop-up surgery, and since then the Anti-social behaviour team have been meeting on Wednesdays at Albert Crescent, and they used to store the associated gazebo in the library. There has also been a series of Housing Surgeries in the library, covering both private and council rental. These may well resume in the future.

We are pleased to report that we will be resuming participation in the Summer Reading Challenge for Children in early July, and also hosting a MacMillan coffee morning once more on Thursday 28th September.

In December and January, we participated in the second window art trail, getting our window painted outside, along with many other local shops. The next window art trail goes live on 27th July where, together with 18 local shops, our window art will celebrate local residents, talking about safety and their thoughts and hopes for Chingford Mount. Selected participants will be interviewed outside the various premises, and this may present an extra opportunity to publicise the library. There is an online application form for people to use and I hope an applicant or two from our community may be forthcoming.

The “Steps into Work” council job recruitment service used to use the library on Fridays when we were closed for normal activities. It is hoped that they may return in their new guise on Wednesdays at some future time, which should also help the Wednesday footfall, and also our financial situation.

A challenge for many of the newer or less familiar events is publicity and promotion. We are pleased that our social media publicity is now much improved following the appointment of a social media officer, Diana, and we are definitely reaping the benefits.

Trustees

South Chingford Community Library, as it has charitable status, is governed by a board of trustees. We are pleased to report that we co-opted three new trustees at a meeting on 21st April this year. Firstly, Steve Marson, a new volunteer who joined us in November last year. He is also a shift leader and working long hours on book reorganisation. Alan Siggers is already familiar to most of us as a former Valley Ward Councillor for many years and former leader of the conservative group on Waltham Forest council. Having also worked for WF council, and being in property management, his knowledge of the property business, council workings, and property law will be of immense value to us. Naila Mir is the chair of the LoveSouthChingford Group and Valley Ward Police Panel, as well as holding several other local community posts and a senior position in an international bank in the city. She brings a wealth of local knowledge beyond the library, as well as valuable commercial acumen. These three are in addition to existing trustees Greg Pope, our secretary, Chris Cratchley, Luke Kelly, and myself Richard Ashen as current chair. Following a decision at the same meeting, we allowed Narinder Matharoo, our original secretary back in the

beginning, to retire with honour. Following a serious accident he has been unable to attend the library for several years. We have offered him an honorary lifetime's membership and thank him for his long term service.

The vote that members have been invited to participate in has partly been to ratify the appointment of the three new trustees. In accordance with our constitution, existing trustees are also required to stand down in rotation, and to seek re-election should they wish to return. Greg and myself have therefore stood down and sought re-election as part of this vote.

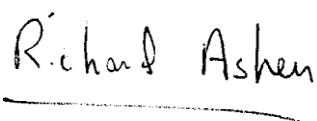
Drawing the Threads Together

Over the last year we have satisfactorily recruited volunteers to replace those lost during the pandemic closure, and these have re-energised the operation of the library. We have recruited new members at a rate of more than one a week. Most events have returned and new ones have appeared. Footfall is increasing, but not yet back to pre-pandemic levels, and we hope that this increase will continue. This is probably our principal challenge. Tempting our book borrowers back in greater numbers is a further challenge, so that the public sees us as a lending library once again, in addition to being a second-hand bookshop.

Until it is confirmed that the council has signed a new lease with the building owner, and our occupation of this building is more secure, our situation remains uncomfortable, and the organisation is awkward to run in some respects, as can be seen from this report.

Given the number of council-related events that are hosted by the library, in addition to our own, we are clearly fulfilling our mandate. Given the council's allegiance to 15-minute neighbourhoods, whereby a library should be within the time limit to reach on foot or by cycle from anywhere within the borough, we may well be essential to meet this requirement for residents living in the far flung areas of Valley ward, such as the south western end of Hall Lane or Russell Road.

I will conclude by saying, on behalf of the Trustees, I express our thanks to all volunteers, members, local councillors, Valley ward council members and Valley Ward police (principally Shashi), and other library users without whose help, the library could not have prospered in the past in the way that it has, and we remain positive in the belief that SCCL will continue to flourish in the future.


Richard Ashen

Chair of SCCL Trustees

14th June 2023

SOUTH CHINGFORD COMMUNITY LIBRARY

England & Wales - Charity number 1153772

Accounts

SCCL Chair's Report for AGM 29th June 2022

The Slow Return to Normal Operation

At last we have been able to return to some form of normality since the last AGM. However, our return to normal opening has been unfortunately delayed by a combination of factors. When about to reopen around a year ago, Covid-compliant, when other organisations were doing the same, we discovered the issue of poor ventilation. Then the rear shutter failed mid December. The Trustees unanimously agreed at a meeting on 3rd February that we would reopen, come what may, but of course not before the rear shutter was replaced because that is a vital emergency exit. We were informed on 25th March that the Council have approved the trunking and fan works to improve the ventilation, but there is no sign of its happening yet. On the previous day, 24th March, the rear shutter was replaced, and we moved with indecent haste to re-open, with the first shift taking place on 31st March. Things are not as before however, and various aspects are detailed below.

Membership

I will discuss our future and the lease situation at the end. In fairness to those with membership which has expired and having enjoying no benefits as we have been closed, we will extend free membership until our future is resolved. Any new members will be charged half fees to cover the same period, so until 30th November as from now. In the event that a new lease is granted, we will revert to normal operation.

Book Lending

As we have only just re-opened, there is nothing of significance to report on the book lending front. We are making extensive efforts to clear the large surplus of books upstairs, bringing some of the more attractive ones downstairs, and selling off others.

Volunteers

Volunteers are the lifeblood of the organisation, without which we would not be able to operate at all. We have a few who have been with us for the complete journey to date; a period of about ten and a quarter years. The majority have joined somewhere along the way. Some have moved on, of course, perhaps moving away, or gaining paid employment, or just becoming inactive for one reason or another.

Until we actually re-opened, we did not know how many volunteers would be able to resume duties after a period of a little over two years. I estimate that we had about 44 active volunteers in March 2020, of whom about 20 have been able to return. Having lost just over half the workforce, meant

that we had to be selective in which shifts we could reopen, and when. Also it necessitated a recruitment drive for new volunteers, which is still ongoing. Paper adverts are out on noticeboards etc, and social media has also been employed. We have also just embarked, starting this Monday, on using the council's online process to tap into their pool of volunteers, known as Legends of the Forest. We set a limit of 20 on the number of volunteers we are seeking.

We currently have three new volunteers operating, and they all seem to be settling in well.

So far we have managed to get Thursday and Saturday morning shifts open, subsequently followed by Mondays and then Tuesdays. It is clear that we are currently over extended, with volunteers taking on more shifts than they might be comfortable with, and also switching from shift to shift to keep things running. The Trustees are extremely grateful for all this effort. It may be a little while before we have sufficient resources to re-open on Wednesdays and Saturday afternoons. We will certainly need to train up additional shift leaders.

Footfall

The footfall over such a short period has no meaningful pattern. Clearly the message that we have reopened is taking a long time to propagate through the local community. On most shifts new visitors come in, saying they did not know that we have reopened. So there are no steady numbers to report, as was the case when we last opened normally. For the record, up until 27th June, the average footfall on Saturday mornings was 16, with the best figure 27, corresponding figures for Tuesdays were 28 and 33, Thursdays 38 and 50, and Mondays 41 and 56. These figures reflect the state of the return of regular events. For example, no events have yet returned on Tuesdays, whereas Mondays have the French language class and the craft group, and English 1-2-1 tuition.

Funding

During the last period, a further £1500 grant was kindly awarded by United Way (Costco). This is intended to be put towards the purchase of air purifiers to improve the air quality in the building. A further £600 ward funding granted for the Twixmas event at the end of last year, which did not in fact take place because of Covid. Maybe this can be put towards a Twixmas event at the end of this year instead. Then just yesterday we received an offer from the Chingford Rotary Club to raise funds for us over the next year. Other financial details will appear in the Treasurer's report.

Partnerships and Events

Several of our regular weekly events were very keen to return, and so activities have reappeared quite rapidly. The current situation is indicated on the board behind reception. In brief, the French class and craft group have returned on Mondays plus 1-2-1 assistance with English. Tuesdays host the poetry-reading group and creative writing group on the first and last Tuesdays of each month respectively. We are also pleased that the Chase Lane

nursery children have resumed their lunchtime visits during term time, weather permitting. Thursday mornings see the return of “Knit and Natter”. Regular external events include the Valley Ward community police on selected Thursday afternoons, and the Valley Ward Councillor surgeries, on four Saturdays each month. We were very pleased also to host a joint Larkwood and Valley Ward forum meeting last evening. This is the first one after a break of several years.

We have two exciting new events to report. A commercial jewellery workshop has booked space for Tuesday mornings. This has attracted significant interest, and may also attract an audience. Then, from last Thursday, the council’s English conversation class relocated to SCCL in the 1pm to 2pm slot.

Numbers at some of these events have not returned to pre-pandemic levels as yet as, in many cases, previous members have not returned, and new members need to be attracted. It is pleasing to report that the numbers at the craft group this last Monday were significantly higher, following online promotion.

Trustees

South Chingford Community Library, as it has charitable status, is governed by a board of trustees. Our former Chair Roy Sutcliffe stood down quite recently. After a very difficult period in life we are very pleased that he has now found happiness again, and thank him for his many years of excellent service. We can report that we welcome Chris Cratchley to the board of Trustees following a recent Trustees’ meeting. She joins our secretary Greg Pope, Luke Kelly, Narinder Matharoo, and myself Richard Ashen as chair.

The Future

From the legal aspect, the council’s 15-year lease on this building expires on 15th July, just two and a half weeks hence. A new 10-year lease is on offer to enable us to carry on operating here as before. There is an absolute deadline of 30th November of this year for either this new lease to be negotiated, or else the council and ourselves to leave the premises for ever. It is my belief that we will carry on here until such time as this matter is resolved one way or the other.

As I see it, we are expecting a very significant financial investment from the council to ensure our medium term future. For our part, we need to demonstrate that we can continue to deliver the quality of service that we did until early 2020, and preferably to improve on it. The importance of SCCL to the local community is likely to increase in the current straitened times, particularly when we approach next Winter, when local residents in hardship may want to seek solace with us. Clearly on our part, our greatest need is more volunteers, maybe 15 or so to enable our return to full operation in a comfortable manner, and steps continue to try to recruit more, as previously stated.

I will conclude by saying that we are so pleased to be open to the public once more, after being absent from the high street for so long. On behalf of the Trustees, I express our thanks to all volunteers, members, local councillors, council members, and other library users without whose help, the library could not have prospered in the past in the way that it has, and we remain positive in the hope that SCCL will continue to flourish in the future.

Richard Ashen

Chair of SCCL Trustees

28th June 2022

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2021 - 22

INCOME

Balance brought forward 16985.99

Operating income

Membership fees 0.00

Internet use 0.00

Printing 0.00

Knitting Group 0.00

Book Sales 7.61

Language groups 0.00

Events 0.00

Donations 4.03

11.64

Funding

Ward Funding 2267.00

Other Grants 1500.00

Rental Income

Sundry 0.00

LBWF 156.00

156.00

Bank Interest

0.00

20920.63

EXPENDITURE

Bank payments 2770.22

Petty Cash payments 180.26

17970.15

Bank Balance 17942.80

Cash Balance 27.35

17970.15

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2021 - 22

CASH EXPENDITURE

Stationery	13.00
Books	0.00
Newspapers	0.00
Cleaning Materials	13.77
Catering etc	15.24
Repairs etc	85.25
Furniture	0.00
IT Supplies	16.00
Postage	0.00
Sundry	37.00
Cash adjustment	0.00
	<u>180.26</u>

BANK EXPENDITURE

Telephone	986.20
Computers	79.99
Computer & Printer Supplies	0.00
Waste	595.92
Twxmas	0.00
Cleaning	0.00
Entertaining	0.00
Stationery	0.00
Insurance	574.11
Furniture	300.00
Sundry (aircon)	234.00
	<u>2770.22</u>

SOUTH CHINGFORD COMMUNITY LIBRARY

England & Wales - Charity number 1153772

Accounts

Acting SCCL Chair's Report for AGM 24th June 2021

The Special Situation

A couple of weeks back, our excellent chair Barbara Peck (“Barb”) had to stand down from the Board of Trustees for family reasons. The remaining Trustees wish to express their commiserations to Barb for her difficult situation, while thanking her for her excellent and wise leadership over the last years. This report is being presented by the acting chair, Richard Ashen, who was formerly shadow to Barb, and has now stepped out into the limelight.

Following the COVID-19 outbreak, the community library was forced to close in line with all other such organisations, and the last day the building was open to the public was 19th March 2020. The last conventional AGM was held on 22nd May 2019; over two years ago. The building is still closed to the public, meaning that no normal events or book lending has taken place at all during the last year covered by this report.

However, activity has continued behind the scenes, and this is detailed in the following sections.

Membership

The bulk of the membership is “bronze”, which covers one year (cost £1). Therefore most memberships have lapsed, leaving only some 21 “official” members who have unexpired “silver” membership, which lasts for 7 years (cost £5) or “gold” membership which lasts indefinitely (cost £10).

In fairness to those with membership which expired during our period of closure, and therefore enjoying no benefits during that time, extended time will be allowed before a renewal fee will be required from these individuals.

Book Lending

There has been no book lending during our period of closure. Attention was drawn on the SCCL website to the facilities offered by the Waltham Forest council libraries for borrowing books during this time.

For some years we have also been donating books to another charity, called the Book Rescuers They give us a commission earned from selling books online (we get 10% of sale

value, as commission). We received one payment not recorded in last year's report, details of amount and period covered are below:

1st February 2020 to 30th April 2020 inclusive	£ 41.73
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We also have a complete set of books boxed up for collection by the charity, when the library reopens.

Additionally, last year we supplied some surplus books to Enterprise House, a housing association building with retirement flats. We have also recently been placing offerings of free surplus books outside on Thursdays, whilst working inside towards reopening. The books prove popular and many disappear.

Volunteers

Volunteers are the lifeblood of the organisation, without which we would not be able to operate at all. We have a few who have been with us for the complete journey to date; a period of about nine and a quarter years. The majority have joined somewhere along the way. Some have moved on, of course, perhaps moving away, or gaining paid employment, or just becoming inactive for one reason or another. We have stored completed application forms for all these people, whether still active volunteers or not, which is a concern from the data protection viewpoint. We have decided therefore to take advantage of this enforced break in operation to reset the volunteer force. So all existing volunteer forms will be destroyed, and volunteers will be required to complete a new form. This has the added benefit of clarifying who the current volunteers are. When the system is up and running, our volunteer numbers will be totally clear again, as we will have the new completed forms as updated records.

With no requirement to run shifts within the library, the majority of the volunteer workforce has had nothing library-related to do over the last year or so. Many have found other useful projects, like assisting the elderly, having virtual online meetings for some organisations, or assisting with the Waltham Forest Council Stay Safe initiative.

A small group of volunteers has been preparing for the upcoming reopening. Many volunteers are looking forward to this, and are already organised to run the first shifts. .

Footfall

There has been no footfall to record over this period..

Funding

The details of this are in the treasurer's report. A £1500 grant was kindly awarded by United Way (Costco). This was initially intended to fund the screening at reception, but this was subsequently covered by Waltham Forest Ward Funding. There has been no other income. The Costco grant is now redirected towards a high-end laptop, to be a platform for running the organisation, and a new multi-function printer. Outgoings remain despite closure, these being principally telephone, cleaning, and waste disposal.

Partnerships and Events

There is nothing to report on these..

Trustees

South Chingford Community Library, as it has charitable status, is governed by a board of trustees. As previously stated, our chair Barbara Peck ("Barb") has sadly had to stand down from the board. Our Treasurer of long standing, Stuart Manning, is also now retiring from the Board. The remaining trustees wish to express their thanks to Stuart for all his hard work, both on the financial side, and more generally, and hope he will now have more time to enjoy his interests of sailing, walking, and maybe a resurgence of poetry writing.

We are currently in various stages of welcoming four new trustees, one of whom is a returning member of the board.

The Future

We are all looking forward to the reopening of the library, probably in a slightly reduced form. For example, children will not be allowed back initially. Also, if restricted numbers are allowed within the building, meaning that there is a queue of people waiting outside, then, in that situation, in fairness to all, we may limit the time of visits to half an hour. This rule will not apply, of course, to attendees at regular events in the library. Some weeks back, we set a target date for re-opening of 1st July. This seemed reasonable at the time, but it is just one week away now, so we must accept that this date, barring a miracle, will have to be put back. Trustees and volunteers have been working very hard to prepare for re-opening, which includes meeting stringent requirements to satisfy Waltham Forest Council. The principal remaining hurdle to overcome is the matter of the now illegal ventilation system within the building. The present air conditioning system simply recirculates the same air, which is not Covid-19 compliant. A resolution is being sought, which probably involves allowing for an acceptable replenishment of fresh air with a through flow through the building.

We are effectively a sub-tenant of Waltham Forest council, who do not own this building, but are leasing it from the owner, Keith Hibberd, who owned and ran the Rossi's Ice Cream

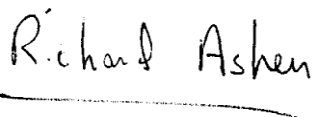
and Toy Shop from the building. As things stand, we are required to vacate the premises by 31st January 2022 at the latest, to allow time for Waltham Forest council to restore the building to a handover state by the end of their lease in the summer of 2022. In these circumstances, there has effectively been no chance of the upstairs being restored to a working space for public use, to allow us to properly exploit the full potential of this site. This has been the situation for some years now, and has been an ongoing issue for the whole time that we have been here.

So we likely have a few months guaranteed time left in an imperfect building in the perfect location for a library in South Chingford.

As part of our aim to consolidate our position as a principal community hub in South Chingford, we applied to Waltham Forest Council in January 2020 to be made an Asset of Community Value, and our application was successful. This opened up the theoretical possibility of offers to be made to purchase the building, should it be put up for sale, to retain its current use at the end of lease. Of course, the SCCL charity will not be in a position to make such an offer.

So, from 2022, our future, if any, is currently unknown. We do have a very good relationship with the owner, Keith Hibberd. He likes what we are doing, and would very much like for us to carry on using his building. It has been made clear to him that we do not have the finances to fund a new lease in the conventional sense. So we also do not have the finances to obtain alternative premises, and therefore will be reliant on the goodwill and outside help of friends (of whom we have many), if we are to move in that direction. Our responsibility, as trustees, is to ensure that SCCL is well run continuously, through when we reopen until such time that the charity winds up, which we hope will be many years in the future.

I will conclude by saying that we are sorry that we have not been open for so long, a situation which is totally out of our control of course, and thanking all volunteers, members, and other library users without whose help, the library could not have prospered in the past in the way that it has, and will continue to do so in the unknown future, without doubt, when our doors open to the public once again..

Handwritten signature of Richard Ashen in black ink, with a horizontal line underneath.

Acting Chair of SCCL Trustees

24th June 2021

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2020 - 21

INCOME

Balance brought forward 20729.17

Operating income

Membership fees 0.00
Internet use 0.00
Printing 0.00
Knitting Group 0.00
Book Sales 0.00
Language groups 0.00
Events 0.00
Donations 0.00

0.00

Funding

Ward Funding 0.00
Other Grants 1500.00

Rental Income

Sundry 0.00
LBWF 0.00

0.00

Bank Interest

0.00

22229.17

EXPENDITURE

Bank payments 5243.18
Petty Cash payments 0.00

16985.99

Bank Balance

16985.99

Cash Balance

0.00

16985.99

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Financial Summary Accounting Year 2020 - 21

CASH EXPENDITURE

Stationery	0.00
Books	0.00
Newspapers	0.00
Cleaning Materials	0.00
Catering etc	0.00
Repairs etc	0.00
Furniture	0.00
IT Supplies	0.00
Postage	0.00
Sundry	0.00
Cash adjustment	0.00
	<u>0.00</u>
	<u>0.00</u>

BANK EXPENDITURE

Telephone	1184.26
Computers	79.99
Computer & Printer Supplies	129.60
Waste	592.71
Twxmas	0.00
Cleaning	1528.93
Entertaining	0.00
Stationery	0.00
Insurance	550.61
Furniture	1177.08
Sundry	0.00
	<u>5243.18</u>

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Projection for the year 2021-22 Assuming no Ward Funding

INCOME

Operating income

Membership fees	0.00
Internet use	0.00
Printing	0.00
Knitting Group	0.00
Book Sales	0.00
Quiz evenings	0.00
Language groups	0.00
Donations	0.00

0.00

Funding

Ward Funding	0.00
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Rental Income

Age UK	0.00
LBWF	0.00

0.00

Bank Interest

0.00

Bank Donations

0.00

0.00

EXPENDITURE

Bank payments	3000.00
Petty Cash payments	0.00

Projected surplus

-3000.00

SOUTH CHINGFORD COMMUNITY LIBRARY

Charity Registration Number 1153772

Projected expenses 2021-22

CASH EXPENDITURE

Stationary	0.00
Books	0.00
Newspapers	0.00
Cleaning Materials	0.00
Catering etc	0.00
Repairs etc	0.00
Postage	0.00
Sundry	0.00
	<u>0.00</u>
	<u><u>0.00</u></u>

BANK EXPENDITURE

Telephone	1200.00
Computers	0.00
Computer Supplies	0.00
Printer Supplies	200.00
Waste	550.00
Catering	0.00
Cleaning	500.00
Insurance	550.00
Entertaining	0.00
Stationery	0.00
Sundry	<u>0.00</u>
	<u>3000.00</u>