

## **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.

**Willingdon 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
Genealogy 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

Expenditure 2022/23		March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	
<b>Grant Funded Expenditure</b>														
Kitchen Refurb (Charity/Par Council + WHCL)	£14,200.00						5000.00	9200.00						£14,200.00
Coffee Tables & Chairs (Waitrose )	£500.00			361.96										£361.96
Audio Visual Equip	£1,000.00													£0.00
Garden Patio	£1,500.00													£0.00
<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	£293.64
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	£742.55
Insurance	£760.00				0.00			0.00		645.40			0.00	£645.40
Octopus Energy	£1,020.00		211.23		170.56			180.00		0.00			109.73	£671.52
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	£55.00
WCHL Contribution to Kitchen refurb	£5,000.00												0.00	£0.00
<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	£2,408.11
<b>Administrative Expenditure</b>														
Books	£100.00			86.13	0.00			0.00	0.00	0.00	10.00	67.93	0.00	£164.06
Capital Equipment & Servicing	£100.00			186.81	133.38	38.00		18.46	16.68	0.00	0.00	28.49	5.99	£427.81
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	£537.42
Garden Consumables	£195.00	68.50		15.99	0.00	45.50		0.00	0.00	0.00	0.00	0.00	0.00	£129.99
BSL sign Language				210.00	0.00			0.00		0.00	0.00	0.00	0.00	£210.00
Volunteers Lunch													300.00	£300.00
Office Supplies	£75.00				0.00		68.65	50.43	219.48	18.20	42.95	0.00	16.50	£416.21
Events Consumables			136.49		0.00			0.00	50.96	46.46	0.00	0.00	18.00	£251.91
<b>Sub-Total</b>	<b>£920.00</b>	175.16	148.34	540.68	151.18	114.05	102.30	118.51	339.17	115.00	91.93	143.37	397.71	£2,437.40
<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>

**Willingdon Community Hub Library**  
**Forecast and Income Expenses**  
**1st March 2022 to 28th 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>

**Willingdon 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
£7,886.00	<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
Project Grants / Bids	£11,000	£11,476
Library Services	£4,238	£3,859
Clubs / Room Hire	£2,997	£3,723
Events	£1,525	£1,242
<b>Total Income</b>	<b>£19,760</b>	<b>£20,300</b>
<b>Expenditure 2022/23</b>		
Grant Funded Expenditure	£17,200	£14,562
Utility Expenditure	£7,886	£2,408
Administrative Expenditure	£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 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>