



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 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				
6				
7				
8				
9				
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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.

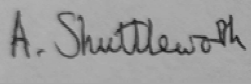
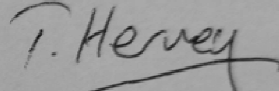
Section F**Other optional information**

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

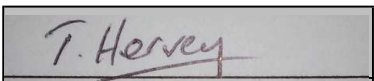
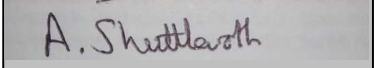
To

Period end date
31 July 2023

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 (Gross income for AR)	3,821	(1,721)	-	2,100	2,796
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
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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.