



Trustees' Annual Report for the period

Period start date

01 04 2022

Period end date

31 03 2023

To

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	Vice Chair		
2	Sheila Freeman			
3	Evelyn Lindqvist	Minutes secretary		
4	David Borer	Treasurer		
5	Nigel Frostick	Chair		
6	Matthew Haw	Library Manager Ex-Officio Trustee	09/05/2022 to 14/02/2023	
7	Natalie Lloyd-Evans			
8	Yvonne Sandison			
9	Jacqueline Williams			
10	Julie Gorton	Library Manager Ex-Officio Trustee	From 07/03/2023	
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18				

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

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.

Contribution made by volunteers

This is an essential part of our functioning.

We have a large group (currently approximately 30) of volunteers from among the Friends of Halesworth Library. Collectively they contribute a great deal of time to the Library on a regular basis. The scope of the service has grown beyond the tasks which paid staff are able to accomplish, and volunteers take on routine library and administrative tasks. For example, they shelve the returned books; 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; they care for the garden and planters; they plan and arrange regular and special events.

Their contributions allow staff to run and promote the library and its services and to form local partnerships in the community.

Summary of the main achievements of the charity during the year

PLANNED ACTIVITIES

Following the ending of pandemic restrictions, planning for events continued and a full programme was in place by the end of March 2023, by which time the library had once again become very busy. Fundraising took place through the period of this report and a grant was successfully applied for from a local grant awarding charity for the refurbishment of the kitchen at the library. This area has become rather tired in the 30 years since the library was built and its limitations were only too apparent during library and Friends' events, not to mention on a day to day basis when staff and volunteers use the kitchen.

Two regular events which were restarted in September 2022 were a monthly Board Games Café and fortnightly Sociable Sundays. Neither of these regained their pre-Covid numbers by the end of the reporting period but we have persevered in the expectation that numbers will increase. Both fulfil a very useful social meeting place for members of the community.

Our monthly series of book talks have generally been well attended with numbers varying between 10 and 40. Speakers have been writers of fiction and non-fiction, artists/designers, those with publishing experience and a local bookseller. No charge was made to those attending.

As well as regular events we also hosted our first Library Quiz night for several years and a musical performance of folk music to an audience of over 50.

We also ran a Christmas Fair in early December 2022 and a Christmas raffle. We operate a 100 Club which provides a steady income. All these events were successful in raising funds and also importantly allowed us to interact with the Friends, customers and visitors to tell them about our work.

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, grants and bequests

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)

Nigel Frostick

Evelyn Lindqvist

Full name(s)

Nigel George Frostick

Evelyn Jane Lindqvist

Position (eg Secretary, Chair, etc)

Chair

Minutes Secretary/trustee

Date

20th February 2024

Friends of Halesworth County Library
Registered Charity Number 1153765

Summary of Account for the year 1/4/2022 to 31/3/2023

Payments

Petty cash	£	283.70
Glasses - Peer Ltd	£	292.20
Crafter's payments	£	562.61
Graden pump replacement	£	108.00
Office window blinds	£	333.34
Ali's garden opening catering	£	290.00
Spinning Wheel Theatre	£	250.00
Staff Xmas gifts & meal	£	256.00
Mark Michells lecture fee	£	110.00
Window mural	£	550.00
Pawsivity donation	£	100.00
Craft materials	£	98.55
Temporary event notice	£	21.00
Zettle card payment fees	£	7.08
Miscellaneous items	£	230.80

Total payments £ 3,493.28

Receipts

Donations	£	6,588.89
Crafter's share	£	723.65
Craft commission	£	213.35
Bags	£	42.25
Beverages	£	1.00
Bookmarks	£	3.00
Glasses	£	214.11
Pens	£	94.50
Maps	£	4.99
Donated items	£	94.55
Fundraising	£	1,914.10
Adverts	£	77.50
Poster display	£	172.50
World of Books - books sold	£	44.84
Book club memberships	£	80.00
HMRC Gift Aid	£	323.27
Savings account interest	£	133.28

Total receipts £ 10,725.78

Plus opening balance £ 35,295.64

£ 46,021.42

Less payments £ 3,493.28

Closing balance £ 42,528.14