



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	August	2023		31	July	2024

### 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			
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14				
15				
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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 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.

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, 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 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 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

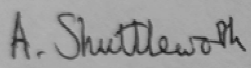
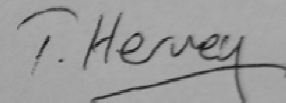
The Trustees regularly monitor the overall impact on the Community Library's operations of the Covid-19 situation as new variants emerge.

## 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



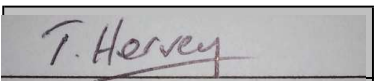
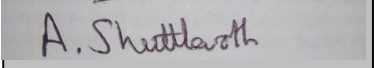
## Receipts and payments accounts

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 £
<b>A1 Receipts</b>					
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
<b>Sub total</b> (Gross income for AR)	<b>7,382</b>	<b>537</b>	<b>-</b>	<b>7,919</b>	<b>2,100</b>
<b>A2 Asset and investment sales</b>					
Proceeds from sale of assets	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,382</b>	<b>537</b>	<b>-</b>	<b>7,919</b>	<b>2,100</b>
<b>A3 Payments</b>					
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	-	-	-	-	-
<b>Sub total</b>	<b>3,976</b>	<b>-</b>	<b>-</b>	<b>3,976</b>	<b>4,962</b>
<b>A4 Asset and investment purchases</b>					
Computer equipment & software	-	-	-	-	106
Community Hub	-	-	-	-	-
Platform stairlift	-	-	-	-	-
Fixtures, fittings & equipment	19	-	-	19	1,243
<b>Sub total</b>	<b>19</b>	<b>-</b>	<b>-</b>	<b>19</b>	<b>1,349</b>
<b>Total payments</b>	<b>3,995</b>	<b>-</b>	<b>-</b>	<b>3,995</b>	<b>6,311</b>
<b>Net receipts/(payments)</b>	<b>3,387</b>	<b>537</b>	<b>-</b>	<b>3,924</b>	<b>(4,211)</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>13,655</b>	<b>2,575</b>	<b>-</b>	<b>16,230</b>	<b>20,441</b>
<b>Cash funds this year end</b>	<b>17,042</b>	<b>3,112</b>	<b>-</b>	<b>20,154</b>	<b>16,230</b>

## 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 £
<b>B1 Cash funds</b>	Bank current accounts	16,174	3,112	-
	Cash in hand	868	-	-
		-	-	-
	<b>Total cash funds</b>	<b>17,042</b>	<b>3,112</b>	<b>-</b>
	(Agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Gift Aid claim for 2023/24	227	-	-
	Income from sale of books	23	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which assets belong	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	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
	<b>B5 Liabilities</b>	Details	Fund to which liabilities relate	Amount 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.