

# Trustees' Annual Report for the period

Period start date

01 04 2023

Period end date

31 03 2024

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	David Borer	Treasurer		
2	Sheila Freeman			
3	Nigel Frostick	Chair		
4	Julie Gorton	Library Manager (ex-officio)	To 29/11/2023	
5	Aubrey Alan Jones		From 1/08/2023	
6	Evelyn Lindqvist	Minutes secretary		
7	Natalie Lloyd-Evans			
8	Yvonne Sandison			
9	Jacqueline Williams			
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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

**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)	Charitable Incorporated Organisation
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.

## Section D

## Achievements and performance

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

The library has become busier following the continuing return to normality post pandemic. Planning for events continued and a full programme was in place throughout the year. Fundraising took place through the period of this report.

The refurbishment of the kitchen at the library was completed with the assistance of the grant from a local grant awarding charity referred to in the previous year's report. Staff and volunteers are delighted with the result and there has been a substantial improvement in working conditions and facilities for events. The final payments for the equipment and works were made after the end of the year

Two regular events which continued were a monthly Board Games Café and fortnightly Sociable Sunday. The numbers attending both events have continued to grow and the trustees feel that these events provide a very useful social meeting place for members of the community.

Our monthly series of book talks have generally been well attended with numbers of attendees approaching 40 on occasions. Speakers have been writers of fiction and non-fiction, poets and artists. During the year no charge was made to those attending.

As well as regular events we also hosted a couple of Library Quiz nights.

We also ran a Christmas Fair in early December 2023 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.

We are committed to supporting activities for children. In April 2023 we arranged for a visit by the Spinning Wheel Theatre who put on a performance of the Velveteen Rabbit. This was free of charge and played to a full house.

Included in our support for children was payment for a series of events arranged by library staff which took place on a weekly basis over the summer holidays. The events were very successful and attracted large numbers of children. We also worked with staff on initiatives to attract visits from schools to bring pupils into the library.

## Section E

## Financial review

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

We continue to retain reserves on deposit 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

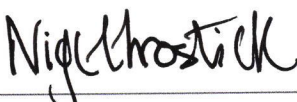
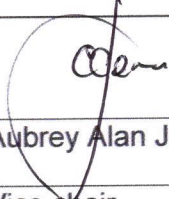
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nigel George Frostick	Aubrey Alan Jones
Position (eg Secretary, Chair, etc)	Chair	Vice chair
Date	10 <sup>th</sup> September 2024	

**Friends of Halesworth County Library**  
**Registered Charity Number 1153765**

**Summary of Account for the year 1/4/2023 to 31/3/2024**

**Payments**

Petty cash	£	206.05
Glasses - Peer Ltd	£	98.87
Crafter's payments	£	836.60
Activities	£	1,176.08
Book club error refund	£	495.00
Staff meals	£	150.00
Volunteers presents	£	116.57
Volunteers Xmas party	£	99.50
Craft materials	£	149.40
Zettle card payment fees	£	5.34
Miscellaneous items	£	627.90

Total payments £ 3,961.31

**Receipts**

Donations	£	2,209.73
Crafter's share	£	655.04
Craft commission	£	191.51
Bags	£	9.75
Glasses	£	348.54
Pens	£	46.50
Maps	£	42.00
Quizes	£	114.00
Donated items	£	46.80
Fundraising	£	2,627.70
Adverts	£	21.00
Poster display	£	158.00
100 Club	£	3,500.00
Book club memberships	£	652.00
HMRC Gift Aid	£	469.61
Savings account interest	£	539.95

Total receipts £ 11,632.13

Plus opening balance £ 42,528.14

£ 54,160.27

Less payments £ 3,961.31

Closing balance £ 50,198.96