



Trustees' Annual Report for the period

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|-------------|--|-------------------|----|-----------|--|-----------------|------|
| | | Period start date | | | | Period end date | |
| | | 18 | 12 | 2018 | | | 30 |
| From | | | | To | | 09 | 2019 |

Section A Reference and administration details

Charity name

OLD TOWN COMMUNITY LIBRARY

Other names charity is known by

Registered charity number (if any)

1181144

Charity's principal address

191 Victoria Drive

Eastbourne

East Sussex

Postcode

BN20 8QJ

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 | Jeremy Daly | Chair | | |
| 2 | Arthur Chapman | Treasurer | | |
| 3 | Kate Daly | Secretary | | |
| 4 | Andrew Sillence | | | |
| 5 | John Masters | | | |
| 6 | Heidi-May Murphy | | | |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution (of a Foundation Charitable Incorporated Organisation)

How the charity is constituted
(eg. trust, association, company)

Constitution of a Foundation Charitable Incorporated Organisation whose only voting members are its charity trustees

Trustee selection methods
(eg. appointed by, elected by)

- by a resolution passed at a properly convened meeting of the charity trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charities wider structure includes 16 volunteers for the day to day running of the library who are trained and instructed in all of the library policies and procedures by the Secretary and other volunteers with the required experience to do so. Records of the volunteers having read and understood the policies and of their training are kept by the Secretary. One of our trustees is nominated Health and Safety officer and completes weekly records of fire safety checks and quarterly full H&S audits. The Secretary is also the GDPR officer.

Summary of the objects of the charity set out in its governing document

To advance the education of the public in general through the provision of a community based public amenity namely a public Library situated in the Old Town area of Eastbourne including the surrounding area and communities.

To promote for the benefit of the residents of the Old Town and surrounding areas and communities the provision of the Library for learning, recreation and or other leisure-time occupation of individuals who have need of such facilities by particular reason of their age, youth, infirmity or disability, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

Additionally, the organisation will seek to work with local schools and other organisations to ensure the provision of such services to be available to all without exception.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

For the period 18/12/2018 to 30/9/2019 we were still operating as the friends of old town library under the charity number 1120044 and only started as a CIO on the 1/10/19 so have reported this periods accounts and reports under the old charity name and number as advised by the charities commission.

Therefore all we can report here is that we closed the old charity number 1120044 on the 30/9/2019 transferred the balance of £9012 to the CIO The next reporting period will be 1/10/19 to 30/9/2020

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The library has a total of 20 volunteers (that includes three of the trustees) who oversee the day to day running of the library. Their contribution to the library cannot be underestimated, they are invaluable. The Secretary's role includes grant applications and fundraising and she is supported in the fundraising role by the treasurer.

There is an optional 'friends of OTCL' scheme where customer of the library can donate by standing order or cash to the library and complete gift ad forms which is overseen by the treasurer.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

n/a

Section E

Financial review

Brief statement of the charity's policy on reserves

OTCL agrees to keep reserves that would cover a minimum of one years running costs but aims to hold reserves for three years running costs if possible.

Details of any funds materially in deficit**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

OTCL principal sources of funding are the 'friends' scheme that customers can join paying an amount of their choice by standing order (or cash) either monthly, quarterly or annually. OTCL thanks its customers for their ongoing support.

OTCL raises money from the sale of books, coffees and printing and our annual events, the Easter and Christmas fayre.

Private Hire also raises funds for OTCL.

OTCL also applies for grants for courses and/or fixtures and fittings or improvements to the premises.

Expenditure has supported the key objectives of OTCL by benefiting customers with better surroundings and facilities, computer courses and more laptops to use, our expenditure is on utilities, improvements, office costs and the like.

Section F Other optional information

We have submitted zero accounts after taking advice from the Charities Commission as we continued to run as the former 'friends of old town community library' number 1120044 until 30/9/2019

On the 1/10/19 we closed the old charity transferred the balance and started the new CIO number 1181144 officially.

Therefore the new CIO does not need to submit accounts until the period 1/10/19 to 30/9/2020 is completed.

We did submit a final set of accounts to the charities commission for the old charity number 1120044

The balance was carried forward to the new CIO being £9012.97

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Katrina Daly

Position (eg Secretary, Chair, etc)

Secretary/Trustee

Date

07/07/2020



Charity name

Charity number (if any)

For the period from (start date)

to (end date)

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 Receipts | | | | | |
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| | | | | | |
| | | | | | |
| <i>Sub total</i> | | | | | |
| A2 Asset and investment sales, etc | | | | | |
| <i>Total receipts</i> | 0 | 0 | 0 | 0 | 0 |
| A3 Payments | | | | | |
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| | | | | | |
| <i>Sub total</i> | | | | | |
| A4 Asset and investment purchases, etc | | | | | |
| <i>Total payments</i> | 0 | 0 | 0 | 0 | 0 |
| <i>Net of receipts/(payments)</i> | | | | | |
| A5 Transfers between funds | | | | | |
| A6 Cash funds last year end | | | | | |
| <i>Cash funds this year end</i> | 0 | 0 | 0 | 0 | 0 |

Section B

Statement of assets and liabilities at the end of the period

| | Details | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ |
|----------------------|---|---|---|--|
| B1 Cash funds | | | | |
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| | <i>Total cash funds</i> (agree balances with receipts and payments account(s)) | 0 | 0 | 0 |

| | Details | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ |
|---------------------------------|---------|---|---|--|
| B2 Other monetary assets | | | | |
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| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|--------------------------------|--------------------|-----------------------------|
| B3 Investment assets | | | | |
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| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---------|--------------------------------|--------------------|-----------------------------|
| B4 Assets retained for the charity's own use | | | | |
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| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|------------------------------------|--------------------------|------------------------|
| B5 Liabilities | | | | |
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Signed by one or two trustees on behalf
of all the trustees

Signature

Print name

Date of approval

K.M.Daly

Katrina Daly

07/07/2020