



# Trustees' Annual Report for the period

| Period start date |     |       |      | Period end date |     |       |      |
|-------------------|-----|-------|------|-----------------|-----|-------|------|
| From              | 6th | April | 2020 | To              | 5th | April | 2021 |
|                   |     |       |      |                 |     |       |      |

## Section A Reference and administration details

Charity name

CROWLAND COMMUNITY HUB

Other names charity is known by

N/A

Registered charity number (if any)

1163120

Charity's principal address

Hall Street

Crowland

Peterborough

Lincolnshire

PE6 0EW

### 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  | Paul Bywater          | Chairperson     |                                   |   |
| 2  | David Kennerley       | Treasurer       |                                   |   |
| 3  | Julie Smith           | Secretary       |                                   |   |
| 4  | Ian Gordon            |                 |                                   |   |
| 5  | Peter Richard Sparkes |                 |                                   |   |
| 6  |                       |                 |                                   |   |
| 7  |                       |                 |                                   |   |
| 8  |                       |                 |                                   |   |
| 9  |                       |                 |                                   |   |
| 10 |                       |                 |                                   |   |
| 11 |                       |                 |                                   |   |
| 12 |                       |                 |                                   |   |
| 13 |                       |                 |                                   |   |
| 14 |                       |                 |                                   |   |
| 15 |                       |                 |                                   |   |
| 16 |                       |                 |                                   |   |
| 17 |                       |                 |                                   |   |
| 18 |                       |                 |                                   |   |

### 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<br>(eg. trust deed, constitution)        | Charitable Incorporated Organisation                |
| How the charity is constituted<br>(eg. trust, association, company) | Association   |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by members / 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.

The structure of the Charity is

Trustees: this group consists of the main office holders. Chair, Treasurer Secretary and other Trustees responsible for the overall Management of the Charity.

Management Groups: these consist of Trustees and Members who are responsible for the day-to-day management of the Charity.

Members consisting of the Trustees, Management Groups and Library and Shop volunteers.

There are no paid staff.

The library service element of our use of the building continues to be supported via GLL and the full time GLL Library Development Officer.

## Section C Objectives and activities

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

1. The advancement of education for the benefit of the public in Crowland and the surrounding areas by the provision of library services.

2. To further or benefit the residents of Crowland and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local 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 objective of improving the conditions of life for the residents.

Since the formation of the Charity our activities have focused on setting up and developing the structures necessary for delivering our business plan.

Having regard to the guidance issued by the Charity Commission the following is a summary of the activities undertaken for the public benefit.

- 1) Recruiting people with the skills and experience needed to deliver our business plan via membership of the group.
- 2) Recruiting and training volunteers in the policies and processes necessary to provide a voluntary staffed library service to the standards required by Lincolnshire County council initially and later to the standards required by Greenwich Leisure Services.
- 3) Extending the hours of fully staffed library provision and increasing the numbers of registered library users.
- 4) Negotiating the terms of agreement that would enable the building housing the library to be fully used as a community facility.
- 5) Recruiting and training over 30 volunteers in the running of our fund raising Charity Shop. Providing opportunities for some of those who are on benefits to fulfil their working time hours.
- 6) Establishing a group of volunteers with a brief to raise funds and promote the purposes of the Charity within the local community.
- 7) Publicising the purposes and activities of the Charity with a view to both establishing community needs and interests and recruiting people to assist in delivering programmes to address these.
- 8) Extending the range of activities provided by the Hub involving the community, particularly young people.
- 9) Providing accommodation and IT facilities for community interest groups.

**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)**

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

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

Volunteers have been taken through a process of establishing the skills and experience they bring with them and utilising these in the best way to meet the needs of the Charity.

In conjunction with the Lincolnshire County Council /GLL Library Development Officer all library volunteers have had training in the relevant policies in place that are required to deliver a full and high quality library service.

Through the establishment of the Charity shop a number of people of people have come forward who do not have an interest in the library service but who do want to be more involved in the community. 30+ people have been inducted in how to run a retail outlet in the context of remote management. This means that each person has to understand and be able to fulfil their responsibilities within a set of policy guidelines.

The above processes have added to the skills pool in the community.

The Charity does not make grants.

The Charity does not invest.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Our achievements have been the continuation of the development and expansion of the provision of services set out in our Constitution and business plan.

- 1) Continuing to bring together a group of people with little prior knowledge of each other and forming a cohesive Management Structure to manage delivery of the service.
- 2) Continuing to recruit and train volunteers engaged in the various roles that enable the service to be delivered
- 3) Creation and development of a Local History Archive.
- 4) Managing the impact of COVID-19 restrictions and closure whilst maintaining essential operational activities and retaining the support of the public and our volunteers.
- 5) Implementing improvements to the Library & Hub building adding disabled toilet facilities and updating the kitchen area to increase the useability and to provide improved facilities.
- 6) The introduction of upgraded IT infrastructure and hardware to improve facilities for users and volunteers.
- 7) The donation of 10 new laptops to South View School to provide additional COVID-19 and home learning capacity.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Lincolnshire County Council has now indicated their annual grant will continue for an undetermined period. They have also confirmed that the current peppercorn rent will not be increased. The organisation has reorganised to explore utilising the previously built reserves to increase the outreach and extent of funded initiatives within the community (this continued to be impaired by the impact of Covid 19 restrictions). Reserves were released to cover planned building improvement expenses, and the donation of Netbooks to South View School.

### Details of any funds materially in deficit

N/A

### 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 received COVID-19 Business Rates grants of £20,000.

The Charity receives grant monies towards running costs of the building of £5,167 per annum (while funds allow).

The Charity has received a one-off Capital grant of £15,000 for building alterations and works to allow for increased use of the Hub by the community.

The Charity made payments for building alterations and improvements in excess of the Capital Grant received.

The Charity has continued to maintain sustainable streams of income via the establishment of a shop and selling advertising on our crowlandhub.com community website.

## Section F

## Other optional information

In a small town of 4k people we feel we have made an impact initially by retaining a valuable community facility in terms of the library but also in the extension of that by saving a building that has huge potential as a community facility and by continuing to develop that potential.

## Section G

## Declaration

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

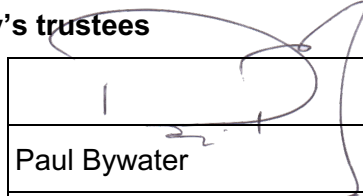
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

|   |             |
|---|-------------|
|  |             |
| Paul Bywater  | Julie Smith |
| Chairperson   |             |

26/09/2021

CROWLAND COMMUNITY HUB  
REGISTERED CHARITY NUMBER 1163120  
PROFIT AND LOSS STATEMENT 31/03/2021

| INCOME                         |                           | £          | %      |
|--------------------------------|---------------------------|------------|--------|
| Library                        |                           |            |        |
|                                | Printing                  | 0.00       |        |
|                                | Fines/Cards/Talking books | 0.00       |        |
|                                | Computer use              | 0.00       |        |
|                                | Venue Hire                | 0.00       |        |
|                                |                           | £0.00      | 0.0%   |
| Donations                      |                           | £230.00    | 0.8%   |
| Walkers                        |                           | £0.00      | 0.0%   |
| Funding LCC                    |                           | £5,167.00  | 17.0%  |
| Funding other                  |                           | £20,000.00 | 65.8%  |
| Events                         |                           | £0.00      | 0.0%   |
| Trading                        |                           | £0.00      | 0.0%   |
| Website                        |                           | £0.00      | 0.0%   |
| Commission Sales               |                           | £0.00      | 0.0%   |
| Fund Raising                   |                           | £0.00      | 0.0%   |
| Togs 'n Cloggs                 |                           | £4,817.24  | 15.9%  |
| Misc Income                    |                           | £177.74    | 0.6%   |
| Gross Income                   |                           | £30,391.98 |        |
| <b>EXPENDITURE</b>             |                           |            |        |
| Utilities                      |                           |            |        |
|                                | Water                     | 422.40     |        |
|                                | Phones/Internet           | 521.18     |        |
|                                | Electricity               | 959.38     |        |
|                                | Heating                   | 0.00       |        |
|                                |                           | £1,902.96  | 5.3%   |
| Rates                          |                           | £0.00      | 0.0%   |
| Insurance                      |                           | £609.50    | 1.7%   |
| Library                        |                           |            |        |
|                                | Printing                  | 0.00       |        |
|                                | Events/Public Service     | 0.00       |        |
|                                | Janitorial                | 135.37     |        |
|                                | Walkers                   | 0.00       |        |
|                                | Misc                      | 144.14     |        |
|                                | Refreshments              | 0.00       |        |
|                                | Craft                     | 0.00       |        |
|                                | Stationery                | 266.19     |        |
|                                | Licenses/Permits          | 301.18     |        |
|                                | Equipment                 | 2066.48    |        |
|                                | Repairs & Maintenance     | 704.35     |        |
|                                |                           | £3,617.71  | 10.0%  |
| Computers for Schools          |                           | £2,940.00  | 8.2%   |
| Trading                        |                           | £0.00      | 0.0%   |
| Website                        |                           | £382.24    | 1.1%   |
| Publicity & Promotion          |                           | £282.00    | 0.8%   |
| Library                        |                           | £9,734.41  | 27.0%  |
| Commission Sales               |                           | £0.00      | 0.0%   |
| Fund Raising                   |                           | £0.00      | 0.0%   |
| Togs 'n Cloggs                 |                           | £4,614.79  | 12.8%  |
| Capital Works                  |                           | £21,650.09 | 60.1%  |
| Total Expenditure              |                           | £35,999.29 | 118.4% |
| Net Income                     |                           | -£5,607.31 |        |
| Cash at Bank B/fwd 2019 - 2020 |                           | £64,993.63 |        |
| Cash                           |                           | £2,641.40  |        |
| Library Float                  |                           | 20.00      |        |
| RFID Float                     |                           | 36.50      |        |
| Togs 'n Cloggs Float           |                           | 60.00      |        |
| Fund Raising Float             |                           | 55.00      |        |
| Total C/Fwd to 2021 - 2022     |                           | £67,806.53 |        |
|                                |                           | £62,199.22 |        |

# FINANCIAL STATE 31/01/2020

|                          |         |              |                   |
|--------------------------|---------|--------------|-------------------|
| CASH                     | AT BANK | NEW A/C      | £48,655.65        |
| CASH                     | AT BANK | OLD A/C      | £192.58           |
| INVOICE TO POLICE        |         |              | £394.38           |
|                          |         | <b>TOTAL</b> | <b>£49,242.61</b> |
| CASH                     |         |              | £1,578.05         |
| FLOATS                   |         |              | £116.50           |
| <b>TOTAL CASH ASSETS</b> |         |              | <b>£50,937.16</b> |

## YEAR TO 31/01/2020

|            |                   |                  |
|------------|-------------------|------------------|
| HUB        | GROSS INCOME      | £6,673.14        |
| HUB        | EXPENDITURE       | £5,065.29        |
| <b>HUB</b> | <b>NET INCOME</b> | <b>£1,607.85</b> |

## YEAR TO 31/01/2020

|                       |                   |                  |     |
|-----------------------|-------------------|------------------|-----|
| TOGS 'N CLOGGS        | GROSS INCOME      | £13,677.34       |     |
| TOGS 'N CLOGGS        | EXPENDITURE       | £4,245.03        | 31% |
| <b>TOGS 'N CLOGGS</b> | <b>NET INCOME</b> | <b>£9,432.31</b> |     |

## YEAR TO 31/01/2020

|                     |                   |                |
|---------------------|-------------------|----------------|
| FUND RAISING        | GROSS INCOME      | £136.59        |
| FUND RAISING        | EXPENDITURE       | £13.29         |
| <b>FUND RAISING</b> | <b>NET INCOME</b> | <b>£123.30</b> |

## AV DAILY TAKE

|                |                 |        |
|----------------|-----------------|--------|
| TOGS 'N CLOGGS | 2019/20 to date | £62.51 |
| TOGS 'N CLOGGS | 2018/19         | £57.04 |

|              |                  |            |
|--------------|------------------|------------|
| VENUE HIRE   | £1,107.50        | 17%        |
| WALKERS      | £869.25          | 13%        |
| <b>TOTAL</b> | <b>£2,033.79</b> | <b>30%</b> |

## MAIN EXPENSES HUB

|                  |                  |            |
|------------------|------------------|------------|
| HEATING          | £985.95          | 19%        |
| ELECTRICITY      | £837.59          | 17%        |
| INSURANCE        | £794.82          | 16%        |
| BROADBAND/PHONES | £327.50          | 6%         |
| WATER            | £237.51          | 5%         |
| <b>TOTAL</b>     | <b>£3,183.37</b> | <b>63%</b> |

## EXPENSES OF ANY SIGNIFICANCE after report date

|         |                                |         |
|---------|--------------------------------|---------|
| HEATING | GROSS                          | £586.24 |
|         | NET AFTER POLICE REFUND OF 40% | £351.74 |

## NOTES:

Hub income includes receipt of LCC grant amounting to £2145.86 received since last report.  
 New invoice to be sent to Police for latest oil purchase, and follow up of outstanding invoice.  
 Possibly sent to incorrect email address/"bounced" as previous invoice (once at correct location) paid promptly.