

GREAT GRANSDEN READING ROOM

Martha Sophia Webb Charity, Number 1077994

Annual Report for the Year January to December 2022

Presented to the AGM 20 February 2023

This is the annual report of the trustees of the above-named charity for the calendar year 2022 which is also its financial year for the purpose of preparing final accounts. The Reading Room is located on Fox Street in Great Gransden, SG19 3AA.

1. Governance

1.1 The following individuals served as management trustees during this period:

Anne Constantine	Elected
Sally Adelman	Elected
Sue Meredith until 22.02.22	Elected
Cathy Davis from 22.02.22	Elected
Vikki Murphy	Elected
Ann Girling	Nominated by the Gransdens Horticultural Society
Martin Davies	Nominated by the Gransdens Society
Ralph Goodchild	Nominated by Carry On Learning
Emily Glover	Nominated by the Gransdens Guides
Irene Cooper	Nominated by the Allotments Society
Elaine Boyd	Nominated by the Revellers Drama Society until 22.02.22 then co-opted
Peter King	Nominated by Great Gransden Parish Council
Sarah Bray	Nominated by Barneys Club
Stephanie Beaumont	Co-opted

*Evergreens and the Royal British Legion remain nominated user groups but neither had a trustee during 2022. Revellers did not nominate from 22.02.22.

1.2 The custodian trustee for the premises (Reading Room building and garden) is Great Gransden Parish Council.

1.3 The charity is governed by a Scheme that was adopted on 19 June 1953 and amended on 11 February 2020. This Scheme describes the purposes of the charity as "*physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the Parish of Great Gransden and its immediate vicinity*".

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

1.4 The Management Committee (the trustees) met on 22 February, after the AGM, and on 4 October. Other matters were considered via email between

meetings. The Events Group/Café Management Group met regularly to manage the café and plan for other events.

Key matters and decisions at the ordinary meetings were:

- Reading Room website
- Caretaking during maternity leave
- Health and Safety
- Safeguarding
- Sustainability and energy
- Reading Room maintenance
- Reading Room extension and improvement proposals
- Furniture
- Fees
- Financial reports
- Queen's Jubilee

2. Usage

2.1 The Reading Room was very busy during 2022. Barneys After School Club and Holiday Club operated for local families for 48 weeks. All the Clubs and Societies returned except for Evergreens, who relocated to Little Gransden Village Hall. There were four fundraising events in addition to those promoted by the café. Sixteen private parties were held, mainly for children. The Queen's Jubilee was celebrated with a champagne garden party which attracted nearly a 100 participants, although the weather was not kind.

The café, which opened for 50 Fridays in 2022, continued to be very popular with an average footfall of around 50. Two Night Cafés were held in August and December. Café income was able to provide activities for children during school holidays and support for other events including a new group The Village Knitting Bee. Donations to charities were made on four occasions and the weekly café was a collection point for food donations to the Gamlingay NEED project. The café went 'on the road' for the Party in the Pews event at St Bartholomew's Church for the Queen's Jubilee celebrations.

3. Lettings

3.1 Lettings income - £8240 - exceeded budget and was more than double the lettings income in 2021 (£3765) which was affected by the aftermath of COVID. The café contributed a further £2758.

3.3 Lettings fees were reviewed by the Committee in October and the decision was taken to increase fees in 2023 for the first time in many years. This was in anticipation of significant cost increases.

4. Financial Review

4.1 The charity's financial position for the year is set out in the accompanying accounts. Turnover for 2022 totalled £26,878. Reserves of £81,069 were held in a deposit account at the end of the financial year. These reserves are intended for investment in the Reading Room property as and when required for repair, maintenance or improvement of the facility. Sums held in the current account

are for general operating expenses. The financial balance improved by nearly £1500 compared to 2021.

5. Premises

6.1 The two water heaters and the heating programme unit had to be replaced. The gable end fascia boards, two first floor and one ground floor windows and the front and side doors were repainted with minor repairs where needed.

6.2 An inspection of fire extinguishers and blankets and the boiler service were carried out in the autumn.

6.3 The Committee commissioned further drawings and costings for the extension and improvement proposals. The proposals will be the subject of a village consultation in February and March 2023.

7. Training

Formal training was undertaken by one or more trustee/s in safeguarding, health and safety, use of the defibrillator and energy efficiency. New volunteers at the Reading Room Café undertook food hygiene training.

8. Thank you

Thank you to all Members of the Committee in 2022 for their time spent and work on this much valued village facility. A particular thank you to Sally Adelman, Peter King and Irene Cooper who are standing down at the AGM in February 2023. Thank you also to the Parish Council for its support, and all users for bringing life to the Reading Room during the year.

DECLARATION

The trustees declare that they have approved this Annual Report .

Signed on behalf of the charity's trustees

Signature

Full name Margaret Anne Constantine

Position Chair

Date 20 February 2023 with minor amendments on 3 October 2023

<p style="text-align: center;">Great Gransden Reading Room Reg. Charity No 1077994 Accounts - Year Ending 31 December 2022</p>
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Reg. Charity No 1077994

Accounts - Year Ending 31 December 2022

Income			Expenditure			Balance Sheet		
		£'s			£'s		2022 £'s	2021 £'s
Room Hire	Bookings	8,239.54	Caretaker Expenses		485.82	General Fund Brought Forward	100,812.06	85,625.93
	Café	2,758.00	Repairs and Maintenance		3,081.42	Surplus / (shortfall) in current year	1,468.17	15,734.33
Fund Raising	Jubilee Garden Party	39.99	Electricity		402.00	Movement between funds	(1,296.66)	(548.20)
			Equipment		607.63		100,983.58	100,812.06
			Insurance		545.12			
Donations		29.57	Licences & Memberships		317.21	Restricted Café Fund Brought Forward	548.20	0.00
			Oil		2,185.39	Café Profits in current year	1,296.66	548.20
Bowls Club Electricity		133.64	Postage		0.00		1,844.86	548.20
			Rates		108.36			
Contributions to PAT Testing		40.50	Refuse Collection		294.95		<u>102,828.43</u>	<u>101,360.26</u>
Equipment Hire		0.00	Testing		0.00			
			Water		1,583.52	Current Account	18,826.52	19,621.18
Café Income		12,942.00	Café Running Costs		11,645.34	Deposit Account	81,069.30	81,041.61
Grants		2,667.00				Cash in Hand	52.10	191.13
Other		0.00	Other		4,153.00	Café stock	364.97	364.97
						Outstanding Creditors	(315.60)	(418.39)
						Outstanding Debtors	2,831.14	559.76
	sub-total	<u>26,850.24</u>		sub-total	<u>25,409.76</u>	Balance at 31 December	<u>102,828.43</u>	<u>101,360.26</u>
Interest	Deposit a/c	27.69	Bank charges		0.00			
Total Income		<u>26,877.93</u>	Total Expense		<u>25,409.76</u>			
Excess of Exp over Income			Excess of Inc over Exp		1,468.17			
Total		<u><u>26,877.93</u></u>	Total		<u><u>26,877.93</u></u>			

Independent Examiner's Statement

I have examined the above Income & Expenditure Accounts for the year ended 31 Dec 2022 and confirm that it is in accordance with the books and records supplied to me by the Treasurer.

Signed D. J. Green

Date 27/9/23

Great Gransden Reading Room
Reg. Charity No 1077994
Accounts - Year Ending 31 December 2022

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