



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 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		
3	Mary Doonan		Resigned 19/08/2020	
4	Jackie Cornish	Secretary		
5	Susan Tourle		Appointed 01/07/2021	
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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

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

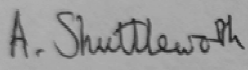
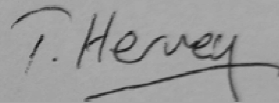
The main priority for the next few months is to monitor the Covid-19 situation and its impact on the Community Library's operations. As circumstances permit, the opening hours will be expanded and other services brought back. Hiring out the Community Hub has picked up and discussions with a number of 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