

## **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 1<sup>st</sup> 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**

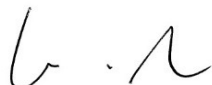
Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>UNRESTRICTED FUND</b>		
<b>RECEIPTS</b>		
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
<b>TOTAL RECEIPTS</b>	<b>78,177</b>	<b>14,121</b>
<b>PAYMENTS</b>		
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
<b>TOTAL PAYMENTS</b>	<b>7,180</b>	<b>14,337</b>
<b>RECEIPTS LESS PAYMENTS</b>	<b>70,997</b>	<b>(216)</b>
Bank balance and cash in hand at 1 October 2023	<b>25,920</b>	<b>26,136</b>
Bank balance and cash in hand at 30 September 2024	<b>96,917</b>	<b>25,920</b>

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

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

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

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**

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**Respective responsibilities of Friends and examiner**

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**Basis of independent examiner's report**

**Independent examiner's statement**

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