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Charity Commission Annual Return 2023

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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 2023.

PART A - Charity information

Financial period

Financial period start date

01/04/2022

Financial period end date

31/03/2023

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

Grantmaking**Is grant making the main way your charity carries out its purposes?**

No

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

No

Total Spending outside England & Wales

£

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

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Charity contact address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Charity Headquarters address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Membership type

Is the charity part of a wider group structure with a parent body and subsidiary bodies?**Employment contract types****People were permanently employed by your charity****People were on fixed-terms contracts with your charity****Self-employed people were working for your charity****Governance policies****Internal charity financial controls policy and procedures****Safeguarding policy and procedures****Financial reserves policy and procedures****Complaints policy and procedures****Serious incident reporting policy and procedures****Internal risk management policy and procedures****Trustee expenses policy and procedures****Trustee conflicts of interest policy and procedures****Investing charity funds policy and procedures****Campaigns and political activity policy and procedures****Bullying and harassment policy and procedures****Social media policy and procedures****Engaging external speakers at charity events policy and procedures****Safeguarding****Has your charity provided services to children and/or adults at risk in the financial period of the return?**

External risk and impact

Donations

Other income - grants

Other income - contracts

Other income - investment

Expenditure on charitable activities

Expenditure on overheads

Number of volunteers

Number of employees

Number of trustees

Fundraising activities

Capacity to deliver services

Total service demand

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?

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

This annual return has not been submitted and no Declaration has been made

Need assistance? Call our Contact Centre on 0300 066 9197. Open Monday to Friday 9am to 5pm.