

OLD TOWN COMMUNITY LIBRARY

England & Wales - Charity number 1181144

Details

Status Registered

Legal form CIO

Registered 2018-12-12

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

Contact

Address Old Town Community Library
Old Town Community Library
191 Victoria Drive
Eastbourne
BN20 8QJ

Phone 01323649964

Email oldtownlibrary@hotmail.com

Website https://www.facebook.com/Old-Town-Community-Library-274679552934748/?ref=br_rs

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL THROUGH THE PROVISION OF A COMMUNITY BASED PUBLIC AMENITY, NAMELY A PUBLIC LIBRARY SITUATED IN THE OLD TOWN AREA OF EASTBOURNE INCLUDING THE SURROUNDING AREA AND COMMUNITIES. TO PROMOTE FOR THE BENEFIT OF THE RESIDENTS OF THE OLD TOWN 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 PARTICULAR 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. ADDITIONALLY, THE ORGANISATION WILL SEEK TO WORK WITH LOCAL SCHOOLS AND OTHER ORGANISATIONS TO ENSURE THE PROVISION OF SUCH SERVICES TO BE AVAILABLE TO ALL WITHOUT EXCEPTION.

Activities: To advance the education of the public in general through the provision of a community based public amenity namely a public Library situated in the Old Town area of Eastbourne including the surrounding area and communities. To promote for the benefit of the residents of the Old Town and surrounding areas and communities the provision of the Library.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- East Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£4,986	£6,546	-	-
2024-09-30	£6,465	£6,950	-	-
2023-09-30	£3,439	£6,640	-	-
2022-09-30	£2,909	£7,325	-	-
2021-09-30	£19,939	£4,826	-	-
2020-09-30	£13,754	£4,602	-	-

Trustees

Name	Role	Appointed
Angela Christine Masters		2026-06-03
Graham Trevor Stew		2025-10-10
JOHN DOUGLAS MASTERS		2018-07-20
Jacqueline Cornish		2023-08-08
Joanna Lovatt		2025-10-10
John Joseph Ungar		2021-08-06
Pamela Jean Starling		2021-08-06

OLD TOWN COMMUNITY LIBRARY

England & Wales - Charity number 1181144

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	10	2023		30	09	2024

Section A Reference and administration details

Charity name	OLD TOWN COMMUNITY LIBRARY
Other names charity is known by	
Registered charity number (if any)	1181144
Charity's principal address	191 Victoria Drive Eastbourne East Sussex Postcode BN20 8QJ

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	Jeremy Daly	Chair		
2	Pamela Starling			
3	Kate Daly BEM	Secretary/GDPR		
4	John Ungar			
5	John Masters			
6	Heidi-May Murphy			
7	Jackie Cornish	Health & Safety		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 (of a Foundation Charitable Incorporated Organisation)
How the charity is constituted (eg. trust, association, company)	Constitution of a Foundation Charitable Incorporated Organisation whose only voting members are its charity trustees
Trustee selection methods (eg. appointed by, elected by)	<ul style="list-style-type: none">by a resolution passed at a properly convened meeting of the charity 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.

The Charities wider structure includes 20 volunteers for the day to day running of the library who are trained and instructed in all of the library policies and procedures by the Secretary and other volunteers with the required experience to do so. Records of the volunteers having read and understood the policies and of their training are kept by the Secretary. One of our trustees is nominated Health and Safety officer and completes weekly records of fire safety checks and quarterly full H&S audits. The Secretary is also the GDPR officer.

Section C Objectives and activities

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

To advance the education of the public in general through the provision of a community based public amenity namely a public Library situated in the Old Town area of Eastbourne including the surrounding area and communities.

To promote for the benefit of the residents of the Old Town 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 particular 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.

Additionally, the organisation will seek to work with local schools and other organisations to ensure the provision of such services to be available to all without exception.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The library's opening hours continue to be two full days and three half days per week.

Residents using the library have access to borrow for free fiction, non fiction, large print and audio books, free WiFi, free access to laptops. Printing, scanning and coffees for a small charge.

The library is privately hired by other charities and educational tutors thus providing further services to the community. These include a computer club and yoga.

The library has also completed a Summer reading challenge in conjunction with the national Summer Reading Challenge for 4-11 year olds this year to encourage reading during the holidays. Further the library has worked with four local schools to promote this and has had many school visits this year.

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)

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 library has a total of 20 volunteers (that includes three of the trustees) who oversee the day to day running of the library. Their contribution to the library cannot be underestimated, they are invaluable. The Secretary's role includes grant applications and fundraising and she is supported in the fundraising role by the treasurer. There is an optional 'friends of OTCL' scheme where customer of the library can donate by standing order or cash to the library. The library also sells books both in store and to Ziffit and through ebay or local auctions.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We are still trying to increase the private hires of the library which have dropped off during and since Covid. We are also yet to return to the original number of paying friends of the library but donations, friends and fund raising events have increased by over £500 on the previous year. . We are working hard to improve the private hires and friends memberships. We were able to secure a grant for four new laptops which were much needed. The Summer Reading Challenge was successful. We agreed with the borough council to be part of their community toilet scheme which enabled us to continue to occupy the building rent free. One of our customers kindly redecorated the toilet and a local carpenter reversed the door to make access easier. Our Chairperson changed the lock on the toilet door to ensure it can be opened from the outside in an emergency. (H&S rules) Last year we moved over to Lightning Fibre for our broadband, a local company. They have since visited and hired the library and have given us a years FREE broadband. Our secretary was rewarded for all her volunteer work not just at the library but across other parts of Eastbourne being awarded a British Empire Medal in the Kings New Years Honors List. In December we held a Christmas Fayre raising an amazing £456! This was much enjoyed the volunteers and local residents alike. At Easter we had an Easter Fayre and colouring competition, this raised £165 and the children enjoyed the colouring, winners receiving East Eggs. Whilst we did make a small loss during this period (£485) it was a huge improvement from last years loss of £3,201 Donations and printing were all up but as mentioned above friends and room hire were down. We will continue to work on this and reduce other costs. Our biggest concern is that the utilities are due for renewal in August

Section D

Achievements and performance

2025, we will shop around for the best deals.
At the end of the year the bank balance was £24,910 down just £534 on the previous year...so the library is in a very good financial position despite the small loss.

Section E

Financial review

Brief statement of the charity's policy on reserves

OTCL agrees to keep reserves that would cover a minimum of three years running costs but aims to hold reserves for four to five years running costs.

Details of any funds materially in deficit

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.

OTCL principal sources of funding are the 'friends' scheme that customers can join paying an amount of their choice by standing order (or cash) either monthly, quarterly or annually. OTCL thanks its customers for their ongoing support.
OTCL raises money from the sale of books, coffees and printing and the return our annual events, the Easter and Christmas fayres.
Private Hire also raises funds for OTCL.
OTCL also applies for grants for courses and/or fixtures and fittings or improvements to the premises when required.
Expenditure has supported the key objectives of OTCL by benefiting customers with better surroundings and facilities, more laptops to use, our expenditure is on utilities, improvements, office costs and the like.

Section F


Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Katrina Daly	
Position (eg Secretary, Chair, etc)	Secretary/Trustee	
Date	28/06/2025	



Charity name

Charity number (if any)

For the period from (start date)

to (end date)

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATIONS				743	257
FRIENDS				716	785
FUNDRAISERS				567	479
PRINTING/SALES				1105	1351
ROOM HIRE				207	418
GRANTS				2800	0
ADJUSTMENT				327	148
<i>Sub total</i>				6465	3438
A2 Asset and investment sales, etc					
<i>Total receipts</i>				6465	3438
A3 Payments					
BROADBAND				169	504
UTILITIES				2568	3196
PURCHASES				179	414
INSURANCE				448	422
CLEANING				110	98
BOOKS				450	268
OTHER				411	290
REPAIRS & RENEWALS				2615	1447
<i>Sub total</i>				6950	6639
A4 Asset and investment purchases, etc					
<i>Total payments</i>				6950	6639
<i>Net of receipts/(payments)</i>				485	3201
A5 Transfers between funds					
A6 Cash funds last year end					
<i>Cash funds this year end</i>					

Section B

Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	
B1 Cash funds	BANK	24641			
	PAYPAL	269			
	<i>Total cash funds</i>		24910		
	<i>(agree balances with receipts and payments account(s))</i>				

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B2 Other monetary assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date of approval
K.M. Daly	KATRINA DALY BEM	19/05/2025
J. Masters	JOHN MASTERS	19/05/2025

OLD TOWN COMMUNITY LIBRARY

England & Wales - Charity number 1181144

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	10	2022		30	09	2023

Section A Reference and administration details

Charity name OLD TOWN COMMUNITY LIBRARY

Other names charity is known by

Registered charity number (if any) 1181144

Charity's principal address

191 Victoria Drive	
Eastbourne	
East Sussex	
Postcode	BN20 8QJ

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	Jeremy Daly	Chair		
2	Pamela Starling			
3	Kate Daly	Secretary		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 <small>(eg. trust deed, constitution)</small>	Constitution (of a Foundation Charitable Incorporated Organisation)
How the charity is constituted <small>(eg. trust, association, company)</small>	Constitution of a Foundation Charitable Incorporated Organisation whose only voting members are its charity trustees
Trustee selection methods <small>(eg. appointed by, elected by)</small>	<ul style="list-style-type: none"> • by a resolution passed at a properly convened meeting of the charity trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>The Charities wider structure includes 20 volunteers for the day to day running of the library who are trained and instructed in all of the library policies and procedures by the Secretary and other volunteers with the required experience to do so. Records of the volunteers having read and understood the policies and of their training are kept by the Secretary. One of our trustees is nominated Health and Safety officer and completes weekly records of fire safety checks and quarterly full H&S audits. The Secretary is also the GDPR officer.</p>
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Section C Objectives and activities

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Additionally, the organisation will seek to work with local schools and other organisations to ensure the provision of such services to be available to all without exception.

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)

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The library's opening hours continue to be two full days and three half days per week.

Residents using the library have access to borrow for free fiction, non fiction, large print and audio books, free WiFi, free access to laptops. Printing, scanning and coffees for a small charge.

The library is privately hired by other charities and educational tutors thus providing further services to the community. These include a computer club and yoga.

The library has also completed a Summer reading challenge in conjunction with the national Summer Reading Challenge for 4-11 year olds this year to encourage reading during the holidays. Further the library has worked with local schools to promote this and has had many school visits this year.

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 library has a total of 20 volunteers (that includes three of the trustees) who oversee the day to day running of the library. Their contribution to the library cannot be underestimated, they are invaluable. The Secretary's role includes grant applications and fundraising and she is supported in the fundraising role by the treasurer. There is an optional 'friends of OTCL' scheme where customer of the library can donate by standing order or cash to the library. The library also sells books both in store and to Ziffit and through ebay or local auctions.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Coming out of covid is still presenting challenges; while we have returned to the original amount of customers we have not been able to achieve the same level of private hire, this has affected our income.

We are also yet to return to the original number of paying friends of the library.

We are working hard to improve the private hires and friends memberships.

We have worked closely with the local PCSO this year and after some incidents both inside and outside of the library we installed external CCTV (already having internal CCTV) at the request of the police, they provided the funding for this. It has been very helpful to the police a number of times.

The Summer Reading Challenge was so successful we ran out of application packs, fortunately Langney Community Library was able to supply us with some.

The external flat roof to the rear of the library leaked yet again, damaging the toilet area. This has at last been fixed thanks to Oliver Raffety at our local council.

The external part of the library was redecorated by a local resident at a lower cost than in previous years.

We decided to remove the landline at the library and now have a mobile instead, saving us money over the year.

We moved over to Lightning Fibre for our broadband, a local company, since then we have had no issues with the broadband and it is much faster and more reliable than the previous supplier.

We purchased an Alexa for those who wish to use it, it is very helpful when researching authors and books.

We also featured on the BBC's 'The One Show' in Feb 2023 as our Chair person nominated his wife for the 'One Big Thankyou' section of their show.

We finally signed the new lease with Eastbourne Borough Council after a number of delays, securing the premises for another ten years.

We changed our bank account from Barclays to Metro after a number of issues with Barclays Business. This has affected our friends who paid by standing order but we are gradually contacting them with the new bank details.

The best thing we did this year to help our volunteers was to get rid of the old fashioned ticket system and replace it with a more modern and up to date membership card system for the customers. This has made life much easier for everyone.

In December we held a Christmas Fayre raising an amazing £475!

This was much enjoyed the volunteers and local residents alike.

The Asda Foundation granted us £400 towards books and stationery.

At Easter we had a raffle and colouring competition, this raised £110 and the children enjoyed the colouring, winners receiving East Eggs.

Whilst we did make a loss during this period income was up and expenditure was lower compared to the previous year.

Donations, printing and books sales were all up but as mentioned above friends and room hire were down.

We will continue to work on this and reduce other costs.

Our biggest concern is that the utilities are due for renewal in August 2024, we had a three year fixed so avoided all the huge increases, until now but we will shop around for the best deals.

At the end of the year the bank balance was £19,500...It is now £24,633 so the library is in a very good financial position despite the loss.

Section E Financial review

Brief statement of the charity's policy on reserves

OTCL agrees to keep reserves that would cover a minimum of three years running costs but aims to hold reserves for four to five years running costs.

Details of any funds materially in deficit

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.

OTCL principal sources of funding are the 'friends' scheme that customers can join paying an amount of their choice by standing order (or cash) either monthly, quarterly or annually. OTCL thanks its customers for their ongoing support. OTCL raises money from the sale of books, coffees and printing and the return our annual events, the Easter and Christmas fayres. Private Hire also raises funds for OTCL. OTCL also applies for grants for courses and/or fixtures and fittings or improvements to the premises when required. Expenditure has supported the key objectives of OTCL by benefiting customers with better surroundings and facilities, more laptops to use, our expenditure is on utilities, improvements, office costs and the like.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Katrina Daly

Position (eg Secretary, Chair, etc)

Secretary/Trustee

Date 10/06/2024



Charity name

Charity number (if any)

For the period from (start date)

to (end date)

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATIONS				257	114
FRIENDS				785	1111
FUNDRAISERS				479	0
SALES				1060	874
ROOM HIRE				418	566
PRINTING				291	244
PC ADJUSTMENT				148	0
<i>Sub total</i>				3438	2909
A2 Asset and investment sales, etc					
<i>Total receipts</i>				3438	2909
A3 Payments					
BROADBAND				504	657
UTILITIES				3196	3012
PURCHASES				414	243
INSURANCE				422	406
CLEANING				98	67
BOOKS				268	686
OTHER				290	
REPAIRS AND RENEWALS				1447	2030
VOLUNTEERS GIFTS					38
I.T. COSTS					95
<i>Sub total</i>				6639	7234
A4 Asset and investment purchases, etc					
<i>Total payments</i>				6639	7234
<i>Net of receipts/(payments)</i>				3201	4415
A5 Transfers between funds					
A6 Cash funds last year end					
<i>Cash funds this year end</i>					

Section B

Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B1 Cash funds	BANK	19572		
	PAYPAL	219		
	<i>Total cash funds (agree balances with receipts and payments account(s))</i>	19791		

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B2 Other monetary assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date of approval
K.M.DALY	KATRINA DALY	10/6/2024
J.LOVATT	JO LOVATT	10/06/2024

OLD TOWN COMMUNITY LIBRARY

England & Wales - Charity number 1181144

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
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Other names charity is known by

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

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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Section B Structure, governance and management

Description of the charity's trusts

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Additional governance issues (Optional information)

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Section C Objectives and activities

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

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To promote for the benefit of the residents of the Old Town 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 particular 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. Additionally, the organisation will seek to work with local schools and other organisations to ensure the provision of such services to be available to all without exception.

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)

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The library has amended its opening hours over the past year and now provides library facilities to the community for two full days and three half days per week.

Residents using the library have access to borrow for free fiction, non fiction, large print and audio books, free WiFi, free access to laptops.

Printing, scanning and coffees for a small charge.

The library is privately hired by other charities and educational tutors thus providing further services to the community. These include a local history club, computer club and yoga.

The library has also launched a crochet and chatter club on Saturday afternoons

The library has also completed a Summer reading challenge in conjunction with the national Summer Reading Challenge for 4-11 year olds this year to encourage reading during the holidays. Further the library has worked with local schools to promote this and has had many school visits this year.

Additional details of objectives and activities (Optional information)

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

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The library has a total of 20 volunteers (that includes two of the trustees) who oversee the day to day running of the library. Their contribution to the library cannot be underestimated, they are invaluable.

The Secretary's role includes grant applications and fundraising and she is supported in the fundraising role by the treasurer. There is an optional 'friends of OTCL' scheme where customer of the library can donate by standing order or cash to the library. The library also sells books both in store and to Ziffit and through ebay or local auctions.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Coming out of covid has presented challenges; it has taken some time to return to the original amount of customers and members. We have lost a number of private hires and income generated from the friends scheme but are working towards improving these again.

We have now begun to increase the footfall at the library and the membership has continued to increase.

OTCL has been proud to be able to continue to support 4 former County Council libraries that were closed to be able to become independent charity libraries.

There have been some very popular and successful visits to OTCL by local schools this year which has encouraged new members and families to join.

We joined the national Summer Reading challenge which was successful.

Sadly this year we did make a loss, this was due to a large number of repairs and renewals and an increase in electricity costs.

On a positive note we have actually increased our income by more than £870

We have had some repairs to complete which have affected our reserves including a flood entering via the back of the library and the storm in Jan 2022 brought down our external signage. The heating also required repairs.

We chose to improve and decorate the rear toilet as this is used by customers.

We replaced the CCTV system, curtains and blinds.

However, the library is still in a very good financial position with reserves to sustain the library for five years without any income. The library will work hard to secure more friends and private hires.

Section E

Financial review

Brief statement of the charity's policy on reserves

OTCL agrees to keep reserves that would cover a minimum of three years running costs but aims to hold reserves for four to five years running costs.

Details of any funds materially in deficit

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.

OTCL principal sources of funding are the 'friends' scheme that customers can join paying an amount of their choice by standing order (or cash) either monthly, quarterly or annually. OTCL thanks its customers for their ongoing support. OTCL raises money from the sale of books, coffees and printing and hopefully the return our annual events, the Easter and Christmas fayre. Private Hire also raises funds for OTCL. OTCL also applies for grants for courses and/or fixtures and fittings or improvements to the premises when required. Expenditure has supported the key objectives of OTCL by benefiting customers with better surroundings and facilities, more laptops to use, our expenditure is on utilities, improvements, office costs and the like.


Section F Other optional information

The latest bank balance was over £25,000

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Katrina Daly	
Position (eg Secretary, Chair, etc)	Secretary/Trustee	
Date	08/06/2023	



Charity name

Charity number (if any)

For the period from (start date)

to (end date)

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
BOOKS SOLD	863				
DRINKS/MASKS SOLD	10				
PRINTING	244				
DONATIONS	114				
FRIENDS MEMBERSHIP	1111				
ROOM HIRE	566				
<i>Sub total</i>	2908				
A2 Asset and investment sales, etc					
<i>Total receipts</i>	2908				
A3 Payments					
BOOKS BOUGHT	685				
ELECTRIC	3011				
INSURANCE	406				
I.T. SOFTWARE	95				
MISC	230				
REFRESHMENTS	92				
REPAIRS AND RENEWALS	2030				
STATIONERY	118				
PHONE/BROADBAND	657				
<i>Sub total</i>	7324				
A4 Asset and investment purchases, etc					
<i>Total payments</i>	7324				
<i>Net of receipts/(payments)</i>	-4416				
A5 Transfers between funds					
A6 Cash funds last year end					
<i>Cash funds this year end</i>	-4416				

Section B

Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B1 Cash funds				
	<i>Total cash funds</i> <i>(agree balances with receipts and payments account(s))</i>			

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B2 Other monetary assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date of approval
K.M.Daly	Kate Daly	

OLD TOWN COMMUNITY LIBRARY

England & Wales - Charity number 1181144

Accounts



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	10	2020	To	30	09	2021

Section A Reference and administration details

Charity name

OLD TOWN COMMUNITY LIBRARY

Other names charity is known by

Registered charity number (if any)

1181144

Charity's principal address

191 Victoria Drive

Eastbourne

East Sussex

Postcode

BN20 8QJ

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	Jeremy Daly	Chair		
2	John Ungar			
3	Kate Daly	Secretary		
4	Pamela Starling			
5	John Masters			
6	Heidi-May Murphy			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 (of a Foundation Charitable Incorporated Organisation)
How the charity is constituted (eg. trust, association, company)	Constitution of a Foundation Charitable Incorporated Organisation whose only voting members are its charity trustees
Trustee selection methods (eg. appointed by, elected by)	<ul style="list-style-type: none"> by a resolution passed at a properly convened meeting of the charity 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.

The Charities wider structure includes 16 volunteers for the day to day running of the library who are trained and instructed in all of the library policies and procedures by the Secretary and other volunteers with the required experience to do so. Records of the volunteers having read and understood the policies and of their training are kept by the Secretary. One of our trustees, currently the Secretary, is nominated Health and Safety officer and completes weekly records of fire safety checks and quarterly full H&S audits. The Secretary is also the GDPR officer.

Section C Objectives and activities

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

To advance the education of the public in general through the provision of a community based public amenity namely a public Library situated in the Old Town area of Eastbourne including the surrounding area and communities.

To promote for the benefit of the residents of the Old Town 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 particular 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.

Additionally, the organisation will seek to work with local schools and other organisations to ensure the provision of such services to be available to all without exception.

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)

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Obviously this is still not an ordinary year due to the ongoing Covid restrictions imposed during 2020/21

The library was required to close along with other non-essential shops on a number of occasions.

This impacted both the community and our private hire income.

The library is usually privately hired by other charities, community groups and educational tutors thus providing further services to the community.

Whilst some of the private hires have now returned it is not yet back up to pre-covid levels.

We were, however, fortunate to receive grants from central government on each occasion that we closed. Further, after some debate, we were also given a re-opening grant. This made a huge difference to us.

We did manage to re-catalogue the whole of the library's books during the lockdowns and this has made for a more accurate and easier system.

Thanks to our volunteers who were involved in this arduous process! Especially Warwick Davies, Andre Sillence and Kate Daly.

Sadly during this period two of our trustees died, Andrew Sillence who is a much missed friend and colleague and also our treasurer, Arthur Chapman.

We have a new treasurer, Jo Lovatt, a qualified book keeper but not a trustee at this time.

We have also secured two new trustees; former councillor John Ungar and former volunteer Pamela Starling.

Since re-opening after the lockdowns the library has reduced its opening hours by 3.5, it now provides library facilities to the community for two full days and three half days per week. We will consider re-opening on Friday afternoons again for Rhyme time in the future.

Residents using the library have access to borrow for free fiction, non fiction, large print and audio books, free WiFi, free access to laptops. Printing, scanning and coffees for a small charge.

The library has yet to re-start the annual community events, at Easter and Christmas when we would usually hold fayres for everyone to attend and enjoy.

We intend to hols a Christmas fayre in December 2022 all being well.

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 library has a total of 20 volunteers (that includes three of the trustees) who oversee the day to day running of the library. Their contribution to the library cannot be underestimated, they are invaluable. We also provide experience and references for volunteers and this had led to one of them gaining a full time paid position at a local County Council library, well done Alex!

The Secretary's role includes grant applications and fundraising and she is supported in the fundraising role by the treasurer.

There is an optional 'friends of OTCL' scheme where customer of the library can donate by standing order or cash to the library and complete gift ad forms which is overseen by the treasurer.

Summary of the main achievements of the charity during the year

During any closures due to lockdown our secretary took in book donations at her home address, adding them to the library or selling via Ziffit to keep some funds coming in.

We did manage to have the external redecorating completed in August 2021.

The five year electrical certificate was completed in August 2021 along with some electrical works.

After a flood to the rear of the library we arranged new flooring for this area and redecoration of the toilet, this was completed in September 2021.

These items were paid for by using part of the re-opening grant received from central government.

Section E Financial review

Brief statement of the charity's policy on reserves

OTCL agrees to keep reserves that would cover a minimum of three years running costs, achieving the aim set in our previous report.

Details of any funds materially in deficit

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.

OTCL principal sources of funding are the 'friends' scheme that customers can join paying an amount of their choice by standing order (or cash) either monthly, quarterly or annually. OTCL thanks its customers for their ongoing support.

OTCL raises money from the sale of books, coffees and printing and (when Covid allows!) our annual events, the Easter and Christmas fayre. Private Hire also raises funds for OTCL.

OTCL also applies for grants for courses and/or fixtures and fittings or improvements to the premises.

Expenditure has supported the key objectives of OTCL by benefiting customers with better surroundings, new books and facilities, our expenditure is on utilities, improvements, office costs and the like.


Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Katrina Daly	
Position (eg Secretary, Chair, etc)	Secretary/Trustee	
Date	16/05/2022	



Charity name

Charity number (if any)

For the period from (start date)

to (end date)

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Books Sold	634.90				
Drinks/masks sold	3.50				
Printing/Copying	176.68				
Donations	165.02				
Friends/Members	1020.00				
Room Hire	32.00				
Grants	17907.43				
<i>Sub total</i>	19939.53				
A2 Asset and investment sales, etc					
<i>Total receipts</i>	19939.53				
A3 Payments					
Books	429.89				
Utilities	3101.80				
Prizes for fundraising	60.28				
refreshments	28.74				
stationery/small office equip	102.13				
window cleaner	60.00				
misc	74.18				
<i>Sub total</i>					
A4 Asset and investment purchases, etc					
<i>Total payments</i>	4826.30				
<i>Net of receipts/(payments)</i>					
A5 Transfers between funds					
A6 Cash funds last year end					
<i>Cash funds this year end</i>	15113.23				

Section B

Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B1 Cash funds				
	<i>Total cash funds</i> <i>(agree balances with receipts and payments account(s))</i>			

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B2 Other monetary assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date of approval