



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2022 Period start date 31st March 2022

Period end date 31st March 2023

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.
	Para 1.38	

Policy on social investment including program related investment		
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 2021. 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 second year was spent consolidating these areas and expanding the number of organisations and activities at the Lit. 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'/sundry hires for activities such as public meetings, training sessions and social gatherings: • We have underlet to 2 organisation in musical theatre and sound systems/music events management. The former offers weekly classes & tutorials and scholarships to children/young adults in need including refugees living in the local area. The latter offers training in their areas of expertise both in the UK and abroad via the internet. • A child contact centre has been established at the Hub bringing

		together, in a safe & secure environment, estranged families. • We have regular hires that offer classical dance opportunities, including scholarships; Board Games Clubs and Yoga & Karate that provides recreation/leisure activities. • We host a weekly adult special needs group • We have 'on-off' hires of our rooms/hall that has been used for public meetings and social gatherings. The number of hires in the second FY, 20 new hires, which achieved, our fiscal goals bearing in mind that we have established a core population of users which limits the amount of 'free time ' available to new users. This represented 38% 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 second 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		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The total income was £21,554 & expenditure £10,229, resulting in a second year surplus of £9,825. The total cash fund available at this yearend was £23,988. £10K of this surplus has been set aside as a reserve with the balance going towards the improvement of the charity-owned facilities at the Literary Institute. The fiscal position has been achieved through generous donations of office furniture & equipment from local companies and charities resulting in the purchase of no new assets. 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 £10,000 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 (87%) primarily from its 'under-lets' which cover 52% of the operating costs. The income is offset by local authority grants covering: 1) rent & 2) discretionary non-domestic rates relief. A limited number of personal donations have been made that will attract Gift-Aid when we are registered with HMRC. And we have received an annual donation of £500 from the United Church of Egham monthly book sale.
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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15				
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17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

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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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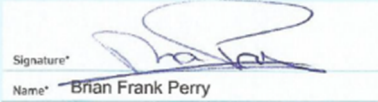
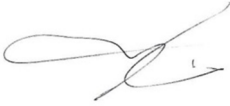
Other optional information

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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 	
	Full name(s) Dr Brian Frank Perry BEM	Mr David Knight
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	29 TH January 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Literary Institute Cultural Community Hub

1193897

Receipts and payments accounts

CC16a

1st April 2022

To

31st March 2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Income					
Sundry Hires	930	-	-	930	2,925
Regular Hire Programme	8,114	-	-	8,114	2,015
Resident Hires	9,678	-	-	9,678	12,229
Donations	965	1,500	-	2,465	3,427
Revenue Grants	-	-	-	-	1,500
Credit	341	-	-	341	-
Bank Interest	26	-	-	26	-
	-	-	-	-	-
Sub total (Gross income for AR)	20,054	1,500	-	21,554	22,096
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	20,054	1,500	-	21,554	22,096
A3 Expenditure					
Electricity	3,869	-	-	3,869	2,467
Gas	3,449	-	-	3,449	1,930
Repairs & Renewals	300	-	-	300	968
Health & Safety	-	-	-	-	497
Cleaning	-	-	-	-	1,102
Broadband	1,233	-	-	1,233	-
Postage	-	-	-	-	3
Printing & Stationery	-	-	-	-	21
Other Office & Equipment Costs	358	-	-	358	337
Community Events & Fundraising	95	-	-	95	146
Legal & Professional Services	619	-	-	619	1,644
Insurance PLI & Employee	234	-	-	234	230
Bank Charges	72	-	-	72	88
Sub total	10,229	-	-	10,229	9,433
A4 Asset and investment purchases, (see table)	None				
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,229	-	-	10,229	9,433
Net of income/(expenditure)	9,825	1,500	-	11,325	12,663
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,663	-	-	12,663	-
Cash funds this year end	22,488	1,500	-	23,988	12,663

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Cash Bank Account	21,368	2,500	-
	Petty Cash	120	-	-
			-	-
	Total cash funds	21,488	2,500	-
(agree balances with receipts and payments account(s))				

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None			
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Dr Brian Frank Perry BEM	29th January 2024
	Mr David Knight	29th January 2024



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 2023

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:

Mark Adams

Date:

30th January 2024

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.