



# Trustees' Annual Report for the period

Period start date

01

04

2020

To

Period end date

31

03

2021

## Section A

## Reference and administration details

Charity name

Friends of Halesworth County Library

Other names charity is known by

Friends of Halesworth Library

Registered charity number (if any)

1153765

Charity's principal address

Halesworth Library

Bridge Street

Halesworth, Suffolk

Postcode

IP19 8AD

### 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	Alison Britton	Chair		
2	Sheila Freeman			
3	Evelyn Lindqvist	Minutes secretary		
4	David Borer	Treasurer		
5	Nigel Frostick	Vice-Chair		
6	Julie Gulliver	Library Manager Ex-Officio Trustee		
7	Natalie Lloyd-Evans			
8	Yvonne Sandison			
9	Irene Thomas			
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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

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### 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
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	By election

### 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.

New trustees are inducted in line with the guidance for such procedures as laid down by Suffolk Libraries Industrial and Provident Society Limited which manages Suffolk's public libraries service.

Since it was established in 2013, the Friends of Halesworth County Library (like similar groups at all libraries in Suffolk) has been a member of Suffolk Libraries IPS Ltd. which is a member of Co-operatives UK. Rules state that objects shall be carried out "for public benefit in a manner that is conducive to the spirit and ethos of Co-operation".

## Section C Objectives and activities

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

- To advance the education of the general public in Halesworth, Suffolk and the surrounding area, in particular but not exclusively, by the provision of a lending library.
- To advance education and to provide facilities in the interests of social welfare for recreational leisure time occupation with the objective of improving the conditions of life for the residents.

**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)**

- Raising the profile of the Library through fundraising and by hosting educational and recreational events.
- Volunteer support of the Library helping to enable it to meet the needs of the community (see below for role of volunteers).
- The charity trustees have understood the guidance issued on public benefit and remain focused on what the charity was established to achieve as laid down in its objectives.

#### **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.

For the period of the report volunteers were only able to do limited activities owing to the pandemic and lockdowns.

In normal conditions the following applies.

This is an essential part of our functioning. We have a large group (currently approximately 45) of volunteers from among the Friends of Halesworth Library. Collectively they contribute a great deal of time to the Library (approximately 250 hours a month) on a regular basis. The scope of the service has grown beyond the tasks which paid staff are able to accomplish, and volunteers can take on routine library and administrative tasks. For example, they shelve the returned books and sound and vision items; they tidy the shelves and items for sale; they locate requested books and do general stock work; they unpack new books and process withdrawn stock. Their contributions allow staff to run and promote the library and its services and to form local partnerships in the community. Importantly too, the work by volunteers' releases time for staff to collaborate with other volunteers and with the Trustees to organise events and fundraise as described in section D of this report.

## Section D

## Achievements and performance

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

#### PLANNED ACTIVITIES

We had planned a draft programme for April – November 2020, but obviously none of that happened. All 3 patrons were booked; we were going to revive our Library Quizzes and two dates were set; Suffolk Libraries had arranged musical events for libraries to host and we planned to have two – possibly partly using the new garden which we imagined might be ready by mid-summer. We were also planning a garden opening and social events out there. For children there would be a post-Reading Challenge entertainer, Halloween activities and the show from the Spinning Wheel Theatre. And more of our usual activities, and the usual fund raising via the Plant Sale, the stall at the Antiques Street Market, raffles etc.

Please see section E below for the garden project which was fully achieved

## Section E

## Financial review

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

We continue to retain reserves in a separate bank account for unexpected contingencies.

### Details of any funds materially in deficit

Not applicable.

### 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 funds

- Own fundraising, throughout the year
- Donations and bequests

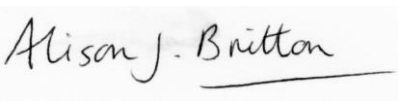

#### How expenditure has supported the key objectives of the charity

In a year of limited activity (because of the Library being unable to open or when open, unable to function normally) the main activity was in supporting the design and development of a garden for community use in memory of Alison Hopkins (previous Library Manager who died in 2019).

**Section F****Other optional information****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)	Alison Jean Britton	Nigel George Frostick
Position (eg Secretary, Chair, etc)	Chair	Vice-Chair
Date	21 <sup>st</sup> January 2022	

**Friends of Halesworth County Library**  
**Registered Charity Number 1153765**  
**Summary of Account for the year 1/4/2020 to 31/3/2021**

**Payments**

Petty cash £ 195.93  
Garden planting plans £ 155.00  
Landscaping £ 10,821.05  
Plants £ 545.37  
Crafter's payments £ 291.35  
Furniture £ 6,082.00  
Notice boards £ 121.20  
Newspapers £ 41.20  
Miscellaneous £ 76.25  
**Total payments** £ 18,329.35

**Receipts**

Ali's Garden Donations £ 8,509.50  
Crafter's share £ 9.15  
Craft commission £ 7.35  
Bags £ 6.50  
Glasses £ 9.98  
Artists display £ 20.00  
Poster display £ 20.00  
  
HMRC Gift Aid £ 1,199.02  
Savings account interest £ 14.56  
**Total receipts** £ 9,796.06  
**Plus opening balance** £ 43,275.10  
£ 53,071.16  
**Less payments** £ 18,329.35

**Closing balance** £ 34,741.81

**FUND-RAISING AND EXPENSES FOR ALI'S GARDEN 2019-2021**

**Donations and grants**

2019/20 £ 3,543.38  
2020/21 £ 8,509.50  
**Total** £12,052.88

Landscaping 1 £ 5,745.00  
Landscaping 2 £ 5,076.05  
Plants £ 547.37

**Total** £ 11,848.

HMRC Gift Aid

2019/20 £ 591.84  
2020/21 £ 1,199.02

**Total** £ 1,790.86

**Total received** £ 13,843.74

**Payments**

Garden design £ 325.00  
Planting plans £ 155.00

**Balance remaining** £ 1,995.32

**Outstanding**

Electrical work, some replacement  
plants, commemorative plaques, and  
mural.

