

## **Willingdon Community Hub Library Trust**

### **Report to the Trustees for year ending 31st March 2020**

The trustees present their annual reports and accounts for year ended 31.03.20 in compliance with the requirements of the Charity Commission.

Willingdon Community Hub Library Trust charity registration number 1182568

#### **1. Our objective:**

As stated in our constitution the objective of the Trust is for the public benefit in the local district of Eastbourne known as Willingdon and Jevington, the provision of a public library;

The promotion for the benefit of the residents of Willingdon and Jevington the provision of facilities for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interest in social welfare and with the object of improving the condition of life of the said residents.

#### **2. Organisation and management overview.**

Willingdon Library Community Hub has 9 Trustees who have the responsibility for ensuring compliance with the Charities Act of 2011 and with the requirements of the sublease agreed with Willingdon and Jevington Parish Council. The day to day management and running of the Hub is undertaken by a management team of 5 volunteers who are also trustees. Each of the management group members has a defined role and responsibility. The following roles are:

Secretary, Treasurer, Volunteer co-ordinator, social groups co-ordinator. In addition we have members who have specific roles eg. Managing media outputs including the website, facebook pages and publication of newsletters.

Role description

**Treasurer:** manages the day to day finances and accounts and reports to the Trustees

**Secretary:** responsible for organising and recording management group and Trustee meetings and liaison with Willingdon and Jevington Parish Council.

**Volunteers Co-ordinator:** Is responsible for managing the volunteers: At present there are approximately 70 volunteers on our books. The role of the Volunteers Co-ordinator is to collate the monthly rota that the volunteers sign up too, by providing a diary where volunteers can put their names on the dates that they are available. In addition I also help to organise and galvanise the volunteers into organising and helping at fund raising events. I also provide information to the Volunteers eg: training and reminders concerning monthly events.

**Social Groups Co-ordinator:** Is responsible for diarising and hiring of the premises to external clubs and groups.

**Policies Co-ordinator:** Is responsible for Policy and guidance documentation: Policy and procedure documents are reviewed annually and kept up to date with current requirements and available to view in the library hub. The following policies are stored in the Hub and all volunteers are required to read and sign that they have read them.

Child Protection Policy + Child Protection Officer available if required

Environment Policy

Equality and Diversity Policy

Fire and Safety Policy

Health and Safety Policy

Complaints Policy

Moving and Handling Policy

Code of Conduct Policy

Grievance Policy

Green Policy Policy

Guidance documentation for rental of the Hub.

### **Regular Activities:**

Since our inception the Hub has opened in its capacity as a library on Tuesdays 14.00-16.00 Wednesdays 10.00-16.00 and Saturday mornings 10.00-12.00.

The foot fall for the year has been: 1909 people in 74 sessions which averages at approximately 26 people per session.

### **Current Community Activities;**

Tuesdays 7-8.30pm Knit and Natter

Wednesday afternoons beginners sewing/craft group 2pm until 3.30pm or computer help group (Groups alternate each week).

Wednesday Rhyme Time 10.30-11am

Thursday evenings 6pm until 7pm Yoga classes

Fortnightly Spanish Conversation Wednesdays 11-12.

Computer help group Saturday 10.30-11.30

Commencing Monday 2nd March 'Holiday Italian' 2pm until 3pm, weekly

Monthly Coffee and Cake morning

Primary School children induction and open mornings for the children

Visit by the Guides and Brownies

Venue for the Parish Council Christmas Carol Concert

### **Other events:**

#### **Summer Opening Garden Party:**

The Summer Opening Garden Party took place in June 2018 and was opened by Dame Jacqueline Wilson. Over 200 hundred people attended the event including local MP's. One MP judged the childrens' painting competition with entries coming from the local Primary School. A local band and soloist played music to visitors in the garden. Local produce, gifts from local businesses all contributed to the event. The local Newspaper reported and provided photos of the event.

#### **Christmas Fayre:**

The Christmas Fayre was held on the last Saturday in November. A Town Cryer publicised the event locally and Father Christmas arrived just as the Fayre opened. There were two raffles, one of which was drawn at the Christmas Fayre and the other drawn two weeks later. There was a wide variety of stalls including a gift stall produce stalls, Father Christmas and Children's Corner. The event was organised and managed by the volunteers.

### **Public Open Meeting:**

A public open meeting for the community to attend was held on 10<sup>th</sup> February 18.00-19.00hrs. Approximately 20 people attended including local councillors, volunteers and Trustees. Dr Anne Mandy (Trustee and Business Co-ordinator) gave an overview of the past years events, finances and proposed projects going forward. A very positive conversation was held prior to the garden designer presenting the plans for the new eco-garden. The meeting closed at 19.00 hrs

### **Grant Applications.**

There have been 6 applications for charitable funding to support the infrastructure and development of the Hub. Of these 4 have been successful and have funded specific projects for the library. Successful bids were received from:

Reid and Dean – funding for garden development  
Ansvar Insurance - development of an eco-garden  
John Jackson – Improvement grant for external works  
Woodland Trust – New hedging  
Grateful thanks have been extended to the funders.

### **3. Accounts**

A full set of financial transactions is attached. Under the requirements of the Charities Act we are not required to provide an externally audited set of accounts as our income is less than £25K.

## Willingdon Community Hub Library Trust

### Summary of Accounts 2019/2020 as 28.02.20

Expenses	£	Income	£
Consumables	461.25	Donations and Book Sales	1141.49
Hospitality	89.84	Grants	10612.59
Insurance	301.35	Summer and Christmas Fayres	2327.99
Bank charges	15.00	Sale of Goods	1004.62
Petty cash	77.00	Bank reversal	119.65
Repairs	202.07	Room Rental	16.00
Telecoms	607.49		
Utilities	53.91		
Office supplies	118.80		
Library services and legal fees	126.87		
<b>Total</b>	<b>2053.58</b>		<b>15222.37</b>

**Overall Balance                      £13,168.79**