



Trustees' Annual Report for the period

From

Period start date

To

Period end date

Day
1st
Month
February
Year 2020

Day
31
Month
January
Year
2021

Section A

Reference and administration details

Charity name

Walton Community Library

Other names charity is known by

None

Registered charity number (if any)

1154607

Charity's principal address

Charles Waterton House, 6 Almond Avenue

Walton

Wakefield

Postcode
WF2 6UA

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)

Colin Moran
Chair

1

Richard Hancock
Vice-Chair

2

Bryan Harvey
Treasurer

3

Peter Heigham
Secretary

4

Malcolm Wood

5

Jim Gervasio

6

Libby Hall

7

Meryl Smith

8

9

10

11

12

13

14

15

16

17

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

Independent Examiner

Brian Lister

Sandal, Wakefield, West Yorkshire

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

Library Manager – Rita Anderson

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 (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected by rotation, in accordance with the Constitution, by members of the CIO at the Annual General Meeting (AGM)

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.

The plans to relocate the community library to new premises in the village were disrupted in a fundamental way by the Covid-19 pandemic and the government restrictions the introduction of which coincided with the beginning of our reporting period and were only relaxed shortly after the end of our financial year.

During this period and in preparation for the opening of the library in its new premises the Trustees arranged for the shelving to be installed and the book stock to be moved into place. A successful public fundraising was organised which raised some £3900, and the Trustees were able to purchase a new piano, lap top computers and other equipment and furniture in readiness for the formal opening.

Inevitably, however the closure and lockdown restrictions have had an adverse impact on this year's income.

Our reopening now awaits the conclusion of the necessary legal arrangements which are at an advanced stage.

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

To advance education of the public of Wakefield in West Yorkshire and its environs, by the running and management of a community library and associated facilities for learning and individual skills development including the cultivation of art and arts activities and recreation and leisure activities for the benefit of the said 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)

As a result of the Covid pandemic Walton Community Library closed its' doors to the public at the end of March 2020.

Due to this and several lockdowns, activities have been limited:

Nordic Walking group
Cycling groups - Beginners and Experienced
Adult choir
Several ukulele groups
Holiday Reading Challenge for the school children.
Book Club.

The annual photo shoot competition with the winning pictures being chosen online by members of the public and used in the library calendar for 2021.

WordFest -a programme for young people encouraging creativity and the spoken and written word.

Throughout the periods of lockdown, the Trustees continued their regular meetings, both formally and informally by zoom. The Trustees are mindful of their compliance obligations as trustees of a CIO regarding its governance and financial reporting and with regards to the public benefit obligation. The Trustees have fully considered the guidance on public benefit as issued by the CC in overseeing our work over the current financial year.

Additional details of objectives and activities (Optional information)

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

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

Walton Community Library does not make any grants.

We do not invest any assets in a policy Programme Related Investment.

Volunteers, although not in attendance, still play a significant and essential role in communication and keeping the spirit of the library alive within the village until we can reopen.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We are delighted to say that activities were still being undertaken during this challenging time (social distancing etc).

We were able to run our children's Holiday Reading Challenge utilising the Methodist Chapel. Those children who competed the challenge, having read 6 books, were awarded medals with all children participating receiving a certificate.

Some of our normal weekly activities continued but were limited in size due to the then current restrictions:

Nordic Walking

Cycling

Walton Singers via zoom

Ukulele groups set up in members gardens and other outdoor spaces

Book Club continued via Zoom

WordFest creative activities took place at St Paul's Church in the Barnabas Room.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees have agreed to maintain a reserve of £10.000 which is reviewed annually. The reserve is equivalent to one year's operating costs.

Details of any funds materially in deficit

We do not have any funds in deficit.

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.

Expenditure has been used solely for running the Library and funding the recreational and arts activities organised by the Library, for the benefit of Library members and the residents of Walton.

Investment policy is to keep reserve funds on deposit with a UK Clearing Bank covered by the FSCS.

Section F Other optional information

During this period, we have not been open to the public. After the Library closure at the end of March 2020 due to covid, we were asked by the Academy Trust that we vacate the premises permanently, which we did in August 2020

We were subsequently offered alternative space at a new build - Charles Waterton House, Waterton Green, WF2 6UA which is now completed, and we are awaiting a lease to enable us to open to the public.

Section G Declaration

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

Signed on behalf of the charity’s trustees

Signature(s)

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Full name(s)

Colin Moran	Peter Heigham
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Position (eg Secretary, Chair, etc)

Chair	Secretary
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Date

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Appendix A - Organisation

Main Committee
8 Trustees

Manager
TAR

1 Library Manager

Membership

21 Charity Members

Sub-committees

Events and activities

Operations

Volunteers

33 Regular volunteers

UA



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Walton Community Library

No (if any)
1154607

Receipts and payments accounts

For the period from	Period start date 01.02.2020	To	Period end date 31.01.2021
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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 £
A1 Receipts				
Library Generated	368	-	-	368
Activities	1,293	-	-	1,293
Events & Fundraising	2,691	-	-	2,691
Appeal	3,931	2,258	-	6,189
Grant	1,500	-	-	1,500
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	9,783	2,258	-	12,041
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	9,783	2,258	-	12,041
A3 Payments				
Managers Fees	4,085	-	-	4,085
Library	1,655	-	-	1,655
Activities	664	-	-	664
Events & Fundraising	712	-	-	712
WiFi	208	-	-	208
Petty Cash	-	-	-	-
Appeal	1,238	1,996	-	3,234
	-	-	-	-
	-	-	-	-
Sub total	8,562	1,996	-	10,558
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	8,562	1,996	-	10,558
Net of receipts/(payments)	1,221	262	-	1,483
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	23,003	-	-	23,003
Cash funds this year end	24,224	262	-	24,486

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Bank Account	24,219	262
	Petty Cash	5	-
		-	-
	Total cash funds	24,224	262
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
	Computers	2500	-
	Stock of Books	4000	-
	Fixture & Fittings	5000	-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name

CC16a

Last year

to the nearest £

2,721
5,037
6,611
-
-
-
-
-
14,369

-
-
-

14,369

5,760
3,191
2,785
1,015
611
104
-
-
-
13,466

-

13,466

903
-
22,100
23,003



**Endowment
funds**
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval
