



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01 st	October	2019		30 th	September	2020

Section A Reference and administration details

Charity name	Birkdale Community Hub and Library
Other names charity is known by	The Stationmasters' House also formerly The Friends of Birkdale Library
Registered charity number (if any)	1153611
Charity's principal address	8 Windermere Crescent Ainsdale Southport Postcode PR8 3QS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Terry Durrance	Chair		
2	John Pugh			
3	Sally Moss	Treasurer		
4	Sylvia Thompson	Secretary		
5	Roger Fieldhouse	Finance		
6	Philip Margham	Project Manager		
7	Andrew Webb	I T		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Property Solicitor	Martyn McDonald	Hill Dickinson LLP No. 1 St. Paul's Square, Liverpool, L3 9SJ
Architect	David Head	Andrew Cunningham Building Design 28 Union St, Southport PR9 0QE
Independent Examiner	Daniel Styles	Lifestyles Accountancy Limited 39 Kirklees Road, Southport, PR8 4RB

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 3 rd September 2013
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	By existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All the trustees give their time voluntarily and receive no remuneration or other benefits. All bring their previous experience to benefit Birkdale Community Hub and Library (BCHL)

Other volunteers who administer particular aspects of the charity's fund-raising undertakings, have been joined by two volunteer managers who will oversee the daily running of the library and manage the volunteers who will staff the Station Master's House (SMH) and a team of retired librarians. The managers and head of the library team will report to the trustees.

The trustees, who meet monthly, have adopted policies on GDPR, Finance, Health and Safety, safeguarding and equal opportunities as part of the preparation for opening the building in 2020. The librarian team are currently working on policy documents with regard to running the library service.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the wellbeing and education of the public by opening a community hub and community library, in the building known as The Station Masters House, in Birkdale for the benefit of the residents of Birkdale and Southport and the surrounding area within the borough of Sefton.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees completed the negotiations with Merseyrail and Network Rail and the lease for the Station Masters House was signed on the 8th November 2019. The builder William Scott started work on the property on the 18th of November. This involved opening up the two ground floor rooms and the hall to create the library space and enabled the front door to be widened for wheelchair access. The rear chimney breast was removed to make room for a lift shaft and the rear kitchen has been converted to a disabled toilet and kitchenette with access to the steps into the rear yard. The whole ground floor is wheelchair accessible. Upstairs part of the former bathroom has been used for the lift shaft but a single toilet has been installed and the original bedrooms have now become large and small meeting rooms and a computer suite. All three rooms have internet access and smart televisions and the computer suite is nearly ready for operation. Wi Fi will be available throughout the building. As the build cost was more than anticipated we did not have enough funds left to install a lift, but the lift shaft is all prepared for our selected model when there is sufficient funding.

Work has taken much longer to complete because of the Covid-19 pandemic but an important milestone was reached when the building was given its certificate of occupation on the 29th September 2020.

Earlier in September BCHL welcomed two volunteer managers who will jointly manage the volunteers and the day to day running of the SMH.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In addition to the trustees and the various committee members who have been with BCHL for some time, we have been joined recently by two volunteer managers and 7 retired librarians. The two managers have a list of other recent volunteers who they will co-ordinate into teams with team leaders to staff The Stationmaster's House when it is open. They have also been liaising with the first users of the SMH, two teachers who will be providing tuition in Maths and English to small groups from mid-October in the upstairs meeting rooms. The librarian team are busy cataloguing the books into the computerised library system and writing policies with regard to the library area.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Alongside the lease negotiations and then the actual building work, trustees and committee members were working hard to add to the funds to pay for the cost of the building renovations.

BCHL held two well attended fundraising events in the autumn but the rest of our social fundraising programme had to be curtailed due to Covid-19. However we have been able to obtain grant funding of £154,271 and other donations totalling £6397. Major contributors this year have been Rail Heritage Trust, £70,000, Sefton council £25,053, Anonymous £20,000, P H Holt £19,752, and Bernard Sunley foundation £10,000. Additionally Merseyrail provided £20,800 towards the cost of landlord's repairs, and we received £6466 from the crowd-funding campaign for the computers. A big thank you to all the organisations and individuals, both this year and earlier, who between them, have given BCHL enough funding to complete the work on the Station Masters House and also donated books, flooring and furniture. Further help was received from Hill Dickenson solicitors and Andrew Cunningham Building Design whose bills were far less than would be expected normally for the amount of work undertaken, in particular David Head of ACBD has given invaluable help and advice. Our builder William Scott, bore with us through the many delays over the lease and Merseyrail regulations, coped with the difficulties of the pandemic and provided a number of items free of charge. Our trustee Phil Margham has worked tirelessly as project manager to bring the project to fruition assisted by our IT trustee Andy Webb who has masterminded the set up and installation of the computer network and library management system within the SMH.

Through all this the 200+ club has continued to thrive and provide a steady income stream for the charity. The Friends membership rose to 48 during the year and the newsletter continues to be published for these two groups.

We are now looking forward to welcoming the public of all ages, as much as the pandemic restrictions allow, into the Station Master's House in the near future to borrow books, make use of the computers and attend classes, meetings and leisure activities.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are kept as cash at the bank

Details of any funds materially in deficit

BCHL is still awaiting the final invoice for the renovations to the Station Master's house however there are sufficient funds in the bank to cover this.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

During the period preparing to get the Station Master's House ready to open to the public, BCHL's principle sources of funding have been grant applications, social activities and subscriptions for the Friends of the Stationmaster's House and the 200+ Club.

This funding has been sufficient to pay for the actual building renovations costing £146,000, with a further invoice still to be paid to the builder. The funding has also covered associated professional fees, digital equipment and software and general furnishings. BCHL is hoping to receive further funding to have the lift installed during 2021.

It is hoped that income from room hire, together with social activities, the 200+Club and Friends subscriptions, will be sufficient to meet the daily running costs of the building. The aim is to only apply for grants for specific additional projects.

Section F Other optional information

Future Plans

The building is nearly ready for use. From mid-October one of the rooms is being hired several hours a week for tuition. We have a number of other serious enquiries, but some may have to wait for the Covid-19 restrictions to ease.

When the volunteer teams are set up and trained and the books are all catalogued it is our aim to open the library with an on-line catalogue and a click and collect book-lending service before Christmas. We also aim to have some of the computers, allowing for social distancing, available for public use about the same time.



We are hopeful that the lift will be installed during 2021 to make the upstairs rooms fully accessible and that the yard at the rear of the building will be renovated to become an outdoor social space.

One day we will be able to have the opening event to celebrate everyone's hard work and The Station Master's House will become the vibrant community space we have envisaged for so long.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Terry John Durrance	Sylvia Margareta Thompson
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	19/11/2020	



Receipts and payments accounts

CC16a

For the period
from

1st October 2019

To

30th September 2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	6,861	-	-	6,861	2,110
Fund Raising [1]	1,736	-	-	1,736	2,661
Grants and restricted funds [2]		175,571	-	175,571	-
Friends subscriptions	480	-	-	480	408
200+ Club	4,588	-	-	4,588	3,780
Gift Aid	195	-	-	195	51
	-	-	-	-	-
Sub total (Gross income for AR)	13,860	175,571	-	189,431	9,010

Total receipts	13,860	175,571	-	189,431	9,010
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A3 Payments

Fund Raising Expenses	310	-	-	310	784
200+ club prizes	1,380	-	-	1,380	1,530
	-	-	-	-	-
Solicitors fees re lease	-	910	-	910	-
Planning fees	259	-	-	259	186
Professional & Survey fees [3]	4,210	140	-	4,350	6,892
Leasehold Improvements [4]	-	145,951	-	145,951	-
Library section opening cost [5]	-	2,232	-	2,232	-
Sundry opening costs	-	353	-	353	-
Insurance [6]	1,780	-	-	1,780	-
Cleaning and PPE	-	278	-	278	-
Advertising and website	-	179	-	179	127
Telephone and Broadband	-	198	-	198	-
Lottery Licence	20	-	-	20	20
Bank Charges	19	-	-	19	1
Miscellaneous	49	-	-	49	48
Council Tax [7]	588	-	-	588	-
Postage and Stationary	-	-	-	-	-
Sub total	8,615	150,241	-	158,856	9,588

A4 Asset and investment purchases, (see table)

Digital Equipment	-	7,386	-	7,386	-
Other Equipment	-	426	-	426	-
Furniture	-	711	-	711	-
Sub total	-	8,523	-	8,523	-

Total payments	8,615	158,764	-	167,379	9,588
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Net of receipts/(payments)	5,245	16,807	-	22,052	- 578
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A5 Transfers between funds

	270	- 270	-	-	-
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A6 Cash funds last year end

	20,575	5,997	-	26,572	27,150
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Cash funds this year end

	26,090	22,534	-	48,624	26,572
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds [9] to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank [7]	26,029	22,534	-
	Cash in Hand	61	-	-
		-	-	-
	Total cash funds	26,090	22,534	-
	(agree balances with receipts and payments account(s))	OK	OK	OK



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Bookcases	Bernard Sunley	3,710	
	Bookcases VAT	Unrestricted	742	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sally Moss	19/11/2020
	Roger Fieldhouse FCA FCMA	19/11/2020

Notes to the Accounts

[1] Details of Fund Raising Events

	Income	Expenses	Funds Raised
Talk (Oct)	410	30	380
Quiz Night (Nov)	552	230	322
Sale of donated tickets (-bank ch	400	19	381
Sale of donated toys	68	-	68
Sale of doors from SMH	195	-	195
Photographic Competition	50	50	-
Give as you live	61		61
TOTAL	1,736	329	1,346

[2]Restricted funds received-detail

GRANTS	
Sefton Community Transition Fu	20,000
Sefton Crowd-funding	2,810
Crowdfunding other	3,656
Rail Heritage fund	70,000
Anonymous Donor re lift	20,000
Community link Foundation	1,500
Sefton Duke's ward	2,000
Sefton Birkdale ward	1,750
P H Holt Foundation	19,752
Bernard Sunley Foundation	10,000
Hemby Trust	1,500
Sefton Borough of Culture	1,303
SUB-TOTAL	154,271
LANDLORD'S REPAIRS	20,800
FOR LIBRARY MATERIALS	500
TOTAL	175,571

[3] Professional fees and Surveys

Architects Services	2,880
Survey fees - Site safety	1,470
TOTAL	4,350

[4] Leasehold Improvements

Preparatory electrical work	214
Building Work- W Scott	133,191
Lift Deposit	4,201
Upgrade Electrical supply	4,086
Alarm system	1,229
Temporary water supply	701
Flooring	1,910
Sundry items	419
TOTAL	145,951

The trustees have charged all leasehold improvements as the cost was incurred to match the funding received. Items such as bookcases which could be removed from the building have been included in fixed assets.

[5] Library section costs

Library management software	804
Scanners, barcodes,cards	1,041
consumables	387
	2,232

[6] Insurance

To cover building work(1 year)	1,084	commenced	28/11/2020
Refund on completion of	- 267		27/08/2020
building work			
Commercial combined package	768		21/08/2020
Trustee liability	195		21/08/2020
	1,780		

First instalment paid

588

[8] Cash at Bank

	Unrestricted funds	Restricted Funds
Current Account	18,689	22534
200+ Club Account	7,340	
Total Cash at Bank	26,029	22534

Dr

Cr

Bfw 2019

Pre-Feasibility	1,227
Crowd-Funding costs	270
Sefton - Birkdale Ward	4,500

SUB-TOTAL

5,997

Restricted Funds Used

Pre-Feasibility	1227
Crowd-Funding costs	0
RHT	70,000
Lift Donor	20,000
Crowd-fund	6466
Sefton	11023
Merseyrail	20800
P H Holt Foundation	19569
Bernard Sunley Foundation	6290
Community Fund	1500
Hemsby Trust	1500
For Library	389

158764

Restricted Funds Received-summary

RHT	70000
Lift Donor	20000
Crowd-fund	6466
Sefton	25053
Merseyrail	20800
P H Holt Foundation	19752
Bernard Sunley Foundation	10000
Community Fund	1500
Hemsby Trust	1500
For Library	500

175,571

Transfer to unrestricted funds

Crowd-Funding costs	270
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Restricted Funds Cfw

Sefton	18530
P H Holt Foundation	183
Bernard Sunley Foundation	3710
For Library	111

22534

181,568

181,568

Fixed Asset Table

Item	Purchased	Cost	Depreciation	Current Value
3 Smart screen Televisions	22/08/2020	1860	-	1,860
8 Computers,screens,software	26/08/2020	5526	-	5,526
Vacuum cleaner	07/09/2020	115	-	115
Fire extinguishers	08/09/2020	264	-	264
Ladder	29/09/2020	47	-	47
Bookcases	07/09/2020	5173	-	5,173
TOTAL		12985	0	12985

Bookcases includes £4452 for bookcases installed but not yet paid for, see liability



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Birkdale Community Hub and Library

On accounts for the year
ended

30 September 2020

Charity no
(if any)

1153611

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended **30 September 2020**.

Responsibilities and
basis of report

As the charity trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date: 16 November 2020

Name: Daniel Styles

Relevant professional
qualification(s) or body
(if any):

Chartered Accountant - ICAEW

Address:

39 Kirklees Road

Southport

PR8 4RB