

LANGNEY COMMUNITY LIBRARY

England & Wales · Charity number 1179763

Details

Status Registered

Legal form CIO

Registered 2018-09-03

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

Contact

Address Unit 13
Langney Shopping Centre
64 Kingfisher Drive
Eastbourne
East Sussex
BN23 7RT

Phone 07565 936987

Email langneycommunitylibrary@outlook.com

Website www.langneycommunitylibrary.com

Activities

Objects: THE AIM OF THE CIO IS TO ADVANCE SUCH CHARITABLE PURPOSES (ACCORDING TO THE LAW OF ENGLAND AND WALES) AS THE TRUSTEES SEE FIT FROM TIME TO TIME BUT NOT LIMITED TO ADVANCING THE EDUCATION OF THE PUBLIC BY THE FOLLOWING SPECIFIC OBJECTIVES: TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL THROUGH THE PROVISION OF A COMMUNITY BASED PUBLIC AMENITY NAMELY A PUBLIC LIBRARY AND COMMUNITY HUB SITUATED IN THE LANGNEY SHOPPING CENTRE IN EASTBOURNE, DRAWING ON THE SURROUNDING AREA AND COMMUNITIES. TO PROMOTE FOR THE BENEFIT OF THE RESIDENTS OF THE LANGNEY AND SURROUNDING AREAS AND COMMUNITIES THE PROVISION OF THE LIBRARY FOR LEARNING, RECREATION AND OR OTHER LEISURE-TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR AGE, YOUTH, INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID RESIDENTS.

Activities: Operating from within the Langney Shopping Centre in Eastbourne, we are a community-run library for the residents of Langney and surrounding areas providing free membership to those that wish to use the library to borrow books and/or use the library's laptops to e.g. access/send emails and access the Internet. We offer IT support. We offer printing/ photocopying facilities (at competitive rates).

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- East Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£4,221	£5,149	-	-
2024-07-31	£7,919	£3,995	-	-
2023-07-31	£2,100	£4,962	-	-
2022-07-31	£2,796	£22,081	-	-
2021-07-31	£21,391	£23,574	-	-

Trustees

Name	Role	Appointed
ALAN SHUTTLEWORTH	Chair	2018-09-03
Gordon William Jenkins		2025-02-03
Hugh Wayne Parker		2022-04-27
Linda Margaret Parr		2025-02-03
Susan Tourle		2021-07-01
TIM HERVEY		2018-09-03

LANGNEY COMMUNITY LIBRARY

England & Wales - Charity number 1179763

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	August	2024		31	July	2025

Section A Reference and administration details

Charity name Langney Community Library

Other names charity is known by LCL

Registered charity number (if any) 1179763

Charity's principal address

1 Rydal Way
Eastbourne
East Sussex
Postcode BN23 8HU

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	Alan Shuttleworth	Chair		
2	Tim Hervey CTA	Treasurer & Secretary		
3	Susan Tourle			
4	Hugh Parker			
5	Gordon Jenkins		Appointed 03/02/2025	
6	Lyn Parr		Appointed 03/02/2025	
7				
8				
9				
10				

Names of the trustees for the charity, if any, (for example, custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

LCL currently has no adopted policies or procedures for trustee training. At the date of his appointment, Tim Hervey was already a trustee and the treasurer of another charity and has considerable experience as a trustee. The Trustees have considered and intend to introduce appropriate training for all the existing Trustees and induction and training for newly appointed trustees. New Trustees are expected to familiarise themselves with the Charity Commission's own 'CC' guidance in CC3 and CC3a. All Trustees are expected to keep abreast of recent developments.

The organisational structure is described in note C5 to the accounts. LCL has close informal links with several other local community libraries with whom we share ideas and general information.

Information about related parties is disclosed in note C6 to the accounts.

Risk identification and management is conducted by the Library Operations Team, the General Committee and the Trustees.

Section C Objectives and activities

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

To promote for the benefit of the residents of the Langney and the surrounding areas and communities the provision of the Library for learning, recreation and or other leisure-time occupation of individuals who have need of such facilities by reason of their age, youth, infirmity or disability, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

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)

Main activities:

- Operating the Community Library
- Operating the Community Hub
- Provision of laptop computers (see Section D for more details)
- Summer Reading Challenge during the summer holidays (see Section D for more details)
- Outreach to, and liaison with, local infant and junior schools including arranged visits by pupil groups to the Community Library and the Trustees visiting and attending school assemblies
- Implementing existing plans for improved disability provision and access for community groups to use the Community Hub
- Liaison and negotiation with all relevant parties regarding a move to a larger unit within Langney Shopping Centre.

The Trustees declare that they have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

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

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

The Community Library is run entirely by unpaid volunteers who, with great enthusiasm, give up their time and devote much energy to help run a smooth operation. During the year there were up to 27 volunteers including six Trustees. The Community Library would not be able to operate without the volunteers and the Trustees are extremely grateful to all of them for what they do and the range of knowledge, skills and experience they bring with them.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Community Library has been open throughout the year with regular opening hours between 10:00am and 4:00pm on Tuesdays, Wednesdays, Thursdays and Fridays and 10:00am to 1:00pm on Saturdays. The Trustees and Library Operations Team regularly review the extension of opening hours but at least two more Duty Manager and several volunteers are needed to make this viable.

The Community Hub, located in the basement of the Community Library, as well as the Community Library when closed, has only been regularly used by three organisations during the year. The Trustees have made some progress in establishing links with other potential groups and organisations seeking a space to run sessions, but these have not yet come to anything.

The Christmas fair was held in 2024 and the Easter raffle fundraising event was held during 2025. LCL's registration with the Eastbourne Local Lottery since September 2019 has continued to provide regular fundraising income each month and a discretionary grant. LCL has been registered with easyfundraising.com for over two years whereby eligible purchases from over 8,000 brands made by those nominating LCL as their chosen cause generate receipts for LCL at no cost to the purchaser.

Community projects and Community outreach

- East Sussex Hearing has run monthly hearing aid maintenance sessions on Friday afternoons.
- Rhymetime sessions have been run by the local West Rise School during term time as well as our own sessions, but the latter are not well attended and have been suspended until the new school year starts in September 2025.
- IT/digital skills drop-in sessions and arranged IT/digital skills training and help with laptop computers and other devices.

Membership

The number of members as at 31 July 2025 was 2,802 (2,578 as at 31 July 2024) net of any member reported as deceased and whose records have been deleted from the system. There were 224 new member registrations during the year and four members removed as deceased or resigned. The membership continues to increase although there is a significant number of members who are inactive, i.e. do not use the library.

Footfall and laptop computer users

Footfall (the number of visitors to the Community Library) and the number of laptop computer users are recorded for each shift.

The table below provides a summary for the year ended 31 July 2024.

	Footfall am shift	Footfall pm shift	Laptop users am shift	Laptop users pm shift
Total	7,564	3,337	156	129
Number of shifts	255	200	255	200
Average per shift	30	17	1	1
Maximum in a shift	73	37	4	3
Minimum in a shift	11	4	0	0

Summer Reading Challenge

LCL operated the scheme run by East Sussex Library Service in conjunction with the Reading Agency. 47 children (19 boys and 28 girls), including four of pre-school children, participated in the 2024 challenge with 15 of those children joining the Community Library in order to participate in the challenge. 21 children (4 boys and 17 girls) including two pre-school children completed the challenge.

Section E

Financial review

Brief statement of the charity's policy on reserves

The CIO's Reserves Policy is to maintain a general reserve of £5,000 representing one year's estimated operating costs.

Details of any funds materially in deficit

None

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 CIO relies heavily on donations, fundraising activities, printing/ photocopying charges and room hire to help fund the Community Library's general operating costs. Two fundraising events took place during the year, A Christmas Fair, which raised £751 (before expenses) and an Easter raffle, which raised £120 in ticket sales. The remainder of the fundraising income came from Eastbourne Local lottery providing £199, £50 from easyfundraising.com, £2 from credit card cashback and £82 from other sources.

No grant applications were submitted during the year.

The continued availability of the two desktop computers and library software enables LCL to provide the library service to its members and fill the gap following the closure of the local branch of the County library.

The continued free availability of four laptop computers with Internet access, which are available for LCL's members, and a printer together provide facilities to those who do not own a computer and/or a printer. The four laptops were available throughout the year but they have not been as widely used as expected. Furthermore, a 'computer buddy' is normally on hand to help members with IT hardware and/or software issues including e.g. setting up and/or accessing an email account, job searches and online applications and printing forms, travel and other documents etc. They can also advise on matters relating to members'

own devices. However, one of the 'computer buddies' has not been available due to health reasons and so the other volunteers have done their best to help when needed.

LCL welcomes and assists anyone and everyone as members including the young, elderly, infirm, enabled, physically and/or mentally disabled, socially and/or financially deprived, health deprived, employment and/or education deprived - no matter what their race, ethnicity or religion – LCL is all inclusive.

LCL has no investments and so requires no investment policy or objectives.

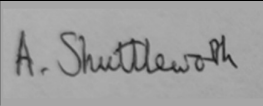
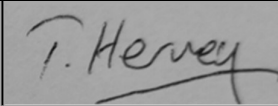
Section F Other optional information

The Trustees regularly monitor the overall impact on the Community Library's operations of the Covid-19 situation as new variants emerge.

Section G Declaration

The Trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of the charity's trustees

Signature		
Full name	Alan Shuttleworth	Tim Hervey CTA
Position (e.g. Chair, Secretary)	Chair	Treasurer & Secretary
Date	01/09/2025	01/09/2025



Receipts and payments accounts

For the period From	Period start date 1 August 2024	To	Period end date 31 July 2025
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Section A: Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations: Gift Aid	60	-	-	60	133
Donations: Non-Gift Aid	-	-	-	-	-
Gift Aid Small Donations Scheme	827	-	-	827	1,093
Fundraising	1,204	-	-	1,204	422
Grant income	0	(0)	-	-	3,637
HMRC: Gift Aid claim	227	-	-	227	137
Bank deposit & other interest (Gross)	-	-	-	-	-
Community Hub hire income	194	-	-	194	240
Printing and photocopying income	902	-	-	902	999
Refreshments income	-	-	-	-	5
Income from sale of books	807	-	-	807	1,253
Sub total <i>(Gross income for AR)</i>	4,221	(0)	-	4,221	7,919
A2 Asset and investment sales					
Proceeds from sale of assets	1,646	123	-	1,769	-
	-	-	-	-	-
Sub total	1,646	123	-	1,769	-
Total receipts	5,867	123	-	5,990	7,919
A3 Payments					
Training & meeting expenses	70	-	-	70	56
Fundraising expenses	170	-	-	170	42
Printing, postage, stationery & advertising	54	-	-	54	98
Insurance	803	-	-	803	819
Computer consumables & software licences	869	-	-	869	751
Repairs and renewals	30	-	-	30	31
Refreshments	132	-	-	132	150
Cleaning materials	104	-	-	104	40
Broadband, telephone & utilities	1,163	537	-	1,700	1,678
Sundry expenses	602	-	-	602	311
Book purchases	-	-	-	-	-
Sub total	3,997	537	-	4,534	3,976
A4 Asset and investment purchases					
Computer equipment & software	320	-	-	320	-
Community Hub	-	276	-	276	-
Platform stairlift	-	-	-	-	-
Fixtures, fittings & equipment	19	-	-	19	19
Sub total	339	276	-	615	19
Total payments	4,336	813	-	5,149	3,995
Net receipts/(payments)	1,531	(690)	-	841	3,924
A5 Transfers between funds	(1,688)	1,688	-	-	-
A6 Cash funds last year end	17,042	3,112	-	20,154	16,230
Cash funds this year end	16,885	4,110	-	20,995	20,154

Section B: Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current accounts	16,127	4,110	-
	Cash in hand	758	-	-
		-	-	-
	Total cash funds	16,885	4,110	-
	(Agree balances with receipts and payments account(s))	OK	OK	OK

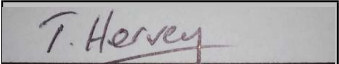
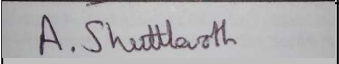
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Gift Aid claim for 2024/25	165	-	-
	Income from sale of books	-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-

Categories	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixtures, fittings & equipment (Note C10)	Unrestricted	5,390	2,188
	Fixtures, fittings & equipment (Note C10)	Restricted	1,637	596
	Computer equipment (Note C10)	Unrestricted	596	307
	Computer equipment (Note C10)	Restricted	3,597	829
	Computer software (Note C10)	Unrestricted	32	2
	Computer software (Note C10)	Restricted	955	56
	Community Hub (Note C11)	Unrestricted	7,107	4,219
	Community Hub (Note C11)	Restricted	18,898	11,297
	Platform stairlift (Note C12)	Unrestricted	-	-
	Platform stairlift (Note C12)	Restricted	-	-
	Book stock (Note C9)	Unrestricted	-	80,000

Categories	Details	Fund to which liabilities relate	Amount due (optional)	When due (optional)
B5 Liabilities	Amounts due to suppliers	Unrestricted	216	18/08/2025
	Amounts due to suppliers	Restricted	-	
			-	
			-	

Signed by two Trustees on behalf of all the Trustees

Signature	Print Name	Date of approval
	TIM HERVEY CTA	01/09/2025
	ALAN SHUTTLEWORTH	01/09/2025

Section C: Notes to the accounts

C1 Legal status

Langney Community Library is a Charitable Incorporated Organisation (CIO), which is a charity registered as a body corporate under Part 11 of the Charities Act 2011.

C2 Alternative name abbreviations

In the following notes, Langney Community Library may be referred to as "LCL" or "the CIO".

C3 Accounts

The accounts have been prepared for the period from 1 August 2024 to 31 July 2025. The Last year amounts are for the CIO's sixth period, being from 1 August 2023 to 31 July 2024.

C4 Guarantees and debts

The Charitable Incorporated Organisations (General) Regulations 2012 require the following information to be given by way of note:

- a) Particulars of any guarantee given by the CIO, where any potential liability under the guarantee is outstanding at the date of the Statement of assets and liabilities (31 July 2025); and
- b) Particulars of any debt outstanding at the date the Statement of assets and liabilities which is owed by the CIO and which is secured by an express charge on any of the CIO's assets.

LCL has given no such guarantee and has no such debt.

C5 Donated goods and services

LCL appreciates and acknowledges the huge volume of donated books from the general public. Once donated, the books are treated as LCL's property and they are processed in accordance with LCL's Donated Books Procedures. Any donated book that is either a duplicate of an existing stock book or is unsuitable for retention as a stock book is either sold or, if it cannot be sold, scrapped. See also note C9 below.

Like many charities, the CIO is managed by a team of unpaid Trustees who meet at least quarterly. They are supported by the General Committee, comprising the Trustees, the Duty Managers and one or two other members of the volunteer staff. The General Committee meets monthly and deals with e.g. library operations, premises matters and fundraising. All Sub-Committees report back to the General Committee. The Library Operations Team (LOT), comprising the Duty Managers, manages the day to day running of the library which is carried out by numerous unpaid volunteer staff including the LOT and General Committee members. LCL and the Trustees appreciate and acknowledge the services and generous support of all the volunteer staff without whom the library would not be able to operate to the detriment of all the library's users and the local community.

C6 Transactions with related parties and Trustees

LCL has no related parties other than the Trustees and the owners of Langney Shopping Centre.

The owners of Langney Shopping Centre and LCL were the parties to a one-year Licence to Occupy a Commercial Unit within Langney Shopping Centre. The terms of the Licence included that no rent or service charge is payable by LCL. That Licence, signed on 8 June 2023, expired on 19 May 2024. Since then, LCL continued to occupy the same commercial unit on the basis of the negotiations with owners of Langney Shopping Centre referred to in the next paragraph until a new Licence to Occupy a Commercial Unit was signed on 28 March 2025 and which expires no later than 27 March 2026. LCL appreciates and acknowledges the generosity and support of Langney Shopping Centre's owners.

Between April 2023 and October 2024, LCL had been negotiating to sublet another commercial unit within Langney Shopping Centre. However, those negotiations did not progress as LCL hoped with the result that LCL was unable to sublet the other commercial unit.

Apart from the two transactions detailed below, there were no transactions with the Trustees other than for reimbursement of expenses incurred by them on the LCL's behalf. See also note C7 below.

The following two transactions occurred during the year with one Trustee, Tim Hervey (Secretary and Treasurer):

- he paid £14.53 for some spare and unused computer equipment that cost £14.53 in 2020/21,
- he paid £5.00 for two flower pots and holders that were no longer being used by LCL and which cost £11.16 in 2021/22,

C7 Remuneration or expenses paid to Trustees or related parties

No Trustee receives any remuneration and, as stated in note C6 above, the Trustees receive no expenses other than the reimbursement of expenses incurred by them on LCL's behalf.

No related party receives any remuneration or expenses.

C8 Movement on particular restricted funds

LCL does not consider that any disclosure would help donors who have stipulated how their donated money has been spent. In those cases where the restricted funds are to be spent as stipulated by the donor, LCL has undertaken to provide the donor with appropriate evidence to demonstrate how the funds have been spent.

C9 Book stock

As referred to in note C5 above, donated books are treated as LCL's property. Donated books, by their very nature, have no purchase cost to LCL and, so far as those donated books that are retained, become an asset by inclusion in LCL's book stock once they are processed and added to the library's system. Donated books that have yet to be processed and added to the library's system and donated books removed from the library's system are excluded from the replacement cost and current value referred to below.

The book stock has a replacement cost of approximately £80,000 at 31 July 2025 and is shown as the current value in Section B4 above.

At 31 July 2025, LCL had purchased new books costing £160 using restricted funds donated for that purpose.

Section C: Notes to the accounts - continued

C10 Fixtures, fittings & equipment, Computer equipment and Computer software

The current values shown in section B4 above in respect of these assets are estimated and based on each asset's respective depreciated cost using assumed depreciation rates of:

20% reducing balance for Fixtures, fittings & equipment,

25% reducing balance for Computer equipment,

33.33% reducing balance for Computer software.

Grant funding has not been accounted for in this value.

LCL's insurance policy includes contents cover for all fixtures, fittings and equipment.

C11 Community Hub

The building works for the Community Hub were completed in August 2020. These works are an asset and the asset represents a tenant's improvements to the landlord's property and, up to 9 September 2024, was insured as such. Since 10 September 2024, the asset has not been insured as its recoverable value is limited, as explained in the following paragraph.

The current value shown in section B4 above in respect of this asset is estimated and based on the asset's depreciated cost using an assumed depreciation rate of 10% reducing balance. Grant funding has not been accounted for in this value. However, that current value is unlikely to be recovered in the event that LCL vacates the currently occupied Commercial Unit although negotiations with an incoming tenant would seek to maximise any sale proceeds.

C12 Platform stairlift

The installation of the platform stairlift was completed in September 2021. This asset represented a tenant's improvements to the landlord's property and, up to 9 September 2024, was insured as such. Since 10 September 2024, the asset was not insured as its recoverable value was limited, as explained in the following paragraph.

The platform stairlift was, disappointingly, little used. The ongoing maintenance costs were considerable for little benefit. In view of the negotiations to

LANGNEY COMMUNITY LIBRARY

England & Wales - Charity number 1179763

Accounts



Trustees' Annual Report for the period

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Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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Eastbourne	
East Sussex	
Postcode	BN23 8HU

Names of the charity trustees who manage the charity

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Names of the trustees for the charity, if any, (for example, custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

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The Trustees declare that they have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

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Summary of the main achievements of the charity during the year

The Community Library has been open throughout the year with regular opening hours between 10:00am and 4:00pm on Tuesdays, Wednesdays, Thursdays and Fridays and 10:00am to 1:00pm on Saturdays. The Trustees and Library Operations Team regularly the extension of opening hours but at least one more Duty Manager and several volunteers are needed to make this possible.

The Community Hub, located in the basement of the Community Library, as well as the Community Library when closed, has only been regularly used by one organisation during the year although the Trustees have made good progress in establishing links with other potential groups and organisations seeking a space to run sessions.

No Christmas fair was run in 2023 due to the expectation of a move to a larger unit within Langney Shopping Centre. The Easter raffle fundraising event was held during the year albeit a much smaller scale event. LCL's registration with the Eastbourne Local Lottery since September 2019 has continued to provide regular fundraising income each month and a discretionary grant. LCL has been registered with easyfundraising.com for over a year whereby eligible purchases from over 7,500 brands made by those nominating LCL as their chosen cause generate receipts for LCL at no cost to the purchaser.

Community projects and Community outreach

- East Sussex Hearing has run monthly hearing aid maintenance sessions on Friday afternoons.
- Rhymetime sessions have been run by the local West Rise School during term time as well as our own sessions.
- IT/digital skills drop-in sessions and arranged IT/digital skills training and help with laptop computers and other devices.

Membership

The number of members at 31 July 2024 was 2,578 (2,275 at 31 July 2023) net of any member reported as deceased and whose records have been deleted from the system. There were 303 new member registrations during the year and no members removed as deceased or resigned. The membership continues to increase.

Footfall and laptop computer users

Footfall (the number of visitors to the Community Library) and the number of laptop computer users are recorded for each shift.

The table below provides a summary for the year ended 31 July 2024.

	Footfall am shift	Footfall pm shift	Laptop users am shift	Laptop users pm shift
Total	8,702	3,867	278	131
Number of shifts	259	207	258	208
Average per shift	34	19	1	1
Maximum in a shift	73	45	4	3
Minimum in a shift	13	3	0	0

Summer Reading Challenge

The 2023 challenge was not run due to the uncertainty as to whether or not LCL would relocate to another unit.

Section E

Financial review

Brief statement of the charity's policy on reserves

The CIO's Reserves Policy is to maintain a general reserve of £5,000 representing one year's estimated operating costs.

Details of any funds materially in deficit

None

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

The CIO relies heavily on donations, fundraising activities, printing/ photocopying charges and room hire to help fund the Community Library's general operating costs. One fundraising event took place during the year, an Easter raffle, which raised £53. The remainder of the fundraising income was from Eastbourne Local lottery providing £196, £128 from easyfundraising.com, £7 from credit card cashback and £38 from other sources.

Grant applications submitted during the year were done so in anticipation of a move to a larger unit within Langney Shopping Centre. Those applications provided £3,437 of funds. However, with the move to a larger unit being put on hold, discussions are ongoing about the possible need to return some of those grant monies.

ethical investment policy adopted.

The continued availability of the two desktop computers and library software enables LCL to provide the library service to its members and fill the gap following the closure of the local branch of the County library.

The continued free availability of four laptop computers with Internet access, which are available for LCL's members, and a printer together provide facilities to those who do not own a computer and/or a printer. The four laptops were available throughout the year but they have not been as widely used as expected. Furthermore, a 'computer buddy' is normally on hand to help members with IT hardware and/or software issues including e.g. setting up and/or accessing an email account, job searches and online applications and printing forms, travel and other documents etc. They can also advise on matters relating to members' own devices. However, one of the 'computer buddies' has not been available due to health reasons and so the other volunteers have done their best to help when needed.

LCL welcomes and assists anyone and everyone as members including the young, elderly, infirm, enabled, physically and/or mentally disabled, socially and/or financially deprived, health deprived, employment and/or education deprived - no matter what their race, ethnicity or religion – LCL is all inclusive.

LCL has no investments and so requires no investment policy or objectives.

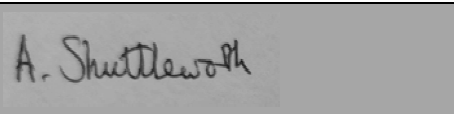
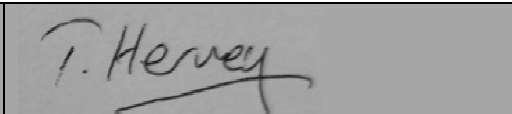
Section F Other optional information

The Trustees regularly monitor the overall impact on the Community Library's operations of the Covid-19 situation as new variants emerge.

Section G Declaration

The Trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of the charity's trustees

Signature		
Full name	Alan Shuttleworth	Tim Hervey CTA
Position (e.g. Chair, Secretary)	Chair	Treasurer & Secretary
Date	18/11/2024	18/11/2024



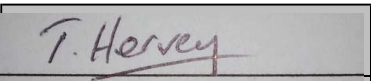
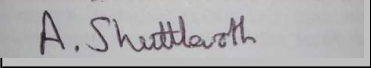
Receipts and payments accounts

For the period From	Period start date 1 August 2023	To	Period end date 31 July 2024
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Section A: Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations: Gift Aid	133	-	-	133	10
Donations: Non-Gift Aid	-	-	-	-	25
Gift Aid Small Donations Scheme	1,093	-	-	1,093	741
Fundraising	422	-	-	422	1,083
Grant income	3,100	537	-	3,637	(1,521)
HMRC: Gift Aid claim	137	-	-	137	120
Bank deposit & other interest (Gross)	-	-	-	-	-
Community Hub hire income	240	-	-	240	310
Printing and photocopying income	999	-	-	999	709
Refreshments income	5	-	-	5	1
Income from sale of books	1,253	-	-	1,253	622
Sub total (Gross income for AR)	7,382	537	-	7,919	2,100
A2 Asset and investment sales					
Proceeds from sale of assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,382	537	-	7,919	2,100
A3 Payments					
Training & meeting expenses	56	-	-	56	1,585
Fundraising expenses	42	-	-	42	22
Printing, postage, stationery & advertising	98	-	-	98	253
Insurance	819	-	-	819	749
Computer consumables & software licences	751	-	-	751	613
Repairs and renewals	31	-	-	31	21
Refreshments	150	-	-	150	100
Cleaning materials	40	-	-	40	70
Broadband, telephone & utilities	1,678	-	-	1,678	1,465
Sundry expenses	311	-	-	311	84
Book purchases	-	-	-	-	-
Sub total	3,976	-	-	3,976	4,962
A4 Asset and investment purchases					
Computer equipment & software	-	-	-	-	106
Community Hub	-	-	-	-	-
Platform stairlift	-	-	-	-	-
Fixtures, fittings & equipment	19	-	-	19	1,243
Sub total	19	-	-	19	1,349
Total payments	3,995	-	-	3,995	6,311
Net receipts/(payments)	3,387	537	-	3,924	(4,211)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,655	2,575	-	16,230	20,441
Cash funds this year end	17,042	3,112	-	20,154	16,230

Section B: Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current accounts	16,174	3,112	-
	Cash in hand	868	-	-
		-	-	-
	Total cash funds	17,042	3,112	-
	(Agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Gift Aid claim for 2023/24	227	-	-
	Income from sale of books	23	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
	Fixtures, fittings & equipment (Note C10)	Unrestricted	5,654	2,818
	Fixtures, fittings & equipment (Note C10)	Restricted	1,637	745
	Computer equipment (Note C10)	Unrestricted	498	160
	Computer equipment (Note C10)	Restricted	3,659	1,125
	Computer software (Note C10)	Unrestricted	32	3
	Computer software (Note C10)	Restricted	955	84
	Community Hub (Note C11)	Unrestricted	7,107	4,688
	Community Hub (Note C11)	Restricted	18,622	12,276
	Platform stairlift (Note C12)	Unrestricted	17,719	12,917
	Platform stairlift (Note C12)	Restricted	1,381	1,007
	Book stock (Note C9)	Unrestricted	-	78,000
B5 Liabilities	Details	Fund to which liabilities relate	Amount due (optional)	When due (optional)
	Amounts due to suppliers	Unrestricted	212	18/08/2024
	Amounts due to suppliers	Restricted	-	
			-	
			-	
Signed by two Trustees on behalf of all the Trustees	Signature	Print Name	Date of approval	
		TIM HERVEY CTA	18/11/2024	
		ALAN SHUTTLEWORTH	18/11/2024	

Section C: Notes to the accounts

C1 Legal status

Langney Community Library is a Charitable Incorporated Organisation (CIO), which is a charity registered as a body corporate under Part 11 of the Charities Act 2011.

C2 Alternative name abbreviations

In the following notes, Langney Community Library may be referred to as "LCL" or "the CIO".

C3 Accounts

The accounts have been prepared for the period from 1 August 2023 to 31 July 2024. The Last year amounts are for the CIO's fifth period, being from 1 August 2022 to 31 July 2023.

A grant received in December 2020 was partly repaid in January 2023 because the grant monies could not be fully expended. The amount repaid has been shown as a negative receipt.

Some of the grant monies received during the year may have to be repaid on the basis that they were applied for in respect of LCL's operations being carried on in another unit and the move into that other unit does not take place. If any grant monies are refunded, the refund will be shown in the next year's accounts. Further information about a move to another unit is provided in Note 6 below.

C4 Guarantees and debts

The Charitable Incorporated Organisations (General) Regulations 2012 require the following information to be given by way of note:

- a) Particulars of any guarantee given by the CIO, where any potential liability under the guarantee is outstanding at the date of the Statement of assets and liabilities (31 July 2024); and
- b) Particulars of any debt outstanding at the date the Statement of assets and liabilities which is owed by the CIO and which is secured by an express charge on any of the CIO's assets.

LCL has given no such guarantee and has no such debt.

C5 Donated goods and services

LCL appreciates and acknowledges the huge volume of donated books from the general public. Once donated, the books are treated as LCL's property and they are processed in accordance with LCL's Donated Books Procedures. Any donated book that is either a duplicate of an existing stock book or is unsuitable for retention as a stock book is either sold or, if it cannot be sold, scrapped. See also note C9 below.

Like many charities, the CIO is managed by a team of unpaid Trustees who meet at least quarterly. They are supported by the General Committee, comprising the Trustees, the Duty Managers and one or two other members of the volunteer staff. The General Committee meets monthly and deals with e.g. library operations, premises matters and fundraising. All Sub-Committees report back to the General Committee. The Library Operations Team (LOT), comprising the Duty Managers, manages the day to day running of the library which is carried out by numerous unpaid volunteer staff including the LOT and General Committee members. LCL and the Trustees appreciate and acknowledge the services and generous support of all the volunteer staff without whom the library would not be able to operate to the detriment of all the library's users and the local community.

C6 Transactions with related parties and Trustees

LCL has no related parties other than the Trustees and the owners of Langney Shopping Centre.

The owners of Langney Shopping Centre and LCL were the parties to a one-year Licence to Occupy a Commercial Unit within Langney Shopping Centre. The terms of the Licence included that no rent or service charge is payable by LCL. That Licence expired no later than 20 January 2024 but a Notice of termination was served by the owners of Langney Shopping Centre on 13 April 2023. A new Licence to Occupy, on the same terms, was signed on 8 June 2023. That Licence expired on 19 May 2024. Since then, LCL has continued to occupy the same Commercial Unit on the basis of discussions with owners of Langney Shopping Centre. LCL appreciates and acknowledges the generosity and support of Langney Shopping Centre's owners.

Since April 2023, LCL has been negotiating to sublet another unit within Langney Shopping Centre. At 31 July 2024, those negotiations were still ongoing despite much progress having been made. The Trustees, however, do not anticipate the legal documents being approved and signed by all relevant parties in the near future.

There are no transactions with the Trustees other than for reimbursement of expenses incurred by them on the LCL's behalf. See also note C7 below.

C7 Remuneration or expenses paid to Trustees or related parties

No Trustee receives any remuneration and, as stated in note C6 above, the Trustees receive no expenses other than the reimbursement of expenses incurred by them on LCL's behalf.

No related party receives any remuneration or expenses.

C8 Movement on particular restricted funds

LCL does not consider that any disclosure would help donors who have stipulated how their donated money has been spent. In those cases where the restricted funds are to be spent as stipulated by the donor, LCL has undertaken to provide the donor with appropriate evidence to demonstrate how the funds have been spent.

C9 Book stock

As referred to in note C5 above, donated books are treated as LCL's property. Donated books, by their very nature, have no purchase cost to LCL and, so far as those donated books that are retained, become an asset by inclusion in LCL's book stock once they are processed and added to the library's system. Donated books that have yet to be processed and added to the library's system and donated books removed from the library's system are excluded from the replacement cost and current value referred to below.

The book stock has a replacement cost of approximately £78,000 at 31 July 2024 and is shown as the current value in Section B4 above.

At 31 July 2024, LCL had purchased new books costing £160 using restricted funds donated for that purpose.

Section C: Notes to the accounts - continued

C10 Fixtures, fittings & equipment, Computer equipment and Computer software

The current values shown in section B4 above in respect of these assets are estimated and based on each asset's respective depreciated cost using assumed depreciation rates of:

20% reducing balance for Fixtures, fittings & equipment,

25% reducing balance for Computer equipment,

33.33% reducing balance for Computer software.

Grant funding has not been accounted for in this value.

LCL's insurance policy includes contents cover for all fixtures, fittings and equipment.

C11 Community Hub

The building works for the Community Hub were completed in August 2020. These works are an asset and the asset represents a tenant's improvements to the landlord's property and, up to 9 September 2024, was insured as such. From 10 September 2024, the asset is no longer insured as its recoverable value is limited, as explained in the following paragraph.

The current value shown in section B4 above in respect of this asset is estimated and based on the asset's depreciated cost using an assumed depreciation rate of 10% reducing balance. Grant funding has not been accounted for in this value. However, that current value is unlikely to be recovered in the event that LCL vacates the currently occupied Commercial Unit although negotiations with an incoming tenant would seek to maximise any sale proceeds.

C12 Platform stairlift

The installation of the platform stairlift was completed in September 2021. This asset represents a tenant's improvements to the landlord's property and, up to 9 September 2024, was insured as such. From 10 September 2024, the asset is no longer insured as its recoverable value is limited, as explained in the following paragraph.

The current value shown in section B4 above in respect of this asset is estimated and based on the asset's depreciated cost using an assumed depreciation rate of 10% reducing balance. Grant funding has not been accounted for in this value. However, that current value is unlikely to be recovered in the event that LCL vacates the currently occupied Commercial Unit although negotiations with an incoming tenant or any other interested party would seek to maximise any sale proceeds.

LANGNEY COMMUNITY LIBRARY

England & Wales - Charity number 1179763

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	August	2022		31	July	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

1 Rydal Way	
Eastbourne	
East Sussex	
Postcode	BN23 8HU

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	Alan Shuttleworth	Chair		
2	Tim Hervey CTA	Treasurer & Secretary		
3	Susan Tourle			
4	Hugh Parker			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

LCL currently has no adopted policies or procedures for trustee training. At the date of their appointment, Tim Hervey was already a trustee and the treasurer of another charity and has considerable experience as a trustee. The Trustees have considered and intend to introduce appropriate training for all the existing Trustees and induction and training for newly appointed trustees. New Trustees are expected to familiarise themselves with the Charity Commission's own 'CC' guidance in CC3 and CC3a.

The organisational structure is described in note C5 to the accounts. LCL has close informal links with several other local community libraries with whom we share ideas and general information.

Information about related parties is disclosed in note C6 to the accounts.

Risk identification and management is carried out by the Library Operations Team, General Committee and Trustees.

Section C Objectives and activities

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

To promote for the benefit of the residents of the Langney and surrounding areas and communities the provision of the Library for learning, recreation and or other leisure-time occupation of individuals who have need of such facilities by reason of their age, youth, infirmity or disability, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

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)

Main activities:

- Operating the Community Library
- Operating the Community Hub
- Provision of laptop computers (see Section D for more details)
- Summer Reading Challenge during the summer holidays (see Section D for more details)
- Outreach to, and liaison with, local infant and junior schools including arranged visits by pupil groups to the Community Library and the Trustees visiting and attending school assemblies
- Implementing existing plans for improved disability provision and access for community groups to use the Community Hub
- Liaison with Eastbourne Access Group

The Trustees declare that they have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

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

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

The Community Library is run entirely by unpaid volunteers who, with great enthusiasm, give up their time and devote much energy to help run a smooth operation. During the year there were up to 37 volunteers including four Trustees. The Community Library would not be able to operate without the volunteers and the Trustees are extremely grateful to all of them for what they do and the range of knowledge, skills and experience they bring with them.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Community Library has been open throughout the year with the opening hours similar to those pre-Covid-19 pandemic; opening hours were increased in October 2022 to include Tuesday afternoons and again in mid-February 2023 to include Wednesday, Thursday and Friday afternoons. Since mid-February 2023 the Community Library has been open between 10:00am and 4:00pm on Tuesdays, Wednesdays, Thursdays and Fridays and 10:00am to 1:00pm on Saturdays. The Trustees and Library Operations Team regularly review if and when the opening hours can be extended but at least one more Duty Manager and several volunteers are needed to, make this possible. Recruitment of volunteers has improved although several volunteers have left and, sadly, two passed away.

The Community Hub, located in the basement of the Community Library, as well as the Community Library when closed, are used by several groups and organisations and the Trustees have made good progress in establishing links with other potential groups and organisations who may need a space to run sessions.

A Christmas fair and Easter raffle fundraising events were held during the year. LCL's registration with the Eastbourne Local Lottery since September 2019 has continued to provide a small amount of fundraising income each month and a discretionary grant. LCL was registered with Amazon Smile but that scheme closed in February 2023. LCL registered with easyfundraising.com whereby eligible purchases with over 4,500 brands made by those nominating LCL as their chosen cause generate

receipts for LCL at no cost to the purchaser.

Community projects and Community outreach

- ESCC Adult Literacy Services run a 'Step into Reading' service and a session on Tuesday mornings has been running since mid-May 2022.
- East Sussex Hearing has run monthly hearing aid maintenance sessions on Friday afternoons and also ran several popular British Sign Language ten-week courses for beginners during September and November 2022 and March 2023.
- Compass Arts have run weekly sessions on Monday afternoons.
- Rhymetime sessions have been run by the local West Rise School during term time as well as our own sessions.
- IT/digital skills drop-in sessions and arranged IT/digital skills training and help with laptop computers and other devices.

Membership

The number of members at 31 July 2023 was 2,275 (1,972 at 31 July 2022) net of any member reported as deceased and whose records have been deleted from the system. There were 314 new member registrations during the year and 10 members removed as deceased or resigned. The membership continues to pick up. A targeted campaign within the local community to attract more members and promote the Community Library and Community Hub was run during the year.

Footfall and laptop computer users

Footfall (the number of visitors to the Community Library) and the number of laptop computer users are recorded for each shift.

The table below provides a summary for the year ended 31 July 2022. The pm shifts were on Wednesdays up to 8 September when, as noted earlier, it was decided to open on Wednesday mornings instead.

	Footfall am shift	Footfall pm shift	Laptop users am shift	Laptop users pm shift
Total	7,700	1,624	386	80
Number of shifts	236	110	234	109
Average per shift	33	15	2	1
Maximum in a shift	86	33	7	3
Minimum in a shift	0	0	0	0

Summer Reading Challenge

LCL operated the scheme run by East Sussex Library Service in conjunction with the Reading Agency. 41 children, including seven pre-school children, participated in the 2021 challenge with nine of those children joining the Community Library in order to participate in the challenge. The equivalent numbers for 2021 were 46, 11 and 20 respectively.

The 2023 challenge was not run due to the uncertainty as to whether or not LCL would have to relocate.

Section E

Financial review

Brief statement of the charity's policy on reserves

The CIO's Reserves Policy is to maintain a general reserve of £5,000 representing one year's estimated operating costs.

Details of any funds materially in deficit

None

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 CIO relies heavily on donations, fundraising activities, printing/ photocopying charges and room hire to help fund the Community Library's general operating costs. Two fundraising events took place during the year: a Christmas Fair raised £794 and an Easter raffle raised £117. The remainder of the fundraising income was from Eastbourne Local lottery providing £167 and £5 from AmazonSmile.

No grant applications were submitted during the year.

The continued availability of the two desktop computers and library software enables LCL to continue to provide the library service to members and fill the gap following the closure of the local branch of the County library.

The continued free availability of laptop computers with Internet access, which are available for LCL's members, and two printers (one for the laptops and one for general use) together provide facilities to those who do not own a computer and/or a printer. For much of the year, four laptops were available but these have not been as widely used as is hoped. Furthermore, a 'computer buddy' has normally been on hand on every shift (when the laptop computers are available) to help members with IT hardware and/or software issues including e.g. setting up and/or accessing an email account, job searches and online applications and printing forms, travel and other documents etc. They can also advise on matters relating to members' own devices. However, one of the 'computer buddies' has not been available due to health reasons and so the other volunteers have done their best to help when needed.

The Trustees endeavoured to spend the remaining Sussex Community Foundation grant funds on helping members of the local community to improve their IT/digital skills. Following a campaign to offer IT/digital skills training, courses and workshops, regular slots on Tuesday mornings and some Tuesday afternoons involved 14 members of the local community six of which have attended at least three sessions. £1,721 of the original £5,000 grant was returned to Sussex Community Foundation as it could not be spent within an acceptable timescale.

LCL welcomes and assists anyone and everyone as members including the young, elderly, infirm, enabled, physically and/or mentally disabled, socially and/or financially deprived, health deprived, employment and/or education deprived - no matter what their race, ethnicity or religion – LCL is all inclusive.

LCL has no investments and so requires no investment policy or objectives.

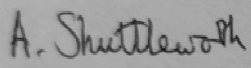
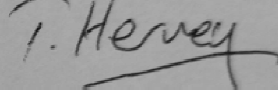
Section F Other optional information

The Trustees keep monitoring the Covid-19 situation as new variants emerge the overall impact on the Community Library's operations. Hiring out the Community Hub picked up and discussions with a number of interested groups are taking place.

Section G Declaration

The Trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of the charity's trustees

Signature		
Full name	Alan Shuttleworth	Tim Hervey CTA
Position (e.g. Chair, Secretary)	Chair	Treasurer & Secretary
Date	27/11/2023	27/11/2023



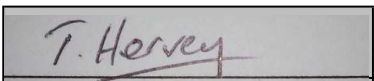
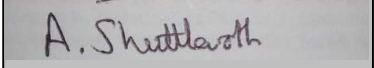
Receipts and payments accounts

For the period From	Period start date 1 August 2022	To	Period end date 31 July 2023
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Section A: Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations: Gift Aid	10	-	-	10	103
Donations: Non-Gift Aid	25	-	-	25	15
Gift Aid Small Donations Scheme	741	-	-	741	517
Fundraising	1,083	-	-	1,083	965
Grant income	200	(1,721)	-	(1,521)	-
HMRC: Gift Aid claim	120	-	-	120	61
Bank deposit & other interest (Gross)	-	-	-	-	-
Community Hub hire income	310	-	-	310	130
Printing and photocopying income	709	-	-	709	567
Refreshments income	1	-	-	1	-
Income from sale of books	622	-	-	622	438
Sub total	3,821	(1,721)	-	2,100	2,796
<i>(Gross income for AR)</i>					
A2 Asset and investment sales					
Proceeds from sale of assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,821	- 1,721	-	2,100	2,796
A3 Payments					
Training & meeting expenses	366	1,219	-	1,585	169
Fundraising expenses	22	-	-	22	5
Printing, postage, stationery & advertising	153	100	-	253	130
Insurance	749	-	-	749	787
Computer consumables & licences	613	-	-	613	350
Repairs and renewals	21	-	-	21	138
Refreshments	100	-	-	100	67
Cleaning materials	70	-	-	70	41
Broadband, telephone & utilities	1,465	-	-	1,465	1,213
Sundry expenses	84	-	-	84	127
Book purchases	-	-	-	-	-
Sub total	3,643	1,319	-	4,962	3,027
A4 Asset and investment purchases					
Computer equipment & software	106	-	-	106	2,126
Community Hub	-	-	-	-	1,140
Platform stairlift	-	-	-	-	13,385
Fixtures, fittings & equipment	1,243	-	-	1,243	2,403
Sub total	1,349	-	-	1,349	19,054
Total payments	4,992	1,319	-	6,311	22,081
Net receipts/(payments)	(1,171)	(3,040)	-	(4,211)	(19,285)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,826	5,615	-	20,441	39,726
Cash funds this year end	13,655	2,575	-	16,230	20,441

Section B: Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current accounts	13,322	2,575	-
	Cash in hand	333	-	-
		-	-	-
	Total cash funds	13,655	2,575	-
	(Agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Gift Aid claim for 2021-22	138	-	-
	Income from sale of books	7	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
	Fixtures, fittings & equipment (Note C10)	Unrestricted	5,635	3,503
	Fixtures, fittings & equipment (Note C10)	Restricted	1,637	932
	Computer equipment (Note C10)	Unrestricted	498	214
	Computer equipment (Note C10)	Restricted	3,659	1,499
	Computer software (Note C10)	Unrestricted	32	4
	Computer software (Note C10)	Restricted	955	126
	Community Hub (Note C11)	Unrestricted	7,107	5,209
	Community Hub (Note C11)	Restricted	18,622	13,640
	Platform stairlift (Note C12)	Unrestricted	17,719	14,352
	Platform stairlift (Note C12)	Restricted	1,381	1,119
	Book stock (Note C9)	Unrestricted	-	82,000
	B5 Liabilities	Details	Fund to which liabilities relate	Amount due (optional)
Amounts due to suppliers		Unrestricted	110	18/08/2023
Amounts due to suppliers		Restricted	-	
			-	
			-	
Signed by two Trustees on behalf of all the Trustees	Signature	Print Name	Date of approval	
		TIM HERVEY CTA	27/11/2023	
		ALAN SHUTTLEWORTH	27/11/2023	

Section C: Notes to the accounts

C1 Legal status

Langney Community Library is a Charitable Incorporated Organisation (CIO), which is a charity registered as a body corporate under Part 11 of the Charities Act 2011.

C2 Alternative name abbreviations

In the following notes, Langney Community Library may be referred to as "LCL" or "the CIO".

C3 Accounts

The accounts have been prepared for the period from 1 August 2022 to 31 July 2023. The Last year amounts are for the CIO's fourth period, being from 1 August 2021 to 31 July 2022.

A grant received in December 2020 was partly repaid in January 2023 because the grant monies could not be fully expended. The amount repaid has been shown as a negative receipt.

C4 Guarantees and debts

The Charitable Incorporated Organisations (General) Regulations 2012 require the following information to be given by way of note:

- Particulars of any guarantee given by the CIO, where any potential liability under the guarantee is outstanding at the date of the Statement of assets and liabilities (31 July 2022); and
- Particulars of any debt outstanding at the date the Statement of assets and liabilities which is owed by the CIO and which is secured by an express charge on any of the CIO's assets.

LCL has given no such guarantee and has no such debt.

C5 Donated goods and services

LCL appreciates and acknowledges the huge volume of donated books from the general public. Once donated, the books are treated as LCL's property and they are processed in accordance with LCL's Donated Books Procedures. Any donated book that is either a duplicate of an existing stock book or is unsuitable for retention as a stock book is either sold or, if it cannot be sold, scrapped. See also note C9 below.

Like many charities, the CIO is managed by a team of unpaid Trustees who meet at least quarterly. They are supported by the General Committee, comprising the Trustees, the Duty Managers and one or two other members of the volunteer staff. The General Committee meets monthly and deals with e.g. library operations, premises matters and fundraising. All Sub-Committees report back to the General Committee. The Library Operations Team (LOT), comprising the Duty Managers, manages the day to day running of the library which is carried out by numerous unpaid volunteer staff including the LOT and General Committee members. LCL and the Trustees appreciate and acknowledge the services and generous support of all the volunteer staff without whom the library would not be able to operate to the detriment of all the library's users and the local community.

C6 Transactions with related parties and Trustees

LCL has no related parties other than the Trustees and the owners of Langney Shopping Centre.

The owners of Langney Shopping Centre and LCL are the parties to a one-year Licence to Occupy a Commercial Unit within Langney Shopping Centre. The terms of the Licence include that no rent or service charge is payable by LCL. That Licence expired no later than 20 January 2024 but a Notice of termination was served by the owners of Langney Shopping Centre on 13 April 2023. A new Licence to Occupy, on the same terms, was signed on 8 June 2023. That Licence expires no later than 19 May 2024. However, LCL anticipates that a Notice of termination will be served in late 2023 or early 2024 on the basis of discussions with owners of Langney Shopping Centre. LCL appreciates and acknowledges the generosity and support of Langney Shopping Centre's owners.

Since April 2023, LCL has been negotiating to sublease another unit within Langney Shopping Centre. At 31 July 2023, there was little progress with the negotiations but on 5 September 2023 LCL was informed that a sublease would be favourably considered. Since then negotiations have been ongoing and are expected to conclude with a sublease being signed in December 2023.

Other than the transaction referred to in the following paragraph, there are no transactions with the Trustees other than for reimbursement of expenses incurred by them on the LCL's behalf. See also note C7 below.

As recorded in the minutes of the Trustees' meetings held on 27 July 2022 and 31 October 2022, the Trustees (other than Tim Hervey) approved two payments totalling £528.76 be made to Tim Hervey for the provision of IT & Digital skills and training sessions to members of the public. The payments were funded from a restricted grant received partly for such provision of IT & Digital skills and training. Other legitimate ways of spending the restricted grant monies were frustrated by lack of interest from the public post-pandemic and the personal circumstances of other external providers. Tim Hervey ensured that the other Trustees were aware of the fact that such transactions would need to be approved by them with Tim Hervey taking no part in the discussions other than to offer advice on the legal, fiduciary and technical aspects.

C7 Remuneration or expenses paid to Trustees or related parties

No Trustee receives any remuneration and, as stated in note C6 above, the Trustees receive no expenses other than the reimbursement of expenses incurred by them on LCL's behalf.

No related party receives any remuneration or expenses.

C8 Movement on particular restricted funds

LCL does not consider that any disclosure would help donors who have stipulated how their donated money has been spent. In those cases where the restricted funds are to be spent as stipulated by the donor, LCL has undertaken to provide the donor with appropriate evidence to demonstrate how the funds have been spent.

C9 Book stock

As referred to in note C5 above, donated books are treated as LCL's property. Donated books, by their very nature, have no purchase cost to LCL and, so far as those donated books that are retained, become an asset by inclusion in LCL's book stock once they are processed and added to the library's system. Donated books that have yet to be processed and added to the library's system and donated books removed from the library's system are excluded from the replacement cost and current value referred to below.

The book stock has a replacement cost of approximately £82,000 at 31 July 2023 and is shown as the current value in Section B4 above.

At 31 July 2023, LCL had purchased new books costing £160 using restricted funds donated for that purpose.

Section C: Notes to the accounts - continued

C10 Fixtures, fittings & equipment, Computer equipment and Computer software

The current values shown in section B4 above in respect of these assets are estimated and based on each asset's respective depreciated cost using assumed depreciation rates of:

20% reducing balance for Fixtures, fittings & equipment,

25% reducing balance for Computer equipment,

33.33% reducing balance for Computer software.

Grant funding has not been accounted for in this value.

LCL's insurance policy includes contents cover for all fixtures, fittings and equipment.

C11 Community Hub

The building works for the Community Hub were completed in August 2020. These works represent tenant's improvements to the landlord's property and are insured as such.

The current value shown in section B4 above in respect of this asset is estimated and based on the asset's depreciated cost using an assumed depreciation rate of 10% reducing balance. Grant funding has not been accounted for in this value.

C12 Platform stairlift

The installation of the platform stairlift was completed in September 2021. These works represent tenant's improvements to the landlord's property and are insured as such.

The current value shown in section B4 above in respect of this asset is estimated and based on the asset's depreciated cost using an assumed depreciation rate of 10% reducing balance. Grant funding has not been accounted for in this value.

LANGNEY COMMUNITY LIBRARY

England & Wales - Charity number 1179763

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	August	2021		31	July	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

1 Rydal Way	
Eastbourne	
East Sussex	
Postcode	BN23 8HU

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	Alan Shuttleworth	Chair		
2	Tim Hervey CTA	Treasurer & Secretary		
3	Jackie Cornish	Secretary	Resigned 05/03/2022	
4	Susan Tourle			
5	Hugh Parker		Appointed 27/04/2022	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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)

Constitution

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

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Appointed by 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.

LCL currently has no adopted policies or procedures for trustee training. At the date of their appointment, Tim Hervey was already a trustee and the treasurer of another charity and has considerable experience as a trustee. The Trustees have considered and intend to introduce appropriate training for all the existing Trustees and induction and training for newly appointed trustees. Such training has not been possible due to Covid-19. New Trustees are expected to familiarise themselves with the Charity Commission's own 'CC' guidance in CC3 and CC3a.

The organisational structure is described in note C5 to the accounts. LCL has close informal links with several other local community libraries with whom we share ideas and general information.

Information about related parties is disclosed in note C6 to the accounts.

Risk identification and management is carried out by the Library Operations Team, General Committee and Trustees.

Section C Objectives and activities

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

To promote for the benefit of the residents of the Langney and surrounding areas and communities the provision of the Library for learning, recreation and or other leisure-time occupation of individuals who have need of such facilities by reason of their age, youth, infirmity or disability, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

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)

Main activities:

- Operating the Community Library
- Operating the Community Hub
- Provision of laptop computers (see Section D for more details)
- Summer Book Challenge during the summer holidays (see Section D for more details)
- Outreach to, and liaison with, local infant and junior schools including arranged visits by pupil groups to the Community Library and the Trustees visiting and attending school assemblies
- Implementing existing plans for improved disability provision and access for community groups to use the Community Hub
- Liaison with Eastbourne Access Group

The Trustees declare that they have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

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

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

The Community Library is run entirely by unpaid volunteers who, with great enthusiasm, give up their time and devote much energy to help run a smooth operation. During the year there were up to 24 volunteers including up to five Trustees. The Community Library would not be able to operate without the volunteers and the Trustees are extremely grateful to all of them for what they do and the range of knowledge, skills and experience they bring with them.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Community Library has been open throughout the year although the opening hours have not reached the pre-Covid-19 pandemic level; opening hours were adjusted in September 2021 to reflect footfall patterns being low on Wednesday afternoons (primarily being open for school children) resulting in the Community Library being open between 10:00am and 1:00pm on Tuesdays, Wednesdays, Thursdays and Saturdays. The Trustees and Library Operations Team regularly review if and when the opening hours can be extended but without at least one more Duty Managers and several volunteers, this has not yet been possible.

Recruitment of volunteers is picking up and training another volunteer to become a Duty Manager has recently started.

The Community Hub, located in the basement of the Community Library, as well as the Community Library when closed, are used by several groups and organisations and the Trustees have made good progress in establishing links with other potential groups and organisations who may need a space to run sessions. In June 2022, an Open Day was held to promote the Community Hub, and recruit volunteers.

The installation of a platform stairlift to provide disabled-person access to the basement and Community Hub was completed in September 2021 and is regularly used.

The lighting throughout the Community Library and Community Hub was replaced by LED lighting to help reduce energy bills (especially now that

the energy costs have soared in recent months and look set to rise further) and, importantly, to reduce our carbon footprint.

Fundraising events were limited due to post-Covid-19 pandemic general social distancing measures as well as self-imposed measures.

LCL's registration with the Eastbourne Local Lottery since September 2019 has continued to provide a small amount of fundraising income each month and a discretionary grant. LCL is registered with Amazon Smile so that anyone shopping with Amazon can nominate LCL as their chosen charity with Amazon Smile donating a percentage of all eligible sales to LCL at no cost to the purchaser.

A grant previously received for the purchase of some laptops and devices together with running free training courses has partly been used with the purchase of the laptops and related kit and running some drop-in sessions and other IT/digital skills sessions. An IT/digital skills course has been planned and starts in September 2022. The Trustees negotiated two extensions to the project completion date.

Community projects and Community outreach

- Eastbourne Citizen's Advice Bureau (CAB), continue to offer a by appointment video-link facility from within the Community Hub to a CAB adviser on Tuesday mornings (Wednesday mornings from May 2022). Take up of the offer has not been as much as anticipated, particularly with the post-Covid-19 pandemic circumstances and early stages of the cost of living crisis.
- People Matter, a charity that provides employment advice and help with CVs continues to hold weekly sessions on Monday mornings.
- ESCC Adult Literacy Services run a 'Step into Reading' service and a session on Tuesday mornings has been running since mid-May 2022.
- East Sussex Hearing has run monthly hearing aid maintenance sessions on Friday afternoons and also ran a popular British Sign Language five-week course for beginners during May and June 2022 with a second course starting in September 2022.
- Compass Arts have run weekly sessions on Monday afternoons.
- Rhymetime sessions have been run by the local West Rise School during term time.
- Provision of board games for Shinewater primary School to help foster social intercourse.
- IT/digital skills drop-in sessions and arranged IT/digital skills training and help with laptop computers and other devices.

Membership

The number of members at 31 July 2022 was 1972 (1,701 at 31 July 2021) net of any member reported as deceased and whose records have been deleted from the system. There were 277 new member registrations during the year and 6 members removed as deceased or resigned. The membership continues to pick up although the Trustees are planning a targeted campaign within the local community to attract more members and promote the Community Library and Community Hub.

The gender ratio of members who have borrowed at least one book since becoming a member or used a laptop computer is approximately 67% female and 33% male.

Footfall and laptop computer users

Footfall (the number of visitors to the Community Library) and the number of laptop computer users are recorded for each shift.

The table below provides a summary for the year ended 31 July 2022.

The pm shifts were on Wednesdays up to 8 September when, as noted earlier, it was decided to open on Wednesday mornings instead.

	Footfall am shift	Footfall pm shift	Laptop users am shift	Laptop users pm shift
Total	6,265	172	329	13
Number of shifts	196	6	196	7
Average per shift	32	29	2	2
Maximum in a shift	84	37	7	4
Minimum in a shift	11	19	0	0

Summer Reading Challenge

LCL operated the scheme run by East Sussex Library Service in conjunction with the Reading Agency. 46 children, including 11 pre-school children, participated in the 2021 challenge with 20 of those children joining the Community Library in order to participate in the challenge.

The 2022 challenge will be reported on in next year's annual report.

Section E

Financial review

Brief statement of the charity's policy on reserves

The CIO's Reserves Policy is to maintain a general reserve of £5,000 representing one year's estimated operating costs.

Details of any funds materially in deficit

None

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 CIO relies heavily on donations, fundraising activities, printing/ photocopying charges and room hire to help fund the Community Library's general operating costs. Two fundraising events took place during the year: a Christmas Fair raised £701 and an Easter raffle raised £59. The remainder of the fundraising income was from Eastbourne Local lottery providing £205.

No grant applications were submitted during the year.

The continued availability of the two desktop computers and library software enables LCL to continue to provide the library service to members and fill the gap following the closure of the local branch of the County library.

The continued free availability of laptop computers with Internet access, which are available for LCL's members, and two printers (one for the laptops and one for general use) together provide facilities to those who do not own a computer and/or a printer. For much of the year, only two laptops were made available to help with social distancing. Later in the year, a third was made available with the fourth being unavailable, partly to keep social distancing in check and partly due to technical issues, later resolved. Furthermore, a 'computer buddy' has normally been on hand on every shift (when the laptop computers are available) to help members with IT hardware and/or software issues including e.g. setting up and/or accessing an email account, job searches and online applications and

printing forms, travel and other documents etc. They can also advise on matters relating to members' own devices. However, one of the 'computer buddies' has not been available due to health reasons and so the other volunteers have done their best to help when needed.

The Trustees have endeavoured spend the remaining grant funds, as referred to above, on helping members of the local community to improve their IT/digital skills. Following a campaign to offer IT/digital skills training, courses and workshops, there have been regular slots on Tuesday mornings and some Tuesday afternoons which together have, so far, involved 11 members of the local community six of which have attended at least three sessions.

LCL welcomes and assists anyone and everyone as members including the young, elderly, infirm, enabled, physically and/or mentally disabled, socially and/or financially deprived, health deprived, employment and/or education deprived - no matter what their race, ethnicity or religion – LCL is all inclusive.

LCL has no investments and so requires no investment policy or objectives.

Section F Other optional information

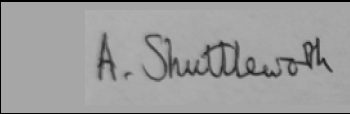
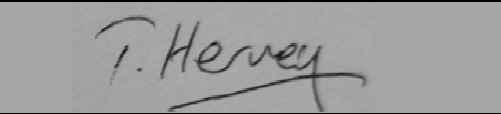
The Trustees keep monitoring the Covid-19 situation as new variants emerge and more and newer vaccines get approved and the overall impact on the Community Library's operations. As circumstances permit, the opening hours will be expanded. Hiring out the Community Hub has picked up and discussions with a number of interested groups are taking place.

The next major premises project is to install some heating in the Community Library and in the Community Hub in the basement by installing a platform stairlift which wheelchair users can use whilst seated in their own or another wheelchair. It will also allow those with walking difficulties to use the built-in pull-down seat. [Note: the platform stairlift was installed in mid-September 2021].

Section G Declaration

The Trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of the charity's trustees

Signature		
Full name	Alan Shuttleworth	Tim Hervey CTA
Position (e.g. Chair, Secretary)	Chair	Treasurer & Secretary
Date	31/10/2022	31/10/2022



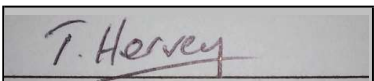
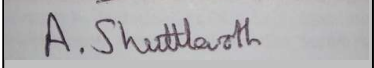
Receipts and payments accounts

For the period From	Period start date 1 August 2021	To	Period end date 31 July 2022
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Section A: Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations: Gift Aid	103	-	-	103	130
Donations: Non-Gift Aid	15	-	-	15	282
Gift Aid Small Donations Scheme	517	-	-	517	202
Fundraising	965	-	-	965	168
Grant income	-	-	-	-	20,042
HMRC: Gift Aid claim	61	-	-	61	296
Bank deposit & other interest (Gross)	-	-	-	-	-
Community Hub hire income	130	-	-	130	64
Printing and photocopying income	567	-	-	567	86
Refreshments income	-	-	-	-	-
Income from sale of books	438	-	-	438	121
Sub total					
<i>(Gross income for AR)</i>	2,796	-	-	2,796	21,391
A2 Asset and investment sales					
Proceeds from sale of assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,796	-	-	2,796	21,391
A3 Payments					
Training & meeting expenses	49	120	-	169	-
Fundraising expenses	5	-	-	5	-
Printing, postage, stationery & advertising	45	85	-	130	128
Insurance	787	-	-	787	877
Computer consumables & licences	350	-	-	350	154
Repairs and renewals	138	-	-	138	22
Refreshments	67	-	-	67	30
Cleaning materials	41	-	-	41	90
Broadband, telephone & utilities	1,213	-	-	1,213	950
Sundry expenses	127	-	-	127	62
Book purchases	-	-	-	-	-
Sub total	2,822	205	-	3,027	2,313
A4 Asset and investment purchases					
Computer equipment & software	186	1,940	-	2,126	186
Community Hub	346	794	-	1,140	13,557
Platform stairlift	13,385	-	-	13,385	5,715
Fixtures, fittings & equipment	2,403	-	-	2,403	1,803
Sub total	16,320	2,734	-	19,054	21,261
Total payments	19,142	2,939	-	22,081	23,574
Net receipts/(payments)	(16,346)	(2,939)	-	(19,285)	(2,183)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	31,171	8,555	-	39,726	41,909
Cash funds this year end	14,825	5,616	-	20,441	39,726

Section B: Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current accounts	14,520	5,616	-
	Cash in hand	305	-	-
		-	-	-
	Total cash funds	14,825	5,616	-
	(Agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Gift Aid claim for 2021-22	120	-	-
	Income from sale of books	49	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
	Fixtures, fittings & equipment (Note C10)	Unrestricted	4,614	3,279
	Fixtures, fittings & equipment (Note C10)	Restricted	1,637	1,165
	Computer equipment (Note C10)	Unrestricted	170	54
	Computer equipment (Note C10)	Restricted	3,659	1,999
	Computer software (Note C10)	Unrestricted	218	130
	Computer software (Note C10)	Restricted	955	189
	Community Hub (Note C11)	Unrestricted	7,107	5,788
	Community Hub (Note C11)	Restricted	18,622	15,155
	Platform stairlift (Note C12)	Unrestricted	17,719	15,947
	Platform stairlift (Note C12)	Restricted	1,381	1,243
	Book stock (Note C9)	Unrestricted	-	84,000
	B5 Liabilities	Details	Fund to which liabilities relate	Amount due (optional)
Amounts due to suppliers		Unrestricted	90	18/08/2022
Amounts due to suppliers		Restricted	-	
			-	
			-	
Signed by two Trustees on behalf of all the Trustees	Signature	Print Name	Date of approval	
		TIM HERVEY CTA	31/10/2022	
		ALAN SHUTTLEWORTH	31/10/2022	

Section C: Notes to the accounts

C1 Legal status

Langney Community Library is a Charitable Incorporated Organisation (CIO), which is a charity registered as a body corporate under Part 11 of the Charities Act 2011.

C2 Alternative name abbreviations

In the following notes, Langney Community Library may be referred to as "LCL" or "the CIO".

C3 Accounts

The accounts have been prepared for the period from 1 August 2021 to 31 July 2022. The Last year amounts are for the CIO's third period, being from 1 August 2020 to 31 July 2021.

As reported last year, the Community Library was forced to temporarily close as a result of the Covid-19 lockdown measures and re-opened on 18 August 2020 but had to close again on 3 November 2020 until re-opening on 2 December 2020. A further closure from 29 December 2020 to 12 April 2021 was required. As a result of these closures, some income streams ceased whilst most general overheads and running costs continued. There were no closures during the period covered by these accounts.

C4 Guarantees and debts

The Charitable Incorporated Organisations (General) Regulations 2012 require the following information to be given by way of note:

- Particulars of any guarantee given by the CIO, where any potential liability under the guarantee is outstanding at the date of the Statement of assets and liabilities (31 July 2022); and
- Particulars of any debt outstanding at the date the Statement of assets and liabilities which is owed by the CIO and which is secured by an express charge on any of the CIO's assets.

LCL has given no such guarantee and has no such debt.

C5 Donated goods and services

LCL appreciates and acknowledges the huge volume of donated books from the general public. Once donated, the books are treated as LCL's property and they are processed in accordance with LCL's Donated Books Procedures. Any donated book that is either a duplicate of an existing stock book or is unsuitable for retention as a stock book is either sold or, if it cannot be sold, scrapped. See also note C9 below.

Like many charities, the CIO is managed by a team of unpaid Trustees who meet at least quarterly. They are supported by the General Committee, comprising the Trustees, the Duty Managers and one or two other members of the volunteer staff. The General Committee meets monthly and deals with e.g. library operations, premises matters and fundraising. All Sub-Committees report back to the General Committee. The Library Operations Team (LOT), comprising the Duty Managers, manages the day to day running of the library which is carried out by numerous unpaid volunteer staff including the LOT and General Committee members. LCL and the Trustees appreciate and acknowledge the services and generous support of all the volunteer staff without whom the library would not be able to operate to the detriment of all the library's users and the local community.

C6 Transactions with related parties and Trustees

LCL has no related parties other than the Trustees, the owners of Langney Shopping Centre and East Sussex County Council (ESCC).

The owners of Langney Shopping Centre and LCL are the parties to a one-year Licence to Occupy a Commercial Unit within Langney Shopping Centre. That Licence expires no later than 20 January 2023. The terms of the Licence include that no rent or service charge is payable by LCL. It is anticipated, but can not be guaranteed, that Langney Shopping Centre's owners will renew the Licence on similar terms. LCL appreciates and acknowledges the generosity and support of Langney Shopping Centre's owners.

There are no transactions with the Trustees other than for reimbursement of expenses incurred by them on the LCL's behalf. See also note C7 below.

ESCC and LCL were the parties to an agreement under which certain fixtures, fittings and equipment and a certain stock of books were provided, for no charge, by ESCC to LCL until 31 August 2021. The agreement permitted LCL to loan the books to the library's members. ESCC remained the legal owner of all the fixtures, fittings and equipment and the book stock. The agreement provided that LCL is required to insure those fixtures, fittings and equipment and book stock at their replacement value. On 6 September 2021, ESCC gave written confirmation to LCL that all fixtures, fittings and equipment and the stock of books that LCL still holds had been donated to LCL and that LCL is no longer required to insure those items. LCL's insurance policy included such cover up until 9 September 2021. From renewal on 10 September 2021, the insurance policy excluded all books.

C7 Remuneration or expenses paid to Trustees or related parties

No Trustee receives any remuneration and, as stated in note C6 above, the Trustees receive no expenses other than the reimbursement of expenses incurred by them on LCL's behalf.

No related party receives any remuneration or expenses.

C8 Movement on particular restricted funds

LCL does not consider that any disclosure would help donors who have stipulated how their donated money has been spent. In those cases where the restricted funds are to be spent as stipulated by the donor, LCL has undertaken to provide the donor with appropriate evidence to demonstrate how the funds have been spent.

C9 Book stock

As referred to in note C5 above, donated books are treated as LCL's property. Donated books, by their very nature, have no purchase cost to LCL and, so far as those donated books that are retained, become an asset by inclusion in LCL's book stock once they are processed and added to the library's system. Donated books that have yet to be processed and added to the library's system and donated books removed from the library's system are excluded from the replacement cost and current value referred to below.

The book stock has a replacement cost of approximately £84,000 at 31 July 2022 and is shown as the current value in Section B4 above.

At 31 July 2022, LCL had purchased new books costing £160 using restricted funds donated for that purpose.

As referred to in note C6 above, ESCC had provided LCL with a certain stock of books some of which were subsequently returned to ESCC. Since 6 September 2021, that former ESCC book stock has been legally owned by LCL.

Section C: Notes to the accounts - continued

C10 Fixtures, fittings & equipment, Computer equipment and Computer software

The current values shown in section B4 above in respect of these assets are estimated and based on each asset's respective depreciated cost using assumed depreciation rates of 20% reducing balance (Fixtures, fittings & equipment) and 33.33% reducing balance (Computer equipment and Computer software. Grant funding has not been accounted for in this value.

As referred to in note C6 above, ESCC had provided LCL with certain fixtures, fittings and equipment. All of those items were second-hand and their replacement cost had not been specifically estimated. LCL's insurance policy included contents cover for all fixtures, fittings and equipment, including for the former ESCC fixtures, fittings and equipment up to 9 September 2021. From renewal on 10 September 2021, the insurance policy includes contents cover for all fixtures, fittings and equipment.

C11 Community Hub

The building works for the Community Hub were completed in August 2020. The cost of these works were partly paid after completion of the building works. These works represent tenant's improvements to the landlord's property and are insured as such.

The current value shown in section B4 above in respect of this asset is estimated and based on the asset's depreciated cost using an assumed depreciation rate of 10% reducing balance. Grant funding has not been accounted for in this value.

C12 Platform stairlift

The installation of the platform stairlift was completed in September 2021 and has been paid for in full. These works represent tenant's improvements to the landlord's property and are insured as such.

The current value shown in section B4 above in respect of this asset is estimated and based on the asset's depreciated cost using an assumed depreciation rate of 10% reducing balance. Grant funding has not been accounted for in this value.

LANGNEY COMMUNITY LIBRARY

England & Wales - Charity number 1179763

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	August	2020		31	July	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

1 Rydal Way	
Eastbourne	
East Sussex	
Postcode	BN23 8HU

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	Alan Shuttleworth	Chair		
2	Tim Hervey CTA	Treasurer		
3	Mary Doonan		Resigned 19/08/2020	
4	Jackie Cornish	Secretary		
5	Susan Tourle		Appointed 01/07/2021	
6				
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15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

LCL currently has no adopted policies or procedures for trustee training. At the date of their appointment, Tim Hervey was already a trustee and the treasurer of another charity and has considerable experience as a trustee. The Trustees have considered and intend to introduce appropriate training for all the existing Trustees and induction and training for newly appointed trustees. Such training has not been possible due to Covid-19. New Trustees are expected to familiarise themselves with the Charity Commission's own 'CC' guidance in CC3 and CC3a.

The organisational structure is described in note C5 to the accounts. LCL has close informal links with several other local community libraries with whom we share ideas and general information.

Information about related parties is disclosed in note C6 to the accounts.

Risk identification and management is carried out by the Library Operations Team, General Committee and Trustees.

Section C Objectives and activities

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

To promote for the benefit of the residents of the Langney and surrounding areas and communities the provision of the Library for learning, recreation and or other leisure-time occupation of individuals who have need of such facilities by reason of their age, youth, infirmity or disability, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

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)

Main activities:

- Operating the Community Library
- Operating the Community Hub
- Provision of laptop computers (see Section D for more details)
- Summer Book Challenge during the summer holidays (see Section D for more details)
- Outreach to, and liaison with, local infant and junior schools including arranged visits by pupil groups to the Community Library and the Trustees visiting and attending school assemblies
- Implementing existing plans for improved disability provision and access for community groups to use the Community Hub
- Liaison with Eastbourne Access Group

The Trustees declare that they have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

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

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

The Community Library is run entirely by unpaid volunteers who, with great enthusiasm, give up their time and devote much energy to help run a smooth operation. During the year there were up to 24 volunteers including up to five Trustees. The Community Library would not be able to operate without the volunteers and the Trustees are extremely grateful to all of them for what they do and the range of knowledge, skills and experience they bring with them.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The year started off with as the previous year ended with the Community Library closed due to Covid-19 lockdown measures until it re-opened on 18 August 2020 albeit with restricted opening hours and services available. Further temporary lockdown closures were in place from 3 November to 2 December 2020 and from 29 December 2020 to 12 April 2021. Throughout the closures, the Trustees monitored the Covid-19 situation and met via Zoom. Library members and others were kept aware of matters with notices in the Community Library's window and the website and Facebook pages kept up to date with information regarding Covid-19 closures and re-opening. Monitoring of messages and responding to them was maintained throughout the temporary closures and books on loan to members were renewed so nobody had to be concerned about overdue books.

The building works needed to establish the Community Hub, located in the basement of the Community Library, were completed in August 2020 with the carpet tiling, a bench seat, cushions and artwork added over subsequent months. In July 2021, a contract to install a platform stairlift to provide disabled-person access to the basement was agreed with the installation taking place in mid-September 2021.

Fundraising events were not possible due to the Covid-19 lockdown measures and during the lockdown closures income sources (e.g. printing and photocopying charges and the donations bucket) ceased.

LCL's registration with the Eastbourne Local Lottery since September

2019 has continued to provide a small amount of fundraising income each month. LCL registered with Amazon Smile during the year so that anyone shopping with Amazon can nominate LCL as their chosen charity with Amazon Smile donating a percentage of all eligible sales to LCL at no cost to the purchaser.

LCL was eligible for a number of government grants related to business closures due to Covid-19. The Trustees decided not to apply for one of the grants but all of the others were applied for and the grants received. They were all designated as 'unrestricted' funds and have been or will be applied for big projects as well as some running costs. The only other grant successfully applied for was for some laptops and devices together with running free training courses. Covid-19 restrictions meant the grant remained unused at the end of the year but plans have since been made to progress with this project.

Each time the Community Library was able to re-open, meetings and plans included discussions with all volunteers (of whom most are considered to be in 'at risk' groups) about their views and when they felt ready and willing to volunteer. Services normally available were drastically reduced to simply enabling members to return and borrow books and registering new members; no printing or photocopying or laptops available. Hours of business were also reduced to three mornings a week. Since re-opening on 13 April 2021, we have gradually increased the opening hours and two of the four laptops have been available but they have not been used as much as before Covid-19 and there has been no computer buddy due to social distancing.

The Community Library continued to meet and, even after restrictions were lifted, operate social distancing measures. These included temporarily removing laptop stations and other furniture, retaining the purpose-made sneeze screen, floor markings, signage, face coverings, a hand sanitiser station and quarantining returned books for 72 hours. All volunteers had to attend one of several refresher training sessions to ensure they each understood the measures put in place in order to protect themselves, colleagues and customers.

Community projects and Community outreach

- Working with Eastbourne Citizen's Advice Bureau (CAB), there is now a by appointment video-link facility to the CAB within the Community Library on Tuesday mornings. It is early days and we actively promote this.
- People Matter, a charity that provides employment advice and help with CVs hold a weekly session on Monday mornings.

Membership

The number of members at 31 July 2021 was 1,701 net of any member reported as deceased and whose records have been deleted from the system. New member registrations during the year (whilst not temporarily closed) being 125. The membership had been increasing steadily before Covid-19 and has started to pick up again.

The gender ratio of members who borrowed at least one book in the period to 18 August 2020 (date re-opened) to 31 July 2020 was 73.5% female and 26.5% male.

Loan of laptop computers to local school during lockdown

The Trustees worked with our insurance broker and insurer to enable LCL to loan its four laptop computers to the teaching staff of a local primary school for use by their own children during the lockdown which

also freed up four other laptops for other children in the same school to use. At the time when schools were in desperate need for computer equipment to help with home-learning, the Trustees were very pleased to be able to loan the LCL laptops which would otherwise have been unused in the Community Library. The laptops were loaned out for seven weeks.

Footfall and laptop computer users

Footfall (the number of visitors to the Community Library) and the number of laptop computer users are recorded for each shift. The table below provides a summary for the period 18 August 2020 (date re-opened) to 31 July 2021 but excludes dates of temporary closure as reflected by the much lower number of shifts.

	Footfall am shift	Footfall pm shift	Laptop users am shift	Laptop users pm shift
Total	2,528	380	36	17
Number of shifts	90	20	45	16
Average per shift	28	19	1	1
Maximum in a shift	52	33	3	5
Minimum in a shift	9	6	0	0

Summer Book Challenge

This was not held in 2020 due the Covid-19 situation although LCL promoted the scheme run by East Sussex Library Service in conjunction with the Reading Agency by putting posters in the Community Library windows and on its Facebook page. The 2021 challenge was held and will be reported on in next year's annual report.

LCL expects to run such activities when it is appropriate and safe, given the Covid-19 situation.

Section E Financial review

Brief statement of the charity's policy on reserves

The CIO's Reserves Policy is to maintain a general reserve of £5,000 representing one year's estimated operating costs.

Details of any funds materially in deficit

None

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

The CIO relies heavily on donations, fundraising activities, printing/ photocopying charges and room hire to help fund the Community Library's general operating costs. The temporary closure for around five months of this financial year impacted all of those income streams. No fundraising events took place including no Christmas Fair (see Section D) Fundraising events and activities would have been planned and held but for the Covid-19 situation. A number of government Covid-19 related grants were successfully applied for (see Section D).

The continued availability (except during the temporary closures) of the two desktop computers and library software enables LCL to continue to provide the library service to members and fill the gap following the

ethical investment policy adopted.

closure of the local branch of the County library. The continued free availability (except during the temporary closures and until the Covid-19 restrictions are eased) of four laptop computers with Internet access, which are available for LCL's members, and two printers (one for the laptops and one for general use) together provide facilities to those who do not own a computer and/or a printer. Furthermore, a 'computer buddy' is normally available on every shift (when the laptop computers are available) to help members with IT hardware and/or software issues including e.g. setting up and/or accessing an email account, job searches and online applications and printing forms, travel and other documents etc. They can also advise on matters relating to members' own devices. LCL welcomes and assists anyone and everyone as members including the young, elderly, infirm, enabled, physically and/or mentally disabled, socially and/or financially deprived, health deprived, employment and/or education deprived - no matter what their race, ethnicity or religion – LCL is all inclusive.

The Community Hub building works were fully funded from grants. Over 70% of the building works were funded from 'restricted funds' grants, i.e. grants applied specifically for those building works.

LCL has no investments and so requires no investment policy or objectives.

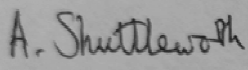
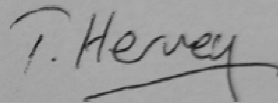
Section F Other optional information

The main priority for the next few months is to monitor the Covid-19 situation and its impact on the Community Library's operations. As circumstances permit, the opening hours will be expanded and other services brought back. Hiring out the Community Hub has picked up and discussions with a number of interested groups are taking place. The next major premises project is to facilitate access to the Community Hub in the basement by installing a platform stairlift which wheelchair users can use whilst seated in their own or another wheelchair. It will also allow those with walking difficulties to use the built-in pull-down seat. [Note: the platform stairlift was installed in mid-September 2021].

Section G Declaration

The Trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of the charity's trustees

Signature		
Full name	Alan Shuttleworth	Tim Hervey CTA
Position (e.g. Chair, Secretary)	Chair	Treasurer
Date	27/09/2021	27/09/2021