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Charity no. 1186587

## Perivale Community Hive Annual Report

A report for the Trustees, London Borough of Ealing Council and the Charity  
Commission Financial for the period **November 2020 to 31 March 2021**  
Charity Commission Reference: **AR21-CIO-REM-10**  
Prepared by and submitted by the Trustees of Perivale Community Hive - a  
Community Managed Library

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## **KEY POINTS AND CURRENT STRUCTURE**

Perivale Community Hive (PCH) is a group of local residents living in and near Perivale, London Borough of Ealing who have a passion for improving the quality of life and well being within the area. PCH was appointed custodians of Perivale Library upon conclusion of the bid put forward to the London Borough of Ealing (LBE). We started to establish as a group in April 2019 and developed from an informal group to a newly formed Charitable Incorporated Organisation (CIO) 'Perivale Community Hive'. We were incorporated as a CIO in November 2019 specifically to establish a community managed library in Perivale in response to LBE's invitation for expressions of interest from community groups to run the library as a Community Managed Library (CML).

Initially we planned to open the doors to the library under CML management in April 2020. However, due to COVID-19 outbreak this was delayed. When we were finally permitted by the COVID-19 regulations to reopen, we opened the doors on 17 April 2021, open 2 days per week while following all health and safety regulations and recommendations at the time.

This report covers the period from April 1, 2020 until March 31, 2021, when we were incorporated but not open due to the COVID-19 restrictions and a lockdown. During this period trustees worked to maintain and initiate an online presence, sign post to LBE and partner community online events as well as a call out for any online initiatives. When permitted we redecorated the interior of the library, cleared and weeded out old stock, looked after the front and outside of the building by arranging for new planters and plants and planned a year ahead despite the looming further restrictions as we entered 2021.

In partnership with LBE we organised book pick up and drop off observing the COVID-19 regulations i.e. a 72 hour quarantine rule for book returns.

We would like to thank the Perivale community for staying patient and allowing us to become the welcoming place it is today and our volunteers who have persisted through the challenges of 2020 and longer.

### LIBRARY PERFORMANCE

2020/2021	BOOK LOANS	NEW MEMBERS
APRIL	NIL	NIL
MAY	NIL	NIL
JUNE	NIL	NIL
JULY	NIL	NIL
AUGUST	NIL	NIL
SEPTEMBER	NIL	NIL
OCTOBER	NIL	NIL
NOVEMBER	NIL	NIL
DECEMBER	NIL	NIL
JANUARY	NIL	NIL
FEBRUARY	NIL	NIL
MARCH	NIL	NIL

### AVERAGE NUMBER OF VISITORS (WEEKLY):

2020/2021	WEEKLY VISITS (Estimate)
APRIL 2020 - MARCH 2021	NIL DUE TO COVID-19

## **PARTNERSHIPS, ACTIVITIES, EVENTS**

The library was not open until April 17, 2021. While in lockdown PCH trustees were busy reimagining the interior of the library. We have renamed the main area of the library 'The Living Room'. For the brief time that we were allowed access to the library during this period we redecorated internally, including sourcing new furniture and plants for The Living Room as well as planters for the front of the library. Meanwhile we sign posted to local events, online classes of interest and online streaming events.

## **COMPLIMENTS AND COMPLAINTS**

The library was not open until April 17, 2021 but the community was eager for it to reopen and expressed this desire through social media channels.

### **NEAR MISSES AND ACCIDENTS.**

The library was not open until April 17, 2021.

## **VOLUNTEERS**

The library was not open until April 17, 2021. PCH Trustees started recruiting volunteers after the first lockdown lifted however once could sense that the momentum we had pre-pandemic was not there. It has regained since and in the months which followed.



## FINANCIAL PERFORMANCE

Income	2020				2021			
	Jan - Mar	Apr - Jun	July - Sept	Oct - Dec	Jan - Mar	Apr - Jun	July - Sept	Oct - Dec
Income from Rentals of space	-	-	-	-	-	345	-	-
Donations (& Membership Subs)	-	-	-	-	-	-	-	-
Gift Aid Scheme	-	-	-	-	-	-	-	-
Activities (Extended Offer)	-	-	-	-	-	-	-	-
Events (Extended Offer)	-	-	-	-	-	-	-	-
Gift Aid on Events	-	-	-	-	-	-	-	-
Anticipated Grants from Other Providers (Project Specific Income)	-	2,979	-	-	-	-	-	-
<b>Total Quarterly income</b>	-	2,979	-	-	-	345	-	-
<b>Total Annual income excl LBE grant</b>				2,979				345
<b>Anticipated Grant income LBE</b>				5,000				10,000
<b>Annual income</b>				7,979				10,345

Expenditure	2020				2021			
	Jan - Mar	Apr - Jun	July - Sept	Oct - Dec	Jan - Mar	Apr - Jun	July - Sept	Oct - Dec
Gas	-	-	-	-	-	-	-	-
Internet & Website charges	-	1	-	-	-	6	6	-
Electricity	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	171	-	-
Refuse Disposal	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-
Photocopiers (Xerox) lease	-	-	-	-	-	-	-	-
Printing Paper	-	-	-	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-	-	-	-
Grounds Maintenance & Decorations	-	-	-	750	-	-	-	-
Staffing Cost	-	-	-	-	-	-	-	-
Insurance & Subscriptions	-	-	135	-	-	-	-	-
Legal Services	-	-	-	1,116	-	-	-	-
Statutory expenses	-	60	-	87	-	246	-	-
Marketing Budget	-	170	-	-	-	177	-	-
Project Costs (Extended Offer Resources)	-	-	-	-	-	-	-	-
Cleaning	-	-	-	-	-	426	221	-
Volunteer Expenses	-	-	-	-	-	-	-	-
Staff Training & Development Spend	-	-	-	-	-	-	-	-
<b>Quarterly outgoings</b>	-	231	135	1,953	-	1,026	227	-
<b>Annual Expenditure</b>				2,319				1,253

<b>Outgoings - Capital</b>
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Set up costs
Quarterly outgoings
<b>Annual outgoings Capital</b>

<b>Total Outgoings Capital and Revenue</b>	<b>2,319</b>	<b>1,253</b>
<b>Net annual inflow/(outflow)</b>	<b>5,660</b>	<b>9,092</b>
<b>Cash reserves</b>	<b>5,660</b>	<b>14,752</b>

### SUMMARY

Cash remaining from Locality Grant (restricted)  
Cash remaining from LBE Grant and other unrestricted sources  
**Cash position as at 22 July 2021**

£  
2,979  
11,774  
**14,752**

## **INCOME GENERATION**

PCH obtained one grant from LBE of £5,000 and £2,979 in grants from other providers during this period.

## **RISK MANAGEMENT**

The library was not open until April 17, 2021. However during this period, PCH developed a risk management policy.

### **LBE SUPPORT AND WORKING RELATIONSHIP**

The library was not open until April 17, 2021. Since PCH is a custodian of the library in partnership with LBE, the premises are under the council's jurisdiction. During the lockdown and throughout the 'activation' period under further lockdown PCH enacted LBE's requirements and government mandated health and safety regulations with regards to COVID-19 community transmission.