



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	10	2021		30	09	2022

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		
4	John Ungar			
5	John Masters			
6	Heidi-May Murphy			
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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)	<input type="checkbox"/> 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.

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:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

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

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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> (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

K.M.Daly

Kate Daly