

## **Willingdon Community Hub Library Trust**

### **Report to the Trustees for year ending 31st March 2021**

The trustees present their annual reports and accounts for year ended 31.03.21 in compliance with the requirements of the Charity Commission.

Willingdon Community Hub Library Trust charity registration number 1182568.

This annual report was approved electronically due to COVID restrictions.

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

As stated in our constitution the objective of the Trust has not changed. It is for the public benefit in the local district of Eastbourne known as Willingdon and Jevington, to provide a public community hub library. This includes 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. However, due to the 2020/21 pandemic unfortunately the facility has been closed at times as a result of the Government lockdown.

#### **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. There has been one trustee retirement and a subsequent replacement during this year.

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 and Policy co-ordinator. In addition we have members who have specific roles eg. Managing media outputs including the website, Facebook pages and publication of newsletters. In addition we have also identified a specialist advisor on child protection matters.

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, collating 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. All Trustees help to organise and participate in organising and helping at fund raising events. The Volunteers Co-ordinator also provides information to the Volunteers eg: training and reminders concerning monthly events. At present there are approximately 79 volunteers on our books.

**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 are available to view in the library hub and on our website. 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

Guidance documentation for rental of the Hub.

### **Regular Activities:**

Our regular weekly activities have been curtailed as a result of our temporary closure. However, we have been able to open under COVID safe rules when permissible.

### **Community Activities;**

Monday Holiday Italian 2-3pm

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

New Wednesday knit and Natter 2-3.30pm

Thursday evenings 6pm until 7pm Yoga classes

Fortnightly Spanish Conversation Wednesdays 11-12.

Computer help group alternate Saturdays 10.30-11.30

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

Monthly Saturday Coffee and Cake morning

Primary School children induction and open mornings

Brownies use of the garden

New Walking group, day yet to be clarified

### **Other events:**

### **Eco-Garden Opening:**

The Eco garden was opened in September 2020 and is for the benefit of the whole community.

**Christmas Event:**

We were unable to have a Christmas event, however, a team of volunteers designed and printed a local calendar which was sold locally. This was hugely successful raising just under £1500.00

**Grant Applications.**

There have been 3 applications for charitable funding to support the fabric of the building and development of the Hub. All were successful raising a total of £17,635.19 and have funded specific projects for the library.

Successful bids were received from:

Sussex Community Foundation – for a hearing loop system and development of library service to care homes.

John Jackson – Improvement grant for external works, heating and solar panels

Local Connectors Fund – purchase of kitchen equipment.

Grateful thanks and reports have been provided 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.

Outgoings	£	Income	£	Pending Expenditure	Bank Balance up to 28.02.21
		Balance from 2019/20	10520.45		17793.9
Consumables	361.85	Parish council	959		
Building and garden	19300.93	Donations	217.76		
Petty cash	335.35	Grants	17635.19		
		summer garden opening	630		
Telecoms	753.12	Book sales	297		
Water	66.15	Room rental	90		
Office supplies	240	Face masks	244.5		
Library services	170	Calendars	1455		
Insurance	645.4				
Solar panel deposit	150	Christmas event	84		
Calendar expenses	133.49	Photocopying	53.8		
Printing	200	Shop Sales	222.5		
		Lottery	52		
<b>Total</b>	<b>22356.29</b>		<b>32461.2</b>	<b>7688.9</b>	<b>17793.9</b>

\*£7688.9 this is an underspend from 3 grants as a result of the COVID restrictions. The funders have been informed and an extension to the grants given. The money has been allocated and will be spent.