



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 Period start date 31st March 2024

Period end date 31st March 2024

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	
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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	None
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, the maintenance of the facility and hires co-ordinator and sound/light engineers.
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 5-year lease for the demised areas in the Literary Institute on May 20th 2021. We spent most of the third FY consolidating the demised areas 'fit' for the start of occupation focussing on the stage and associated lighting systems. 65tThis included making all areas safe & secure and redecorated/modified 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 third year was spent consolidating the original users 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 organisations 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 in the performing arts • 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 third FY,17 new hire agreements, 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. We continue to differentiate between charitable and commercial hire; the former in the majority. 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:

		We have met the goals set for our third year.
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Achievements against objectives set	Para 1.41	
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' and long-term hires. The surplus will go towards the reserve and improving the charity-owned capabilities of the facility. We are one of the nominated charities of one of the neighbouring Church's monthly charity book sale
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 £17,357 & expenditure £12401 general expenses and £5,589 in stage and lighting assets resulting in a total expenditure of £17,999..This meant in a third year deficit of £633. This amount is manageable within our reserves and reflects the investment the charity has made on its infrastructure with the expectation of more users of the stage. Indeed, the first musical – Nativity- was performed in December. The total cash fund available at this yearend was £15,237 above our reserve level. We project this amount will increase in FY 24/25 as assets purchase will be minimal and income maximised. £10K of this surplus has been set as a reserve for utilities expenditure 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 lighting systems from local charities & businesses
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		resulting in the purchase of few 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. We have two years left on the lease; lease extension negotiations will begin May 2025 subject to any changes in the local authority. Financial sustainability focuses on retaining the key hirers.

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 source of funds is now from its regular hire fees (50%) which is a change from the last FY. The 'under-lets' now only cover 20% of the operating costs and reflects the reduction in one-year hires and increase in regular users which is sustainable. The hire income is offset by local authority grants at source covering: 1) rent & 2) discretionary non-domestic rates relief. A limited number of personal donations have been made that attracts Gift-Aid now we are registered with HMRC We have received an annual donation of £500 from the neighbouring United Church of Egham monthly book sale which may be supplement by a further donation at Christmas depending on the success of their book sales. A donation from a local business of £2500 covered scholarships in musical theatre and towards the development of the sound system.
		Charity intends to make no investments

Investment policy and objectives including any social investment policy adopted	Para 1.46	
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 or major hirers; 3) significant facility breakdowns and 4) trustee & volunteer retention as currently we are at our minimum level of 3 trustees. Risk management is in place to mitigate these risks.
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
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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			At The Lit Board of Trustees
4				
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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		

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 declares 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	
Full name(s)	Dr Brian Frank Perry BEM	
Position (eg Secretary, Chair, etc)	Chairman	
Date	29 TH January 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Literary Institute Cultural Community Hub

1193897

Receipts and payments accounts

CC16a

1st April 2023

To

31st March 2024

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	678		-	678	930
Regular Hire Programme	8,779		-	8,779	8,114
Resident Hires	3,600		-	3,600	9,678
Donations	1,000		-	1,000	2,465
Revenue Grants	2,500		-	2,500	-
Credit	764		-	764	341
Bank Interest	36		-	36	26
			-	-	-
Sub total (Gross income for AR)	17,357		-	17,357	21,554
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,357	-	-	17,357	21,554
A3 Expenditure					
Electricity	4,021	-	-	4,021	3,889
Gas	5,143	-	-	5,143	3,449
Repairs & Renewals	-	-	-	-	300
Health & Safety	-	-	-	-	-
Cleaning	-	-	-	-	-
Broadband	847	-	-	847	1,233
Postage	-	-	-	-	-
Printing & Stationery	-	-	-	-	-
Other Office & Equipment Costs	-	-	-	-	358
Community Events & Fundraising	-	-	-	-	95
Legal & Professional Services	2,330	-	-	2,330	619
Insurance PLI & Employee	-	-	-	-	234
Bank Charges	60	-	-	60	72
		-	-		
Sub total	12,401	-	-	12,401	10,229
A4 Asset and investment purchases, (see table)	None				
Stage Lights	2,382	-	-	2,382	-
Portable Staging	3,207	-	-	3,207	-
		-	-		
Sub total	5,589	-	-	5,589	-
Total payments	17,990	-	-	17,990	10,229
Net of income/(expenditure)	- 633	-	-	- 633	11,325
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,488	-	-	21,488	12,663
Cash funds this year end	20,855	-	-	20,855	23,988

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	15,237	-	-
	Petty Cash	-	-	-
			-	-
			-	-
	Total cash funds	15,237	-	-
	(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	Stage Lighting	@the Lit'	-	-
	Portable Stage	@the Lit'	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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 2025



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Literary Institute Cultural Community Hub

On accounts for the year ended

31st March 2024

Charity no
(if any)

1193897

Set out on pages

1-2

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

29th January 2025

Name:

Mark R Adams

Relevant professional qualification(s) or body

ATT

(if any):

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Address:

MRA Tax Services

6 Wendover Place

Staines, TW18 3DG

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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