



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2021
2021

Period start date 20th May

Period end date 30th March 2022

Charity name: The Literary Institute Cultural Community Hub

Charity registration number: 1193897

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a community hub for the benefit of people who live, work and study in Egham and the surrounding area without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupations, with the object of improving the conditions of life for the community.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The provision and maintenance of a cultural, mainly the performing arts, community hub for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupations, with the object of improving the conditions of life for the community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of and have regard of Charity Commission guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Trustees will make periodic grants to advance the objects of the charity principally scholarships in the

		performing arts.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The charity is solely run by volunteers, mainly the trustees in roles such as Assistant to the Treasurer, social media, maintenance of the facility and hires co-ordinator.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We gained foundation CIO registration 23rd March 2021 which activated our CAF Bank Account. We signed the local authority lease for the demised areas in the Literary Institute on May 20th. We spent most of the first FY getting the demised areas 'fit' for the start of occupation scheduled for September 2021. This included making all areas safe & secure and redecorated where necessary. Social media (website, facebook, instagram, twitter) in place. Website (https://www.atthelit.org/) in place with Hire enquiry form. Hires tracking database in place on Google docs. Our Business Plan identified 3 primary sources of hires that comply with our Objects. Those organisations which underlet rooms within the demised area; those which hold meetings/classes on a regular basis; and 'one-off' hires for activities such as public meetings & training sessions: • We have underlet to 1 organisation in musical theatre that offers weekly classes & tutorials and scholarships to children/young adults in need. • We have regular hires that offer classical dance opportunities, including scholarships; Board Games Clubs that provide recreation/leisure activities;

		We have 'on-off' hires of our rooms/hall that has been used for public meetings such as a 'Floods Forum'. The number of hires in the first FY, 45, achieved, our fiscal goals. This represented 74% of the total number of enquires. The re-establishment of the historic Literary Institute as a charitable community hub has allowed organisations to be established, as their base, for recreational/leisure activities to combat loneliness & social exclusion. The independent Hub has provided a focal point for the local community to meet for affordable space for meetings & classes to the public benefit. The attendance level has resulted in a foot-fall of over 10,000 to Egham town centre.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have met the goals set for our first year.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising is primarily focussed on the affordable hire fees of the facility. We have met our goal of exceeding the total cost of running the facility from the 'resident;' hires. The surplus will go towards the reserve and improving the charity-owned capabilities of the facility.
Investment performance against objectives	Para 1.41	No investments made.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The total income was £22,096 & expenditure £9,434, resulting in a first year surplus of £12,663; £8K of this surplus has been set aside as a reserve
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		with the balance going towards the improvement going towards the improvement of the charity-owned facilities. This has been achieved through generous donations of office furniture & equipment from local companies and charities. And facility management activities delivered by volunteers; no staff are employed.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to: 1) cover the total cost of utilities supply & breakdown; 2) service charge & 3) the withdrawal of leading hirers.
Amount of reserves held	Para 1.22	Based on a reserve of £8,000 and our current and projected activity levels, we could support the operation for one year even if we received no hire fees/donations from many of our clients. The reserve should cover the cost of lease withdrawal. At present there is no paid staff.
Reasons for holding zero reserves	Para 1.22	No zero reserve held.
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The current lease is for a period of 5 years with a 1-year break clause.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charities principal sources of funds is from its hire fees (78%) primarily from its 'under-lets' which cover 55% of the operating costs. The income is offset by local authority grants covering: 1) rent & 2) discretionary non-domestic rates relief. We have also received a Surrey County Council Members Allocation of £1,500 for start-up fees. A limited number of personal donations have been made that will attract Gift-Aid when we are registered with HMRC.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Charity intends to make no investments
A description of the principal risks facing the charity	Para 1.46	There are 4 principal risks that the charity faces: 1) lease conditions notably the lease-breaks; 2) financial ie withdrawal from under-lets; 3) significant facility breakdowns and 4)

		trustee retention as currently we are at our minimum level of 3. Risk management is in place to mitigate these.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Charity Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Nominated individuals elected by Board of Trustees with signed Declarations.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are trained in the charities governing document, policies & procedures and accounts at induction and on-going.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is managed by a Committee comprising of its Trustees and co-opted members from local partnering organisations. Each member of the Committee takes a lead role in managing the facility such a volunteer and maintenance co-ordinators prior to the formation of formal sub-committees. The charity has a volunteer Assistant to the Treasurer.
Relationship with any related parties	Para 1.51	
Other		We have developed and maintaining Policies & Procedures such as Safeguarding, Access, GDPR, Conflict of Interest, Trustee Conduct and Roles & Responsibilities, Health & Safety including Risk Assessment,, Employment, Finance, Hire Enquiries and Volunteer Recruitment on a shared drive in Google docs.

Reference and Administrative details

Charity name	The Literary Institute Cultural Community Hub
Other name the charity uses	At The Lit or @thelit
Registered charity number	1193897
Charity's principal address	The Literary Institute, 51 High Street, Egham, Surrey TW20 9EW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Brian Frank Perry BEM	Chairman & Treasurer		At The Lit Board of Trustees
2	Mr David Knight	Secretary		At The Lit Board of Trustees
3	Mrs Allegra Clair Bonnett		26 th July 2022	At The Lit Board of Trustees
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Corporate trustees - names of the directors at the date the report was approved

Director name		
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Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

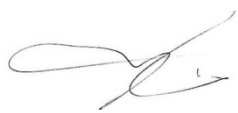
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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Your signature is required for the completion of this form  Signature* Name* Brian Frank Perry	
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Full name(s)

Dr Brian Frank Perry BEM	Mr David Knight
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Position (eg
Secretary, Chair, etc)

Chairman	Secretary
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Date

30 TH January 2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Literary Institute Cultural Community Hub

On accounts for the year
ended

31st March 2022

Charity no
(if any)

1193897

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

30th January 2023

Name:

Mark R Adams

Relevant professional
qualification(s) or body
(if any):

ATT

Address:

MRA Tax Services

6 Wendover Place

Staines TW18 3DG

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.