

# Charity Commission Annual Return 2025

**LEWES PUBLIC LIBRARY AND MUSEUM CHARITABLE TRUST**

Charity registration number: 1186860

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2025.**

## Financial period

**Financial period start date**

01/04/2024

**Financial period end date**

31/03/2025

## Income and spending

**Income £**

£22,000

**Spending £**

£22,000

## Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

0

## Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

## Income breakdown

Donations and legacies (excluding Endowments Received)

£0

Charitable activities

£0

Other trading activities

£22,000

Investments

£0

Other

£0

## Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).Individuals

£0

Other charities

£0

### Other organisations that are not charities

£0

## Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ e. None of the trustees have been paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

## Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

## Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

## Spending outside of the United Kingdom

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

## Trading subsidiaries

**Does the charity have any trading subsidiaries?**

No

## Property

**Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return?**

No

## Employment contract types

**People were permanently employed by your charity**

0

**People were on fixed-terms contracts with your charity**

0

**Self-employed people were working for your charity**

0

## Governance policies

**Internal charity financial controls policy and procedures**

Not applicable

**Safeguarding policy and procedures**

Not applicable

**Financial reserves policy and procedures**

Not applicable

**Complaints policy and procedures**

Not applicable

**Serious incident reporting policy and procedures**

Not applicable

**Internal risk management policy and procedures**

Not applicable

**Trustee expenses policy and procedures**

Not applicable

**Trustee conflicts of interest policy and procedures**

Not applicable

**Investing charity funds policy and procedures**

Not applicable

**Campaigns and political activity policy and procedures**

Not applicable

**Bullying and harassment policy and procedures**

Not applicable

**Social media policy and procedures**

Not applicable

**Engaging external speakers at charity events policy and procedures**

Not applicable

**External risk and impact****Donations,**

Not applicable

**Other income - grants**

Not applicable

**Other income - contracts**

Not applicable

**Other income - investment**

Not applicable

**Expenditure on charitable activities**

Not applicable

**Expenditure on overheads**

Not applicable

**Number of volunteers**

Not applicable

**Number of employees**

Not applicable

**Number of trustees**

Not applicable

**Fundraising activities**

Not applicable

**Capacity to deliver services**

Not applicable

**Total service demand**

Not applicable

## Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

0

## Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- we can lawfully do so; and**
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

## **Declaration**

**Your role at the charity (select one):**

☒ **Employee**

**Given names**

Jane

<b>Family name</b>	Clarke
<b>Telephone number</b>	01273482506
<b>Email</b>	jane.clarkecet@eastsussex.gov.uk
<b>Date submitted</b>	02/10/2025

**It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.**