

FRIENDS OF BUNGAY COMMUNITY LIBRARY

England & Wales - Charity number 1151649

Details

Other names BUNGAY COMMUNITY LIBRARY, BCL

Status Registered

Legal form CIO

Registered 2013-04-15

Register [View on the Charity Commission register](#)

Contact

Address Bungay Library
Wharton Street
Bungay
Suffolk
NR35 1EL

Phone 01986506060

Email bungay.library@suffolklibraries.co.uk

Activities

Objects: 1. TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC IN BUNGAY, SUFFOLK AND THE SURROUNDING AREA, IN PARTICULAR BUT NOT EXCLUSIVELY BY THE PROVISION OF A LENDING LIBRARY;2. TO FURTHER OR BENEFIT THE RESIDENTS OF BUNGAY, SUFFOLK AND THE NEIGHBOURHOOD, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS.

Activities: Fund raising to help secure future operations. Raising finance for improvements to library building and services, including the provision of free WiFi. Funding extended opening hours. Funding and support for children's activities at weekends and in holiday periods. Support for community social activities.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Norfolk
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£78,177	£7,180	-	-
2023-09-30	£14,121	£14,337	-	-
2022-09-30	£8,167	£5,738	-	-
2021-09-30	£6,168	£2,535	-	-
2020-09-30	£5,700	£5,416	-	-

Trustees

Name	Role	Appointed
Christine Ann Douglas	Chair	2023-04-24
Amanda King		2013-02-01
Carol Weaver		2021-07-14
Maxine Anne Williams		2023-04-24
SYLVIA MARY KNIGHTS		2024-04-17
Shelley Birkinshaw		2018-07-25

FRIENDS OF BUNGAY COMMUNITY LIBRARY

England & Wales - Charity number 1151649

Accounts

Friends of Bungay Community Library **Annual Report of the Trustees May 2025**

The last twelve months have been very busy both within our Library and for the Trustees. This report aims to give an overview of our activities and to indicate some options for the way forward given the recent changes in the operation of the Library Service across Suffolk.

This is clearly a time of significant change for all of us involved in the Library. However, after thirteen highly successful years supporting Bungay Library it was very gratifying for the Friends to receive a Civic Award from Bungay Town Council; The Madeleine Parr Long Service Community Award was awarded in recognition of the significant long term support the Friends have given to the Library and is a wonderful recognition of the hard work and impact of all Trustees and Members, past and present.

As always, we are guided by the objects of our charity, summarised from our constitution, which are:

1. To advance the education of the general public in Bungay, and the surrounding area, through the provision of a library.
2. To benefit local residents by providing facilities in the interests of education and social welfare with the objective of improving conditions of life.

We are very proud and happy to continue to support the work of our outstanding Community Library; we have an excellent team of staff led by an inspirational Library Manager. It has never been our role to deliver core services but, instead, to extend and enhance the work of the Library through practical and financial support.

Review of the year

Over the last twelve months we have continued to pursue our aims in the following ways.

- We have raised funds through the sale of greetings cards and second-hand books and CDs. We also receive donations from a number of our users and we claim gift aid where possible.
- With the targeted financial support of Bungay Lions we have continued the excellent work with local schools and playgroups. The story telling sessions and the provision of book boxes are particularly welcomed by participating schools.
- We have provided funds to support a range of children's activities including craft and Lego clubs during the school holidays and throughout the year on Saturday mornings.
- Morning sessions for under school age children and their parents / carers, and the After School Club on Thursdays, remain popular.
- The 2024 Summer Reading Challenge took on a new format and was as popular as ever. Volunteers were available every weekday morning throughout the Summer to engage with children in a variety of book focussed activities.
- Our financial support has helped to ensure that the Warm Rooms offer continues. We know that many local residents are grateful for the offer of a chat and cup of tea or coffee.
- The hygiene packs, menstrual products, pet food donations and emergency food packs which can be obtained from the Library are clearly a welcome lifeline for many.
- The 'extra' activities we help to support, such as Scrabble, Cribbage, jigsaw table and newspapers, continue to be popular and well used.

- We have volunteers who help in the library on a regular basis. Their support with activities such as shelving returned books, tidying shelves and locating requested books all frees valuable time for the staff to deal with the running of the library and supporting library users.
- We also have volunteers who help to maintain the courtyard garden ensuring the plants are watered and that the weeds are under control.

The majority of our time in the last year has been devoted to managing the long planned and much anticipated rebuild of the lobby area. We received generous funding from a number of local charities as well as funds from Suffolk County Council and East Suffolk Council. The work was carried out over the winter months and we are delighted with the end result. We now have a large, welcoming entrance with displays and seating, generous storage, automatic doors and much improved access for all users. We were also able to pay for the installation of a Privacy Pod for use by members of the public wanting a quiet private space for meetings or working.

Additional funds have been used to refresh the courtyard garden and to refurbish the staff kitchen which should significantly improve their working environment.

Our opening event was well attended and was a genuine celebration of all that our Library seeks to provide. It was also a chance to recognise the significant work which Amanda, our Library Manager, and all the staff put into seeing the project through to completion.

At the end of this year we feel the library building and resources are as secure and well developed as we could possibly hope. As always, we are indebted to Amanda, Maxine and the rest of the staff team for their hard work and commitment in creating the warm and welcoming environment so highly valued by the community.

Moving forward

Since its creation in 2013 the Friends of Bungay Community Library has been a member of Suffolk Libraries IPS Ltd. Under their leadership the library has flourished and developed an impressive range of services. On a practical level, the Friends have adopted and followed their policies and enjoyed their overarching support, including the benefit of regular information and links with other Friends groups across the County.

As of 1st June, the Library Service will be taken back under the direct control of Suffolk County Council. As Friends we were clear that this was not our preferred outcome and a number of members actively supported the campaign to save Suffolk Libraries IPS. However, the decision has been made and we are now looking forward to what we hope will be a new and positive way of working which will continue to benefit the community of Bungay in the long term.

Clearly decisions will need to be made about how the Friends operate and how our constitution will need to be revised. We are currently a Charitable Incorporated Organisation (CIO) with an Association model (i.e. run by Trustees with a voting membership, who are also members of Suffolk Libraries IPS). We have always valued the input and engagement of our members but in the last few years this group has reduced significantly in number; many of our active volunteers and users prefer not to sign up as members.

At the time of writing, we are still not certain about many aspects of the implications of the change in operation. As an appendix to this report I have outlined some of the possible options which we may be in a position to discuss at the AGM.

As always our commitment is to securing the best possible library service for the community of Bungay.

Christine Douglas
Chair of Trustees of the Friends of Bungay Community Library
May 2025

REGISTERED COMPANY NUMBER: CE000346 (England and Wales)
REGISTERED CHARITY NUMBER: 1151649

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2024

FOR

FRIENDS OF BUNGAY COMMUNITY LIBRARY



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

FOR THE YEAR ENDED 30 SEPTEMBER 2024

We report on the accounts of the Friends of Bungay Community Library for the year to 30 September 2024, which are set out on pages 2 and 3.

Respective responsibilities of Friends and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

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

Basis of independent examiner's report

Our 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 set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

We have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J van Dijk FMAAT
van Dijk Accountants
11 Trinity Street
Bungay
Suffolk NR35 1EH

Date: 27-Nov-24

**FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

	2024	2023
	£	£
UNRESTRICTED FUND		
RECEIPTS		
Sales	4,910	5,791
Fundraising	1,934	4,216
Misc - Gift aid	440	-
Interest	1,429	95
Grants	27,304	850
Donations	42,160	3,169
TOTAL RECEIPTS	<u>78,177</u>	<u>14,121</u>
PAYMENTS		
Purchases	4,581	4,142
Repairs and renewals	775	7,866
Event costs	1,031	1,062
Card charges	42	-
Post and stationery	-	112
Accountancy	180	180
General expenses	571	975
TOTAL PAYMENTS	<u>7,180</u>	<u>14,337</u>
RECEIPTS LESS PAYMENTS	70,997	(216)
Bank balance and cash in hand at 1 October 2023	25,920	26,136
Bank balance and cash in hand at 30 September 2024	<u>96,917</u>	<u>25,920</u>

**FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

**STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

	2024	2023
	£	£
MONETARY ASSETS		
Lloyds Treasurers Account	36,335	15,682
Savings Account	60,533	10,000
Cash in hand	49	238
	<u>96,917</u>	<u>25,920</u>

The financial statements were approved by the trustees and signed on its behalf by:

Chairperson - C Douglas

Date:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

FOR THE YEAR ENDED 30 SEPTEMBER 2024

0

0

Respective responsibilities of Friends and examiner

0

-
-
-

0

0

Basis of independent examiner's report

Independent examiner's statement

-
-
-

0

00

B. N.

FRIENDS OF BUNGAY COMMUNITY LIBRARY

England & Wales - Charity number 1151649

Accounts

Friends of Bungay Community Library **Annual Report of the Trustees April 2024**

We are so lucky to have a first class Community Library with an inspirational manager and an excellent team of staff. As Friends, it has never been our role to deliver core services but instead to extend and enhance the work of the Library through practical and financial support.

Suffolk Libraries, as our overarching service provider, continues to create an environment in which our Library can flourish and we strongly hope this will continue for years to come, despite ever present financial pressures and the current review of service provision by Suffolk Local Authority.

It is important to remember that the Friends guiding objects, summarised from our constitution, are:

1. To advance the education of the general public in Bungay, and the surrounding area, through the provision of a library.
2. To benefit local residents by providing facilities in the interests of education and social welfare with the objective of improving conditions of life.

Over the last twelve months we have continued to pursue our aims in the following ways.

- We have provided funding to support a range of children's craft activities during the school holidays and throughout the year on Saturday mornings.
- With the targeted financial support of Bungay Lions we have continued to support the excellent work that Maxine carries out with local schools and playgroups. The story telling sessions and the provision of book boxes are particularly welcomed by participating schools.
- Stay & Play on Tuesday mornings for under school age children along with parents / carers, and the After School Club on Thursdays, remain popular.
- The 2023 Summer Reading Challenge was as well attended as ever with Friends volunteering to staff the sessions and providing additional rewards.
- The courtyard garden continues to develop and flourish following last year's major refurbishment.
- Our support has helped to ensure that the Warm Rooms offer continues. We know that many local residents are grateful for the offer of a chat and cup of tea or coffee.
- The hygiene packs, menstrual products, pet food donations and emergency food packs which can be obtained from the Library are clearly a welcome lifeline for many.
- The 'extra' activities we support, such as Scrabble, Cribbage, jigsaw table and newspapers, continue to be popular and well used.
- We have enjoyed hosting the Allotment Society Seed swap, Bungay Open Gardens and the very well supported launch of the book celebrating the work of the Bungay Sea Scouts. We are grateful for the financial donations they, in turn, made to us.

Quite clearly none of these ongoing activities are possible without our partner organisations and individuals who give generously. Our thanks go to:

- Luke Wright for the proceeds from his evening performance at Fisher Theatre
- Bungay Lions

- Bungay United Charities
- The Co-Op
- East Suffolk Communities Fund
- District Councillor, Judy Cloke
- And numerous anonymous donors.

The main focus of our energy this year has been the replacement and extension of the Library foyer. The good news is that we now have planning permission, architects plans and sufficient funding to complete the project. We have recently put the work out to tender and we are optimistic that the work will finally be completed by the end of the summer.

We look forward to holding an opening celebration, once the work is completed, when we will be able to express our enormous thanks to all those who have shown so much generosity with their donations.

As always, we are indebted to Amanda, Maxine and the rest of the staff team for their hard work and commitment in creating the warm and welcoming environment so highly valued by the community.

Christine Douglas
Chair of Trustees of the Friends of Bungay Community Library
March 2024

REGISTERED COMPANY NUMBER: CE000346 (England and Wales)
REGISTERED CHARITY NUMBER: 1151649

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2023

FOR

FRIENDS OF BUNGAY COMMUNITY LIBRARY



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

FOR THE YEAR ENDED 30 SEPTEMBER 2023

We report on the accounts of the Friends of Bungay Community Library for the year to 30 September 2023, which are set out on pages 2 and 3.

Respective responsibilities of Friends and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

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

Basis of independent examiner's report

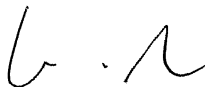
Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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 set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

We have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J van Dijk FMAAT
van Dijk Accountants
11 Trinity Street
Bungay
Suffolk NR35 1EH

Date: 15-Nov-23

**FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	2023	2022
	£	£
UNRESTRICTED FUND		
RECEIPTS		
Sales	5,791	6,146
Fundraising	4,216	1,615
Misc		5
Interest	95	1
Grants	850	400
Donations	3,169	-
TOTAL RECEIPTS	<u>14,121</u>	<u>8,167</u>
PAYMENTS		
Purchases	4,142	2,424
Repairs and renewals	7,866	1,499
Event costs	1,062	816
Commission paid		-
Staff		-
Post and stationery	112	46
Donations		-
Accountancy	180	180
General expenses	975	773
TOTAL PAYMENTS	<u>14,337</u>	<u>5,738</u>
RECEIPTS LESS PAYMENTS	(216)	2,429
Bank balance and cash in hand at 1 October 2022	26,136	23,707
Bank balance and cash in hand at 30 September 2023	<u>25,920</u>	<u>26,136</u>

FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649

STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	2023 £	2022. £
MONETARY ASSETS		
Lloyds Treasurers Account	15,682	15,931
Savings Account	10,000	10,000
Cash in hand	238	205
	<u>25,920</u>	<u>26,136</u>

The financial statements were approved by the trustees and signed on its behalf by:

Chairperson - C Douglas 

Date: 6-12-2023

FRIENDS OF BUNGAY COMMUNITY LIBRARY

England & Wales - Charity number 1151649

Accounts

Friends of Bungay Community Library **Annual Report of the Trustees April 2023**

This annual general meeting has been called earlier than in previous years in order to align this meeting a little more closely to the end of our financial year. Therefore, in this report I am looking back on only the last seven months.

At our last AGM we were still feeling the impact of the restrictions of the pandemic which had limited the range of activities which could be offered. I am delighted to say that in most ways the Library has returned to 'normal' but we now recognise that this really has become a rather different 'new normal'.

In these challenging times so many people have come to discover the Library as a place where they can find a warm space, a hot drink, practical support, a chance to talk about the things on their minds and experience invaluable companionship – not to mention informed advice and essential up to date information on all measure of issues. All this in addition to the joy of books and reading!

The Friends are immensely proud to play a part in the excellent work of the Library and it is good to know that the local community value it every bit as highly as we do.

In summary, below are the main ways in which the Friends have been supporting the Library.

- We have given financial support to help to resource the Warm Rooms offer and have helped to purchase items for hygiene packs, menstrual products and basic food packs. Other donations have come from Morrisons Supermarket, The Co-Op, Bungay Lions, Owles Architects, East Suffolk Communities Fund and District Councillor Judy Cloke as well as several anonymous donors.
- Our biggest expense this year has been completely refurbishing and replanting our lovely courtyard garden. We were rather shocked to discover the extent of the work needed and the extra demands on our funds. However, our landscape gardening firm have done a fabulous job working closely with us to deliver our ideas and wish lists. The work is nearly complete and we encourage all visitors to take a moment to enjoy the beautiful calm space this provides.
- With the generous financial support of Bungay Lions we have continued to make a commitment to Maxine's excellent work with five local schools. Book boxes, library cards and storytelling sessions have encouraged children to explore and enjoy reading. We know that the schools and many families really value the way Maxine has enthused children with an enjoyment of stories and books.
- The 2022 Children's Summer Reading Challenge in August was a great success with The Friends providing volunteer cover throughout the summer holidays. Plans for this year's Challenge are already being made and it promises to be equally popular but as always will rely on the ongoing support of our team of volunteers.
- The range and number of children's craft activities has continued to increase under the enthusiastic direction of Laura and Maxine. There are a good number of children who look forward to taking part in the creative activities and also enjoy the Lego challenges. We have been very happy to support the purchase of materials for these sessions as and when needed.
- Other new activities include Stay & Play on Tuesday mornings for under school age children and their grown-ups. After School Club on Thursdays is a popular

event with up to sixteen children coming along and enjoying refreshments and games.

- We continue to provide funding for a number of 'extras' including daily newspapers, equipment for Scrabble and Cribbage clubs and we have purchased still more jigsaws for the ever popular jigsaw table.
- It is a pleasure to be able to report that our volunteers have restarted the Home Library service, taking books to local care homes and to people in their own homes.
- We enjoyed providing support and refreshments for Bungay Open Gardens last summer and are extremely grateful for their donation of £424 to the Friends of the Library. We are always very grateful to our fantastic team of cake bakers and volunteers who helped us provide very popular teas. We are looking forward to this year's event in June and will once again be recruiting helpers.
- Once again, in November, Luke Wright very generously dedicated a fund raising performance at the Fisher Theatre for both the library and the theatre. As always Luke, and fellow poet John Osborne, gave an entertaining and thought provoking evening. We are enormously grateful for his support for the library in this way and were delighted to receive £770 for our funds as a result.
- As always, The Friends are closely involved with working in partnership with Suffolk Libraries – the charity which has done such an excellent job in providing Library facilities across Suffolk for the last 10 years. At this time of restricted funding we are very conscious of the need to constantly remind people that they need the on-going support of the community as a whole.

Our biggest challenge now remains the replacement of the entrance foyer to the library. Our existing lobby is in an extremely poor state of repair and we have exciting plans to not only replace but to extend it to create a much more accessible entrance with better display, seating and storage options. We have worked with architects on the plans and are now setting to work on securing the estimated £130,000 we will need to carry out the work. Support from Friends and the wider community will be an essential part of our applications to a number of funding agencies.

Once again we are enormously grateful to Amanda, Maxine and the rest of the staff team for their hard work and commitment to creating the warm and welcoming environment which so many members of the Bungay community value.

Christine Douglas

Chair of Trustees of the Friends of Bungay Community Library

March 2023

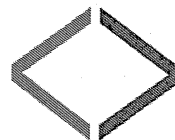
REGISTERED COMPANY NUMBER: CE000346 (England and Wales)
REGISTERED CHARITY NUMBER: 1151649

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

FOR

FRIENDS OF BUNGAY COMMUNITY LIBRARY



vandijk
ACCOUNTANTS

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

FOR THE YEAR ENDED 30 SEPTEMBER 2022

We report on the accounts of the Friends of Bungay Community Library for the year to 30 September 2022, which are set out on pages 2 and 3.

Respective responsibilities of Friends and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

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

Basis of independent examiner's report

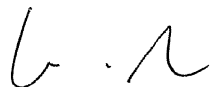
Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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 set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

We have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J van Dijk FMAAT
van Dijk Accountants
11 Trinity Street
Bungay
Suffolk NR35 1EH

Date: 25-Nov-22

**FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	2022	2021
	£	£
UNRESTRICTED FUND		
RECEIPTS		
Sales	6,146	3,109
Fundraising	1,615	1,909
Misc	5	5
Interest	1	10
Grants	400	605
Donations	-	530
TOTAL RECEIPTS	<u>8,167</u>	<u>6,168</u>
PAYMENTS		
Purchases	2,424	1,289
Repairs and renewals	1,499	608
Event costs	816	87
Commission paid	-	-
Staff	-	-
Post and stationery	46	109
Donations	-	-
Accountancy	180	180
General expenses	773	261
TOTAL PAYMENTS	<u>5,738</u>	<u>2,535</u>
RECEIPTS LESS PAYMENTS	2,429	3,633
Bank balance and cash in hand at 1 October 2021	23,707	20,074
Bank balance and cash in hand at 30 September 2022	<u><u>26,136</u></u>	<u><u>23,707</u></u>

FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649

STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022	2021
	£	£
MONETARY ASSETS		
Lloyds Treasurers Account	15,931	13,528
Savings Account	10,000	10,000
Cash in hand	205	179
	<u>26,136</u>	<u>23,707</u>

The financial statements were approved by the trustees and signed on its behalf by:



Chairperson - C Douglas

Date: 14-12-2022

FRIENDS OF BUNGAY COMMUNITY LIBRARY

England & Wales - Charity number 1151649

Accounts

Friends of Bungay Community Library
Annual Report of the Trustees July 2022

The last twelve months have once again brought many challenges and the library has had to work very flexibly to maintain support for the local community. In the last two months things seem to be returning to a more consistently open way of working and it is great to see so many people using the library and its services again.

As always we are enormously grateful to Amanda, Maxine and the rest of the staff team for their hard work in creating the welcoming and vibrant environment which so many members of the Bungay community value. Last year we heard that Bungay was the 11th busiest library in Suffolk. Considering that there are 44 libraries across the County and that Bungay is one of the smallest, this gives further evidence of what a great job the staff are doing and how much local people appreciate them.

Due to the ongoing Covid restrictions Friends were not always able to be in the library as often as we would have hoped and there were certainly fewer opportunities for us to organise activities. However, we have remained committed to doing everything we can to support the staff and to continue to help to improve the environment of the library.

In summary, below are the main ways in which the Friends have supported the Library over the last twelve months.

- The 2021 children's Summer Reading Challenge was a great success with The Friends providing volunteer cover throughout the summer holidays. This year's Challenge promises to be equally popular and Friends are already signed up to provide cover in the mornings throughout the summer period.
- With financial help from The Lions, we have supported Maxine's work with five local schools. Book boxes, library cards and storytelling sessions have encouraged children to explore and enjoy reading.
- We have provided funding for a number of 'extras' including daily newspapers, craft materials for children's activities, equipment for Scrabble and Cribbage clubs and purchased more jigsaws for the ever popular jigsaw table.
- We have provided practical support for events such as the Afternoon Tea for local visitors as well as residents of St Mary's House residential care home. We were proud to be part of Suffolk Day (also celebrating 10 years of Suffolk Libraries). We also enjoyed providing support and refreshments for Bungay Open Gardens and are grateful for their donation to the Library. We are always very grateful to our fantastic team of cake bakers!

- We have been grateful to have received financial support for specific projects from the following people: East Suffolk Communities Fund, our District Councillor (Judy Cloke), and East Suffolk Greenprint Forum.
- Luke Wright very generously dedicated an evening performance at the Fisher Theatre to raise funds for both the library and the theatre. We are enormously grateful for his support of the library in this way.

We continue to explore two major projects which we believe will make a significant difference to the library environment.

- Firstly, we are working with a landscape gardener to develop plans to 'refresh' our courtyard garden. We have been very grateful to our loyal team of garden volunteers for their hard work over the last years but some plants and elements of the garden have got to a point where they need attention. We hope to restore the garden space as an area where we promote nature and create a calm and restorative environment, for all visitors.
- Secondly, the entrance foyer to the library needs urgent attention. We are continuing to work hard to secure funding to replace the foyer with a more accessible and useful space which reflects the high quality of the rest of the library building.

This report could not end without remembering two of our longest serving Trustees who passed away during the year. We were so very sad to say farewell to Carol Matthews and Chris Davey. Both Carol and Chris were loyal supporters of the library and offered practical help in many ways. They are sadly missed.

As I said last year, the future holds many new opportunities and challenges for Bungay Library and Suffolk Libraries more widely. We do need to be able to draw on the support of the wider Friends group to respond to those situations and opportunities as they arise. If you are already a Friend and feel you would like to be more involved please do contact Amanda or me at the library for a conversation.

Christine Douglas
Chair of Trustees of the Friends of Bungay Community Library
June 2022

REGISTERED COMPANY NUMBER: CE000346 (England and Wales)
REGISTERED CHARITY NUMBER: 1151649

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2021

FOR

FRIENDS OF BUNGAY COMMUNITY LIBRARY



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

FOR THE YEAR ENDED 30 SEPTEMBER 2021

We report on the accounts of the Friends of Bungay Community Library for the year to 30 September 2021, which are set out on pages 2 and 3.

Respective responsibilities of Friends and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

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

Basis of independent examiner's report

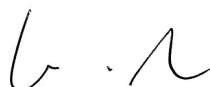
Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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 set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

We have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J van Dijk FMAAT
van Dijk Accountants
11 Trinity Street
Bungay
Suffolk NR35 1EH

Date: 14 April 2022

**FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

	2021	2020
	£	£
UNRESTRICTED FUND		
RECEIPTS		
Sales	3,109	3,802
Fundraising	1,909	630
Misc	5	716
Interest	10	53
Grants	605	500
Donations	530	-
TOTAL RECEIPTS	<u>6,168</u>	<u>5,700</u>
PAYMENTS		
Purchases	1,289	1,856
Repairs and renewals	608	2,043
Event costs	87	599
Commission paid	-	-
Staff	-	-
Post and stationery	109	300
Donations	-	-
Accountancy	180	180
General expenses	261	439
TOTAL PAYMENTS	<u>2,535</u>	<u>5,416</u>
RECEIPTS LESS PAYMENTS	3,633	284
Bank balance and cash in hand at 1 October 2020	20,074	19,789
Bank balance and cash in hand at 30 September 2021	<u><u>23,707</u></u>	<u><u>20,074</u></u>

**FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

**STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

	2021	2020
	£	£
MONETARY ASSETS		
Lloyds Treasurers Account	13,528	10,062
Savings Account	10,000	10,000
Cash in hand	179	12
	<u>23,707</u>	<u>20,074</u>
Creditor at 30 September 2021	180	180
	<u>23,527</u>	<u>19,894</u>

The financial statements were approved by the trustees and signed on its behalf by:

Chairperson - C Douglas

Date:

FRIENDS OF BUNGAY COMMUNITY LIBRARY

England & Wales - Charity number 1151649

Accounts

Friends of Bungay Community Library
Annual Report of the Trustees July 2021

Last year due to the restrictions resulting from the Coronavirus Pandemic we were forced to replace the normal AGM with online communication of the essential documents and information. Little did we expect at that stage that we would still be facing restrictions and ongoing uncertainty one full year later.

Over the last twelve months the library has continued to work very hard and incredibly creatively to support the local community. Although the doors were closed a huge amount of work was going on behind the scenes. We are very grateful to the ways in which the staff have used phone calls, book drops, social media and online ordering as well as more 'normal' lending options to ensure that library users remained safe but did not feel isolated or forgotten. I know we have all been delighted to finally see the doors open again and to be able to select books and other resources for ourselves as well as to experience the special Bungay Library welcome.

More than ever we are enormously grateful to all the staff who make Bungay Community Library such a key part of the local community. Amanda, our manager, has provided exemplary leadership; her support for the staff and her determination to maintain the very special presence of the library in Bungay is much appreciated. A huge thank you goes from the Friends to each member of the staff team.

As Friends we have had limited opportunities to be involved in supporting the library this year. There have been just a few ways in which we have been able to help.

Funding from the Friends was used to replace and improve the fence boundary between the library and the neighbours. Funds have also been used to carry out essential minor repairs and improvements to the lobby and garden.

We have secured a grant from Durrants Estate Agents to purchase a third browsing box for the Children's section of the library.

We have taken advantage of a quieter spell to review our procedures for financial control. We are confident that all our procedures related to managing the Friends' finances continue to be appropriate and as secure as possible.

Amanda has been working with Suffolk Property team to explore ways in which we can refurbish and improve our entrance lobby to make it more accessible and to create a more attractive welcoming area to the library. This will be the main focus of the Friends' work as we look towards the next year.

Maxine continues to work with schools and playgroups using the funding provided by the Lions Club through their links with the Friends.

For now we are quite uncertain how we will be able to work as a Friends group and we will certainly have to explore new ways to support Bungay Community Library over the next months and years. We remain committed to doing everything we can to support the staff and to continue to help to improve the environment of the library.

The future will hold many new opportunities and we hope to be able to draw on the support of the wider Friends group to respond to those opportunities as they arise. If you are already a Friend and feel you would like to be more involved please do contact Amanda or me at the library for a conversation.

Christine Douglas

Chair of Trustees of the Friends of Bungay Community Library

June 2021

REGISTERED COMPANY NUMBER: CE000346 (England and Wales)
REGISTERED CHARITY NUMBER: 1151649

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

FOR

FRIENDS OF BUNGAY COMMUNITY LIBRARY



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

FOR THE YEAR ENDED 30 SEPTEMBER 2020

We report on the accounts of the Friends of Bungay Community Library for the year to 30 September 2020, which are set out on pages 2 and 3.

Respective responsibilities of Friends and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

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

Basis of Independent examiner's report

Our 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 set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an Independent examination.

We have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J van Dijk FMAAT
van Dijk Accountants
11 Trinity Street
Bungay
Suffolk NR35 1EH

Date: 12 April 2021

**FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

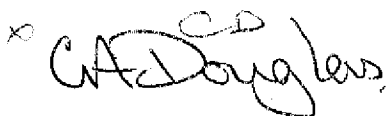
	2020 £	2019 £
UNRESTRICTED FUND		
RECEIPTS		
Sales	3,802	5,420
Fundraising	630	6,005
Misc	716	612
Interest	53	213
Grants	500	-
TOTAL RECEIPTS	<u>5,700</u>	<u>12,250</u>
PAYMENTS		
Purchases	1,856	2,038
Repairs and renewals	2,043	1,555
Event costs	599	1,741
Commission paid	-	-
Staff	-	1,645
Post and stationery	300	504
Donations	-	8,524
Accountancy	180	60
General expenses	439	1,219
TOTAL PAYMENTS	<u>5,416</u>	<u>17,286</u>
RECEIPTS LESS PAYMENTS	284	(5,036)
Bank balance and cash in hand at 1 October 2019	19,789	24,825
Bank balance and cash in hand at 30 September 2020	<u>20,074</u>	<u>19,789</u>

FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649

STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020 £	2019 £
MONETARY ASSETS		
Lloyds Treasurers Account	10,062	9,619
Savings Account	10,000	10,000
Cash in hand	12	170
	<u>20,074</u>	<u>19,789</u>
Creditor at 30 September 2020	180	180
	<u>19,894</u>	<u>19,609</u>

The financial statements were approved by the trustees and signed on its behalf by:



Chairperson - C Douglas

Date: 24th June 2021