



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 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	Jackie Cornish	Secretary	Resigned 05/03/2022	
4	Susan Tourle			
5	Hugh Parker		Appointed 27/04/2022	
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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

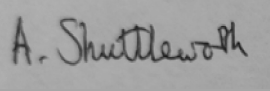
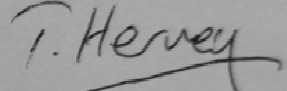
The Trustees keep monitoring the Covid-19 situation as new variants emerge and more and newer vaccines get approved and the overall impact on the Community Library's operations. As circumstances permit, the opening hours will be expanded. Hiring out the Community Hub has picked up and discussions with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

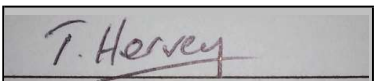
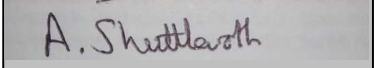
To

Period end date
31 July 2022

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 (Gross income for AR)	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
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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)	When 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.