

# WILLINGDON COMMUNITY HUB LIBRARY TRUST

England & Wales · Charity number 1182568

## Details

---

|            |   |
|------------|---|
| Status     | Registered  |
| Legal form | CIO   |
| Registered | 2019-03-21  |
| Register   | <a href="#">View on the Charity Commission register</a> |

## Contact

---

**Address** Willingdon Community Hub Library  
Coppice Avenue  
Willingdon  
East Sussex  
BN20 9PN

**Phone** 01323489603

**Email** [info@willingdonlibrary.org](mailto:info@willingdonlibrary.org)

**Website** [willingdonlibrary.org](http://willingdonlibrary.org)

## Activities

---

**Objects:** FOR THE PUBLIC BENEFIT IN THE LOCAL DISTRICT OF EASTBOURNE KNOWN AS WILLINGDON AND JEVINGTON THE PROVISION OF A PUBLIC LIBRARY; THE PROMOTION FOR THE BENEFIT OF THE RESIDENTS OF WILLINGDON AND JEVINGTON THE PROVISION OF FACILITIES FOR RECREATION AND OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, 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.

**Activities:** The promotion for the benefit of the residents of Willingdon and Jevington the provision of facilities for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interest in social welfare and with the object of

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** The General Public/mankind

## Geography

- East Sussex

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-01 | £12,333 | £9,902      | -      | -         |
| 2024-03-01 | £19,045 | £13,750     | -      | -         |
| 2023-03-01 | £20,299 | £19,407     | -      | -         |
| 2022-03-01 | £19,623 | £29,259     | -      | -         |
| 2021-03-01 | £21,941 | £22,356     | -      | -         |

## Trustees

| Name                       | Role  | Appointed  |
|----------------------------|-------|------------|
| Dr Philip Mandy DPhil, MA, | Chair | 2019-03-01 |
| Deborah Tyler              |       | 2019-03-01 |
| Diane Lyon                 |       | 2019-03-01 |
| Dr Anne Mandy PhD, MSc,    |       | 2019-03-01 |
| Georgina Pellett           |       | 2019-03-01 |
| Ian Huke                   |       | 2020-03-01 |
| Ian Nisbet                 |       | 2019-03-01 |
| Joanna Fitzpatrick         |       | 2019-03-01 |
| Lesley Fryer               |       | 2019-03-01 |

**WILLINGDON COMMUNITY HUB LIBRARY TRUST**

England & Wales - Charity number 1182568

---

# Accounts

---

Willingdon Community Hub Library  
Forecast Income Expenses  
1st March 2024 to 28th February 2025

| Income 2024/25               | Forecast Bid /   | March         | April         | May            | June           | July          | August        | Sept          | Oct            | Nov            | Dec            | Jan           | Feb           | Total             | Forecast Bid /   | Actual v Forecast | Income 2024/25               |
|------------------------------|------------------|---------------|---------------|----------------|----------------|---------------|---------------|---------------|----------------|----------------|----------------|---------------|---------------|-------------------|------------------|-------------------|------------------------------|
| <b>Project Grants / Bids</b> |                  |               |               |                |                |               |               |               |                |                |                |               |               |                   |                  |                   | <b>Project Grants / Bids</b> |
| <b>Sub Total</b>             | <b>£0.00</b>     | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | 0.00          | 0.00          | £0.00             | £0.00            | <b>£0.00</b>      | <b>Sub Total</b>             |
| <b>Library Services</b>      |                  |               |               |                |                |               |               |               |                |                |                |               |               |                   |                  |                   | <b>Library Services</b>      |
| Lottery                      | £25.00           | 2.00          | 2.00          | 2.50           | 2.00           | 2.00          | 2.50          | 2.00          | 2.50           | 2.00           | 2.00           | 2.00          | 2.00          | £25.50            | £25.00           | £0.50             | Lottery                      |
| Books                        | £250.00          | 19.00         | 31.59         | 28.50          | 13.50          | 25.00         | 22.10         | 16.20         | 11.26          | 15.50          | 4.50           | 5.00          | 9.00          | £201.15           | £250.00          | -£48.85           | Books                        |
| Shop                         | £350.00          | 19.95         | 49.10         | 53.00          | 24.20          | 31.00         | 57.00         | 56.45         | 98.70          | 49.10          | 42.30          | 24.50         | 16.50         | £521.80           | £350.00          | £171.80           | Shop                         |
| Donations                    | £250.00          | 15.00         |               | 41.50          | 5.00           | 24.91         | 14.55         | 30.41         | 3.40           | 5.90           | 33.55          | 29.00         | 13.10         | £216.32           | £250.00          | -£33.68           | Donations                    |
| Photocopy/printing           | £75.00           | 6.95          | 12.00         | 30.91          | 17.80          | 10.20         | 19.30         | 8.30          | 15.50          | 18.20          | 9.20           | 7.80          | 3.50          | £159.66           | £75.00           | £84.66            | Photocopy/printing           |
| Tea/coffee                   | £750.00          | 67.75         | 127.10        | 91.40          | 90.25          | 83.95         | 130.60        | 33.90         | 92.50          | 69.00          | 87.50          | 91.10         | 91.00         | £1,056.05         | £750.00          | £306.05           | Tea/coffee                   |
| World of Books               | £200.00          |               | 5.76          | 19.47          | 10.97          | 7.56          | 28.51         |               | 10.10          | 188.45         | 19.42          | 23.33         | 21.60         | £335.17           | £200.00          | £135.17           | World of Books               |
| Sales of items               | ?                |               |               | 8.50           |                |               |               |               |                |                |                |               |               | £8.50             | £0.00            | £8.50             | Sales of items               |
| Octopus credit               | ?                |               |               |                |                |               |               |               |                |                | 500.00         |               |               | £500.00           | £0.00            | £500.00           | Octopus credit               |
| Parish Council               | £1,350.00        |               |               | 789.00         |                |               |               |               | 789.50         |                |                |               |               | £1,578.50         | £1,350.00        | £228.50           | Parish Council               |
| BVA                          |                  |               |               |                |                |               |               |               |                |                | 220.00         |               |               | £220.00           | £0.00            | £220.00           |                              |
|                              |                  |               |               |                |                |               |               |               |                |                |                |               |               | £0.00             | £0.00            | £0.00             |                              |
| <b>Sub Total</b>             | <b>£3,250.00</b> | <b>130.65</b> | <b>227.55</b> | <b>1064.78</b> | <b>163.72</b>  | <b>184.62</b> | <b>274.56</b> | <b>147.26</b> | <b>1023.46</b> | <b>348.15</b>  | <b>918.47</b>  | <b>182.73</b> | <b>156.70</b> | <b>£4,602.65</b>  | <b>£3,250.00</b> | <b>£1,352.65</b>  | <b>Sub Total</b>             |
| <b>Clubs / Room Hire</b>     |                  |               |               |                |                |               |               |               |                |                |                |               |               |                   |                  |                   | <b>Clubs / Room Hire</b>     |
| Private Vaccination          | £50.00           |               |               |                |                |               |               |               |                |                |                |               |               | £0.00             | £50.00           | -£50.00           | Private Vaccination          |
| Hooe Manag. Team             | £100.00          | 36.00         |               |                |                |               |               |               |                | 39.00          |                |               |               | £75.00            | £100.00          | -£25.00           | Hooe Manag. Team             |
| French Club                  | £50.00           |               |               |                |                |               |               |               |                |                |                |               |               | £0.00             | £50.00           | -£50.00           | French Club                  |
| Knit & Natter                | £550.00          | 50.80         | 45.00         | 66.90          | 58.50          | 65.20         | 38.50         | 58.00         | 66.00          | 65.85          | 22.00          | 53.30         | 87.50         | £677.55           | £550.00          | £127.55           | Knit & Natter                |
| Art Club                     | £1,500.00        | 190.00        | 158.50        | 197.50         | 161.50         | 209.00        | 157.50        | 159.00        | 158.00         | 112.00         | 174.50         | 195.50        | 158.60        | £2,031.60         | £1,500.00        | £531.60           | Art Club                     |
| Walking Group                | £400.00          | 45.60         | 32.30         | 31.50          | 27.50          | 22.60         | 46.50         | 38.80         | 67.75          | 29.50          | 25.50          | 52.40         | 50.60         | £470.55           | £400.00          | £70.55            | Walking Group                |
| Games                        | £100.00          | 28.00         | 23.00         | 21.00          | 15.00          | 10.50         | 16.50         | 14.00         | 30.00          | 29.00          | 12.00          | 34.00         | 36.00         | £269.00           | £100.00          | £169.00           | Games                        |
| Book Club                    | £200.00          | 13.50         | 18.00         | 15.00          | 13.00          | 13.50         |               | 19.50         | 12.00          | 15.00          | 19.14          | 20.00         | 22.00         | £180.64           | £200.00          | -£19.36           | Book Club                    |
| Private Hire (Karate etc)    | £500.00          | 120.00        | 60.00         | 40.00          | 20.00          |               | 40.00         | 40.00         | 60.00          | 20.00          | 20.00          | 60.00         | 40.00         | £520.00           | £500.00          | £20.00            |                              |
| Chess Club                   | £150.00          | 7.50          | 10.50         | 9.00           | 9.00           | 12.00         | 15.50         | 6.00          | 26.70          | 19.50          | 9.00           | 30.00         | 19.00         | £173.70           | £150.00          | £23.70            | Chess Club                   |
| J Koller (Pilates)           | £0.00            |               | 144.00        | 144.00         | 0.00           |               |               | 288.00        |                | 252.00         |                |               | 216.00        | £1,044.00         | £0.00            | £1,044.00         | J Koller (Pilates)           |
| Craft Stalls                 |                  |               |               | 5.00           | 5.00           | 5.00          |               |               |                |                |                |               |               | £15.00            | £0.00            | £15.00            | Craft Stalls                 |
| Scabble Club                 |                  |               |               |                |                |               |               |               |                | 30.00          | 14.00          |               | 40.00         | £84.00            |                  |                   |                              |
| <b>Sub-Total</b>             | <b>£3,600.00</b> | <b>491.40</b> | <b>491.30</b> | <b>529.90</b>  | <b>309.50</b>  | <b>337.80</b> | <b>314.50</b> | <b>623.30</b> | <b>420.45</b>  | <b>611.85</b>  | <b>296.14</b>  | <b>445.20</b> | <b>669.70</b> | <b>£5,541.04</b>  | <b>£3,600.00</b> | <b>£1,941.04</b>  | <b>Sub-Total</b>             |
| <b>Events</b>                |                  |               |               |                |                |               |               |               |                |                |                |               |               |                   |                  |                   | <b>Events</b>                |
| Charity Coffee Mornings      | £300.00          |               |               |                |                |               |               |               |                |                |                |               |               | £0.00             | £300.00          | -£300.00          | Table Sale                   |
| Concert /Talks/Entertainment | £50.00           |               | 81.00         | 115.00         |                | 300.00        |               |               |                |                |                |               |               | £496.00           | £50.00           | £446.00           | Concert/Talks                |
| Anniversary Garden Party     | £200.00          |               |               |                | 611.68         |               |               |               |                |                |                |               |               | £611.68           | £200.00          | £411.68           | Anniversary Garden Party     |
| Craft Fayre                  | £200.00          |               |               |                |                |               |               | 40.00         |                | 194.65         |                |               |               | £234.65           | £200.00          | £34.65            | Harvest Festival             |
| Christmas Raffle /Wreath     | £400.00          |               |               |                |                |               |               | 30.00         |                |                | 531.00         |               |               | £561.00           | £400.00          | £161.00           | Christmas Raffle             |
| Firsy Aid Course             | £0.00            |               |               |                | 90.00          |               |               |               | 90.00          |                |                |               |               | £180.00           | £0.00            |                   |                              |
| Quiz Afternoon               |                  |               |               |                |                |               |               |               |                |                |                |               | 106.00        | £106.00           |                  |                   |                              |
| <b>Sub-Total</b>             | <b>£1,150.00</b> | <b>0.00</b>   | <b>81.00</b>  | <b>115.00</b>  | <b>701.68</b>  | <b>300.00</b> | <b>0.00</b>   | <b>70.00</b>  | <b>90.00</b>   | <b>194.65</b>  | <b>531.00</b>  | <b>0.00</b>   | <b>106.00</b> | <b>£2,189.33</b>  | <b>£1,150.00</b> | <b>£1,039.33</b>  | <b>Sub-Total</b>             |
| <b>Total Income</b>          | <b>£8,000.00</b> | <b>622.05</b> | <b>799.85</b> | <b>1709.68</b> | <b>1174.90</b> | <b>822.42</b> | <b>589.06</b> | <b>840.56</b> | <b>1533.91</b> | <b>1154.65</b> | <b>1745.61</b> | <b>627.93</b> | <b>932.40</b> | <b>£12,333.02</b> | <b>£8,000.00</b> | <b>£4,333.02</b>  | <b>Total Income</b>          |

Willingdon Community Hub Library  
Forecast Income Expenses  
1st March 2024 to 28th February 2025

| Expenditure 2024/25             | Forecast / Bid   | March           | April         | May            | June           | July           | August         | Sept            | Oct              | Nov            | Dec              | Jan             | Feb            | Total            | Forecast / Bid   | Actual v Forecast | Expenditure 2022/23             |
|---------------------------------|------------------|-----------------|---------------|----------------|----------------|----------------|----------------|-----------------|------------------|----------------|------------------|-----------------|----------------|------------------|------------------|-------------------|---------------------------------|
| <b>Grant Funded Expenditure</b> |                  |                 |               |                |                |                |                |                 |                  |                |                  |                 |                |                  |                  |                   | <b>Grant Funded Expenditure</b> |
| Audio Visual Equip              | £1,000.00        |                 |               |                |                |                |                |                 |                  |                |                  |                 |                | £0.00            | £1,000.00        | -£1,000.00        | Audio Visual Equip              |
| Roofing (Part funded by PC)     |                  | 1215.00         |               |                |                |                |                |                 |                  |                |                  |                 |                | £1,215.00        | £0.00            | £1,215.00         | Roofing (Part funded by PC)     |
| Account to Account Transfer     |                  |                 |               |                |                |                |                |                 |                  |                |                  |                 |                | £0.00            | £0.00            |                   |                                 |
| <b>Sub-Total</b>                | <b>£1,000.00</b> | <b>1215.00</b>  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>    | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>    | <b>£1,215.00</b> | <b>£1,000.00</b> | <b>£215.00</b>    | <b>Sub-Total</b>                |
| <b>Utility Expenditure</b>      |                  |                 |               |                |                |                |                |                 |                  |                |                  |                 |                |                  |                  |                   | <b>Utility Expenditure</b>      |
| 1&1 Internet                    | £300.00          | 26.95           | 26.95         | 26.95          | 26.95          | 26.95          | 26.95          | 26.95           | 26.95            | 26.95          | 46.15            | 26.95           | 26.95          | £342.60          | £300.00          | £42.60            | 1&1 Internet                    |
| B T Group                       | £850.00          | 69.95           | 75.48         | 75.48          | 75.89          | 75.48          | 75.89          | 75.89           | 75.89            | 75.84          | 75.89            | 79.68           | 76.52          | £907.88          | £850.00          | £57.88            | B T Group                       |
| Insurance                       | £675.00          |                 |               |                |                |                |                |                 |                  | 645.40         |                  |                 |                | £645.40          | £675.00          | -£29.60           | Insurance                       |
| Octopus Energy                  | £375.00          | 253.77          |               |                |                |                |                |                 |                  |                |                  | 101.06          | 293.14         | £647.97          | £375.00          | £272.97           | Octopus Energy                  |
| Castle Water                    | £75.00           |                 |               |                |                | 6.51           | 13.56          | 8.82            | 8.69             | 8.82           | 8.69             | 13.56           | 8.82           | £77.47           | £75.00           | £2.47             | Castle Water                    |
| <b>Sub-Total</b>                | <b>£2,275.00</b> | <b>350.67</b>   | <b>102.43</b> | <b>102.43</b>  | <b>102.84</b>  | <b>108.94</b>  | <b>116.40</b>  | <b>111.66</b>   | <b>111.53</b>    | <b>757.01</b>  | <b>130.73</b>    | <b>221.25</b>   | <b>405.43</b>  | <b>£2,621.32</b> | <b>£2,275.00</b> | <b>£346.32</b>    | <b>Sub-Total</b>                |
| <b>Admin. Expenditure</b>       |                  |                 |               |                |                |                |                |                 |                  |                |                  |                 |                |                  |                  |                   | <b>Admin. Expenditure</b>       |
| Books                           | £300.00          | 63.12           |               |                |                |                | 63.12          |                 |                  | 59.17          | 54.95            |                 | 49.96          | £290.32          | £300.00          | -£9.68            | Books                           |
| Capital Equipment & Servicing   | £1,500.00        | 25.00           | 25.00         | 582.43         |                | 120.00         | 413.99         | 1057.42         |                  | 180.00         | 56.00            | 199.99          |                | £2,659.83        | £1,500.00        | £1,159.83         | Capital Equipment & Servicing   |
| Catering consumables            | £600.00          | 41.00           | 62.95         | 54.49          | 65.84          | 50.15          | 54.78          | 65.58           | 35.43            | 30.99          | 19.10            | 66.19           | 100.39         | £646.89          | £600.00          | £46.89            | Catering consumables            |
| Garden Consumables/Gazebo       | £450.00          | 5.79            |               | 52.71          | 10.00          | 30.00          |                |                 |                  |                |                  |                 | 132.80         | £231.30          | £450.00          | -£218.70          | Garden Consumables              |
| Office Supplies                 | £300.00          | 439.98          |               | 161.45         | 96.14          |                | 12.61          |                 |                  |                |                  | 152.06          | 17.79          | £880.03          | £300.00          | £580.03           | Office Supplies                 |
| Events Consumables              | £500.00          |                 |               | 9.00           | 100.00         | 62.10          |                | 9.00            | 77.92            | 106.08         |                  | 449.35          | 11.50          | £824.95          | £500.00          | £324.95           | Events Consumables              |
| First Aid Course for Volunteers | £0.00            |                 |               | 360.00         |                |                |                |                 |                  |                |                  |                 |                | £360.00          | £0.00            | £360.00           | First Aid Course for Volunteers |
| Anniversary Garden Party        | £50.00           |                 |               |                | 73.32          |                |                |                 |                  |                |                  |                 |                | £73.32           | £50.00           | £23.32            | Anniversary Garden Party        |
| Sundry Expenses/shop clients    |                  |                 |               |                |                | 25.00          |                | 40.00           |                  |                |                  |                 | 7.00           | £72.00           | £0.00            | £72.00            | Sundry Expenses/shop clients    |
| Donations to Charity            |                  |                 |               | 7.50           |                |                |                | 20.00           |                  |                |                  |                 |                | £27.50           | £0.00            | £27.50            | Donations to Charity            |
| <b>Sub-Total</b>                | <b>£3,700.00</b> | <b>574.89</b>   | <b>87.95</b>  | <b>1227.58</b> | <b>345.30</b>  | <b>287.25</b>  | <b>544.50</b>  | <b>1192.00</b>  | <b>113.35</b>    | <b>376.24</b>  | <b>130.05</b>    | <b>867.59</b>   | <b>319.44</b>  | <b>£6,066.14</b> | <b>£3,700.00</b> | <b>£2,366.14</b>  | <b>Sub-Total</b>                |
| <b>Total Expenditure</b>        | <b>£6,975.00</b> | <b>2140.56</b>  | <b>190.38</b> | <b>1358.26</b> | <b>448.14</b>  | <b>396.19</b>  | <b>660.90</b>  | <b>1303.66</b>  | <b>224.88</b>    | <b>1133.25</b> | <b>260.78</b>    | <b>1088.84</b>  | <b>724.87</b>  | <b>£9,902.46</b> | <b>£6,975.00</b> | <b>£2,927.46</b>  | <b>Total Expenditure</b>        |
| <b>Income Over Expenditure</b>  | <b>£1,025.00</b> | <b>-1518.51</b> | <b>609.47</b> | <b>351.42</b>  | <b>£726.76</b> | <b>£426.23</b> | <b>-£71.84</b> | <b>-£463.10</b> | <b>£1,309.03</b> | <b>£21.40</b>  | <b>£1,484.83</b> | <b>-£460.91</b> | <b>£207.53</b> | <b>£2,430.56</b> | <b>£1,025.00</b> | <b>£1,405.56</b>  | <b>Income Over Expenditure</b>  |

Trustees Meeting March 17<sup>th</sup> 2025 9.30

Venue: Willingdon Community Hub

## **Annual Report**

### **Management Group Report**

Over the past year we have continued to refurbish the Hub as necessary and have now completed all the rooms and garden. The back room was fully refurbished and affords coat hanging and safe storage for the volunteers, storage space for the clubs and labelled storage space for new library books. Gina Pellett has taken on the responsibility of managing the library business and works on a Monday to undertake cataloguing of new books and recycling of old ones.

A lighting review was undertaken and updated after safe treatment of some asbestos in the electrical fuse cupboard and kitchen area.

New blinds have been fitted to the two remaining windows which now provides the hub with a complete set. All the internal windows have been cleaned by an external contractor.

The summer fete to celebrate the Hubs 5<sup>th</sup> birthday was a great success. Attractions included Morris Men dancers and live music from Paul Watson of the Watson Brothers. The event raised £611.00

The Hub also hosted a University of Brighton volunteer student who completed 65hrs of volunteering as part of her Masters degree in Health Promotion. She developed and ran a mindfulness course for the Hub and volunteers. She was extremely well received and liked by the volunteers and visitors to the Hub. AM has agreed to be involved with the University for the academic year 2024/5. We also continue to support DoE students and school students who request volunteering experience.

AM responded to a request by the BBC to explore the experiences of young adults who use the Hub. Three of the young adult volunteers and DoE students were invited to participate and contributed to a programme that was on air on Tuesday 3<sup>rd</sup> September. There was also a parallel production by BBC South East. The programme attracted a lot of interest and many of our volunteers phoned into to express their delight at being able to have and enjoy the Library Hub. A journal article has been written for publication.

The hub continues to be very popular with the community and all the clubs and activities are well supported. We have again provided support to Willingdon Primary School with their reading provision by hosting library introductory and reading sessions for the reception years. We will continue this work and continue to host sessions throughout the year on request. We have also maintained our links with the

Brownie groups who use the Hub and gardens to undertake reading and gardening badges.

An award of £220 from Wealden Warm Spaces Fund has enabled us to purchase a new AV projector, which compliments the new AV screen purchased by the Hub earlier this year. This completes our AV equipment provision.

We are very aware and grateful for the support that local businesses and groups offer the Hub. We are particularly grateful for gifts and vouchers that are donated to support our raffle events. All contributors are thanked via letters or through our social media pages.

### **Volunteers and general Update**

We continue to have a constant and reliable group of volunteers who are committed to running the hub. There are approximately 40 volunteers who attend on a regular basis and 30 others that attend less frequently. We welcome and actively recruit new volunteers for all areas of the Hub. The Hub continues to provide community services, clubs, and is an essential meeting place for all residents of Willingdon and Jevington Parish. The Hub has an excellent symbiotic relationship with the Parish Council and also ESCC. We are supported by ESCC in our book purchases and we also support the ESCC annual Summer Reading Challenge. At the commencement of the year we chose 3 different charities Children with Cancer, East Sussex Wildlife Trust and Macmillan to showcase their work at our monthly coffee mornings. All proceeds from these events are donated to the chosen charity.

We regularly review our book stock and sell old stock and unwanted donations to World Books.

We recognise the importance and value of our volunteers and work hard to support them and meet their needs. We offer regular training, including a first aid course, feedback and update sessions and once a year take them to lunch to thank them for their continued support and hard work.

### **Clubs Update -**

The following clubs regularly meet and details are available on the events tab on our webpage. The clubs include: Art, Book club, computer clinic, chess, scrabble, rhyme time, games, gardening club and the extremely popular knit and natter group. The Knit and Natter group also donate some of their products to be sold in the shop. The Chess club is also growing in popularity. All the clubs have good membership. French club has temporarily suspended. Games club now has 8 members.

Private hire of hall: Pilates classes run 2 evenings and 1 morning a week, and two gentlemen rent the hub to practice their Korean Martial Art techniques during the winter months.

### **Events Update Linda**

Events for 2024 included:

- |                      |   |
|----------------------|---|
| Jan 27 <sup>th</sup> | Hospice Coffee Morning                                      |
| Jan 29 <sup>th</sup> | Volunteer lunch - Red Lion                                  |
| Feb 24 <sup>th</sup> | Willingdon Park Manor Volunteering stand and coffee morning |

|                        |   |
|------------------------|---|
| April 3rd              | Easter Egg Hunt, coffee morning                   |
| April 13 <sup>th</sup> | Jacque Concert                                    |
| April 27 <sup>th</sup> | Decoupage workshop                                |
| May 18 <sup>th</sup>   | Mary Rose Talk Mr Eric Huke                       |
| June 8 <sup>th</sup>   | Hub 5 <sup>th</sup> year Anniversary Garden Party |
| July 27 <sup>th</sup>  | East Sussex Wildlife Trust coffee morning         |
| Aug 31 <sup>st</sup>   | Willingdon Flower Club coffee morning             |
| Sept 28 <sup>th</sup>  | Macmillan coffee morning                          |
| Oct                    | The Wildlife Trust coffee morning                 |
| Nov 16 <sup>th</sup>   | Christmas craft Fayre                             |
| Nov 30 <sup>th</sup>   | Children with Cancer Charity coffee morning       |
| Dec 7 <sup>th</sup>    | Wreath making workshop*                           |
| Dec 12 <sup>th</sup>   | Parish council carols                             |
| Dec 14 <sup>th</sup>   | Christmas Raffle Draw Coffee morning              |
| Jan 2025               | Volunteer Lunch Red Lion                          |
| Feb 2025               | Quiz  |

\*The wreath making course was particularly successful and will be run again.

**WILLINGDON COMMUNITY HUB LIBRARY TRUST**

England & Wales - Charity number 1182568

---

# Accounts

---

Trustees Meeting March 18<sup>th</sup> 09.30

Venue: Willingdon Community Hub

## **Annual Report**

### **Management Group Report**

In our September quarterly report we were able to detail all the substantive work that had been undertaken on the Hub which positioned us to be able to operate on a very small cost basis. We have refurbished, the Kitchen. toilet facility, updated the back store room with storage facilities, redecorated throughout, replaced all the windows and doors, invested in solar panels and renewed the heating system, developed the garden and provided wheelchair access to it from both access points, and renovated the garden path from the side fire escape access adjacent to Scanlon Close. The PC have confirmed that they will still support the Hub with 2 annual payments for the next 4 years.

However, the Hub has recently experienced some storm damage, broken and slipped tiles, water ingress from rotten wood housing surrounding the dormer windows and worn roofing felt. These repairs have been undertaken, and the Hub has made a 50% contribution to the costs. However, an electrical inspection revealed some asbestos in the ceiling and in the electrical cupboard in the store room which required attention. The asbestos removal repairs will be undertaken on 18<sup>th</sup> March. The PC are currently negotiating with ESCC, owners of the building, concerning the responsibility of the repairs. Thus, the electrical updates are on hold until the asbestos removal and repairs have been undertaken.

### **Volunteers and general Update from Jo Fitzpatrick**

We continue to have a constant and reliable group of volunteers who are committed to running the hub. We welcome and actively recruit new volunteers for all areas of the Hub. The Hub continues to provide community services, clubs, and is an essential meeting place for all residents of Willingdon and Jevington Parish. The Hub has an excellent symbiotic relationship with the Parish Council and also ESCC. We are supported by ESCC in our book purchases and we also support the annual Summer Reading Challenge. We have a good relationship with Willingdon Primary School having Rhyme time sessions when requested and are aiming to develop closer links with Willingdon Senior School. We provide Duke of Edinburgh volunteer opportunities and are creating positive relationships with local care homes for better community cohesion.

AM liaised with the University of Brighton to develop a volunteer placement for healthcare students, to create a wellbeing, mindfulness and gardening group. One Master student has approached the Hub to develop such a club and is currently planning her group.

### **Clubs Update – Di Lyon**

All the clubs have good membership. The Art club is now full with a waiting list. Book club has 12 regular members. Knit and Natter has become very popular too and is thriving. French club has recommenced and is popular.

The games club has increased in numbers over the autumn and has 9 members, and there are 6 members of the Chess club. The Hub is also rented for Korean fitness practice, and there is potential for a new scrabble club to commence in Sept.

### **Club Timetable**

**Tuesdays** Art club is now full with a waiting list. 09.30-12.00

Games club. 14.00-16.00

Book club is now full

Pilates 17.50-19.00

**Wednesday** Rhyme Time 10.30-11.00

Computer help 10.30-12.00

Walking group 10.00-11.30

Knit and Natter 14.00-16.00

Pilates 17.50-19.00

French conversation club evenings occasionally .

**Thursday** Garden club 14.00-16.00

**Fridays** Chess Club 10.30-12.00 12 members

We have invited residents of the new local care homes to join the clubs.

Room rental is also buoyant. Sussex Community Foundation Trust have approached us to use the Hub for a mobile vaccination service for children in May. Other regular users, include the PC, and local Brownie Groups. We have also supported 3 Duke of Edinburgh award scheme students with volunteering placements.

### **Events Update – Linda Wilkinson**

We have broadened the range of events offered to include speakers/entertainers which has been well received and supported. The Summer produce and garden fayre was well quite attended but the timing of the events may need to be reviewed. A Christmas Craft Fayre is planned for November and Christmas Raffle Draw in December. We will again support and host the Parish Council Carols, also in December. All these events were very successful and raised significant funds for the Hub. For the first half of this year events to be held at the Hub will include an Easter Egg Hunt, entertainment by a local singer, a talk about the Mary Rose ship by a local speaker and our Anniversary Event that will include various stalls, childrens games, refreshments, the Long Man Morris Dancers and a local singer.

**Charity support**

The management group agreed that we should support local charities. This year we have supported the Macmillan coffee morning, Children With Cancer and St. Wilfreds Hospice. We will also be supporting Sussex Wildlife Trust.

Willingdon Community Hub Library  
Forecast Income Expenses  
1st March 2023 to 28th February 2024

| Income 2023/24               | Forecast Bid /    | March         | April         | May            | June           | July          | August         | Sept          | Oct           | Nov            | Dec           | Jan           | Feb           | Total             | Forecast Bid /    | Actual v Forecast | Income 2023/24               |
|------------------------------|-------------------|---------------|---------------|----------------|----------------|---------------|----------------|---------------|---------------|----------------|---------------|---------------|---------------|-------------------|-------------------|-------------------|------------------------------|
| <b>Project Grants / Bids</b> |                   |               |               |                |                |               |                |               |               |                |               |               |               |                   |                   |                   | <b>Project Grants / Bids</b> |
| Asda Community Fund          | £6,000.00         |               |               |                |                |               |                |               |               |                |               |               |               | £0.00             | £6,000.00         | £6,000.00         | Asda Community Fund          |
| Parrish Council(Patio)       | £5,500.00         |               |               |                | 5490.49        |               |                |               |               |                |               |               |               | £5,490.49         | £5,500.00         | £9.51             | Parrish Council(Patio)       |
| <b>Sub Total</b>             | <b>£11,500.00</b> | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>5490.49</b> | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>£5,490.49</b>  | <b>£11,500.00</b> | <b>£6,009.51</b>  | <b>Sub Total</b>             |
| <b>Library Services</b>      |                   |               |               |                |                |               |                |               |               |                |               |               |               |                   |                   |                   | <b>Library Services</b>      |
| Lottery                      | £25.00            | 2.00          | 2.00          | 2.00           | 2.50           | 2.00          | 2.50           | 2.00          | 2.00          | 2.50           | 1.50          | 2.00          | 2.50          | £25.50            | £25.00            | £0.50             | Lottery                      |
| Books                        | £250.00           | 18.60         | 23.10         | 23.00          | 30.50          | 38.00         | 43.43          | 29.00         | 30.00         | 17.50          | 1.50          | 22.50         | 7.00          | £284.13           | £250.00           | £34.13            | Books                        |
| Shop                         | £350.00           | 28.50         | 10.30         | 47.50          | 14.50          | 18.05         | 9.40           | 36.05         | 31.10         | 77.25          | 57.50         | 53.50         | 28.15         | £411.80           | £350.00           | £61.80            | Shop                         |
| Donations                    | £250.00           | 13.05         | 13.32         | 21.46          | 11.30          | 50.43         | 29.17          | 31.81         |               | 29.72          | 27.10         | 13.00         | 30.00         | £270.36           | £250.00           | £20.36            | Donations                    |
| Photocopy/printing           | £50.00            | 6.85          | 2.80          | 6.20           | 12.20          | 9.00          | 6.70           | 9.00          | 11.10         | 4.60           | 1.80          | 12.70         | 7.50          | £90.45            | £50.00            | £40.45            | Photocopy/printing           |
| Tea/coffee                   | £50.00            | 70.95         | 93.75         | 50.00          | 60.80          | 109.25        | 75.50          | 33.40         | 90.65         | 51.25          | 72.50         | 118.80        | 102.10        | £928.95           | £50.00            | £878.95           | Tea/coffee                   |
| World of Books               | £40.00            | 0.00          | 46.40         | 37.15          | 26.75          | 45.28         | 0.00           | 8.59          | 13.85         | 25.61          | 0.00          | 13.43         | 16.56         | £233.62           | £40.00            | £193.62           | World of Books               |
| Sales of items               | £1,000.00         | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £0.00             | £1,000.00         | £1,000.00         | Sales of items               |
| Octopus credit               | £100.00           | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 52.54         | £52.54            | £100.00           | £47.46            | Octopus credit               |
| Parish Council               | £1,750.00         | 0.00          | 0.00          | 2171.50        | 0.00           | 0.00          | 789.50         |               | 0.00          | 789.50         | 0.00          | 0.00          | 0.00          | £3,750.50         | £1,750.00         | £2,000.50         | Parish Council               |
|                              |                   |               |               |                |                |               |                |               |               |                |               |               |               | £0.00             | £0.00             | £0.00             |                              |
|                              |                   |               |               |                |                |               |                |               |               |                |               |               |               | £0.00             | £0.00             | £0.00             |                              |
| <b>Sub Total</b>             | <b>£3,865.00</b>  | <b>139.95</b> | <b>191.67</b> | <b>2358.81</b> | <b>158.55</b>  | <b>272.01</b> | <b>956.20</b>  | <b>149.85</b> | <b>178.70</b> | <b>997.93</b>  | <b>161.90</b> | <b>235.93</b> | <b>246.35</b> | <b>£6,047.85</b>  | <b>£3,865.00</b>  | <b>£2,182.85</b>  | <b>Sub Total</b>             |
| <b>Clubs / Room Hire</b>     |                   |               |               |                |                |               |                |               |               |                |               |               |               |                   |                   |                   | <b>Clubs / Room Hire</b>     |
| NHS PPG Meetings             | £30.00            | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £0.00             | £30.00            | £30.00            | NHS PPG Meetings             |
| Hoee Manag. Team             | £100.00           | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £0.00             | £100.00           | £100.00           | Hoee Manag. Team             |
| French Club                  | £300.00           | 24.00         | 12.00         | 12.00          | 0.00           | 23.00         | 0.00           | 12.00         | 12.00         | 0.00           | 0.00          | 0.00          | 0.00          | £95.00            | £300.00           | £205.00           | French Club                  |
| Knit & Natter                | £400.00           | 54.75         | 51.56         | 70.00          | 48.50          | 63.50         | 40.50          | 47.50         | 49.35         | 49.30          | 0.00          | 53.00         | 60.00         | £587.96           | £400.00           | £187.96           | Knit & Natter                |
| Art Club                     | £750.00           | 138.50        | 162.50        | 190.50         | 147.50         | 177.00        | 156.00         | 136.00        | 194.50        | 159.50         | 79.00         | 162.00        | 112.00        | £1,815.00         | £750.00           | £1,065.00         | Art Club                     |
| Walking Group                | £350.00           | 34.20         | 42.00         | 51.90          | 40.97          | 39.75         | 34.00          | 36.40         | 45.20         | 27.40          | 21.00         | 98.86         | 28.95         | £500.63           | £350.00           | £150.63           | Walking Group                |
| Games                        | £100.00           | 7.50          | 10.50         | 18.00          | 12.00          | 19.50         | 6.00           | 6.00          | 8.50          | 0.00           | 0.00          | 12.00         | 28.50         | £128.50           | £100.00           | £28.50            | Games                        |
| Book Club                    | £100.00           | 20.50         | 15.00         | 15.00          | 12.00          | 13.50         | 12.00          | 18.00         | 22.50         | 18.00          | 16.50         | 15.00         | 18.00         | £196.00           | £100.00           | £96.00            | Book Club                    |
| Geneology Group              | £100.00           | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £0.00             | £100.00           | £100.00           | Geneology Group              |
| Private Hire (Karate)        | £250.00           | 20.00         | 156.00        | 0.00           | 0.00           | 96.00         | 0.00           | 168.00        | 0.00          | 208.00         | 164.00        | 60.00         | 213.00        | £1,085.00         | £250.00           | £835.00           | Private Hire                 |
| Chess Club                   | £100.00           | 9.00          | 13.60         | 7.50           | 24.00          | 18.00         | 13.60          | 13.50         | 15.00         | 15.00          | 6.00          | 31.50         | 15.00         | £181.70           | £100.00           | £81.70            | Chess Club                   |
| Wealdon Council              |                   |               |               | 36.00          | 0.00           | 0.00          |                |               |               |                |               |               |               | £36.00            | £0.00             | £36.00            |                              |
|                              |                   |               |               |                |                |               |                |               |               |                |               |               |               | £0.00             | £0.00             | £0.00             |                              |
| <b>Sub-Total</b>             | <b>£2,580.00</b>  | <b>308.45</b> | <b>463.16</b> | <b>400.90</b>  | <b>284.97</b>  | <b>450.25</b> | <b>262.10</b>  | <b>437.40</b> | <b>347.05</b> | <b>477.20</b>  | <b>286.50</b> | <b>432.36</b> | <b>475.45</b> | <b>£4,625.79</b>  | <b>£2,580.00</b>  | <b>£2,045.79</b>  | <b>Sub-Total</b>             |
| <b>Events</b>                |                   |               |               |                |                |               |                |               |               |                |               |               |               |                   |                   |                   | <b>Events</b>                |
| Coronation Event             | £0.00             | 0.00          | 0.00          | 70.50          | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £70.50            | £0.00             | £70.50            | Coronation Event             |
| Table Sale                   | £200.00           | 0.00          | 267.90        | 0.00           | 0.00           | 20.00         | 40.00          | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £327.90           | £200.00           | £127.90           | Table Sale                   |
| Summer Fayre/produce sale    | £0.00             | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 265.55         | 20.00         | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £285.55           | £0.00             | £285.55           | Summer Fayre                 |
| Harvest Festival             | £500.00           | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £0.00             | £500.00           | £500.00           | Harvest Festival             |
| Christmas Raffle /table sale | £400.00           | 0.00          | 0.00          | 0.00           | 0.00           | 0.00          | 0.00           | 0.00          | 0.00          | 8.00           | 439.00        | 0.00          | 0.00          | £447.00           | £400.00           | £47.00            | Christmas Raffle             |
| Dowager Lady Crabtree        |                   |               |               |                | 114.00         | 25.00         | 0.00           |               | 0.00          | 0.00           | 0.00          | 0.00          | 0.00          | £139.00           | £0.00             | £139.00           |                              |
| <b>Sub-Total</b>             | <b>£1,100.00</b>  | <b>0.00</b>   | <b>267.90</b> | <b>70.50</b>   | <b>114.00</b>  | <b>45.00</b>  | <b>305.55</b>  | <b>20.00</b>  | <b>0.00</b>   | <b>8.00</b>    | <b>439.00</b> | <b>0.00</b>   | <b>0.00</b>   | <b>£1,269.95</b>  | <b>£1,100.00</b>  | <b>£169.95</b>    | <b>Sub-Total</b>             |
| <b>Total Income</b>          | <b>£19,045.00</b> | <b>448.40</b> | <b>922.73</b> | <b>2830.21</b> | <b>6048.01</b> | <b>767.26</b> | <b>1523.85</b> | <b>607.25</b> | <b>525.75</b> | <b>1483.13</b> | <b>887.40</b> | <b>668.29</b> | <b>721.80</b> | <b>£17,434.08</b> | <b>£19,045.00</b> | <b>£1,610.92</b>  | <b>Total Income</b>          |

Willingdon Community Hub Library  
Forecast Income Expenses  
1st March 2023 to 28th February 2024

| Expenditure 2023/24                               | Forecast / Bid    | March         | April         | May            | June             | July              | August           | Sept           | Oct             | Nov            | Dec            | Jan             | Feb           | Total             | Forecast / Bid    | Actual v Forecast | Expenditure 2022/23                |
|---|-------------------|---------------|---------------|----------------|------------------|-------------------|------------------|----------------|-----------------|----------------|----------------|-----------------|---------------|-------------------|-------------------|-------------------|------------------------------------|
| <b>Grant Funded Expenditure</b>                   |                   |               |               |                |                  |                   |                  |                |                 |                |                |                 |               |                   |                   |                   | <b>Grant Funded Expenditure</b>    |
| Office Refurbishment                              | £6,000.00         |               |               |                |                  |                   |                  |                | 841.70          |                | 147.99         |                 |               | £989.69           | £6,000.00         | £5,010.31         | Coffee Tables & Chairs (Waitrose ) |
| Audio Visual Equip                                | £750.00           |               |               |                |                  |                   |                  |                | 0.00            |                |                |                 |               | £0.00             | £750.00           | £750.00           | Audio Visual Equip                 |
| Garden Patio                                      | £7,000.00         |               |               |                |                  | 5520.00           |                  |                | 0.00            |                |                |                 |               | £5,520.00         | £7,000.00         | £1,480.00         | Garden Patio                       |
| <b>Sub-Total</b>                                  | <b>£13,750.00</b> | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>      | <b>5520.00</b>    | <b>0.00</b>      | <b>0.00</b>    | <b>841.70</b>   | <b>0.00</b>    | <b>147.99</b>  | <b>0.00</b>     | <b>0.00</b>   | <b>£6,509.69</b>  | <b>£13,750.00</b> | <b>£7,240.31</b>  | <b>Sub-Total</b>                   |
| <b>Utility Expenditure</b>                        |                   |               |               |                |                  |                   |                  |                |                 |                |                |                 |               |                   |                   |                   | <b>Utility Expenditure</b>         |
| 1&1 Internet                                      | £300.00           | 22.87         | 22.87         | 22.87          | 22.87            | 22.87             | 22.87            | 22.87          | 22.87           | 25.75          | 46.15          | 26.95           | 26.95         | £308.76           | £300.00           | £8.76             | 1&1 Internet                       |
| B T Group   | £800.00           | 61.14         | 72.11         | 70.36          | 74.24            | 69.95             | 70.36            | 69.95          | 68.95           | 71.39          | 70.36          | 72.20           | 69.95         | £840.96           | £800.00           | £40.96            | B T Group                          |
| Insurance   | £700.00           | 0.00          | 0.00          |                |                  | 0.00              | 0.00             | 0.00           | 0.00            | 645.38         | 0.00           | 0.00            | 0.00          | £645.38           | £700.00           | £54.62            | Insurance                          |
| Octopus Energy                                    | £750.00           | 16.17         | 93.13         |                |                  | 0.00              | 0.00             |                | 0.00            | 0.00           | 0.00           | 264.62          | 253.77        | £627.69           | £750.00           | £122.31           | Octopus Energy                     |
| Castle Water                                      | £75.00            | 10.00         | 5.00          |                |                  | 0.00              | 9.57             | 9.57           | 9.57            | 9.57           | 0.00           | 15.17           | 0.00          | £68.45            | £75.00            | £6.55             | Castle Water                       |
| Charity walk (Phil Mandy)                         |                   |               |               |                |                  | 50.00             |                  |                |                 |                |                |                 |               |                   |                   |                   |                                    |
| <b>Sub-Total</b>                                  | <b>£2,625.00</b>  | <b>110.18</b> | <b>193.11</b> | <b>93.23</b>   | <b>97.11</b>     | <b>142.82</b>     | <b>102.80</b>    | <b>102.39</b>  | <b>101.39</b>   | <b>752.09</b>  | <b>116.51</b>  | <b>378.94</b>   | <b>350.67</b> | <b>£2,491.24</b>  | <b>£2,625.00</b>  | <b>£133.76</b>    | <b>Sub-Total</b>                   |
| <b>Expenditure</b>                                |                   |               |               |                |                  |                   |                  |                |                 |                |                |                 |               |                   |                   |                   | <b>Admin. Expenditure</b>          |
| Books   | £150.00           | 0.00          | 63.13         | 0.00           | 49.56            | 61.52             | 0.00             |                | 0.00            | 65.94          | 62.53          | 7.99            | 0.00          | £310.67           | £150.00           | £160.67           | Books                              |
| Capital Equipment & Servicing                     | £450.00           | 0.00          | 0.00          | 111.56         | 25.00            | 0.00              | 251.00           |                | 402.00          | 4.99           | 400.61         | 25.00           | 294.00        | £1,514.16         | £450.00           | £1,064.16         | Capital Equipment & Servicing      |
| Catering consumables                              | £550.00           | 84.95         | 18.70         | 27.26          | 78.36            | 61.72             | 37.61            | 16.35          | 59.69           | 82.42          | 101.67         | 26.30           | 28.15         | £623.18           | £550.00           | £73.18            | Catering consumables               |
| Garden Consumables/Gazebo                         | £150.00           | 13.80         | 50.00         | 229.99         | 70.00            | 0.00              | 0.00             |                | 0.00            | 0.00           | 0.00           | 0.00            | 105.25        | £469.04           | £150.00           | £319.04           | Garden Consumables                 |
| Office Supplies                                   | £400.00           | 67.47         | 0.00          | 15.49          | 0.00             | 29.08             | 3.99             |                | 0.00            | 78.88          | 18.99          | 0.00            | 82.97         | £296.87           | £400.00           | £103.13           | Office Supplies                    |
| Events Consumables/leaving gift/Charity Donations | £250.00           | 0.00          | 40.34         | 0.00           | 0.00             | 0.00              | 13.38            | 25.00          | 47.95           | 11.99          | 67.17          | 402.46          | 0.00          | £608.29           | £250.00           | £358.29           | Events Consumables                 |
| <b>Sub-Total</b>                                  | <b>£1,950.00</b>  | <b>166.22</b> | <b>172.17</b> | <b>384.30</b>  | <b>222.92</b>    | <b>152.32</b>     | <b>305.98</b>    | <b>41.35</b>   | <b>509.64</b>   | <b>244.22</b>  | <b>650.97</b>  | <b>461.75</b>   | <b>510.37</b> | <b>£3,822.21</b>  | <b>£1,950.00</b>  | <b>£1,872.21</b>  | <b>Sub-Total</b>                   |
| <b>Total Expenditure</b>                          | <b>£18,325.00</b> | <b>276.40</b> | <b>365.28</b> | <b>477.53</b>  | <b>320.03</b>    | <b>5815.14</b>    | <b>408.78</b>    | <b>143.74</b>  | <b>1452.73</b>  | <b>996.31</b>  | <b>915.47</b>  | <b>840.69</b>   | <b>861.04</b> | <b>£12,823.14</b> | <b>£18,325.00</b> | <b>£5,501.86</b>  | <b>Total Expenditure</b>           |
| <b>Income Over Expenditure</b>                    | <b>£720.00</b>    | <b>172.00</b> | <b>557.45</b> | <b>2352.68</b> | <b>£5,727.98</b> | <b>-£5,047.88</b> | <b>£1,115.07</b> | <b>£463.51</b> | <b>-£926.98</b> | <b>£486.82</b> | <b>-£28.07</b> | <b>-£172.40</b> | <b>###</b>    | <b>£4,610.94</b>  | <b>£720.00</b>    | <b>£3,890.94</b>  | <b>Income Over Expenditure</b>     |

**WILLINGDON COMMUNITY HUB LIBRARY TRUST**

England & Wales - Charity number 1182568

---

# Accounts

---

## **Willingdon Community Hub Library Trust**

### **Report to the Trustees for year ending 28<sup>th</sup> February 2023**

The Trustees present their annual reports and accounts for year ended 28.02.23 in compliance with the requirements of the Charity Commission.

Willingdon Community Hub Library Trust charity registration number 1182568.

This annual report will be recirculated electronically for agreement.

#### **Our Objective**

As stated in our constitution the objective of the Trust has not changed. It is for the public benefit in the local district of Eastbourne known as Willingdon and Jevington, to provide a public community hub library. This includes the promotion for the benefit of the residents of Willingdon and Jevington the provision of facilities for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances of the public at large in the interest in social welfare and with the object of improving the condition of life of the said residents.

#### **Organisation and management overview.**

Willingdon Community Hub Library Trust has 9 Trustees who have the responsibility of ensuring compliance with the Charities Act of 2011 with the requirements of the sublease agreed with Willingdon and Jevington Parish Council. There have not been any changes to the current Trustees.

The day to day management and running of the Hub is undertaken by the management team. There has been a change in the management team with one member standing down and a new member taking over responsibility for Events management. The management team now consists of 5 members of whom 5 are Trustees. The other role descriptors for the other members of the team remain the same.

An annual questionnaire, exploring whether the Hub is meeting the Community needs, is currently being completed by the community. It is hoped the feedback will help inform future developments.

#### **Regular Activities:**

Monday      Monthly parish Council meetings, Local GP PPF group meet 4 x per year and give a donation for using the facilities.

Tuesdays    Art Group, Pilates, Book Club, Library open.

Wednesday   Computer clinic, Rhyme Time, Knit and Natter, Conversational French, Pilates, Walking Group meet, Library open.

Thursday Creative Writing, Genealogy and Monthly volunteer Coffee and cake events, gardening group (Spring and Summer only). Library open

Fridays Chess club (alternate weeks), Games club 1x per month

Saturdays Library open

**Events:**

The Queens Platinum Jubilee raised £261.35, Harvest Festival raised £514.20 and Christmas Raffle £465.90. The Hub also hosted the Christmas Carol event on behalf of the Parish Council. The event was extremely successful and going forwards will continue to be a collaboration of both organisations.

**Completed Grants:**

Waitrose Grant: £500 for the purchase of coffee tables and chairs for the new café.

Parish Council Project Grant: £12000 for kitchen refurbishment.

**Grant Applications in preparation:**

Parish Council Grant £10,000 for garden upgrade, removal of broken patio slabs and renewal

**Unsuccessful Grants:** Sussex Community Fund £5000 for kitchen refurbishment.

**Improvements to the Building:**

The Parish Council Grant paid for a new kitchen with kitchen hatch, new flooring, tiling and complete repaint.

The hatch has made the kitchen safer for handling hot drinks for both the volunteers and the visitors.

**Willington Community Hub Library**  
**Forecast and Income Expenses**  
 1st March 2022 to 28th February 2023

| Income 2022/23                   | Forecast / Bid    | March         | April         | May           | June          | July           | August        | Sept            | Oct            | Nov           | Dec           | Jan           | Feb           | Total             |
|----------------------------------|-------------------|---------------|---------------|---------------|---------------|----------------|---------------|-----------------|----------------|---------------|---------------|---------------|---------------|-------------------|
| <b>Project Grants / Bids</b>     |                   |               |               |               |               |                |               |                 |                |               |               |               |               |                   |
| Waitrose (Tables & Chairs)       | £500.00           |               |               |               |               | 500.00         |               |                 |                |               |               |               |               | £500.00           |
| Kitchen Refurb (Parrish Council) | £8,000.00         |               |               |               |               |                |               | 10976.00        |                |               |               |               |               | £10,976.00        |
| Audio/Visual Equip               | £1,000.00         |               |               |               |               |                |               |                 |                |               |               |               |               | £0.00             |
| Garden Patio                     | £1,500.00         |               |               |               |               |                |               |                 |                |               |               |               |               | £0.00             |
| <b>Sub Total</b>                 | <b>£11,000.00</b> | 0.00          | 0.00          | 0.00          | 0.00          | 500.00         | 0.00          | 10976.00        | 0.00           | 0.00          | 0.00          | 0.00          | 0.00          | <b>£11,476.00</b> |
| <b>Library Services</b>          |                   |               |               |               |               |                |               |                 |                |               |               |               |               |                   |
| Lottery                          | £48.00            | 2.00          |               | 4.00          | 2.50          | 202.00         | 2.00          | 2.50            | 2.00           | 2.50          | 2.00          | 2.00          | 2.50          | £226.00           |
| Books                            | £250.00           | 14.20         | 39.50         | 25.50         | 18.90         | 23.90          | 21.00         | 24.50           | 24.00          | 17.00         | 6.60          | 25.50         | 29.10         | £269.70           |
| Shop                             | £200.00           | 38.00         | 25.50         | 13.00         | 32.50         | 18.20          | 5.30          | 15.50           | 16.00          | 96.00         | 38.50         | 65.70         | 39.00         | £403.20           |
| Donations                        | £250.00           | 26.90         | 214.68        | 20.70         | 26.87         | 22.30          | 7.30          | 13.73           | 14.76          | 16.70         | 18.87         | 4.30          | 17.21         | £404.32           |
| Photocopy/printing               | £25.00            | 1.70          | 6.90          | 15.30         | 9.80          | 7.50           | 3.00          | 4.60            | 8.40           | 2.20          | 0.00          | 10.90         | 3.20          | £73.50            |
| Tea/coffee                       | £50.00            | 25.00         | 23.00         | 28.20         | 25.00         | 13.27          | 4.00          | 5.50            | 37.60          | 67.25         | 100.00        | 53.45         | 77.00         | £459.27           |
| World of Books                   | £90.00            |               |               |               | 0.00          |                |               |                 | 0.00           | 0.00          | 0.00          | 0.00          | 45.74         | £45.74            |
| Sales of items                   | £300.00           | 20.00         | 1.50          |               | 0.00          |                |               |                 | 0.00           | 0.00          | 0.00          | 0.00          | 0.00          | £21.50            |
| Octopus credit                   | £25.00            |               |               |               | 0.00          |                |               |                 | 180.00         | 0.00          | 0.00          | 0.00          | 0.00          | £180.00           |
| Parrish Council                  | £3,000.00         |               |               |               | 0.00          | 1776.00        |               |                 |                |               | 0.00          | 0.00          | 0.00          | £1,776.00         |
| <b>Sub Total</b>                 | <b>£4,238.00</b>  | 127.80        | 311.08        | 106.70        | 115.57        | 2063.17        | 42.60         | 66.33           | 282.76         | 201.65        | 165.97        | 161.85        | 213.75        | <b>£3,859.23</b>  |
| <b>Clubs / Room Hire</b>         |                   |               |               |               |               |                |               |                 |                |               |               |               |               |                   |
| NHS PPG Meetings                 | £30.00            |               | 25.00         |               | 0.00          |                |               | 0.00            | 0.00           | 0.00          | 20.00         | 0.00          | 0.00          | £45.00            |
| Sussex Korean School             | £500.00           | 144.00        |               | 36.00         | 72.00         | 36.00          |               | 0.00            | 0.00           | 0.00          | 0.00          | 0.00          | 0.00          | £288.00           |
| Hooe Manag. Team                 | £96.00            |               |               | 36.00         | 12.00         |                |               | 10.00           | 48.00          | 0.00          | 0.00          | 0.00          | 0.00          | £106.00           |
| French Club                      | £540.00           | 54.00         | 24.00         | 74.00         | 36.00         |                | 11.00         | 12.00           | 22.00          | 24.00         | 12.00         | 36.00         | 36.00         | £341.00           |
| Knit & Natter                    | £400.00           | 56.00         | 42.10         | 37.50         | 46.50         | 31.50          | 15.80         | 30.00           | 46.72          | 66.50         | 13.50         | 48.50         | 43.20         | £477.82           |
| Art Club                         | £675.00           | 100.50        | 63.50         | 96.06         | 110.00        | 120.50         |               | 116.00          | 131.50         | 137.00        | 34.00         | 130.00        | 134.50        | £1,173.56         |
| Walking Group                    | £335.00           | 55.60         | 37.60         | 36.50         | 31.00         | 27.60          | 30.30         | 26.60           | 44.96          | 33.20         | 20.70         | 59.44         | 45.00         | £448.50           |
| Games                            | £172.00           | 9.00          | 3.00          | 7.50          | 9.00          | 1.50           |               | 6.00            | 5.50           | 12.00         | 5.50          | 8.50          | 22.00         | £89.50            |
| Book Club                        | £99.00            |               | 7.50          | 10.50         | 9.50          | 7.50           | 13.50         | 13.50           | 15.00          | 15.00         | 0.00          | 10.50         | 15.00         | £117.50           |
| Dementia Group                   | £150.00           |               |               |               | 24.00         |                |               | 0.00            | 6.00           | 0.00          | 0.00          | 0.00          | 0.00          | £30.00            |
| Geneology Group                  | £0.00             |               | 5.00          |               | 0.00          | 4.50           | 4.50          | 0.00            | 0.00           | 0.00          | 0.00          | 0.00          | 167.00        | £181.00           |
| Private Hire                     | £0.00             |               | 6.00          |               | 0.00          |                |               | 96.00           | 96.00          | 18.00         | 144.00        | 5.00          | 12.00         | £377.00           |
| Wellbeing Writing                |                   |               |               |               |               |                |               |                 |                |               |               | 48.00         |               | £48.00            |
| <b>Sub-Total</b>                 | <b>£2,997.00</b>  | 419.10        | 213.70        | 334.06        | 350.00        | 229.10         | 75.10         | 310.10          | 415.68         | 305.70        | 249.70        | 345.94        | 474.70        | <b>£3,722.88</b>  |
| <b>Events</b>                    |                   |               |               |               |               |                |               |                 |                |               |               |               |               |                   |
| Queens Plat. Jubilee             | £25.00            |               |               | 261.35        | 0.00          |                |               | 0.00            | 0.00           | 0.00          | 0.00          | 0.00          | 0.00          | £261.35           |
| Summer Fayre                     | £750.00           |               |               |               |               |                |               | 0.00            | 0.00           | 0.00          | 0.00          | 0.00          | 0.00          | £0.00             |
| Harvest Festival                 | £750.00           |               |               |               |               |                |               | 0.00            | 514.20         | 0.00          | 0.00          | 0.00          | 0.00          | £514.20           |
| Christmas Raffle                 |                   |               |               |               |               |                |               | 0.00            | 58.00          | 272.90        | 135.00        | 0.00          | 0.00          | £465.90           |
| <b>Sub-Total</b>                 | <b>£1,525.00</b>  | 0.00          | 0.00          | 261.35        | 0.00          | 0.00           | 0.00          | 0.00            | 572.20         | 272.90        | 135.00        | 0.00          | 0.00          | <b>£1,241.45</b>  |
| <b>Total Income</b>              | <b>£19,760.00</b> | <b>546.90</b> | <b>524.78</b> | <b>702.11</b> | <b>465.57</b> | <b>2792.27</b> | <b>117.70</b> | <b>11352.43</b> | <b>1270.64</b> | <b>780.25</b> | <b>550.67</b> | <b>507.79</b> | <b>688.45</b> | <b>£20,299.56</b> |

**Willington Community Hub Library**  
**Forecast and Income Expenses**  
**1st March 2022 to 28th February 2023**

| <b>Expenditure 2022/23</b>                  |                   | <b>March</b>  | <b>April</b>  | <b>May</b>     | <b>June</b>   | <b>July</b>      | <b>August</b>     | <b>Sept</b>      | <b>Oct</b>     | <b>Nov</b>      | <b>Dec</b>     | <b>Jan</b>     | <b>Feb</b>    |                   |
|---|-------------------|---------------|---------------|----------------|---------------|------------------|-------------------|------------------|----------------|-----------------|----------------|----------------|---------------|-------------------|
| <b>Grant Funded Expenditure</b>             |                   |               |               |                |               |                  |                   |                  |                |                 |                |                |               |                   |
| Kitchen Refurb (Charity/Par Council + WHCL) | £14,200.00        |               |               |                |               |                  | 5000.00           | 9200.00          |                |                 |                |                |               | <b>£14,200.00</b> |
| Coffee Tables & Chairs (Waitrose )          | £500.00           |               |               | 361.96         |               |                  |                   |                  |                |                 |                |                |               | <b>£361.96</b>    |
| Audio Visual Equip                          | £1,000.00         |               |               |                |               |                  |                   |                  |                |                 |                |                |               | <b>£0.00</b>      |
| Garden Patio                                | £1,500.00         |               |               |                |               |                  |                   |                  |                |                 |                |                |               | <b>£0.00</b>      |
| <b>Sub-Total</b>                            | <b>£17,200.00</b> | 0.00          | 0.00          | 361.96         | 0.00          | 0.00             | 5000.00           | 9200.00          | 0.00           | 0.00            | 0.00           | 0.00           | 0.00          | £14,561.96        |
| <b>Utility Expenditure</b>                  |                   |               |               |                |               |                  |                   |                  |                |                 |                |                |               |                   |
| 1&1 Internet                                | £276.00           | 22.87         | 22.87         | 22.87          | 22.87         | 22.87            | 22.87             | 0.00             | 0.00           | 68.61           | 42.07          | 22.87          | 22.87         | <b>£293.64</b>    |
| B T Group                                   | £770.00           | 64.48         | 61.14         | 61.14          | 61.55         | 61.55            | 61.14             | 61.50            | 62.22          | 62.72           | 61.14          | 61.55          | 62.42         | <b>£742.55</b>    |
| Insurance                                   | £760.00           |               |               |                | 0.00          |                  |                   | 0.00             |                | 645.40          |                |                | 0.00          | <b>£645.40</b>    |
| Octopus Energy                              | £1,020.00         |               | 211.23        |                | 170.56        |                  |                   | 180.00           |                | 0.00            |                |                | 109.73        | <b>£671.52</b>    |
| Castle Water                                | £60.00            | 5.00          | 5.00          | 5.00           | 5.00          | 5.00             | 5.00              | 5.00             | 5.00           | 5.00            | 5.00           | 5.00           | 0.00          | <b>£55.00</b>     |
| WCHL Contribution to Kitchen refurb         | £5,000.00         |               |               |                |               |                  |                   |                  |                |                 |                |                | 0.00          | <b>£0.00</b>      |
| <b>Sub-Total</b>                            | <b>£7,886.00</b>  | 92.35         | 300.24        | 89.01          | 259.98        | 89.42            | 89.01             | 246.50           | 67.22          | 781.73          | 108.21         | 89.42          | 195.02        | <b>£2,408.11</b>  |
| <b>Administrative Expenditure</b>           |                   |               |               |                |               |                  |                   |                  |                |                 |                |                |               |                   |
| Books                                       | £100.00           |               |               | 86.13          | 0.00          |                  |                   | 0.00             | 0.00           | 0.00            | 10.00          | 67.93          | 0.00          | <b>£164.06</b>    |
| Capital Equipment & Servicing               | £100.00           |               |               | 186.81         | 133.38        | 38.00            |                   | 18.46            | 16.68          | 0.00            | 0.00           | 28.49          | 5.99          | <b>£427.81</b>    |
| Catering consumables                        | £450.00           | 106.66        | 11.85         | 41.75          | 17.80         | 30.55            | 33.65             | 49.62            | 52.05          | 50.34           | 38.98          | 46.95          | 57.22         | <b>£537.42</b>    |
| Garden Consumables                          | £195.00           | 68.50         |               | 15.99          | 0.00          | 45.50            |                   | 0.00             | 0.00           | 0.00            | 0.00           | 0.00           | 0.00          | <b>£129.99</b>    |
| BSL sign Language                           |                   |               |               | 210.00         | 0.00          |                  |                   | 0.00             |                | 0.00            | 0.00           | 0.00           | 0.00          | <b>£210.00</b>    |
| Volunteers Lunch                            |                   |               |               |                |               |                  |                   |                  |                |                 |                |                | 300.00        | <b>£300.00</b>    |
| Office Supplies                             | £75.00            |               |               |                | 0.00          |                  | 68.65             | 50.43            | 219.48         | 18.20           | 42.95          | 0.00           | 16.50         | <b>£416.21</b>    |
| Events Consumables                          |                   |               | 136.49        |                | 0.00          |                  |                   | 0.00             | 50.96          | 46.46           | 0.00           | 0.00           | 18.00         | <b>£251.91</b>    |
| <b>Sub-Total</b>                            | <b>£920.00</b>    | 175.16        | 148.34        | 540.68         | 151.18        | 114.05           | 102.30            | 118.51           | 339.17         | <b>115.00</b>   | <b>91.93</b>   | 143.37         | 397.71        | <b>£2,437.40</b>  |
| <b>Total Expenditure</b>                    | <b>£26,006.00</b> | <b>267.51</b> | <b>448.58</b> | <b>991.65</b>  | <b>411.16</b> | <b>203.47</b>    | <b>5191.31</b>    | <b>9565.01</b>   | <b>406.39</b>  | <b>896.73</b>   | <b>200.14</b>  | <b>232.79</b>  | <b>592.73</b> | <b>£19,407.47</b> |
| <b>Income Over Expenditure</b>              | <b>-£6,246.00</b> | <b>279.39</b> | <b>76.20</b>  | <b>-289.54</b> | <b>£54.41</b> | <b>£2,588.80</b> | <b>-£5,073.61</b> | <b>£1,787.42</b> | <b>£864.25</b> | <b>-£116.48</b> | <b>£350.53</b> | <b>£275.00</b> | <b>£95.72</b> | <b>£892.09</b>    |

**Willington Community Hub Library  
Forecast and Income Expenses  
1st March 2022 to 31st February 2023**

| <b>Forecast / Bid</b> | <b>Actual v Forecast</b> |                                  |
|-----------------------|--------------------------|----------------------------------|
|                       |                          | <b>Project Grants / Bids</b>     |
| £500.00               | <b>£0.00</b>             | Waitrose (Tables & Chairs)       |
| £8,000.00             | <b>£2,976.00</b>         | Kitchen Refurb (Parrish Council) |
| £1,000.00             | <b>-£1,000.00</b>        | Audio/Visual Equip               |
| £1,500.00             | <b>-£1,500.00</b>        | Garden Patio                     |
| £11,000.00            | <b>£476.00</b>           | <b>Sub Total</b>                 |
|                       |                          | <b>Library Services</b>          |
| £48.00                | <b>£178.00</b>           | Lottery                          |
| £250.00               | <b>£19.70</b>            | Books                            |
| £200.00               | <b>£203.20</b>           | Shop                             |
| £250.00               | <b>£154.32</b>           | Donations                        |
| £25.00                | <b>£48.50</b>            | Photocopy/printing               |
| £50.00                | <b>£409.27</b>           | Tea/coffee                       |
| £90.00                | <b>-£44.26</b>           | World of Books                   |
| £300.00               | <b>-£278.50</b>          | Sales of items                   |
| £25.00                | <b>£155.00</b>           | Octopus credit                   |
| £3,000.00             | <b>-£1,224.00</b>        | Parrish Council                  |
| £4,238.00             | <b>-£378.77</b>          | <b>Sub Total</b>                 |
|                       |                          | <b>Clubs / Room Hire</b>         |
| £30.00                | <b>£15.00</b>            | NHS PPG Meetings                 |
| £500.00               | <b>-£212.00</b>          | Sussex Korean School             |
| £96.00                | <b>£10.00</b>            | Hooe Manag. Team                 |
| £540.00               | <b>-£199.00</b>          | French Club                      |
| £400.00               | <b>£77.82</b>            | Knit & Natter                    |
| £675.00               | <b>£498.56</b>           | Art Club                         |
| £335.00               | <b>£113.50</b>           | Walking Group                    |
| £172.00               | <b>-£82.50</b>           | Games/Chess                      |
| £99.00                | <b>£18.50</b>            | Book Club                        |
| £0.00                 | <b>£30.00</b>            | Dementia Group                   |
| £0.00                 | <b>£181.00</b>           | Geneology Group                  |
| £0.00                 | <b>£377.00</b>           | Private Hire/shop Hire           |
| £0.00                 | <b>£48.00</b>            | Creative Writing                 |
| £2,997.00             | <b>£725.88</b>           | <b>Sub-Total</b>                 |
|                       |                          | <b>Events</b>                    |
| £25.00                | <b>£236.35</b>           | Queens Plat. Jubilee             |
| £750.00               | <b>-£750.00</b>          | Summer Fayre                     |
| £750.00               | <b>-£235.80</b>          | Harvest Festival                 |
| £0.00                 | <b>£465.90</b>           | Christmas Raffle                 |
| <b>£1,525.00</b>      | <b>-£283.55</b>          | <b>Sub-Total</b>                 |
| <b>£19,760.00</b>     | <b>£539.56</b>           | <b>Total Income</b>              |

**Willington Community Hub Library**  
**Forecast and Income Expenses**  
 1st March 2022 to 28th February 2023

|                   |                   |   |
|-------------------|-------------------|---|
|                   |                   | <b>Expenditure 2022/23</b>                  |
|                   |                   |   |
|                   |                   | <b>Grant Funded Expenditure</b>             |
|                   |                   |   |
| £14,200.00        | <b>£0.00</b>      | Kitchen Refurb (Charity/Par Council + WHCL) |
| £500.00           | <b>-£138.04</b>   | Coffee Tables & Chairs (Waitrose )          |
| £1,000.00         | <b>-£1,000.00</b> | Audio Visual Equip                          |
| £1,500.00         | <b>-£1,500.00</b> | Garden Patio                                |
|                   |                   |   |
| <b>£17,200.00</b> | <b>-£2,638.04</b> | <b>Sub-Total</b>                            |
|                   |                   | <b>Utility Expenditure</b>                  |
| £276.00           | <b>£17.64</b>     | 1&1 Internet                                |
| £770.00           | <b>-£27.45</b>    | B T Group                                   |
| £760.00           | <b>-£114.60</b>   | Insurance                                   |
| £1,020.00         | <b>-£348.48</b>   | Octopus Energy                              |
| £60.00            | <b>-£5.00</b>     | Castle Water                                |
| £5,000.00         | <b>-£5,000.00</b> | WCHL Contribution to Kitchen refurb         |
|                   |                   |   |
| <b>£7,886.00</b>  | <b>-£5,477.89</b> | <b>Sub-Total</b>                            |
|                   |                   | <b>Admin. Expenditure</b>                   |
| £100.00           | <b>£64.06</b>     | Books                                       |
| £100.00           | <b>£327.81</b>    | Capital Equipment & Servicing               |
| £450.00           | <b>£87.42</b>     | Catering consumables                        |
| £195.00           | <b>-£65.01</b>    | Garden Consumables                          |
| £0.00             | <b>£210.00</b>    | BSL sign Language                           |
|                   |                   |   |
| £75.00            | <b>£341.21</b>    | Office Supplies                             |
| £0.00             | <b>£251.91</b>    | Events Consumables                          |
| £920.00           | <b>£1,517.40</b>  | <b>Sub-Total</b>                            |
|                   |                   |   |
| <b>£26,006.00</b> | <b>-£6,598.53</b> | <b>Total Expenditure</b>                    |
|                   |                   |   |
| <b>-£6,246.00</b> | <b>£7,138.09</b>  | <b>Income Over Expenditure</b>              |

## Willingdon Community Hub Library Income Expenditure Summary

| Income 2022/23                    | Forecast / Bid | Total          |
|-----------------------------------|----------------|----------------|
|                                   |                |                |
| <b>Project Grants / Bids</b>      | £11,000        | £11,476        |
|                                   |                |                |
| <b>Library Services</b>           | £4,238         | £3,859         |
|                                   |                |                |
| <b>Clubs / Room Hire</b>          | £2,997         | £3,723         |
|                                   |                |                |
| <b>Events</b>                     | £1,525         | £1,242         |
|                                   |                |                |
| <b>Total Income</b>               | <b>£19,760</b> | <b>£20,300</b> |
|                                   |                |                |
| <b>Expenditure 2022/23</b>        |                |                |
|                                   |                |                |
| <b>Grant Funded Expenditure</b>   | £17,200        | £14,562        |
|                                   |                |                |
| <b>Utility Expenditure</b>        | £7,886         | £2,408         |
|                                   |                |                |
| <b>Administrative Expenditure</b> | £920           | £2,437         |
|                                   |                |                |
| <b>Total Expenditure</b>          | <b>£26,006</b> | <b>£19,407</b> |
|                                   |                |                |
| <b>Income Over Expenditure</b>    | <b>-£6,246</b> | <b>£893</b>    |

# Willingdon Community Hub Library Income Expenditure Summary

| <b>Actual v<br/>Forecast</b> |
|------------------------------|
| <b>£476</b>                  |
| <b>-£379</b>                 |
| <b>£726</b>                  |
| <b>-£283</b>                 |
| <b>£540</b>                  |
|                              |
| <b>-£2,638</b>               |
| <b>-£5,478</b>               |
| <b>£1,517</b>                |
| <b>-£6,599</b>               |
| <b>£7,139</b>                |

**WILLINGDON COMMUNITY HUB LIBRARY TRUST**

England & Wales - Charity number 1182568

---

# Accounts

---

## **Willingdon Community Hub Library Trust**

### **Report to the Trustees for year ending 28<sup>th</sup> February 2022**

The Trustees present their annual reports and accounts for year ended 28.02.22 in compliance with the requirements of the Charity Commission.

Willingdon Community Hub Library Trust charity registration number 1182568.

This annual report will be recirculated electronically for agreement.

#### **1. Our Objective**

As stated in our constitution the objective of the Trust has not changed. It is for the public benefit in the local district of Eastbourne known as Willingdon and Jevington, to provide a public community hub library. This includes the promotion for the benefit of the residents of Willingdon and Jevington the provision of facilities for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances of the public at large in the interest in social welfare and with the object of improving the condition of life of the said residents. The Hub was closed from January 2021-June 2021 due to the Government lockdown.

#### **2. Organisation and management overview.**

Willingdon Community Hub Library Trust has 9 Trustees who have the responsibility of ensuring compliance with the Charities Act of 2011 with the requirements of the sublease agreed with Willingdon and Jevington Parish Council. The term of office for 4 Trustees was up for renewal. 3 members indicated that they wished to continue their roles for a further 3 year period of office. One member has indicated that they will continue unless anyone else from the community wishes to be considered. This opportunity has been widely advertised amongst the local community.

The day to day management and running of the Hub is undertaken by the same management team as in previous years. However, a new member, joined the original team who is responsible for events management. The management team now consists of 6 members of whom 5 are Trustees. The other role descriptors for the other members of the team remain the same.

An annual questionnaire and series of open meetings were conducted with the community to help inform future developments.

#### **Regular Activities:**

Monday      Monthly parish Council meetings, Brownies Garden Meetings (summer only),  
Local GP PPF group meet 4 x per year and give a donation for using the facilities.

Tuesdays      Art Group, monthly book club, board games social group

Wednesday Computer clinic, Rhyme Time, Knit and Natter, Conversational French, Walking Group meet

Thursday Monthly volunteer Coffee and cake events, gardening group

Saturdays Twice monthly Sussex Korean School Meetings, monthly coffee and cake sales, 4 x per year business meeting for a local management company.

Genealogy group commencing in March.

### **Events:**

Summer Fayre raised £1000 and Christmas Fayre raised £855.00. The art group designed Christmas cards which were sold through the Hub. The Hub also hosted the Christmas Carol event on behalf of the Parish Council who had sickness and staffing issues. The event was extremely successful and going forwards will continue to be a collaboration of both organisations.

### **Completed Grants:**

Sussex Community Foundation Award for £2219.23 (funding received in 2021) to improve provision of equipment for people who are deaf including hearing equipment and loops, deaf awareness training for volunteers, audio books. Completion of the award was delayed until early Spring 2022 due to the pandemic and closure of the hub. The report of work and expenditure has been approved by the funder.

Local Connectors Fund for £1104 to purchase a new coffee machine and dishwasher. Project complete, final report approved.

Local Connectors Fund 2 for £2200.00 replace the carpet. Project complete final report approved.

John Jackson Charitable Trust 2 £3000, Matched funding with the local Parish Council (£3000) and the Hub (£3000) to pay for a new toilet facility suitable for disabled users and mothers with babies or small children. Project complete, final report approved.

### **Grant Applications under review:**

Screwfix £800 for new flooring

Waitrose £500 for new coffee tables and chairs.

Morrisons Supermarket – bid for Kitchen equipment

### **Grant Applications in preparation:**

A bid has been prepared to improve the kitchen facilities and will be submitted in March.

### **Improvements to the Building:**

The Trustees agreed for the management group to pay to have the interior of the building repainted. The Parish Council have undertaken some external building works including painting and repairing parts of the external fabric of the building.

**Willington Community Hub Library**  
**Yearly Income Expenses**  
**1st March 2021 to 28th February 2022**

| Income                | March         | April           | May             | June          | July            | August        | Sept            | Oct             | Nov           | Dec             | Jan             | Feb           | Total            |
|-----------------------|---------------|-----------------|-----------------|---------------|-----------------|---------------|-----------------|-----------------|---------------|-----------------|-----------------|---------------|------------------|
| Lottery               | £4.0          | £4.5            | £4.0            | £5.5          |                 | £8.0          | £5.0            | £4.0            | £4.0          |                 | £6.5            | £2.5          | £48.0            |
| Room Hire             |               | £24.0           | £132.0          | £18.0         |                 |               | £18.0           | £6.0            |               |                 | £72.0           | £72.0         | £342.0           |
| Council payments      |               |                 |                 |               |                 |               | £1,185.5        |                 |               |                 | £1,183.5        |               | £2,369.0         |
| Books                 |               | £79.8           | £33.1           | £18.3         | £21.1           | £39.4         | £14.9           | £13.1           | £10.5         | £8.5            | £1.0            | £11.0         | £250.6           |
| Shop                  |               | £8.5            | £31.0           | £38.8         | £17.6           | £11.8         | £3.5            |                 | £33.0         | £45.3           | £5.0            | £14.7         | £209.1           |
| Grants                |               | £1,104.0        | £2,219.2        |               |                 |               | £2,200.0        | £3,000.0        |               |                 | £3,000.0        |               | £11,523.2        |
| Donations             |               | £11.0           | £61.0           | £12.6         | £34.4           | £46.4         | £40.5           | £3.3            |               | £47.9           | £7.8            | £9.5          | £274.3           |
| Photocopying/printing |               | £0.4            | £9.1            | £0.5          | £1.3            | £1.4          | £1.0            | £1.4            | £3.7          |                 | £4.8            | £0.6          | £24.2            |
| Clubs                 |               |                 | £19.0           | £51.5         | £30.5           | £42.1         | £109.3          | £73.0           | £216.0        | £83.0           | £101.7          | £154.3        | £880.4           |
| Events                |               |                 |                 |               | £1,000.0        |               | £55.5           | £101.2          | £30.0         | £876.0          | £9.4            | £10.5         | £2,082.6         |
| Tea/coffee            |               |                 |                 | £8.5          | £2.5            | £4.5          | £5.0            | £7.3            | £7.5          | £7.5            | £4.5            | £4.5          | £51.8            |
| World of books        |               |                 | £43.0           |               |                 |               |                 | £42.4           |               |                 |                 | £4.5          | £89.9            |
| Petty Cash            | £80.0         |                 | £95.0           |               | £15.0           | £145.0        | £100.0          | £100.0          |               | £361.5          | £143.0          | £4.5          | £1,044.0         |
| Cheque/bank transfer  | £50.0         |                 |                 |               | £32.0           |               |                 |                 | £17.2         |                 |                 |               | £99.2            |
| Sales of items        |               |                 |                 |               | £75.0           |               |                 |                 | £135.0        | £102.0          |                 |               | £312.0           |
| Octopus credit        |               |                 |                 |               |                 |               |                 |                 | £12.2         |                 | £11.2           |               | £23.5            |
| <b>Total</b>          | <b>£134.0</b> | <b>£1,232.2</b> | <b>£2,646.4</b> | <b>£153.7</b> | <b>£1,229.4</b> | <b>£298.5</b> | <b>£3,738.2</b> | <b>£3,351.6</b> | <b>£469.1</b> | <b>£1,531.6</b> | <b>£4,550.4</b> | <b>£288.6</b> | <b>£19,623.6</b> |

B/F  
2021/2022  
£17859.63

**Willington Community Hub Library**  
**Yearly Income Expenses**  
**1st March 2021 to 28th February 2022**

| <b>Expenditure</b>                     | <b>March</b> | <b>April</b>  | <b>May</b>      | <b>June</b>   | <b>July</b>     | <b>August</b> | <b>Sept</b>   | <b>Oct</b>    | <b>Nov</b>      | <b>Dec</b>      | <b>Jan</b>      | <b>Feb</b>      |                  |
|--|--------------|---------------|-----------------|---------------|-----------------|---------------|---------------|---------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1&1 Internet                           | £6.0         | £14.4         | £14.4           | £14.4         | £14.5           | £14.4         | £14.4         | £14.4         | £14.4           | £33.6           | £14.4           | £22.9           | <b>£192.5</b>    |
| B T Group                              | £56.8        | £30.5         | £30.6           | £30.6         | £30.6           | £36.1         | £30.6         | £31.2         | £31.4           | £33.6           | £66.4           | £61.4           | <b>£469.6</b>    |
| Grants out                             |              |               | £5,748.2        | £143.0        | £2,348.9        | £500.0        |               |               | £2,219.2        | £3,000.0        | £3,000.0        |                 | <b>£16,959.3</b> |
| Legal fees                             |              | £350.0        |                 |               |                 |               |               |               |                 |                 |                 |                 | <b>£350.0</b>    |
| Invoices /cheques<br>/bank transfer    |              |               | £87.7           |               |                 |               | £150.0        | £159.5        | £2,791.2        | £2,479.0        |                 |                 | <b>£5,667.5</b>  |
| Octopus Energy                         |              |               |                 |               | £34.2           |               |               | £47.4         |                 | £40.7           | £66.4           |                 | <b>£188.7</b>    |
| Castle Water                           | £5.5         | £5.5          | £5.5            | £5.5          |                 |               |               |               |                 |                 |                 |                 | <b>£22.1</b>     |
| Insurance                              |              |               |                 |               |                 |               |               |               | £645.4          |                 |                 |                 | <b>£645.4</b>    |
| Room Hire                              |              |               | £12.0           |               |                 |               |               |               |                 |                 |                 |                 | <b>£12.0</b>     |
| Books                                  |              |               |                 |               | £6.7            |               |               |               |                 |                 | £100.4          |                 | <b>£107.1</b>    |
| Consumables,Garden,<br>office supplies |              |               | £221.5          | £115.0        | £57.0           | £81.0         | £64.5         | £22.8         | £112.9          | £400.0          | £25.0           | £41.6           | <b>£1,141.3</b>  |
| Contribution to toilet<br>from funds   |              |               |                 |               |                 |               |               |               |                 |                 |                 | £3,510.0        | <b>£3,510.0</b>  |
| <b>Total</b>                           | <b>£68.3</b> | <b>£394.9</b> | <b>£6,120.0</b> | <b>£308.6</b> | <b>£2,491.8</b> | <b>£631.5</b> | <b>£259.5</b> | <b>£275.4</b> | <b>£5,814.5</b> | <b>£5,986.9</b> | <b>£3,272.6</b> | <b>£3,635.9</b> | <b>£29,259.9</b> |

**Current  
Balance:  
£8223.33**

**WILLINGDON COMMUNITY HUB LIBRARY TRUST**

England & Wales - Charity number 1182568

---

# Accounts

---

## Willingdon Community Hub Library Trust

### Report to the Trustees for year ending 31st March 2021

The trustees present their annual reports and accounts for year ended 31.03.21 in compliance with the requirements of the Charity Commission.

Willingdon Community Hub Library Trust charity registration number 1182568.

This annual report was approved electronically due to COVID restrictions.

#### 1. Our objective:

As stated in our constitution the objective of the Trust has not changed. It is for the public benefit in the local district of Eastbourne known as Willingdon and Jevington, to provide a public community hub library. This includes the promotion for the benefit of the residents of Willingdon and Jevington the provision of facilities for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interest in social welfare and with the object of improving the condition of life of the said residents. However, due to the 2020/21 pandemic unfortunately the facility has been closed at times as a result of the Government lockdown.

#### 2. Organisation and management overview.

Willingdon Library Community Hub has 9 Trustees who have the responsibility for ensuring compliance with the Charities Act of 2011 and with the requirements of the sublease agreed with Willingdon and Jevington Parish Council. There has been one trustee retirement and a subsequent replacement during this year.

The day to day management and running of the Hub is undertaken by a management team of 5 volunteers who are also trustees. Each of the management group members has a defined role and responsibility. The following roles are:

Secretary, Treasurer, Volunteer co-ordinator, Social groups co-ordinator and Policy co-ordinator. In addition we have members who have specific roles eg. Managing media outputs including the website, Facebook pages and publication of newsletters. In addition we have also identified a specialist advisor on child protection matters.

Role description

**Treasurer:** Manages the day to day finances and accounts and reports to the Trustees

**Secretary:** Responsible for organising and recording management group and Trustee meetings and liaison with Willingdon and Jevington Parish Council.

**Volunteers Co-ordinator:** Is responsible for managing the volunteers, collating the monthly rota that the volunteers sign up too, by providing a diary where volunteers can put their names on the dates that they are available. All Trustees help to organise and participate in organising and helping at fund raising events. The Volunteers Co-ordinator also provides information to the Volunteers eg: training and reminders concerning monthly events. At present there are approximately 79 volunteers on our books.

**Social Groups Co-ordinator:** Is responsible for diarising and hiring of the premises to external clubs and groups.

**Policies Co-ordinator:** Is responsible for Policy and guidance documentation: Policy and procedure documents are reviewed annually and kept up to date with current requirements and are available to view in the library hub and on our website. The following policies are stored in the Hub and all volunteers are required to read and sign that they have read them.

Child Protection Policy + Child Protection Officer available if required

Environment Policy

Equality and Diversity Policy

Fire and Safety Policy

Health and Safety Policy

Complaints Policy

Moving and Handling Policy

Code of Conduct Policy

Grievance Policy

Green Policy

Guidance documentation for rental of the Hub.

**Regular Activities:**

Our regular weekly activities have been curtailed as a result of our temporary closure. However, we have been able to open under COVID safe rules when permissible.

**Community Activities;**

Monday Holiday Italian 2-3pm

Tuesdays 7-8.30pm Knit and Natter

Wednesday afternoons beginners sewing/craft group 2pm until 3.30pm or computer help group (Groups alternate each week).

Wednesday Rhyme Time 10.30-11am

New Wednesday knit and Natter 2-3.30pm

Thursday evenings 6pm until 7pm Yoga classes

Fortnightly Spanish Conversation Wednesdays 11-12.

Computer help group alternate Saturdays 10.30-11.30

Commencing Monday 2nd March 'Holiday Italian' 2pm until 3pm, weekly

Monthly Saturday Coffee and Cake morning

Primary School children induction and open mornings

Brownies use of the garden

New Walking group, day yet to be clarified

**Other events:**

**Eco-Garden Opening:**

The Eco garden was opened in September 2020 and is for the benefit of the whole community.

**Christmas Event:**

We were unable to have a Christmas event, however, a team of volunteers designed and printed a local calendar which was sold locally. This was hugely successful raising just under £1500.00

**Grant Applications.**

There have been 3 applications for charitable funding to support the fabric of the building and development of the Hub. All were successful raising a total of £17,635.19 and have funded specific projects for the library.

Successful bids were received from:

Sussex Community Foundation – for a hearing loop system and development of library service to care homes.

John Jackson – Improvement grant for external works, heating and solar panels

Local Connectors Fund – purchase of kitchen equipment.

Grateful thanks and reports have been provided to the funders.

**3. Accounts**

A full set of financial transactions is attached. Under the requirements of the Charities Act we are not required to provide an externally audited set of accounts as our income is less than £25K.

| <b>Outgoings</b>    | <b>£</b>        | <b>Income</b>         | <b>£</b>       | <b>Pending Expenditure</b> | <b>Bank Balance up to 28.02.21</b> |
|---------------------|-----------------|-----------------------|----------------|----------------------------|------------------------------------|
|                     |                 | Balance from 2019/20  | 10520.45       |                            | 17793.9                            |
| Consumables         | 361.85          | Parish council        | 959            |                            |                                    |
| Building and garden | 19300.93        | Donations             | 217.76         |                            |                                    |
| Petty cash          | 335.35          | Grants                | 17635.19       |                            |                                    |
| Telecoms            | 753.12          | summer garden opening | 630            |                            |                                    |
| Water               | 66.15           | Book sales            | 297            |                            |                                    |
| Office supplies     | 240             | Room rental           | 90             |                            |                                    |
| Library services    | 170             | Face masks            | 244.5          |                            |                                    |
| Insurance           | 645.4           | Calendars             | 1455           |                            |                                    |
| Solar panel deposit | 150             | Christmas event       | 84             |                            |                                    |
| Calendar expenses   | 133.49          | Photocopying          | 53.8           |                            |                                    |
| Printing            | 200             | Shop Sales            | 222.5          |                            |                                    |
|                     |                 | Lottery               | 52             |                            |                                    |
| <b>Total</b>        | <b>22356.29</b> |                       | <b>32461.2</b> | <b>7688.9</b>              | <b>17793.9</b>                     |

\*£7688.9 this is an underspend from 3 grants as a result of the COVID restrictions. The funders have been informed and an extension to the grants given. The money has been allocated and will be spent.