



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	10	2020		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				
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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)

- 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 out 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

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

Old Town Community Library

Charity number (if any)

1 18 1 1 4 4

For the period from (start date)

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to (end date)

3 10 10 11 12 11

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> (agree balances with receipts and payments account(s))			

	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

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