

## Willingdon Community Hub Library

Coppice Ave,  
Eastbourne  
BN20 9PQ



November 2018

### **A message from the Willingdon Community Hub Library steering group**

Dear Volunteer

We apologise that it has been a while since the last meeting in September and that you haven't heard from us. This newsletter is to bring you up to date with the work and progress to date.

We have formed a small steering group for this project in order to move the process of becoming a charitable organisation along. The process of taking over the management and leadership of the library from the council has been a slow and laborious process with some actions, such as having to carry out an environmental energy and lighting check and repairs to building having to be undertaken before the lease can be granted. The approval of the lease of all parties and legal representatives should be achieved at the Parish Council meeting in November. However, we will need to await the results of the environmental inspection and repairs before we can take over the management. Sadly, this probably won't occur before Christmas.

In the meantime, the steering group has designed a logo and a name for the project both of which were necessary to be able to open a bank account and to apply for charitable status. A website for the library is also being developed. Formal documents including the constitution and other related papers for the project are nearing completion. Opening times will be published and a personal shift pattern for you to see and agree to will be sent to you by email. Training will be given to assist the organising of books, cataloguing, membership card filling, etc.

If you do not wish to receive communication by email, please contact [steph.grainger@elstreemedia.co.uk](mailto:steph.grainger@elstreemedia.co.uk) who will remove you from the list.

We would like to thank everyone who provided their email addresses. All details of volunteers' availability are now with us and we are working on a timetable schedule. We will be in contact with you fairly soon. Meanwhile the steering group would like to thank you all for your continuing patience and support.

Yours sincerely

Diane Lyon  
Secretary

Opening times: Monday to Saturday TBA

Willingdon Community Hub Library Trust Registered Charity N<sup>o</sup> [to be confirmed]