



## Application for registration as a charity

### Organisation names:

Main Name -P

Castle Donington Community Library

Other Name or Acronym -P

**Application Number: 5072927**

**Submission Date: 10 December 2015**

If we decide to register your organisation some of the information you have given in this form will be made publicly available in accordance with section 38(1) of the Charities Act 2011. For your information, we have marked those fields with the symbol -P.

This form shows the information you have entered through the Charity Commission Online Application for Registration.

### Your contact for this application

Your current contact is an: individual

Professional/Charity Advisor:

Title:

Personal Names:

Family Name:

Honours and Qualifications:

Telephone:

Mobile:

Email:

Your contact details are:

No

MR

Chris

Hills

BSc(Hons)

01332 850290

07794423714

chrischills@icloud.com

MR CHRIS HILLS BSC(HONS)

7 Hemington Hill

Hemington

DERBY

DE74 2RA

United Kingdom

### Special Circumstances

-- No Details Supplied --

### Organisation Type

CIO

## Classification

**WHAT** your charity sets out to do: -P

<input checked="" type="checkbox"/>	EDUCATION/TRAINING
<input checked="" type="checkbox"/>	RECREATION

**WHO** your charity helps -P

<input checked="" type="checkbox"/>	THE GENERAL PUBLIC/MANKIND
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**HOW** your charity operates -P

<input checked="" type="checkbox"/>	PROVIDES BUILDINGS/FACILITIES/OPEN SPACE
<input checked="" type="checkbox"/>	PROVIDES SERVICES
<input checked="" type="checkbox"/>	PROVIDES ADVOCACY/ADVICE/INFORMATION

## Governing Document

Type of governing document	Association
Provision for Entrenchment:	No
Are you using a Charity Commission model document for CIO?	Yes

## Purposes

New Purposes:

To Promote for the benefit of residents of Castle Donington Parish and surrounding area, the provision of a public library 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 interests of social welfare and with the object of improving the condition of life of the said residents. To advance the education of the public of Castle Donington Parish and surrounding area.

## Purpose and Public Benefit Part 1

**1. What does your organisation do to achieve its purpose? Help us to understand how the trustees advance the organisation's purpose by telling us exactly what the organisation does and how.**

**Please do not provide detail of fundraising activities here. You can explain how your organisation is funded at the Finance and Funding section.**

The organisation will operate a community library in conjunction with Leicestershire County Council Library Services

**2. Tell us how your organisation's purpose is beneficial.**

**Help us to understand the benefit to the public of your organisation's purpose by telling us what the benefits to the public are.**

**It should always be possible to identify and describe how a charity's purpose is beneficial. This can include detail of benefits to beneficiaries or to the general public.**

If this organisation does not take over library services in Castle Donington the library will close and the community will no longer have these services.

## **Purpose and Public Benefit Part 2**

**1. Tell us about who can benefit from the organisation's purpose.**

**Help us to understand who will benefit from your organisation's purpose.**

**If your organisation's purpose is to benefit a section of the public it should make clear who can benefit. If this is not already made clear in the wording of the purpose tell us who can benefit from the organisation's purpose.**

People of all age groups and abilities who live or work in the Parish of Castle Donington and the surrounding area.

**2. Are the people who can benefit defined by reference to a protected characteristic? Please confirm yes or no. If yes tell us how the trustees are satisfied that this can be justified under the Equality Act. Go to the 'i' button for more information about the Equality Act and protected characteristics.**

No

## **Operating and Public Benefit Part 1**

**1. Tell us how you make decisions about which individuals, groups or projects to support.**

**Help us to understand how the resources of your organisation are allocated to the public or section of the public it is set up to benefit. If you benefit individuals, specific groups or communities, tell us how you decide who to help and what criteria you use for that.**

The organisation will support anyone who wishes to use the library services.

**2. If you support or carry out projects tell us how you choose those projects and what criteria you use for that.**

Does the project help in the education, learning or recreation of the people living or working in the parish of Castle Donington and surrounding area.

**3. If your organisation has a grant making policy tell us about it and attach a copy before you submit your application.**

**If your organisation has a strategy or business plan tell us about it and attach a copy before you submit your application.**

No

## **Operating and Public Benefit Part 2**

**1. Do people or organisations have to be members of your organisation to receive some or all benefits from its purpose? Please confirm yes or no. If yes, help us to understand why you operate a membership scheme and tell us:**

**What benefits do members get? Why are those benefits limited to the members? What are the criteria for membership? Whether there is a limit on membership numbers, the reasons for this and whether membership is allocated on a 'first come, first served' basis.**

No

**2. Does your organisation provide facilities or services for the public as a way of advancing its purpose? Please confirm yes or no**

**If yes please tell us:**

**What sort of facility or service your organisation provides. This might be a community centre, food bank, art gallery or football pitch for example. What level of public access there is to that facility or service such as opening hours or frequency of services offered. If there are any restrictions on who can have access to the facility and why. If there are any restrictions on what people can have access to the facility and why.**

Book lending and general library services. The service will operate initially

Monday ? 10am - 1pm & 2pm - 7pm

Wednesday ? 2pm - 5pm

Thursday ? am 2pm - 5pm

Friday ? 2pm - 5pm

Saturday ? 10am - 1pm

With on restriction to who can access the service

**3. If your organisation operates from or maintains premises please tell us on what basis it uses those premises. Tell us about the lease or other agreement you have in place for the use of those premises and provide a copy of the agreement with your application. If anyone benefits personally from this arrangement you can tell us about that in the personal benefit question on the next page.**

The library building will be owned by Castle Donington Parish Council. The library will have a legal agreement for the guaranteed use of the building for the duration of the contract agreed with Leicestershire County Council to operate the library services.

### **Operating and Public Benefit Part 3**

**1. Does your organisation charge people to access its services or facilities? Please confirm yes or no**

**If yes, help us to understand whether those charges exclude the poor from benefit and tell us:**

**What services or facilities you charge for; The level of charges made; Whether or not the trustees consider the charges to be more than the poor can afford and their reasons for deciding this. Where the trustees consider the charges to be more than the poor can afford: What provision they make for the poor to benefit and the factors they have considered in making their decisions about the level and type of provision to make for the poor to benefit.**

no

**2. Tell us if you (or if you are aware of others who) have identified any risks of possible detriment or harm that might result from your organisation's purpose or how your organisation will carry out its purpose.**

**Please confirm yes or no**

**If yes please tell us:**

**What the detriment or harm is; How the organisation intends to minimise the detriment or harm; How you protect any vulnerable groups including children that your organisation works with; and any risk management policies you have in place such as a child protection policy, or a conflict of interest policy for example.**

no

**3. Tell us about any personal benefits arising from carrying out your organisation's purpose. Help us to understand how any personal benefit is no more than incidental by explaining:**

**Who receives personal benefit. The type of benefit and the amount of benefit they receive. How the trustees are satisfied that this personal benefit is no more than incidental.**

**There is further information about personal benefit including examples and when this is incidental in the 'i' button guidance.**

**Please provide details of any personal benefit to any trustee in the trustee section.**

Their is no personal benefit to any individual or organisation.

## **Working in England and Wales**

Your organisation works in the following areas within England and Wales: -P

- 1 LEICESTERSHIRE
- 2 NOTTINGHAMSHIRE
- 3 DERBYSHIRE

## **Working elsewhere in the UK**

### **Scotland**

Your organisation does not work in Scotland

### **Northern Ireland**

Your organisation does not work in Northern Ireland

## **Contact for your Organisation**

Your current contact is an: individual

Title:	MR
Personal Names:	Chris
Family Name:	Hills
Honours and Qualifications:	BSc(Hons)
Date of Birth:	21 June 1958

Telephone -P: 01332 850290  
Email -P: chrischills@icloud.com  
Mobile -P: 07794423714  
Your contact details as shown on the public register are -P: MR CHRIS HILLS BSC(HONS)  
7 Hemington Hill  
Hemington  
DERBY  
DE74 2RA  
United Kingdom

## The organisation's registered address

The organisation's registered address is -P Castle Donington Parish Council  
30 Hillside  
Castle Donington  
DERBY  
DE74 2NH  
United Kingdom

Your organisation does not work from this address.

## The organisation's working address

The address your organisation works from: Leicestershire County Council  
Castle Donington Library  
Delven Lane  
Castle Donington  
DERBY  
DE74 2LJ

Your explanation of why this address should not be made public:

Currently the above address is operated by LCC. The CIO will not move into this address until the transfer is complete which is expected to be March. Once this has happened this will be the main address for the organisation

## Internet

Your current public email address -P info@castledoningtonlibrary.org  
Your email address for Charity Commission use chrischills@icloud.com  
Your organisation's current website -P www.castledoningtonlibrary.org

## Finance and Funding Part 1

Your organisation has not existed for more than 1 year or has not published accounts

Estimated Income £ 10,000  
YTD Income £ 0

Financial Year End Date -P

01 April 2017

How has your organisation raised its funds?

The organisation does not yet exist. It is expected to take over the operation of the library in March 2015. Funding will come from grants from Leicestershire County Council to run local library services and a grant (already approved) from Castle Donington Parish Council.

How will your organisation raise funds in the future?

The above annual grants will be guaranteed for the agreed contact with Leicestershire County Council to run local library services.

You intend to use professional fundraising consultants.

No

## Finance And Funding Part 2

**1. In the next 12 months do the trustees expect that this organisation will receive gifts of land, investments, securities or other forms of gift from a donor, benefactor or nominated third party as a tax planning arrangement?**

**Please confirm yes or no.**

**If yes please tell us the details of the arrangements and how they will be handled.**

No

**2. In the next 12 months do the trustees expect that this organisation will receive loan financing from any source including benefactors and donors, the trustees, funding from interest and return on endowment funds, or the sale of assets?**

**Please confirm yes or no.**

**If yes please tell us the details of the arrangements and how they will be handled.**

No

**3. In the next 12 months do the trustees expect that this organisation will receive substantial gifts or donations? Please confirm yes or no.**

**If yes please tell us:**

**What procedures the trustees will put in place to identify donors and the source of funds. What record keeping will be maintained to manage these gifts and donations?**

No

## Charity's Main Bank or Building Society

Building Society Name:

- Not Complete -

Account Name:

- Not Complete -

Account Number:

- Not Complete -

## Individual Trustees

Printed below is the list of individuals who are trustees of your organisation.

Please note, the addresses given should be the trustees' home address rather than a work or the organisation address. Please ensure that we have a complete set of details for each trustee.

We only publish trustee names on the Register. Other personal details are not made publicly available.

The Commission may email trustees who have given us a personal email address with important updates about trusteeship from time to time. Your organisation has told us that their trustees wish to receive these updates.

Title:	MR
Personal Names:	Colin
Family Name:	Burton
Honours and Qualifications:	
Display Name: -P	COLIN BURTON
Date of Birth:	06 April 1947
Address:	1 Harcourt Place Castle Donington DERBY DE74 2xJ
Postcode:	DE74 2xJ
Telephone:	01332 850577
Email:	colin.burton.messages@gmail.com
Chair of the charity: -P	No
Trustee of another charity:	No
Trustee receives Personal Benefit:	No
Reason(s) NOT to have name published on the public Register of charities:	
No Reason Given	

Title:	MR
Personal Names:	Christopher
Family Name:	Hills
Honours and Qualifications:	
Display Name: -P	CHRIS HILLS
Date of Birth:	21 June 1958
Address:	7 Hemington Hill Hemington DERBY DE74 2RA
Postcode:	DE74 2RA
Telephone:	01332 850290
Email:	chrischills@icloud.com
Chair of the charity: -P	Yes
Trustee of another charity:	Yes
Trustee receives Personal Benefit:	No
Reason(s) NOT to have name published on the public Register of charities:	
No Reason Given	

Title:	MRS
Personal Names:	Fiona
Family Name:	Palmer
Honours and Qualifications:	
Display Name: -P	FIONA PALMER
Name at Birth:	Miss Fiona Dunn



Other Names:	Mrs Fiona Lockwood
Date of Birth:	09 October 1962
Address:	Thorpes 45 The Green Castle Donington DERBY
Postcode:	DE74 2JX
Telephone:	07855504567
Email:	clerk@cdpc.org.uk
Chair of the charity: -P	No
Trustee of another charity:	No
Trustee receives Personal Benefit:	No
Reason(s) NOT to have name published on the public Register of charities:	
No Reason Given	

## Corporate Trustees

We do not hold any information about corporate trustees of your charity.

## Personal Benefit

You have said no person or organisation connected with your organisation receives personal benefit.

## Working with vulnerable people

### Working with Children

Your organisation works with children and have jointly and individually declared that you have carried out all trustee eligibility tests that are required by law

### Working with Vulnerable Adults

Your organisation works with vulnerable adults and have jointly and individually declared that you have carried out all trustee eligibility tests that are required by law

## Data Protection

Any information you give to us will be held securely and in accordance with the rules on data protection. Your personal details will be treated as private and confidential and safeguarded, and will not be disclosed to anyone not connected to the Charity Commission unless you have consented to its release, or in certain circumstances where:

- we are **legally** obliged to do so;
- it is **necessary** for the proper discharge of our statutory functions;
- it is **necessary** to disclose this information in compliance with our function as regulator of charities where it is in the public interest to do so.

We will ensure that any disclosure made for this purpose is proportionate, considers your right to privacy and is dealt with 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, whether kept in computer or paper files, about identifiable individuals. As a 'data controller' under the Act, the Charity Commission must comply with its requirements.