

**LECHLADE LIBRARY LIMITED**

**ACCOUNTS**

**30 JUNE 2025**

**Charity Number 1149281**

# **LECHLADE LIBRARY LIMITED ACCOUNTS**

## **30 JUNE 2025**

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# **LECHLADE LIBRARY LIMITED**

## **TRUSTEES' ANNUAL REPORT 2025**

The Trustees have pleasure in presenting their report and the accounts of the charity for the period from 1 July 2023 to 30 June 2024.

### **THE TRUSTEES**

The Trustees who served the charity in this period were as follows:

Mr S W Winckles	Appointed 29 November 2012	
Mrs L E Sanford	Appointed 15 October 2021	
Ms S L Duce	Appointed 15 October 2021	Resigned 15 March 2025
Mrs C V Cordingley	Appointed 07 March 2023	Resigned 20 October 2025
Mrs F C McAnespie	Appointed 07 March 2023	Resigned 19 May 2025
Mr R Ward	Appointed 07 March 2023	
Mr J Watkins	Appointed 04 October 2023	
Mrs J H Stewart	Appointed 19 May 2025	
Ms P A Mason	Appointed 19 May 2025	

The Trustees had no beneficial interest in any significant contract with the company. Trustees received no remuneration or expenses.

# **LECHLADE LIBRARY LIMITED**

## **TRUSTEES' ANNUAL REPORT 2025 (continued)**

**The objectives of the incorporated charity are:**

**To provide a lending library service for the benefit of residents of Lechlade and the surrounding area**

**To provide that service to the public without discrimination on the grounds of age, sex, disability or similar considerations.**

The activities of the library include:

Lending adults' and children's fiction and non-fiction books and audio books from our expanding stock of new titles

Providing free access to the internet via the People's Computers and WiFi

Providing a Visitor Information Service with a wide range of brochures, maps and guides

Providing children's activities such as Story-time and the Summer Reading Challenge

Providing printing, photocopying and laminating services

Promoting local events and local organisations through posters and window displays

Providing support for those learning to use computers

Providing information for residents on planning, health, education & transport.

# **LECHLADE LIBRARY LIMITED**

## **TRUSTEES' ANNUAL REPORT 2025 (continued)**

### **ACHIEVEMENTS AND PERFORMANCE**

The Library has enjoyed another outstanding year maintaining its high standard of service to both local patrons and visitors to Lechlade. Thanks to the commitment and hard work of our volunteers, we have expanded our opening hours, including an evening session to improve accessibility for after-school children and other groups.

In the year to 30 June 2025, we managed to make a surplus of £2,817 in unrestricted income, despite increasing costs against a surplus of £834 for the previous year. We also made a restricted surplus of £18,267 (£51,015 in the prior year) by raising funds for the refurbishment that was completed during November and December 2024. We have also transferred £7,753 from unrestricted to designated reserves to cover future depreciation on the refurbishment capital costs not already covered by restricted reserves. This has resulted in an unrestricted surplus £23,890 (prior year: £28,826).

We are pleased to report that Gloucestershire County Council has awarded us an additional £2,000 grant in the prior year and has confirmed the annual funding for the next five years at £12,000 per year from April 2025 in the new Grant Agreement starting on that date.

Lechlade Town Council also granted us £1,000 in the prior year. Due to the increase GCC grant, we chose not to seek additional funding from Lechlade Town Council for this year. We have informed them of this situation, but have asked to be allowed to apply for future support as the need arises.

Our successful campaign to recruit more Friends has continued to bolster our financial resources. These funds are crucial in maintaining our opening hours and expanding our stock for both adult and children's collections.

We are grateful to the numerous individuals, organisations and groups who have supported this initiative. The refurbishment began in early October 2024 and is now complete and includes new bookcases, redecoration and upgrades to glazing, electrical and plumbing systems to enhance sustainability. This was completed on time and on budget. There was some snagging that took a while to resolve, but we are pleased to report that we have received the completion certificate from CDC in August 2025. Our thanks go to the sub-committee of Liesel Sanford, Clare Cordingley, Marian Winckles, Tim Yeoman and John Watkins for their considerable efforts in making this happen. A list of our larger donors is included in note 5 to the accounts. An amazing total of £74,837 was donated in total.

Pam Ayres MBE, officially reopened the library on 5th December 2024. She unveiled the plaque and spoke about the importance of local libraries and how they play a vital role in promoting literacy and a love of reading. From all the feedback, all of Lechlade and our visitors are happy with what was achieved in the refurbishment.

Thanks to our wonderful volunteers and the generous support of the Lechlade Memorial Hall Committee, we were able to set up and run a pop-up library at the Pavillion for the time that the library was closed for refurbishment.

## **LECHLADE LIBRARY LIMITED**

### **TRUSTEES' ANNUAL REPORT 2025 (continued)**

We have also benefitted this year from a one off Green grant of £7,500, which was awarded to all Community Libraries in Gloucestershire from GCC. This grant is to be spent on capital projects resulting in environmental improvements. So far, £2,734 has been spent on a new gas main and installing emergency light and we also installed LED lights on the first and second floors of the Library after the end of the year.

We also received a grant from GCC Estates of £1,837 towards the cost of repairing a water leak.

#### **Changes to Directorship**

There have been a number of changes to the Board of Directors during the year. The total number is currently at 6, with Sarah Duce stepping down in March 2025, Fiona McAnespie stepping down in May 2025 and Clare Cordingley in October 2025. We would like to thank them all for their contribution over the last few years. We are pleased to welcome Tricia Mason, who has taken over administrative tasks and Jenny Stewart in her role as buyer of adult books. John Watkins and Rod Ward continue as Chair and Vice-Chair, respectively. Liesel Sanford remains our Company Secretary and Treasurer. Clare Cordingley still serves as our Volunteer Coordinator, and Simon Winckles provides invaluable IT expertise and continuity as a founding director.

#### **Volunteer Coordinator**

Our Library's operations are largely sustained by the dedicated efforts of our volunteers, who generously offer their time both regularly and on an ad hoc basis. We are fortunate to have such a diverse and skilled group of volunteers who support one another. Clare Cordingley has done an exceptional job integrating new volunteers, organising training sessions, and addressing all their needs. There has been an average of 42 volunteers of which 35 volunteer regularly. We also have an average of 2 Duke of Edinburgh volunteers on a Saturday.

#### **Activities**

Reserves have been built up in the previous 12 years, currently £23,890 (prior year: £28,826). A substantial proportion of this is reserved to cover 12 months' worth of operational costs while the rest is intended to be set aside for a future refurbishment and any dilapidations costs.

Book issues and returns were lower than in previous years due to the closure of the Library for six weeks during the refurbishment. The total number of issues in the current year was 6,970 against 7,690 for the prior year.

Our Library continues to have the highest footfall among community libraries in Gloucestershire, partly due to our role as a Visitor Information Centre. We are actively monitoring the balance of visitor versus local traffic and sharing interesting visitor queries. The monthly average was 1,612 this year against 1,702 in the prior year, lower as the Library was closed for six weeks during the refurbishment.

Jenny Stewart continues to curate an excellent selection of adult books, earning numerous compliments from our users. We encourage users to make book requests if they have specific needs.

Marian Winckles deserves special recognition for her extensive contributions to the children's library. She selects new books, organizes year-round activities, and has enhanced The Library Challenge with improved rewards and simplified processes for volunteers.

## **LECHLADE LIBRARY LIMITED TRUSTEES' ANNUAL REPORT 2025 (continued)**

We are dedicated to attracting more users to the Library, whether for borrowing books, using computers, or participating in activities. We now host a Book Club that meets on the fourth Wednesday of each month, a well-supported Mah Jong Club, a new Canasta Club, and some author and speaker events. With the services of Andy Smart, there is computer support offered each Thursday. We also continue to offer a warm, safe space during winter months.

There have been a couple of major issues that arose in this year, resulting in the installation of new water and gas mains.

We also appreciate the ongoing support from Susie Dickinson at Gloucestershire County Council, who has conducted training sessions for our volunteers and is available for assistance.

Local charities and groups continue use our display windows to promote their events, garnering positive feedback from local community.



Mr J Watkins,  
Chair, Lechlade Library Limited



# **LECHLADE LIBRARY LIMITED**

## **TRUSTEES' ANNUAL REPORT 2025 (continued)**

### **RESPONSIBILITIES OF THE TRUSTEES**

The Trustees (who are also the Directors of Lechlade Library Ltd for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare accounts for each financial year. Under that law the Trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these accounts the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered Office  
1 Market Square  
Lechlade  
Glos  
GL7 3AB

Signed by order of the Trustees



Mr J Watkins, Chair

21 October 2025

# **Independent examiner's report to the trustees of Lechlade Library Limited**

I report on the accounts of the company for the period ended 30 June 2025, which are set out on pages 8 to 13.

## **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination was needed despite the fact that the charity's gross income did not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination as requested by the Trustees, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Nigel Jones  
Bow House,  
Hambidge Lane,  
Lechlade.  
GL7 3BL

21 October 2025

# LECHLADE LIBRARY LIMITED

## INCOME AND EXPENDITURE ACCOUNT for the year ended 30 June 2025

All for charitable activities: Charity Number 1149281

	Unrestricted income £	Designated income £	Restricted income £	Total £	Previous Year £
<b>INCOMING RESOURCES</b>					
Grant – Gloucestershire County Council	12,000	-	-	12,000	10,500
Grants received – Lechlade Town Council	-	-	-	-	1,000
Grants received - refurbishment	-	-	23,000	23,000	32,000
Grants received – other restricted	-	-	9,337	9,337	-
Donations - Friends	1,581	-	-	1,581	1,722
Donations - refurbishment	-	-	196	196	18,799
Gift-Aid on Friends donations	372	-	-	372	670
Other donations	267	-	-	267	315
Hire, fines and sales	1,375	-	242	1,617	1,283
Bank interest	489	-	299	788	736
Other	30	-	-	30	302
<b>Total income</b>	<b>16,114</b>	<b>-</b>	<b>33,074</b>	<b>49,188</b>	<b>67,327</b>
<b>RESOURCES EXPENDED</b>					
Stock purchased	3,523	-	-	3,523	3,801
Capital expenditure	782	-	-	782	656
Capital expenditure – refurbishment	-	-	671	671	-
Premises and utilities	5,384	-	-	5,384	7,290
Premises and utilities - refurbishment	-	-	249	249	-
Premises and utilities – other restricted	-	-	4,571	4,571	-
Legal and governance, insurance	2,432	-	-	2,432	1,897
Software and website	339	-	-	339	522
Depreciation - refurbishment	-	-	9,316	9,316	85
Other (see note 1)	837	-	-	837	1,227
<b>Total expenditure</b>	<b>13,297</b>	<b>-</b>	<b>14,807</b>	<b>28,104</b>	<b>15,478</b>
<b>SURPLUS (DEFICIT)</b>	<b>2,817</b>	<b>-</b>	<b>18,267</b>	<b>21,084</b>	<b>51,849</b>
NET ASSETS BROUGHT FORWARD	28,826		51,015	79,841	35,492
Transfers between reserves	(7,753)	7,753			
<b>NET ASSETS CARRIED FORWARD</b>	<b>23,890</b>	<b>7,753</b>	<b>69,282</b>	<b>100,925</b>	<b>79,841</b>

The accompanying notes are an integral part of these accounts.

Note 1 Includes Lechlade walks leaflets, Ordnance Survey maps, volunteer expenses, postage, stationery and printer consumables and other miscellaneous items.

# LECHLADE LIBRARY LIMITED

## RESTATED BALANCE SHEET As At 30 June 2025

	Notes	30 June 2025 £	30 June 2024 £
<b>TANGIBLE FIXED ASSETS</b>	2	72,269	1,223
<b>CURRENT ASSETS</b>			
Cash at hand and in bank		37,884	88,874
<b>CURRENT LIABILITIES</b>			
Creditors: Amounts falling due within one year	3	9,228	10,256
<b>NET CURRENT ASSETS</b>		<b>28,656</b>	<b>78,618</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>100,925</b>	<b>79,841</b>
<b>FUNDS</b>	4		
Unrestricted funds		23,890	28,826
Designated funds		7,753	-
Restricted funds		69,282	51,015
<b>TOTAL FUNDS</b>		<b>100,925</b>	<b>79,841</b>

The accompanying notes are an integral part of these accounts

### STATEMENT BY TRUSTEES

The Trustees are satisfied that the charity company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for: (i) ensuring that the charity company keeps adequate accounting records which comply with section 386 of the Act, and (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee on the 13 October 2025 and are signed on their behalf by:



Mrs L E Sanford  
Director

# LECHLADE LIBRARY LIMITED

## NOTES TO THE ACCOUNTS for the year ended 30 June 2025

### 1. ACCOUNTING POLICIES AND RELATED MATTERS

The accounts have been prepared under the historical cost convention and in accordance with applicable standards and guidance.

All fixed assets under £500 are expensed as purchased. Depreciation on assets over £500 is provided at the annual rate either to write off each asset over its estimated useful life or to the end of the building lease in the case of leasehold improvements if that term is shorter. The leasehold improvements are assumed to have a useful life of 10 years and fixtures and fittings of 5 years.

All income and costs relate to charitable and continuing activities.

No salaries or wages have been paid to employees or to members of the committee during the period. No expenses were paid to trustees.

No transactions with related parties were undertaken.

The company is limited by guarantee.

### 2. TANGIBLE FIXED ASSETS

	Leasehold improvements	Fixtures and Fittings	Leasehold improvements £
<b>COST</b>			
At 1 July 2024	1,308	0	1,308
Additions in year	53,829	26,533	80,362
At 30 June 2025	55,137	26,533	81,670
<b>DEPRECIATION</b>			
At 1 July 2024	85	0	85
Charge for year	6,123	3,193	9,316
At 30 June 2025	6,208	3,193	9,401
<b>NET BOOK VALUE</b>			
At 30 June 2025	48,929	23,340	72,269
At 1 July 2024	1,223	0	1,223

# LECHLADE LIBRARY LIMITED

## NOTES TO THE ACCOUNTS for the year ended 30 June 2025 (CONTINUED)

### 3. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30 June 2025 £	30 June 2024 £
Accrued expenses	228	1,256
Prepaid income	9,000	9,000
	<u>9,228</u>	<u>10,256</u>

### 4. MOVEMENT IN FUNDS

	As at 30 June 2024 £	Net movement in funds £	As at 30 June 2025 £
<b>Unrestricted funds</b>			
General fund	28,826	(4,936)	23,890
<b>Designated funds</b>	-	7,753	7,753
<b>Restricted funds</b>			
Refurbishment project	51,015	13,501	64,516
GCC Estates	0	0	0
GCC Green grant	0	4,766	4,766
	<u>51,015</u>	<u>18,267</u>	<u>69,282</u>
<b>TOTAL FUNDS</b>	<u>79,841</u>	<u>21,084</u>	<u>100,925</u>

Net movement in funds, included in the above is as follows:

	Incoming resources £	Resources expended £	Transfers between funds £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	16,114	13,297	(7,753)	(4,936)
<b>Designed funds</b>	-	-	7,753	7,753
<b>Restricted funds</b>				
Refurbishment project	23,737	10,236	-	13,501
GCC Estates	1,837	1,837	-	0
GCC Green grant	7,500	2,734	-	4,766
	<u>33,074</u>	<u>14,807</u>	<u>-</u>	<u>18,267</u>
<b>TOTAL FUNDS</b>	<u>49,188</u>	<u>28,104</u>	<u>-</u>	<u>21,084</u>

**LECHLADE LIBRARY LIMITED****NOTES TO THE ACCOUNTS for the year ended 30 June 2025 (CONTINUED)****4. MOVEMENT IN FUNDS (continued)****Prior year:**

	<b>As at 30 June 2023 Restated</b>	<b>Net movement in funds</b>	<b>As at 30 June 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	27,992	834	28,826
<b>Restricted funds</b>			
Refurbishment project	-	51,015	51,015
<b>TOTAL FUNDS</b>	<b>27,992</b>	<b>51,478</b>	<b>79,841</b>

Net movement in funds, included in the above is as follows:

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	16,227	15,393	834
<b>Restricted funds</b>			
Refurbishment project	51,100	85	51,015
<b>TOTAL FUNDS</b>	<b>67,327</b>	<b>15,478</b>	<b>51,849</b>

**5. GRANTS AND DONATIONS RECEIVED**

We are grateful to the following organisations for their generous support:

**Gloucestershire County Council**£12,000 revenue grant\* for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025 and the prior year\*This grant to be paid annually for at least 4 years from 1<sup>st</sup> April 2024

In addition, the County continue to be responsible for the external fabric of the building (Trustees are responsible for internal repairs) and provide the building free of rent.

**Lechlade Town Council** generously made a donation of £1,000 towards the ongoing running of the Library in the prior year.

## LECHLADE LIBRARY LIMITED

### NOTES TO THE ACCOUNTS for the year ended 30 June 2025 (CONTINUED)

#### GRANTS AND DONATIONS RECEIVED (continued)

We are also grateful to the following organisations for their generous support by donating towards the refurbishment of the Library, which was completed during the year. These funds were all included in restricted funds:

	Year ended 30 June 2025	Year ended 30 June 2024
The National Lottery		£20,000
Lechlade Town Council		£10,000
The Lord Faringdon		£2,000
Lechlade Parochial Charities		£1,000
Clementson Memorial Nursing Fund		£1,000
Cotswold District Council – Rural England Prosperity Fund	£16,000	
Lechlade Heritage and Development Trust	£5,000	
Lechlade Lions	£2,000	

We would also like to thank those who fundraised on our behalf including Lakes By Yoo, Lechlade Women's Institute and last but not means least Ella Bacon, who, at the age of 10, raised £1,018 on a sponsored readathon.

We must also thank all of the local businesses who kindly donated prizes for our raffle in aid of the refurbishment, which raised a total of over £4,500.

And lastly, we would like to thank all of those in the local community who donated towards the cost of the refurbishment. The generosity has been truly awe inspiring, given the size of our town.

We were also awarded a one off Green grant of £7,500, which was awarded to all Community Libraries in Gloucestershire from GCC. This grant is to be spent on capital projects resulting in environmental improvements.

We also received a grant from GCC Estates of £1,837 towards the cost of repairing a water leak.