

Trustees' Annual Report

January 2021 to April 2022

Lee Hub Independent Community Library

Registered Charitable Incorporated Organisation in England No 1193198

www.leehub.co.uk



CHARITY COMMISSION
FOR ENGLAND AND WALES



1. Welcome to our AGM

2. Introduction to set the context

- Hampshire County Council formal decision to close Lee Library - 28 July 2020
- Strategic Project Team formed (Residents, Local Councilors and Business Leaders) 14 August 2020
- Lee Hub – Independent Community Library (Lee Hub) Appointment of first trustees 10 December 2020
- Lee Hub - Constitution, Charitable Objects and application to Charity Commission on 14 December 2020
- Hampshire County Council, Lee Library closed its doors on 28 December 2020
- Lee Hub - Charity Status achieved – Charitable Incorporated Organization in England Reg. No 1193198, on 22 January 2021
- Grants circa. £20,000 secured before opening
- Tenancy at Will (Temporary lease) and keys received from Hampshire County Council 01 April 2021
- Lee Hub opened doors to the public 12 April 2021 with Covid Restrictions
- Lee Hub membership open 12 April 2021 – annual subscription donation and gift aid
- 10-Year Lease of building secured with Gosport Borough Council commenced 16 December 2021
- Community Café and Kitchen Refurbishment – February 2022 Completed June 2022
Gosport Borough Council – Covid “Restart” Grant (July 2021) - £2667 – Minutes 7 July 2021 – Trustees agreed to utilize as contingency for Lee Hub Utility Bills over Winter.

3.Trustees introduce themselves and their roles.

Christine Mc Grew -Chair person

Kate Giles- Secretary

Norman Macintosh – Treasurer

Lesley Macintosh – Fundraiser

Olivia Buckland – absent

4.Current Charity and Library data

- **Charity & Library Members**
- **Stock**
- **Loans**
- **Developments**

5.Volunteers' data

- Current active volunteers 25 with 15 on our resting volunteer list
- 90 hours of volunteer time provided each week
- At £10 per hour £900 a week, for 50 weeks a year £45,000
- At higher rate of pay for experience and qualifications?
- *We don't pay our volunteers because they are worthless; it is because they are priceless !*

6.Landmark events over past year:

- Grand opening
- Community Organization Day
- Christmas Fayre
- Library Open Day/ First year celebration

7. Ongoing Library Activities

- Bounce and Rhyme
- Stories and Rhymes
- Saturday Club for children

8.Lettings

- Categories and charges
- May calendar
- List of clubs , organizations and groups

9. Fundraising events and donations

https://www.leehub.co.uk/_files/ugd/1a1c8f_c74821b722674d439c8ef0944be94766.pdf

- Regular: Tabletop Sales, Book Sales , raffles
- Special events: Treasure Hunt and Easter Egg Hunt , Joint Calendar project with NCW
- Lee Residents Association – Community Garden maintenance
- Lee Library Interpretation Board – Eckersley White £500 and HCC Grant Councillor Burgess £500
- Private donors - various donations individual and at events

10. Successful Grant applications for projects

- Hampshire County Council (HCC) – Independent Library Set-Up £10,000
- Gosport Voluntary Action (GVA) - Accessibility Project £1500
- GVA Community café / Meeting Room / Kitchen Equipment £5095
- HCC Councillor Burgess – Flexible Spaces Project (wheels on shelving) £800
- HCC Councillor Philpott – Audio Visual Project £900
- HCC Councillor Burgess – Digital Inclusion Project £2776.20
- HCC Councillor Burgess – Kitchen Refurbishment £1000
- HCC Councillor Burgess – Signage Project £828.32
- Gosport Voluntary Action - Tea Time Tales Project £1000
- Gosport Voluntary Action- Over 60s Lunch and Social £1000
- National Lottery - Veterans Lunch £1200
- Hampshire County Council- Post Covid support for families £1000

11. Partnerships

- Gosport Voluntary Action (Members)
- Community Managed Library Association
- National Council for Voluntary Organization (NCVO)
- National Coastwatch Institution - Lee
- Lee Infant and Nursery and Junior Schools
- Hopscotch nursery
- Local businesses
- Lee Business Association (LBA)
- Lee Residents Association (LRA)
- Stubbington Catholic Church
- St. Faith's Church Green group
- Portsmouth and Gosport History Group
- LRA History Group
- Montserrat Events
- Gosport Community Lottery
- Gosport Community Policing
- Gosport Borough Council
- Lee Bowling Club
- Gosportarians Visual Impaired Group
- Learning in Libraries
- Hampshire County Libraries

12. Recent and future events

Please access this link for additional information

https://www.leehub.co.uk/_files/ugd/1a1c8f_c74821b722674d439c8ef0944be94766.pdf

- Wellbeing focus day
- Community Gala day
- Christmas Fayre

13 .Future Plans

- Membership drive
- Building maintenance and development grant joint application with GBC
- Strengthening partnerships
- Maintaining the building
- Cutting energy costs
- Providing more activities for young people
- Adult literacy for access to employment and training

Statement of Accounts 2021 to March 2022

Norman Macintosh
Treasurer

Statement of Accounts

Lee Hub Community Library 2021 to 2022

Introduction

Three treasurers have been involved in managing the accounts since the library moved from Hampshire County Council to becoming Lee Hub Community Library

Pre April 2021 – Accounts run by Paul Twine

April 2021 to Mid October – Accounts run by Judy Raponi

Mid October onwards – Accounts run by Norman Macintosh

Lee Hub is a registered charity and needs to generate income to maintain the services it provides to the community

Income in the year 2021 to 2022 has sustained that need

Statement of Accounts

Lee Hub Community Library 2021 to 2022

Pre- April 2021

Accounts held by Lee Residents Association transferred to Lee Hub account in Wessex Bank

Date	Details	Amount	Balance
25/03/2021	Opening Deposit	£5.00	£5.00
26/03/2021	Direct Credit	£1,995.00	£2,000.00
29/03/2021	Direct Credit	£3,000.00	£5,000.00
30/03/2021	Direct Credit	£5,000.00	£10,000.00
01/04/2021	Direct Credit	£5,000.00	£15,000.00

Wessex Bank Apr to May 2021

Credits to 17th May 2021 - £6,514.20*

**Includes Direct Credit from Lee Residents Association of £5,000.00*

Debits to 17th May 2021 - £5,065.01

Balance at 17th May 2021 - £16,449.19

Transfer to CAF Bank 26/05/2021 - £9,949.19

Transfer to CAF Bank 04/10/2021 - £6,499.99

Statement of Accounts

Lee Hub Community Library 2021 to 2022

CAF Bank

Month	Credits	Debits	Month Balance
April 2021	£4,527.12 ¹		£3,527.12
May 2021	£10,626.85 ²	£1,631.26	£13,748.05
June 2021	£1,877.23	£1,531.27	£14,113.67
July 2021	£4,561.78 ³	£1,621.95	£17,053.50
August 2021	£2,052.35	£1,085.05	£18,020.80
September 2021	£3,206.86 ⁴	£793.16	£20,434.50
October 2021	£9,384.19 ⁵	£2,053.30	£27,456.64
November 2021	£2,135.94	£1,286.29	£28,306.29
December 2021	£2,480.79 ⁶	£2,372.19 ⁷	£28,288.15
January 2022	£3,490.36 ⁸	£6,391.41 ⁹	£25,576.78
February 2022	£1,210.39	£2,149.27	£24,637.90
March 2022	£3,906.00 ¹⁰	£4,301.26 ¹¹	£24,242.64
Totals	£49,396.11	£25,153.47	£24,242.64

1 – Includes initial Deposit (£1,000.00) and Transfer from Lee Residents Association (£2853.62)

2 – Includes Transfer from Wessex Bank (£9,994.19)

3 – Includes Grant from Gosport Borough Council (£2,667.00) and Lee Residents Association for garden (£200.00)

4 – Includes Grant from Lee Residents Association (£828.32)

5 – Includes Grant Hampshire CC (£500.00), Transfer from Wessex Bank (£6,499.99), Lottery Grant (£1,200.00)

6 – Includes Lee Business and Montserrat Events collections (£1,093.00)

7 – Includes Initial Payment Kitchen Refurbishment (£1,126.01)

8 – Includes Grant Hampshire CC (£1,500)

9 – Includes Second (£3,000.00) and final Payment (£2,400.00) Kitchen Refurbishment

10 – Includes Grant Hampshire CC (£1,000.00)

11 – Includes Kitchen Flooring Carpet Fayre (£1,094.94)

Statement of Accounts

Lee Hub Community Library 2021 to 2022

Statement of Accounts February 2021 – 31st March 2022

Wessex Bank Total £16,449.19 (Transferred to CAF Bank)

CAF Bank Income (Includes Wessex Bank transfer) £49, 396.11

CAF Bank Expenditure £25,153.47

Closing Balance £24,242.64

Utilities Usage Data

Electricity (British Gas)			Gas (British Gas)			Water (Business Stream)			Daisy (Broadband)			Monthly Total	
									Apr-21	£121		April	£121
									May-21	£32		May	£32
Jun-21	£112		Jun-21	£12					Jun-21	£32		June	£156
Jul-21	£152		Jul-21	£8		06/07/2021	£18		Jul-21	£33		July	£210
Aug-21	£132		Aug-21	£8					Aug-21	£33		August	£173
Sep-21	£140		Sep-21	£9					Sep-21	£32		Sep	£181
Oct-21	£143		Oct-21	£125		02/10/2021	£6		Oct-21	£34		Oct	£308
Nov-21	£162		Nov-21	£233		16/11/2021	£50		Nov-21	£32		Nov	£477
Dec-21	£142		Dec-21	£240					Dec-21	£32		Dec	£413
Jan-22	£196		Jan-22	£386		06/01/2021	£30		Jan-22	£32		Jan	£644
Feb-22	£176		Feb-22	£337					Feb-22	£32		Feb	£545
Mar-22	£192		Mar-22	£300					Mar-22	£36		Mar	£528
Total	£1,546		Total	£1,657		Total	£103		Total	£481		Total	£3,788
Avge	£155		Avge	£166		Avge	£26		Avge	£33		Avge	£379
Year Est	£1,856		Year Est	£1,989		Year Est	£311		Year Est	£393		Year Est	£4,549
												Monthly	£379

Statement of Accounts

Lee Hub Community Library 2021 to 2022

Sustaining Lee Hub Community Library

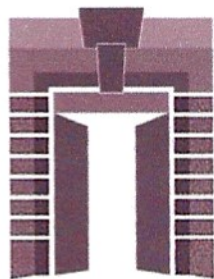
Income Highlights

- **Membership Donations £6,809.00**
- **Room Hire £5,398.00**
- **Café Sales £1,345.00**
- **Raffles £1,276.00**
- **Book Sales £819**
- **Going Forward**
- **Redesigned and trained volunteers on new Daily Cash Sheets**
- **Changed presentation of Monthly Accounts**
- **Further changes to both needed**
- **Engaged with HMRC on Gift Aid – submitted claim up to Dec 2021**
HMRC have asked for a Tax Return on Corporation Tax – to be completed shortly
- **Accounts will be audited by an Independent Auditor during June/July 2021 – Bank Statements and spreadsheets will be available for that Audit.**

Statement of Accounts

Lee Hub Community Library 2021 to 2022

- **Going Forward**
- **Redesigned and trained volunteers on new Daily Cash Sheets**
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Lee Hub

Independent Community Library

14 High St, Lee-on-the-Solent

Hampshire PO13 9BZ

Charity Reg No: 1193198

The attached Statement of Accounts are for the year ending 31st March 2022, they were presented to the AGM of Lee Hub Community Library on 7th June 2022.

They show the history of the accounts prior to Lee Hub becoming a registered charity, and the depositing of monies held by Lee Resident's Association on behalf of the original stakeholders.

Accounts scrutiny (by a competent person)

I certify that:

- a. All Lee Hub Community Library accounts and supporting records have been scrutinised and as far as it appears from the scrutiny of these, proper records of account have been maintained by the treasurer.
- b. The attached Statement of Accounts has been prepared from the records of Lee Hub Community Library and according to the information and explanations given to me by the treasurer, and in my opinion, these are in accordance therewith.

Signed:

Printed Name: DAVID GARY

Date:

11/6/2022

Trustee Certification

We certify that:

- a. The attached Statement of Accounts has been prepared from the records of Lee Hub Community Library and are a true record of Lee Hub Community Library's financial activity during the reporting period.

Chairperson Signature:

Printed Name: CHRISTINE MCGREW

Date:

04/09/2022

Second Trustee Signature:

Printed Name: LESLEY MACINTOSH

Date:

04/09/2022

Treasurer Signature:

Printed Name: NORMAN MACINTOSH

Date:

04/09/2022