



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01 <sup>st</sup>	October	2020		30 <sup>th</sup>	September	2021

## Section A Reference and administration details

<b>Charity name</b>	Birkdale Community Hub and Library
<b>Other names charity is known by</b>	The Station Masters' House also formerly The Friends of Birkdale Library
<b>Registered charity number (if any)</b>	1153611
<b>Charity's principal address</b>	2 Liverpool Road Birkdale Southport <b>Postcode</b> PR8 4AR

### 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	1/10/2020 to 18/03/2021	
2	John Pugh			
3	Sally Moss	Treasurer		
4	Sylvia Thompson			
5	Roger Fieldhouse	Finance		
6	Philip Margham	Project Manager	Also Chair from 19/03/2021	
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 <sup>rd</sup> 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).

The two volunteer co-managers oversee the day to day running of the Station Master's House. They have organised and trained volunteer teams, each with a team leader, to staff the Station Master's House (SMH) in shifts, when open to the public. The library team continue to be responsible for book stock.

Policies are in place for GDPR, Finance, Health and Safety, Safeguarding, Equal opportunities and running the Library Service.

The managers report to the trustees at the regular trustee board meetings.

## 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)**

Having received the certificate of occupation for the building at the end of the previous financial year, work continued to put the final physical touches to the building. This included snagging work by the builder, repairing the original Victorian walls around the back yard and flagging both the front garden and rear out door space. Two gates were added at the front garden, a small front gate in line with the front door to replace the original and a wide side gate to allow wheelchair access. Various cabinets, safety equipment and signage and lighting were installed to improve the facilities in the building. The main supplies of water and electricity were also upgraded to cope with the buildings public role.

While this was happening the computer network was set up and the cloud based library system was commissioned. The library team started sorting through the many donated books, selecting and cataloguing those suitable for the library and where possible selling the surplus books in various ways to raise funds for the library. The sale of surplus books raised over £1600 during the year.

With Covid-19 again restricting face-to-face contact in December, Christmas story readings were published on line on our website and an online story competition was held which attracted much interest. In February funding of £34,600 was received from the Access for All Fund. This was re-imbursement for all the work enabling disabled access to the house. This money meant that the Stannah midlift to give disabled access to the upper floor could be purchased and fitted into the already build lift shaft. The cost of the lift was subsequently reimbursed too.

Two teachers hired the meeting room upstairs to provide tuition in the evening for school children, following the covid-19 guidelines for schools. When schools were closed they went to on-line learning but returned to face to face tuition in the spring.

In April a room was hired and renovated in the local Methodist Church hall to provide extra space for book storage and preparation.

As covid-19 restrictions eased book preparation and volunteer training went ahead and the library service could start on a click and collect basis from May 2021. Where possible readers were asked to register on line and select books from the on-line catalogue. Finally in July 2021 the Station Master's House was fully open to the public all day Tuesday and Thursday and Saturday mornings. During the summer a small group used the computer facilities to carry out local and family history research.

In September there were two open mornings on the Saturday to raise awareness in the village that the Station Master's House and its facilities were fully open. By the end of September there were approximately 400 registered readers. During September the local U3A started hiring some of the rooms for several of their groups to meet.

The trustees have had due regard to the guidance on public benefit published by the charity commission when planning the various activities.

## 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.

The trustees, the two managers, volunteers running the 200plus Club, Friends of the SMH and the library team, have now been joined by many other regular volunteers organised into teams to staff the Station Masters House when it is open to the public. In addition other supporters have helped with maintain the outside spaces and help at open days.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During this year BCHL completed the fund raising to upgrade the Station Master's House into a community hub and library and established some contingency reserves.

The physical upgrading and conversion of the building and its outdoor areas to its new use, including the installation of a lift, was completed.

While the Covid-19 restrictions caused some delay in opening to the public, it also gave time to train volunteers and prepare the book stock.

Taking a room at the local Methodist church hall has provided extra space and opportunities for further community presence in another part of Birkdale.

The Station Master's House has now opened to the public for the library service and computer network. Room hire and community activity have also commenced. All staffed entirely by volunteers.

BCHL has created a warm, bright, safe, social space for local people to use and enjoy in the heart of Birkdale Village and provided many volunteering opportunities.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves are kept as cash at the bank.  
Funds designated as long term reserves are in a separate savings account.

### Details of any funds materially in deficit

N/A

### 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.

The charity's principal sources of funding this year have been the balance of funds raised by grants last year carried forward, funding for disabled access £34600 and the installation of the lift, £21,800. Other funding sources are donations from individuals and groups, subscriptions from the Friends of the SMH and the 200 plus Club and books sales. Additional funds have been raised at the open days and by online sales of goods. Income from room hire has also been received this year and it is anticipated that this will increase

The major expenditure this year has been the physical completion of the building. Also there have been many opening expenses such as signage and small items of equipment. Tables and chairs have been purchased for the meeting rooms and the computer room. All to make the Station Master's House ready for use by the public.

Ongoing expenditure will include electricity, insurance, maintenance contracts, software annual costs, purchase of new books and covers for both purchased and donated books.

## Section F

## Other optional information

### Future Plans

The opening hours for The Station Master's House are to be increased as the number of volunteers and footfall increases. Further open days are planned to encourage local people and businesses to use the buildings facilities particularly hire of the rooms to increase revenue. We also plan to start our own community groups to give opportunities for people to meet.

The constitution will be revised and updated. This will widen the current objectives to emphasise social activities and also allow Trustees to be elected by active supporters of Birkdale Community Hub and Library in the future. BCHL is planning to hold an Annual General Meeting around March each year.

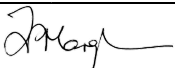
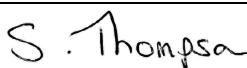
We are looking forward to the Station Masters' House becoming busier over the next year and being a resource and social centre for Birkdale Village and the surrounding area.

## 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)	James Philip Margham	Sylvia Margareta Thompson
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	27 <sup>th</sup> January 2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Birkdale Community Hub and Library

1153611

## Receipts and payments accounts

CC16a

For the period  
from

1st October 2020

To

30th September 2021

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	1,108	-	-	1,108	6,861
Fund Raising Events [1]	187	-	-	187	1,736
Grants and restricted funds [8]	-	63,669	-	63,669	175,571
Friends subscriptions	468	-	-	468	480
Gift Aid	502	-	-	502	195
200+ Club	5,082	-	-	5,082	4,588
Council tax refund [2]	588	-	-	588	-
Room Hire	835	-	-	835	-
Book sales [1]	1,814	-	-	1,814	-
On line sales [1]	331	-	-	331	-
<b>Sub total (Gross income for AR)</b>	<b>10,915</b>	<b>63,669</b>	<b>-</b>	<b>74,584</b>	<b>189,431</b>

<b>Total receipts</b>	<b>10,915</b>	<b>63,669</b>	<b>-</b>	<b>74,584</b>	<b>189,431</b>
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### A3 Payments

Fund Raising Expenses	-	-	-	-	310
200+ club prizes	1,580	-	-	1,580	1,380
Accountancy fees	1,600	-	-	1,600	-
Solicitors fees re lease	-	-	-	-	910
Planning fees	-	-	-	-	259
Professional & Survey fees [3]	300	843	-	1,143	4,350
Leasehold Improvements [4]	-	40,361	-	40,361	145,951
Library room costs [5]	1,494	-	-	1,494	-
Library section costs [6]	-	3,612	-	3,612	2,232
Sundry opening costs [7]	53	2,178	-	2,231	353
Insurance [8]	1,233	-	-	1,233	1,780
Annual Maintenance charges	-	1,172	-	1,172	-
Repairs and renewals	-	257	-	257	-
Digital cost	-	279	-	279	-
Electricity	-	1,034	-	1,034	-
Cleaning and PPE	-	199	-	199	278
Advertising (and website 2020)	51	-	-	51	179
TV Telephone and Broadband	-	1,134	-	1,134	198
Lottery Licence	20	-	-	20	20
Bank Charges	1	-	-	1	19
Miscellaneous	197	66	-	263	49
Council Tax [2]	-	-	-	-	588
Postage and Stationary	-	112	-	112	-
Packaging for book sales [1]	-	147	-	147	-
<b>Sub total</b>	<b>6,529</b>	<b>51,394</b>	<b>-</b>	<b>57,923</b>	<b>158,856</b>

### A4 Asset and investment purchases, (see table)

Digital Equipment	-	1,164	-	1,164	7,386
Other Equipment	-	4,509	-	4,509	426
Furniture	-	3,278	-	3,278	711
<b>Sub total</b>	<b>-</b>	<b>8,951</b>	<b>-</b>	<b>8,951</b>	<b>8,523</b>

<b>Total payments</b>	<b>6,529</b>	<b>60,345</b>	<b>-</b>	<b>66,874</b>	<b>167,379</b>
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<b>Net of receipts/(payments)</b>	<b>4,386</b>	<b>3,324</b>	<b>-</b>	<b>7,710</b>	<b>22,052</b>
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### A5 Transfers between funds

CCXX RPA accounts (33)	-	1	-	-	-
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-27/01/2022

A6 Cash funds last year end	26,090	22,534	-	48,624	26,572
<i>Cash funds this year end</i>	30,476	25,858	-	56,334	48,624



## 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 [9]	30,415	25,858	-
	Cash in Hand	61	-	-
		-	-	-
	<b>Total cash funds</b>	<b>30,476</b>	<b>25,858</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

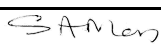

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Signature	Print Name	Date of approval
	Sally Moss	27/01/2022
	Roger Fieldhouse FCA FCMA	27/01/2022

## Notes to the Accounts

### [1] Details of Fund Raising

	Income	Expenses	Funds Raised
Open days at SMH	187	-	187
Sale of surplus books	1,814	146	1,668
On-line sales	331	1	330
<b>TOTAL</b>	<b>2,332</b>	<b>147</b>	<b>2,185</b>

### [2] Council Tax

First instalment refunded	<b>588</b>	Property subsequently valued for business rates, with nil to pay under small business rate relief scheme. Payment made in last period refunded by Sefton.
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### [3] Professional fees and surveys

Architects Services	300
Survey fees - Site safety	630
Structural engineer	213
<b>TOTAL</b>	<b>1,143</b>

### [4] Leasehold Improvements

Work on building	16,608
Exterior work on yards	6,929
Aerial	125
Lift less deposit paid last year	16,699
<b>TOTAL</b>	<b>40,361</b>

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 room costs

Carpet	720
Shelving	444
DIY & sundries	330
<b>TOTAL</b>	<b>1,494</b>

Refurbishing a room in a local church hall to give book storage and preparation space and an access point to book borrowing in another part of Birkdale.

### [6] Library section costs

Library management software	1,160
Scanners, stool & sundry equipment	289
Book coverings	1,514
Children's books	508
consumables	141
<b>TOTAL</b>	<b>3,612</b>

### [7] Sundry opening costs

Signage	837
Small equipment, DIY & sundries	1,038
Lanyards for volunteers	356
<b>TOTAL</b>	<b>2,231</b>

### [8] Insurance

Commercial combined package	1,045
Trustee liability	188
<b>TOTAL</b>	<b>1,233</b>

#### Commenced

24/08/2020  
24/08/2021

### [9] Cash at Bank

	Unrestricted funds	Restricted Funds
Current Account	8,261	-
200+ Club Account	5,980	-
Sales Account	1,988	-
Paypal Account	44	-
Reserve Account	14,142	25,858
<b>Total Cash at Bank</b>	<b>30,415</b>	<b>25,858</b>

# [10] Restricted Funds

	Dr		Cr
<b>Bfw 2020</b>			
Sefton	18,530		
P H Holt Foundation	183		
Bernard Sunley Foundation	3,710		
For Library	111		
<b>SUB-TOTAL</b>	<b>22,534</b>		
<b>Restricted Funds Received-summary</b>		<b>Restricted Funds Used</b>	
GRANTS		Sefton	18,530
Dukes ward Sefton	5,000	P H Holt Foundation	183
Monkey Puzzle nursery	500	Bernard Sunley Foundation	3,710
AfA- For disabled access	36,345	For Library	111
AfA - For Lift	21,824	Dukes ward Sefton	5,000
		Monkey Puzzle nursery	500
		AfA- For disabled access	10,487
		AfA - For Lift	21,824
	<b>63,669</b>		<b>60,345</b>
		<b>Restricted Funds Cfw</b>	
		AfA- For disabled access	25,858
			<b>25,858</b>
	<b>86,203</b>		<b>86,203</b>

## Fixed Asset Table

Item	Purchased	Cost	Depreciation	Current Value
3 Smart screen Televisions	22/08/2020	1,860	620	1,240
8 Computers,screens,software	26/08/2020	5,526	1,840	3,686
Laptop	06/04/2021	582	194	388
Hard drive back up	19/04/2021	68	23	45
Printer	19/05/2021	335	112	223
Card Reader	28/07/2021	179	60	119
Vacuum cleaner	07/09/2020	115	29	86
Fire extinguishers	08/09/2020	264	66	198
Ladder	29/09/2020	47	12	35
29 Lampshades	07/10/2020	290	73	218
2 Magnetic whiteboards	15/10/2020	120	30	90
Children's book box	30/11/2020	239	60	179
2 Perspex screens	01/12/2020	432	108	324
cabinet for toilet	04/01/2021	117	29	88
Telephones	19/01/2021	63	16	47
baby change station	25/03/2021	114	29	86
Clock	29/03/2021	54	14	41
Library trolley	08/04/2021	311	78	233
Evac sling	21/06/2021	146	37	110
Fans	23/07/2021	161	40	121
Blinds for windows & bookcases	25/03/2021	2,462	616	1,847
Bookcases	07/09/2020	5,173	1,293	3,880
Adjustable desk & top	01/03/2021	235	59	176
10 Tables and 30 chairs	17/06/2021	2,548	637	1,911
8 desk chairs	23/08/2021	496	124	372
<b>TOTAL</b>		<b>18,658</b>	<b>5,375</b>	<b>13,283</b>

Depreciation rates for computer equipment 33.3% straightline  
 Depreciation rates for equipment and furniture 25% straightline



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 2021

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 2021**.

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: 13 January 2021

Name: Daniel Styles

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

Chartered Accountant - ICAEW

Address:

39 Kirklees Road

Southport

PR8 4RB