



Trustees' Annual Report for the period

From

Period start date

01

10

2022

To

Period end date

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		
4	John Ungar			
5	John Masters			
6	Heidi-May Murphy			
7	Jackie Cornish			
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

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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 (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.

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

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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 **OLD TOWN COMMUNITY LIBRARY**

Charity number (if any) **1 1 8 1 1 4 4**

For the period from (start date) **0 1 M 1 0 Y 2 Y 2**

to (end date) **3 0 M 0 9 Y 2 Y 3**

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