



## 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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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"><li>by a resolution passed at a properly convened meeting of the charity trustees.</li></ul>

### 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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<b>Section G</b>	<b>Declaration</b>
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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 **OLD TOWN COMMUNITY LIBRARY**

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

For the period from (start date) **0 1 1 0 2 3**

to (end date) **3 0 10 9 2 4**

## 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 £
<b>A1 Receipts</b>					
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
<b>A2 Asset and investment sales, etc</b>					
<i>Total receipts</i>				6465	3438
<b>A3 Payments</b>					
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
<b>A4 Asset and investment purchases, etc</b>					
<i>Total payments</i>				6950	6639
<i>Net of receipts/(payments)</i>				485	3201
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>					
<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 £
<b>B1 Cash funds</b>	BANK	24641		
	PAYPAL	269		
	<i>Total cash funds</i> <i>(agree balances with receipts and payments account(s))</i>	24910		

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>B2 Other monetary assets</b>				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>				

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				

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