



CROWLAND COMMUNITY HUB

**1 Hall Street
Crowland
PE6 0EW**

Tel 01733 212027

e-mail: CrowlandHub@outlook.com

May 1st 2022

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 2022 Annual General Meeting of Crowland Community Hub will be held at the Community Hub at 7.00pm on Monday 16th May, subject to the then current COVID-19 regulations and recommendations.

Attendees must comply with all posted notices regarding social distancing etc.

The meeting is to consider and, if thought fit, to pass the following resolutions:-

1. Minutes of Previous AGM.

To approve the minutes of the previous AGM.

2. Report and accounts.

To receive the Trustees Report and accounts for year ending 31st March 2022.

3. Rotational Resignation of Trustees

The following Trustees are resigning by rotation as required by the Constitution

Paul Bywater
Julie Smith

4. Election of Trustees

The following have indicated that they wish to stand for re-election as Trustees

Paul Bywater
Julie Smith

5. Reports from Management Teams

6. Other motions

No other motions have been raised

Note to members

If you are unable to attend the meeting in person the constitution allows for the appointment of a proxy to vote in your place as shown below:-

(7) Proxy voting

(a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:

- (i) states the name and address of the member appointing the proxy;
- (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
- (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.

(b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes. *[Not applicable]*

(c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

(d) Unless a proxy notice indicates otherwise, it must be treated as:

- (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
- (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

(e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.

(f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.

(g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

(h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.



Trustees' Annual Report for the period

Period start date		Period end date		
From	6th	April	2021	To 5th April 2022

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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Charitable Incorporated Organisation

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(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) Following the disruptions through the worst of the COVID pandemic, the Management Groups have blossomed. As well as taking responsibility for the day-to-day organisation of the Library, Hub and shop, they have adopted amended opening hours to maximise the efforts of the volunteers and to extend the community group activities.
- 5) There has been much planning undertaken to refresh and revitalise the appearance of both the Hub and the shop and these works are programmed to continue in the 2022/2023 year.

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 the 2022/2023 period. They have also confirmed that the current peppercorn rent will not be increased.
SHDC have indicated that although the discretionary charity relief on Business Rates continues for 2022/2023 they warn that this is being reviewed and although reserves are being made available to extend the services being offered, a cautious approach is to be maintained.

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

The Charity has continued to maintain sustainable streams of income via the charity 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.

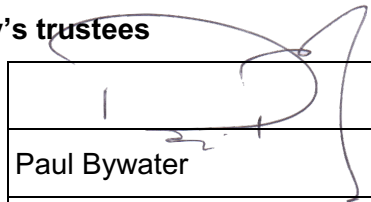
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
Paul Bywater	Julie Smith
Chairperson	

01/05/2022

CROWLAND COMMUNITY HUB
PROFIT AND LOSS STATEMENT

31/03/2022

		£	%
INCOME			
Library	Printing	147.55	
	Fines/Cards/Talking books	23.80	
	Computer use	0.00	
	Venue Hire	1191.25	
		£1,362.60	7.3%
Donations		£151.40	0.8%
Walkers		£39.79	0.2%
Funding LCC		£5,167.00	27.6%
Events		£162.00	0.9%
Trading		£0.00	0.0%
Website		£0.00	0.0%
Commission Sales		£6.00	0.0%
Fund Raising		£0.00	0.0%
Togs 'n Cloggs		£11,861.61	63.3%
Misc Income		£0.00	0.0%
Gross Income		£18,750.40	
EXPENDITURE			
Utilities	Water	540.43	
	Phones/Internet	31.34	
	Electricity	2071.50	
	Heating	0.00	
		£2,643.27	22.1%
Rates		£0.00	0.0%
Insurance		£712.76	6.0%
Library	Printing	306.18	
	Events/Public Service	430.00	
	Janitorial	768.61	
	Walkers	0.00	
	Misc	1264.53	
	Refreshments	10.33	
	Craft	0.00	
	Stationery	14.75	
	Licenses/Permits	618.46	
	Equipment	47.96	
	Repairs & Maintenance	109.27	
		£3,570.09	29.9%
Trading		£0.00	0.0%
Website		£131.39	1.1%
Publicity & Promotion		£34.00	0.3%
Library		£7,091.51	59.4%
Commission Sales		£0.00	0.0%
Fund Raising		£0.00	0.0%
Togs 'n Cloggs		£4,821.62	40.4%
Capital Works		£26.27	0.2%
Total Expenditure		£11,939.40	63.7%
Net Income		£6,811.00	
	Cash at Bank B/fwd 2020-21	£60,199.22	
	Cash	£731.20	
	Library Float	20.00	
Nb: Fund Raising Float added to cash balance as FR no longer active	RFID Float	36.50	
	Togs 'n Cloggs Float	60.00	
		£61,046.92	
	Total C/Fwd to 2022 - 21	£67,857.92	

TOGS 'N CLOGGS
PROFIT AND LOSS STATEMENT
2021-2022
INCOME

£ %

Sales

CASH	£6,307.90	53.2%
CARD	£4,421.85	37.3%
CFC	£1,014.00	8.5%

£11,743.75

Donations £117.86 1.0%

Gross Income £11,861.61

EXPENDITURE

Trading	£0.00	0.0%
Refresh/Janitorial	£60.07	1.2%
Misc	£552.78	11.5%
Card Costs	£165.88	3.4%
Equipment	£143.84	3.0%
Telephones	£270.56	5.6%
Rent	£1,800.00	37.3%
Rates	£62.60	1.3%
Water	£0.00	0.0%
Electric	£1,458.89	30.3%
Insurance	£307.00	6.4%
Total Expenditure	£4,821.62	40.6%

Net Income (transferred to Crowland Community Hub A/c) £7,039.99