



Perivale Community Hive

Horsenden Lane South

Perivale

Greenford

UB6 7NT

<https://www.perivalehive.co.uk>

perivalehive@yahoo.com

Charity no. 1186587

Perivale Community Hive

Annual Report

A report for the Trustees, the London Borough of Ealing Council and the Charity Commission for Financial Year End: 31 March 2023

Charity Commission Reference: **AR22-CIO-REM-10b**

Prepared by and submitted by the Trustees of Perivale Community Hive – a Community Managed Library.

INDEX

KEY POINTS AND CURRENT STRUCTURE	3
LIBRARY PERFORMANCE	4
ACTIVITIES AND EVENTS	5
COMPLAINTS AND COMPLIMENTS	6
RISK MANAGEMENT	7
VOLUNTEERS	8
FINANCIAL PERFORMANCE	9
SUMMARY OF INCOME GENERATION AND EXPENDITURE	10
LBE SUPPORT AND WORKING RELATIONSHIP	11
GALLERY OF PICTURES	12

KEY POINTS AND CURRENT STRUCTURE

Perivale Community Hive (PCH) was constituted as a Charitable Incorporated Organisation (CIO) in 2019 by a group of local residents living in and near Perivale, London Borough of Ealing, to prevent the closure of the Council-managed library, and to improve amenity provision, quality of life and well-being in the area. PCH was appointed custodian and manager of Perivale Library following its successful bid in response to a tender for expressions of interests put out by LBE Council to local community groups to take over management of smaller libraries in the Borough.

Covid-19 delayed opening by a year but Perivale Library finally re-opened under PCH community managed library (CML) management on 17 April 2021. Initially our opening hours were limited by Covid restrictions however as the Covid restrictions eased we were able to open on additional days for additional hours and develop a broader offer for the local community. Since our opening the number of activities and visitor numbers to Perivale Library has slowly but steadily increased.

This report covers the period from 1 April 2022 to 31 March 2023 and outlines details of our activities and broader offer to the Perivale community in this period.

We would like to thank the Perivale community and our volunteers who have consistently and reliably shown up and dedicated their time and ideas, without whom the CML could not operate. Our gratitude also extends to employees of LBE for their assistance throughout the year.

The Trustees of Perivale Community Hive

LIBRARY PERFORMANCE

2022 – 2023	BOOK LOANS	NEW MEMBERS	VISITORS*
APRIL	824	15	672
MAY	867	16	826
JUNE	615	27	884
JULY	1108	30	749
AUGUST	764	16	436
SEPTEMBER	819	19	623
OCTOBER	886	24	689
NOVEMBER	954	15	739
DECEMBER	601	13	468
JANUARY	904	13	779
FEBRUARY	846	20	890
MARCH	1022	28	939
TOTAL	10,210	236	8,694

* From April 2022 PCH began to keep a record of visitor numbers to Perivale Library. Please note these numbers accounted for visitors to the library during our core library opening hours (Tuesday 9am-5pm, Wednesday 9:30am-5pm, Thursday 9:30am-2pm and Saturday 10am-2pm/4pm) and do not include visitors for activities run by our licensees outside our core opening hours.

ACTIVITIES AND EVENTS

	NEW ACTIVITIES	EVENTS
APR 2022	Weekly yoga	Perivale Hive opening anniversary event
MAY 2022	Knit & Natter (knitting circle social group)	A Century of Boatwomen presentation and performance; presentation on diet and nutrition; Perivale Library acted as a polling station in local elections
JUN 2022	Monthly arts and crafts for children	HM The Queen Platinum Jubilee community event
JUL 2022	Weekly social dance classes	
AUG 2022		
SEP 2022	Weekly Alcoholics Anonymous meetings	Launch of Perivale Artist in Residence (PAiR) programme
OCT 2022		Launch of new PCH website www.perivalehive.co.uk
NOV 2022		
DEC 2022		Christmas event for volunteers
JAN 2023	Monthly parent home-schooling meetings	LB Ealing Local Plan consultation event; local primary school library visit
FEB 2023	Weekly coding classes for Key Stage 2 children	LB Ealing organised resident engagement event
MAR 2023	Monthly 'Silver Screenings' cinema (black and white films) to add to our monthly Perivale Film Club events	Art display private hire event

In addition to the above, Perivale Library continued to host local resident meetings.

COMPLAINTS AND COMPLIMENTS

Between 1 April 2022 and 31 March 2023 PCH registered a small number of complaints, mainly pertaining to the issues related to managing building maintenance, library stock and the application of fines for Perivale Library, responsibilities:

- Fines applied to user accounts generally;
- Users returning items but system failing to record the item returned;
- Visitors and volunteers reporting problems with heating in October 2022;
- No WIFI in Perivale Library for 2 months in January-February 2023.

PCH raised these concerns with LB Ealing Libraries Services.

There no complains related to any aspects of PCH's work and efforts, and the feedback we received from library users, as an unpaid resident-led volunteer group that took on management of Perivale Library to prevent it from closing, was overwhelmingly positive.

RISK MANAGEMENT

Prior to opening on 17 April 2021, PCH put together general and Covid-19 specific risk assessments for the management of Perivale Library. These remained in operation.

There were no near misses or accidents resulting in physical injuries recorded at Perivale Library between 1 April 2022 and 31 March 2023.

VOLUNTEERS

Through the period April 2022 to March 2023 PCH continued to increase our volunteer base. PCH Trustees and established experienced volunteers provided new volunteers with training and mentoring. This continued to build a solid and reliable volunteer pool and expertise and training being cascaded to new volunteers. This provided greater resilience for PCH in the event of individual trustee or volunteers moving on.

Our partnership with Light Foundations (who had been providing ESOL), who had been providing some library staffing for us, however ended in Summer 2022 when Light Foundations moved their operations to another location. With the added pressure of absences due to summer holidays we had a volunteer shortfall and we were forced to close 2 out of 4 days during August 2022. However, this was temporary and we reopened 4 days per week in Autumn 2022.

PCH continued to upskill a number of local people with librarianship and customer service skills. This ranged from young people looking for unpaid work experience, involved in the Duke of Edinburgh's Award Scheme looking to volunteer for a few hours every weekend for a short period, to older members of the community who had retired and wanted to commit to volunteering for the long term at the library.

Our volunteer recruitment was assisted by our creation of a library volunteer group WhatsApp chat, to streamline volunteer communications in May 2022, and the launch of our new website in October 2022, which included a facility for prospective volunteers to contact us to express their interest without knowing our email address.

During the period one new trustee joined the PCH board and one trustee resigned.

FINANCIAL PERFORMANCE

PCH PROFIT AND LOSS (INCOME-EXPENDITURE) STATEMENT FOR FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

Income	2022-23		2021-22
LB Ealing Council grant	20,000		20,165
Perivale Artist in Residence grant	5,000		0
Warm spaces grant	2,500		0
Room hire	757.96		180
Other income	310		0
Credits	108.52		0
Total	28,676.48		20,345
Expenditure			
Electricity and gas	1,444.36		5,459.13
Water	1,487.33		171.07
Cleaning	2,197.55		2,297.07
Volunteer expenses	1,015.4		0
Insurance	173.88		134.67
Equipment	1,094		3,972
Library supplies	551.4		766.22
Perivale Artist in Residence	910		0
Licences	391.36		0
Internet charges	126		0
Events	205.63		0
Other costs	492		320.78
Total	10,088.91		13,120.94
Net surplus/deficit	18,587.57		7,224.06
Bank Balance 1 Apr of FY	12,884.57		5,660.51
Income	28,676.48		20,345
Expenditure	-10,088.91		-13,120.94
Bank Balance on 31 March of FY	31,472.14		12,884.57

SUMMARY OF INCOME AND EXPENDITURE

In Financial Year 2022-23 PCH continued to have limited capability to generate additional income. We received £20,000 in grant funding from LB Ealing which covered the essential running costs, related to running the building safely and in compliance with safety and licensing obligations. This included payments for utilities (electricity, water and internet), cleaning and cleaning supplies, office supplies and refreshments and insurance. In FY 2022-23 PCH also started a volunteer reimbursement scheme. Volunteers who complete one half-day shift receive £7 per volunteer towards meals and travel. The scheme is popular, and while not all our volunteers claim the allowance, we spent £1,015 towards the scheme and reimbursements for miscellaneous items bought for the library, including stationery, provision of drinks and other small items.

In addition, we received two additional grants for specific projects:

1. Warm Spaces grant: £2,500, which the Trustees agreed to use for converting the kitchen area into a community café. We spent some of the grant with the remainder to be used in FY 2023-24.
2. Perivale Artist in Residence grant: £5,000, to provide small bursary for artists to engage with the community. The first residency was hosted during this reporting year, and more events were scheduled for FY 2023-24.

We were able to generate just over £1,000 in additional income from room hire for third party organised activities and events, and also for hire fees for Council run events.

LB EALING COUNCIL SUPPORT AND WORKING RELATIONSHIP WITH OTHER GROUPS

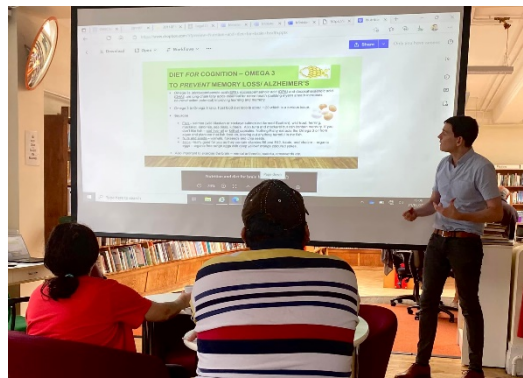
PCH was appointed as custodian and manager of Perivale Library in partnership with LB Ealing Council. However, the freehold of the building, responsibility for building repairs and the ownership and responsibility for the provision of new library equipment and stock remains with the Council.

PCH held regular meetings with the LB Ealing Libraries Development Manager, Development Officer and Service Manager throughout 2022-23 and maintained a good working relationship with LB Ealing Council, as well as with local community organisations. PCH also met virtually during this period with other LB Ealing CMLs.

GALLERY OF PICTURES



PERIVALE LIBRARY FROM THE OUTSIDE



USE OF NEW AUDIOVISUAL MULTIMEDIA
ACQUIRED BY PCH



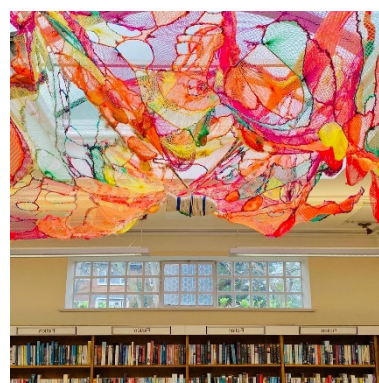
LIBRARY USER REFERENCING BOOKS



CLAY CRAFT AT CHRISTMAS



PERIVALE FILM CLUB SCREENING



ART INSTALLATION BY PERIVALE ARTIST IN
RESIDENCE ANITA CHANDA