

DENBY DALE COMMUNITY PROJECT

England & Wales · Charity number 1155111

Details

Other names DDCP

Status Registered

Legal form CIO

Registered 2013-12-20

Register [View on the Charity Commission register](#)

Contact

Address Denby Dale Community Library
Wakefield Road
Denby Dale
Huddersfield
HD8 8RX

Phone 01484 414868

Email tansydd@gmail.com

Website ddcp.org

Activities

Objects: TO FURTHER OR BENEFIT THE RESIDENTS OF DENBY DALE AND SURROUNDING AREAS, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS. IN FURTHERANCE OF THESE OBJECTS BUT NOT OTHERWISE, THE TRUSTEES SHALL HAVE POWER: TO CONSTRUCT, ESTABLISH OR SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND LIBRARY AND TO MAINTAIN OR MANAGE OR CO-OPERATE WITH ANY STATUTORY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE CHARITY IN FURTHERANCE OF THE ABOVE OBJECTS

Activities: Fund raising and seeking grants and volunteers to assist the Local Authority to run Denby Dale Library, now housed in our Community Building, which also hosts community groups and activities. Managing and maintaining the community building and adjoining car park. Running a community cafe in the building.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Kirklees

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£14,549	£13,668	-	-
2024-03-31	£13,589	£9,969	-	-
2023-03-31	£12,482	£10,331	-	-
2022-03-31	£12,888	£5,780	-	-
2021-03-31	£22,872	£14,890	-	-

Trustees

Name	Role	Appointed
JANET SUSAN JOHNSON	Chair	2018-10-24
Bridget Sarah Bennett		2023-04-19
Derek John Lawrence		2019-07-01
Janet Goult		2023-10-25
Lauren Janice Mallinson		2024-05-23
PETER JOHN BELSEY		2025-02-12
Tansy Hepton		2019-09-30

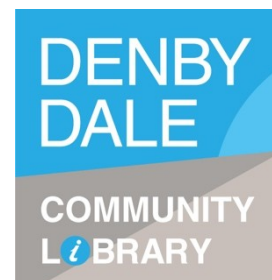
DENBY DALE COMMUNITY PROJECT

England & Wales - Charity number 1155111

Accounts

Annual report 2024 – 2025

Denby Dale Community Project, operating as Denby Dale Community Library



Constitution

The Denby Dale Community Project (DDCP) is a charitable incorporated organisation governed by its constitution and registered with the Charity Commission (registration number 1155111). It operates under the name Denby Dale Community Library (DDCL). Its registered address and details of its trustees are included further down this report.

Our mission statement:

We provide a safe, accessible and welcoming building in which we help Kirklees Library Services run a Library and Information Centre; providing space for inclusive and enriching community events for all, and car parking for building users and customers of local businesses.

We do this through the support of our volunteers and partners. We will continue to:

- *Provide volunteers to support library staff*
- *Keep the building safe and well maintained*
- *Raise funds, particularly through the Supporters Club and annual raffle*

Strategy

In March 2023 we agreed that our priorities for the next three years were to:

- Increase the number of people using the library services;
- Improve the amount of local information we provide;
- Build our relationships with The Kirkwood and other targeted groups and institutions within our community.

Last year we reported good progress in all of these areas and the business usage figures below show that we continue to provide valued and well-used services in our community.

In February 2025 we reviewed our strategy and agreed that our mission was unchanged and that our focus for 2025/26 would be “**securing our future**”.

We agreed 3 main areas for action over the next year (2025/26) which are:

- Working with KLS and volunteers to **increase the number of people using the library services**
- Working towards an **asset transfer of the land behind the building**
- Working **on the lease renewal** with The Kirkwood

We will report on progress on these areas next year.

Key strategic matters for the period April 2024 to March 2025

Kirklees Library Services consultation

Last year we reported that Kirklees Library Services (KLS) were consulting on proposals to make cost savings by removing staffing from 8 smaller libraries in the metropolitan district, including Denby Dale Community Library. Under these proposals, our library would have become a 'Community Managed Library', outside the Statutory Provision. Both DDCL Trustees and volunteers met with representatives of KLS to fight this proposal on the grounds that we did not believe our community had the capacity to sustainably run a full library service without any paid staff. We were able to demonstrate the wide range of services we provide to our community at a marginal cost to KLS of one part time member of staff, demonstrating an excellent value for money return.

By the time last year's annual return was approved, Kirklees Council had withdrawn the proposal for 'Community Managed' libraries but were planning to consult on reviewing - and reducing - the level of paid staff support they provided to each library. We were therefore relieved when Kirklees Council used some of the additional funding provided by Central Government to support their libraries and approved a budget for 2025/26 which no longer required cost savings from the service. The Central Government settlement is for one year only and we continue to work constructively with KLS to improve the range and volume of services provided in our community.

The library service continues to be available during part of every day Monday to Saturday, the hours varying between morning, afternoon and early evenings to meet different user lifestyles.

We have a full staffed library service with volunteer support on Mondays, Tuesdays, Wednesdays and Fridays, with volunteer-only service on Thursday and Saturday mornings. The cafe is open Monday to Thursday 10am - 3pm and on Fridays 10am - 1pm.

Asset transfer opportunity

During the year we were made aware of the opportunity to apply to Kirklees Council for an asset transfer of a patch of land of about 700 square metres immediately behind our building. This land was formerly the playground of a nursery school and comprises a section of tarmac (currently used as parking for staff and volunteers) and an overgrown and unused larger area of scrubland.

We agreed this was too good an opportunity to miss and set up a working group to explore the options and develop a business case to submit to Kirklees.

Our proposal was to clear the scrubland and then transform and manage it for community benefit and use, primarily as a nature garden linked to our library and café building.

As the application was developed and submitted over the summer of 2025, we will include more details in next year's annual report. However, in September 2025 we were delighted to hear that our application has been assessed and will be recommended to Kirklees Cabinet for approval.

Café lease renewal

The café in our building is run by The Kirkwood hospice. Like many hospices, The Kirkwood is facing extremely challenging financial pressures. In March 2025 they announced over £1.4m cuts to their budget, including a number of redundancies across their service. As their lease on the café is due for renewal in mid January 2026, we started early discussions about the future.

Subsequent to the year end, The Kirkwood have confirmed that they will not be renewing the lease when it expires but have committed to continue to manage the café until the lease ends.

We have set up a working group to explore options for maintaining a café in the building as we recognise that it provides a valued service to our community and enables the building to act as a true community hub. Our prudent Reserves Policy means we have capacity and time to manage in the interim. We will report the outcome in the next annual report.

Annual update

Building Usage

Kirklees Library: KLS statistics show:

	2021/22	2022/23	2023/24	2024/25
Book issues	9,745	19,380	21,840	19,531
Active users	522	472	843	816
Requests for stock from other libraries	775	975	1,096	1,381
IT use	339	529	620	1,134
New members	169	226	237	184
Events held in the building	93	306	430	414
Attended by	759	3,000	3,987	3,765
Volunteer hours	1,083	1,761	1,741	1,790

Note that the book issues in 2023/24 were affected by the temporary closures of two neighbouring libraries which meant more were taken out from our library than usual. Note also that KLS now only count events that are run by KLS or library volunteers - other events take place and go through our booking procedure. In particular our building is regularly used by local U3A groups.

Activities in our building

We have a range of regular activities in our building, both during the day when the building is open to the public and on some evenings.

We also provide a warm and welcoming space for anyone who needs it - they don't need to be a library member nor to buy anything from the cafe. We have local papers and magazines and there is normally a jigsaw underway in the building for anyone who wants to join in.

We have a number of regular craft and reading groups meeting in our building during the day which are open to anyone in the community to join and several local U3A groups also meet here. The weekly Rhyme Time session is always popular with children and their parents/grandparents, and KLS run extra events for children during school holidays.

The 'Hands on History' (HoH) group continued to meet, with a major project focussing on the development of Denby Dale village since the 1870s, culminating in a well-attended exhibition in the library and a substantial permanent reference set of versatile resources, which is now available for use by individuals or groups. The catalyst for the project was the discovery of a glass bottle 'time capsule' by builders renovating the site of the original un-denominational Denby Dale School (next door to the current library). The bottle contained newspapers from August 1872, buried when building of the school commenced. As the school opened in 1874, this year marked 150 years of state elementary education in the village and the HoH group worked with the current school on both the exhibition and resources.

The 'Later at the Library' group continues to offer a monthly programme of literary events, including author talks, book discussions and poetry readings.

Our other evening use includes weekly meditation classes, a music group, and groups offering help for parents of ADHD children & for adults with a long-term health issue, and occasional one-off events.

We are grateful to have consistent staffing from KLS and TK. Both Lynne and Molly are friendly and welcoming to visitors, whether library members or not, and offer important continuity of contact for many in the community.

Volunteers

We are also grateful for our volunteers, without whom the library service could not continue.

We have 25 volunteers who work in the library, either with a regular slot or to do occasional cover, with a volunteer always matching the paid staff hours.

Additional volunteer time was spent by:

- Caretakers (weekly inspections, building and car park repair, maintenance and improvement)
- Trustees (regular management meetings)
- Coordination of volunteer rota planning
- Liaison with key stakeholders (regular meetings)
- Marketing (via Facebook, website, noticeboards and leaflets)
- Coordinating bookings and events
- Fundraising (managing our annual raffle and Supporters Club)

We celebrated National Volunteers' Week with a tea when 12 of our volunteers who have served for more than 10 years were presented with book tokens as a small thank you. We continued to hold social events and update meetings for all our volunteers.

Improvements in and around our building

Safety continues to be our key focus in maintaining our building. This year we replaced the guttering at the front of the building, which was proving too shallow for heavy rain and was overflowing onto the steps.

We also had support from the local Men's Shed to create a perspex barrier between our electrical mains supply panel and the area where our folding chairs are stacked.

During the year we commissioned an updated Energy Performance Certificate (EPC) which gave the building an energy rating of 'A'. This is an improvement over the January 2017 EPC report of a 'B' energy rating and reflects the actions we have taken over the last 5 years to improve our sustainability. We continue to benefit from the photovoltaic panels, which bring in over £500 of feed-in-tariff income annually.

The volunteer caretaker team has been instrumental in either doing this work or arranging and supervising contractors. We are grateful for their continued support in keeping our building safe and well maintained.

Governance

We have up to 12 Trustees with a wide mix of skills and experience who meet regularly during the year. Trustees are appointed by resolution, with due regard being paid to skills, knowledge and experience.

Since 2019, Trustees have agreed that the position of Chair will be held for a year at a time, rotating amongst those who are willing to take it on. Trustees can serve a maximum of three consecutive three-year terms.

The following Trustees have served during the year.

Janet Johnson	(Chair from 1 April 2023)
Derek Lawrence	(Vice Chair, Bookings Co-ordinator, Caretaking lead)
Neil Denby	(Treasurer)
Tansy Hepton	(Secretary)
Susan Daniels	
Jon Milner	
Sarah Bennett	
Jan Goult	
Lauren Mallinson	(Appointed 23 May 2024)
Peter Belsey	(Appointed 12 February 2025)

The partnerships with Kirklees Library Service and The Kirkwood are important to us and we hold regular meetings with their representatives to make sure our building continues to meet their needs and that our purposes are aligned.

Finance

We are in a healthy financial position. We are very grateful to all our supporters, including members of our Supporters Club; people who have bought raffle tickets, attended events or donated into our collecting tins; the Parish Council and local Kirklees councillors who have given us grants; and local people who have donated money and time.

Although we have benefitted from increased income from bookings, we have seen our costs of insurance and energy almost double over the last year and we have invested in improved signage and an updated Energy Performance Certificate.

We have a cyclical repairs and major maintenance schedule, produced in February 2022 and updated in September 2025, which estimates both reactive and planned spend for the period 2022 – 2033. In order to manage our risks, we aim to have reserves sufficient to cover two years normal operating costs together with estimated planned spend on the building and a modest emergency fund. We are currently comfortably within this position.

Our detailed accounts are available on the Charity Commission website. In summary for the 2024/25 period:

Income:	£14,549
Expenditure:	£13,668
Surplus for the year	£ 881

At year end (31 March 2025): £53,087 in bank account

Risks

The major risks to which the Charity is exposed are identified below, together with the key controls in place to mitigate them. The Trustees have given consideration to these and are satisfied that effective systems or procedures are in place. The policies referred to below can be seen on our website ddcp.org.

Risk	Controls and mitigations
Ensuring the safety & welfare of building users and compliance with H&S legislation	Health, safety & welfare policy in place. Health & safety induction for all volunteers. Fire safety policy in place. Weekly checks of the building.
Compliance with law and regulation of community buildings	Review of Charity Commission guidance Liaison with Kirklees Council and Parish Council Member of Community Managed Libraries Network
Protecting the long term future and condition of the building, fixtures and fittings	Reserves policy in place, including funds for future maintenance Weekly checks of the building
Complying with general data protection regulations	Data protection policy in place The only personal data we hold relates to our volunteers and trustees
Financial resilience, especially as financial success is heavily dependent on a single source of income through The Kirkwood	Reserves policy in place, which requires a minimum of a year's worth of rental income in reserve, ideally two.
Continuing ability to host the library and support KLS, recognising that KLS may have its own funding pressures	Regular meetings with KLS Strategic objective to improve numbers using library services Hosting Agreement in place with KLS
Number and capacity of volunteers available to fill rota to support KLS staff and open the library	Advertising for new volunteers Induction for new volunteers Regular meetings of volunteers, including training
Positive relationships with wider community in local area	Regular surveys to assess community views of the library
Lack of co-ordination and effective joint working between building trustees and major users	Regular building user group meetings between trustees, KLS and TK
Lack of awareness of the library building and all it can offer	Annual flyer delivered to all households in the catchment area Marketing through noticeboards, Facebook and website

Declaration

The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit and have approved the trustees report above.

Signed on behalf of the charity trustees

Signature:	<i>Janet Johnson</i>
Full name:	Janet Susan Johnson
Position:	Trustee
Date:	9 November 2025

The Denby Dale Community Project

Denby Dale Community Library

364 Wakefield Road

Denby Dale

Huddersfield HD8 8RX

Denby Dale Community Library

Income & Expenditure Account for year to 31st March

	2025	2024
INCOME	£	£
Rent & room hire	9,102.00	8,395.00
Donations	275.96	100.00
Supporters fund/fundraising	3,912.32	3,882.71
Solar feed in tariff	464.51	528.52
Bank interest received	794.72	682.99
	14,549.51	13,589.22
EXPENDITURE		
Cleaner	2,280.00	2,190.00
Services & insurance	5,161.63	3,470.42
Repairs & maintenance	3,137.62	2,775.93
Rates: premises	442.86	404.50
Rates: car park	319.36	163.84
Website costs/domains/IT	105.29	377.37
Supporters club prizes	50.00	225.00
Bank charges	64.80	62.40
Grants/gifts	562.42	254.16
Sundries	186.87	45.50
Banners/signs	703.60	
EPC certificate	495.00	
Vacuum cleaner	159.00	
	13,668.45	9,969.12
OVERALL SURPLUS FOR YEAR	881.06	3,620.10

Balance Sheet as at 31st March

	2025		2024	
ASSETS	£	£	£	£
Building		250,000.00		250,000.00
Equipment	500.00		500.00	
Sofa	599.99	1,099.99	599.99	1,099.99
		53,087.48		52,793.35
Prepayments & accrued income	-		154.20	
Bank current account	10,940.23		11,286.62	
Bank deposit account	42,147.25		41,352.53	
		53,087.48		52,793.35
Accrued expenses	-		(586.93)	
		53,087.48		52,206.42
		304,187.47		303,306.41
Funds brought forward		303,306.41		299,686.31
Surplus for the year		881.06		3,620.10
Funds carried forward		304,187.47		303,306.41

DENBY DALE COMMUNITY PROJECT

England & Wales - Charity number 1155111

Accounts

Annual report 2023 – 2024

Denby Dale Community Project, operating as Denby Dale Community Library



Summary for period April 2023 to March 2024

This year saw the 10 year anniversary of the establishment of DDCP, and the sixth year since we were able to open the new building as the Denby Dale Community Library. The library service continues to be available during part of every day Monday to Saturday, the hours varying between morning, afternoon and early evenings to meet different user lifestyles.

We have a full staffed library service with volunteer support on Mondays, Tuesdays, Wednesdays and Fridays, with volunteer-only service on Thursday and Saturday mornings. The cafe is now open Monday to Friday between 10am and 3pm.

We continue to have strong relationships with our two key partners/tenants - Kirklees Library Services (KLS) and The Kirkwood (TK), the latter being a local hospice who run the cafe and small gift shop in our building.

In May 2023 we were very pleased to receive a visit to our Trustees by the KLS Portfolio holder and Head of Service; and to achieve a Hosting Agreement for the use of our building by Kirklees Library Service, signed in October 2023, for a five year duration.

In February 2024, KLS took a paper to Kirklees Cabinet on the future of the libraries in the borough, in light of the Council's huge budget deficit. The paper proposed removing staffing from 8 smaller libraries, including Denby Dale Community Library. This would then become a 'Community Managed Library', outside Statutory Provision in the Borough. Subsequent to the year end, we met with representatives of KLS to fight this proposal on the grounds that we did not believe our community had the capacity to sustainably run a full library service without any paid staff. We were able to demonstrate the wide range of services we provide to our community at a marginal cost to KLS of one part time member of staff, demonstrating an excellent value for money return.

At the time of approving this annual return, Kirklees Council has withdrawn the proposal to make the smaller libraries into 'Community Managed' ones but will be consulting on the level of paid staff support they provide to each library. We will continue to work constructively with Kirklees Council to find ways to provide a sustainable library service for our community.

We have been able to find a temporary solution to help with pressure on the limited number of parking spaces at the building, and continue to address all-day parking by others.

Financially we are in a healthy position; in year income exceeded expenditure by £3,620. This year, we offered online payment for tickets in our Annual Raffle for the first time, which was used by a modest proportion of participants.

We have also been able to develop use of the Post Office window in the centre of the village to showcase activities in the Library, through a series of attractive displays co-ordinated by a Trustee with help from Kirklees Library Service, The Kirkwood, the post-mistress and other businesses in the village. This provides valuable publicity and improves networking in the village, and an entertaining spectacle in the high street.

Constitution

The Denby Dale Community Project (DDCP) is a charitable incorporated organisation governed by its constitution and registered with the Charity Commission (registration number 1155111). It operates under the name Denby Dale Community Library (DDCL). Its registered address and details of its trustees are included further down this report.

Our mission statement:

We provide a safe, accessible and welcoming building in which we help Kirklees Library Services run a Library and Information Centre; providing space for inclusive and enriching community events for all, and car parking for building users and customers of local businesses.

We do this through the support of our volunteers and partners. We will continue to:

- *Provide volunteers to support library staff*
- *Keep the building safe and well maintained*
- *Raise funds, particularly through the Supporters Club and annual raffle*

Strategy

In March 2023 we agreed that our priorities for the next three years were to:

- Increase the number of people using the library services;
- Improve the amount of local information we provide;
- Build our relationships with The Kirkwood and other targeted groups and institutions within our community.

We have reviewed our progress during the year against the objectives we set ourselves:

Objective	Proposed actions	Progress
Increase the number of people using the library services	Provide additional library hours Increase customers' awareness of all the services the library provides Review the KLS Demographic analysis to see if there are any specific groups we could target	Done - Now open on Thursday mornings with volunteers only Done - A 'Welcome to the Library' checklist has been developed to help volunteers with new library members and encourage more activity with existing members Done – Our current customer base and service provision is consistent with local demographics
Improve the amount of local information we provide	Walking leaflets, local event posters and bus timetables in Library kept up to date	Done – We regularly update noticeboards and leaflet holders with local information and work with the local Walkers are Welcome group to provide a wide range of popular walking route leaflets

Objective	Proposed actions	Progress
Improve the amount of local information we provide <i>(continued)</i>	Support Hands on History Group to produce improved resources Consider having information boards in the car park about what's available inside the building and, potentially, linked to other information boards around the village	Done – The Hands on History Group has produced a large portfolio of local history information Carried forward – We agreed we would do this when we review the layout of the car park
Build our relationships with The Kirkwood and other targeted groups and institutions within our community	Maintain strong links with The Kirkwood Create links with Denby Dale First & Nursery School	Done - Regular meetings have been held with The Kirkwood and we have encouraged their further use of the building for their core community activities Done - Links created with Denby Dale First & Nursery School through the Hands on History project We have also agreed a policy for providing financial support (up to £250) to groups or events in our building

Customer Engagement

We want our building to meet the needs of our community so we ran a survey alongside our annual Christmas raffle in December 2022, as reported in last year's annual report. We followed this up by producing a paper leaflet on the survey results which was delivered to 1,900 homes in Denby Dale and some surrounding villages, and providing an e:version via our Facebook page and website.

We used this leaflet to report back on the results of the survey question '*what do you want from your community building?*', and to explain how our services already meet these aspirations, with information about '*what's on*' in Denby Dale Community Library.

We received many positive comments including that people 'had not realised how much goes on in the Library'. Thanks to continuing support from a local graphic designer, the leaflet and our website and other communications looked very professional and well-presented.

Building Usage

Kirklees Library: KLS statistics show:

	2019/20 (*)		2021/22	2022/23	2023/24
Book issues	17,000		9,745	19,380	21,840
Active users			522	472	843
Requests for stock from other libraries			775	975	n/a
IT use	572		339	529	620
New members			169	226	237
Events held in the building			93	306	430
Attended by			759	3,000	3,987
Volunteer hours	1,260		1,083	1,761	1,741

** 2019/20 data (where available) is shown for comparison purposes as it was the last full year before any Covid restrictions*

We are very pleased with the increase in library activity and the number of events being held by and for local people.

Activities in our building: We have a range of regular activities in our building, both during the day when the building is open to the public and on some evenings. We simplified our booking and risk assessment processes for events when the building is already open.

We also provide a warm and welcoming space for anyone who needs it - they don't need to be a library member nor to buy anything from the cafe. We have local papers and magazines and have recently started a jigsaw-swap service. There is normally a jigsaw underway in the building for anyone who wants to join in.

We have a number of regular craft and reading groups meeting in our building during the day which are open to anyone in the community to join. The crafters did an excellent job of ensuring the Library put up a worthy offering for the village 'Scarecrow Trail' in July. The weekly Rhyme Time session is always popular with children and their parents/grandparents, and KLS run extra events for children during school holidays.

The 'Hands on History' group continued to meet, with a major project focussing on the development of Denby Dale village since the 1870s. The group obtained a small grant from Denby Dale Parish Council to help with this, facilitated by DDCP. A glass bottle containing local newspapers from 1872 was discovered by the developers of the neighbouring plot when they were converting the old nursery school. As Denby Dale First and Nursery School is celebrating its 150th anniversary in 2024, the Hands on History group decided to research what Denby Dale was like in the 1870's and produce local history resources which will be kept in the library for use by individuals and groups, including schools. The resources will also be shared with the KLS Local History Archive. The culmination of the 'Denby Dale 150' project was an exhibition about life in Denby Dale in the 1870s displayed in the Library building in July 2024; we will report on this in detail in next year's annual report.

The 'Later at the Library' group continues to offer a monthly programme of literary events, including author talks, book discussions and poetry readings. There was also a well-attended theatrical performance by local actors.

Our other evening use includes weekly meditation classes, a music group, and groups offering help for parents of ADHD children & for adults with a long-term health issue, and occasional one-off events.

Our partner, The Kirkwood, run the cafe and gift shop. The cafe and shop are open five days a week, with an expanding offer. The Kirkwood also explored using the building to provide support in the community to people who need their services, as part of their wider strategy.

We are grateful to have consistent staffing from KLS and TK. Both Lynne and Molly are friendly and welcoming to visitors, whether library members or not, and offer important continuity of contact for many in the community.

Volunteers

We are also grateful for our volunteers, without whom the library service could not continue.

We have 25 volunteers who work in the library, either with a regular slot or to do occasional cover, with a volunteer always matching the paid staff hours.

Additional volunteer time was spent by:

- Caretakers (weekly inspections, building and car park repair, maintenance and improvement)
- Trustees (regular management meetings)
- Coordination of volunteer rota planning
- Liaison with key stakeholders (regular meetings)
- Marketing (via Facebook, website, noticeboards and leaflets)
- Coordinating bookings and events
- Fundraising (managing our annual raffle and Supporters Club)

We made improvements during the year to our welcome and induction processes for Library and Trustee volunteers. We celebrated National Volunteers' Week by producing a series of profiles of some of our volunteers, to share their experiences and encourage others, posted daily on Facebook and on our website. Nearly 100% of our Library volunteers completed the KLS Annual Survey – much higher than average participation. We continued to hold social events and update meetings for volunteers.

Improvements in and around our building

We know from customer feedback that it is sometimes difficult to find a space in our car park. We have signs explaining that the car park is for customers of the building and local business only and is not to be used for all day parking. We have seen improvement in the situation and are continuing to monitor it.

As a further solution, at least temporarily, we were very pleased to be given permission by the landowner, Kirklees Council, to use part of the former school grounds behind the Library building, whilst it is not in other use. This provides a small area of tarmac suitable for staff and volunteer car parking, for both the Library and the café, which frees up space in the front car park for the general public. Our caretaker volunteers cleared overhanging vegetation and put in place a simple, low-cost security barrier, and additional motion-sensitive lighting was installed by a contractor. This is undoubtedly helping ease pressure on the main parking area.

The volunteer caretaker team has been instrumental in either doing this work or arranging and supervising contractors. We are grateful for their continued support in keeping our building safe and well maintained.

An energy audit showed that heating the building accounts for 50% of the total annual electricity cost. We also reviewed use during summer and winter periods. A fixed price deal and our photovoltaic panels continued to keep cost increases manageable through the year. June 2023 saw our best ever results from the photovoltaic panels.

We were also very pleased to see remedial drainage work done by others to the culvert under the new development next to the Library and in the main road to remove blockages. This appears to have addressed the flooding in our car park which had previously occurred after heavy rainfall.

Governance

We have up to 12 Trustees with a wide mix of skills and experience who meet regularly during the year. Trustees are appointed by resolution, with due regard being paid to skills, knowledge and experience.

Since 2019, Trustees have agreed that the position of Chair will be held for a year at a time, rotating amongst those who are willing to take it on. Trustees can serve a maximum of three consecutive three-year terms.

The following Trustees have served during the year. Where resignations, retirements or appointments have happened after the year end but before the signing of the annual report, these have been included in italics for information.

Janet Johnson (Chair from 1 April 2023)

Derek Lawrence (Vice Chair, Bookings Co-ordinator, Caretaking lead)

Kath Kerr (Chair from 31 May 2022 to 31 March 2023, resigned 12 August 2023)

Neil Denby (Treasurer)

Tansy Hepton (Secretary)

Susan Daniels

Jon Milner

Linda Kitson (Max term of 9 years reached in Sep 2023)

Kate Tunstall (Max term of 9 years reached in Jan 2024, agreed to remain on management committee, but not as Trustee))

Sarah Bennett (Appointed 19 April 2023)

Jan Goult (Appointed 25 October 2023)

Lauren Mallinson (Appointed 23 May 2024)

The partnerships with Kirklees Library Service and The Kirkwood are important to us and we hold regular meetings with their representatives to make sure our building continues to meet their needs and that our purposes are aligned.

Finance

We are in a healthy financial position. We are very grateful to all our supporters, including members of our Supporters Club; people who have bought raffle tickets, attended events or donated into our collecting tins; the Parish Council and local Kirklees councillors who have given us grants; and local people who have donated money and time.

We have a cyclical repairs and major maintenance schedule, produced in February 2022, which estimates both reactive and planned spend for the period 2022 – 2030. In order to manage our risks, we aim to have reserves sufficient to cover two years normal operating costs together with estimated planned spend on the building and a modest emergency fund. We are currently comfortably within this position.

Our detailed accounts are available on the Charity Commission website. In summary for the 2023/24 period:

Income:	£13,589
Expenditure:	£ 9,969
Surplus for the year	£ 3,620

At year end (31 March 2024): £52,639 in bank account

Risks

The major risks to which the Charity is exposed are identified below, together with the key controls in place to mitigate them. The Trustees have given consideration to these and are satisfied that effective systems or procedures are in place. The policies referred to below can be seen on our website ddcp.org.

Risk	Controls and mitigations
Ensuring the safety & welfare of building users and compliance with H&S legislation	Health, safety & welfare policy in place. Health & safety induction for all volunteers. Fire safety policy in place. Weekly checks of the building.
Compliance with law and regulation of community buildings	Review of Charity Commission guidance Liaison with Kirklees Council and Parish Council Member of Community Managed Libraries Network
Protecting the long term future and condition of the building, fixtures and fittings	Reserves policy in place, including funds for future maintenance Weekly checks of the building
Complying with general data protection regulations	Data protection policy in place The only personal data we hold relates to our volunteers and trustees
Financial resilience, especially as financial success is heavily dependent on a single source of income through The Kirkwood	Reserves policy in place, which requires a minimum of a year's worth of rental income in reserve, ideally two.

Risk	Controls and mitigations
Continuing ability to host the library and support KLS, recognising that KLS may have its own funding pressures	Regular meetings with KLS Strategic objective to improve numbers using library services Hosting Agreement in place with KLS
Number and capacity of volunteers available to fill rota to support KLS staff and open the library	Advertising for new volunteers Induction for new volunteers Regular meetings of volunteers, including training
Positive relationships with wider community in local area	Regular surveys to assess community views of the library
Lack of co-ordination and effective joint working between building trustees and major users	Regular building user group meetings between trustees, KLS and TK
Lack of awareness of the library building and all it can offer	Annual flyer delivered to all households in the catchment area Marketing through noticeboards, Facebook and website
New COVID variant means restrictions re-imposed	Lessons learnt from previous restrictions

Declaration

The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit and have approved the trustees report above.

Signed on behalf of the charity trustees

Signature:	<i>Janet Johnson</i>
Full name:	Janet Susan Johnson
Position:	Trustee
Date:	11 December 2024

The Denby Dale Community Project
Denby Dale Community Library
364 Wakefield Road
Denby Dale
Huddersfield HD8 8RX

Denby Dale Community Library

Income & Expenditure Account for year to 31st March 2024

	2024		2023	
	£	£	£	£
INCOME				
Rent & room hire	8,395.00		8,497.00	
Donations	100.00			
Supporters fund / Fund raising	3,882.71		3,305.76	
Solar feed in tariff	528.52		537.58	
Bank interest received	682.99		141.91	
	13,589.22		12,482.25	
EXPENDITURE				
Cleaner	2,190.00		2,080.00	
Services & Insurance	3,470.42		2,408.60	
Repairs & maintenance	2,775.93		4,784.02	
Rates: premises	404.50		204.80	
Rates: car park	163.84			
Website costs / domains / IT	377.37		82.47	
Supporters Club prizes	225.00		100.00	
Bank charges	62.40		62.00	
Grants/gifts	254.16			
Extra children's tables	45.50			
Banners / signs			580.41	
Land reg fee			29.00	
	9,969.12		10,331.30	
OVERALL SURPLUS FOR YEAR	3,620.10		2,150.95	

Balance Sheet as at 31st March 2023

	2024		2023	
	£	£	£	£
Building			250,000.00	250,000.00
Equipment	500.00		500.00	
Sofa	599.99		1,099.99	1,099.99
Prepayments & accrued income	154.20		138.54	
Bank current account	11,286.62		10,375.65	
Bank deposit account	41,352.53		38,169.54	
Cash float			50.01	
	52,793.35		48,733.74	
Accrued expenses	-586.93		52,206.42	48,586.32
			303,306.41	299,686.31
Funds b/forward			299,686.31	297,535.36
Surplus for the year			3,620.10	2,150.95
			303,306.41	299,686.31

DENBY DALE COMMUNITY PROJECT

England & Wales - Charity number 1155111

Accounts

Annual report 2022 – 2023

Denby Dale Community Project, operating as Denby Dale Community Library

Summary for period April 2022 to March 2023

This was our first full year since Covid restrictions were lifted and we are pleased to report that we are fully open and doing well. We now have a full library service on part of every day Monday to Saturday, with volunteers covering Thursday mornings, and the cafe is now open Monday to Friday.

We continue to have strong relationships with our two key partners/tenants - Kirklees Library Services (KLS) and The Kirkwood (TK), the latter being a local hospice who run the cafe and small gift shop in our building.

Financially we are in a healthy position; in year income exceeded expenditure by £2,151.

Constitution

The Denby Dale Community Project (DDCP) is a charitable incorporated organisation governed by its constitution and registered with the Charity Commission (registration number 1155111). It operates under the name Denby Dale Community Library (DDCL). Its registered address and details of its trustees are included further down this report.

Our mission statement:

We provide a safe, accessible and welcoming building in which we help Kirklees Library Services run a Library and Information Centre; providing space for inclusive and enriching community events for all, and car parking for building users and customers of local businesses.

We do this through the support of our volunteers and partners. We will continue to:

- *Provide volunteers to support library staff*
- *Keep the building safe and well maintained*
- *Raise funds, particularly through the Supporters Club and annual raffle*

In March 2023 we agreed that our priorities for the next three years were to:

- Increase the number of people using the library services;
- Improve the amount of local information we provide;
- Build our relationships with The Kirkwood and other targeted groups and institutions within our community.

Five year anniversary

We held an event in June 2022 to celebrate five years of operations, attended by around 300 people. As we wanted visitors to see the library and cafe looking as they normally do, we used the car park for stalls and activities including information, crafts and a tombola. We enjoyed a performance from the local school choir and welcomed the Mayor of Kirklees, Councillor Masood Ahmed, who said *“I really enjoyed my visit and saw firsthand what a fantastic facility you have for the whole community”*.

Survey

We want our building to meet the needs of our community so we ran a survey alongside our annual Christmas raffle in December 2022, delivering paper copies to every household in Denby Dale and surrounding villages, and providing an e:version via our Facebook page and website.

We had 196 responses, painting a positive picture with similar priorities to the 2019 survey.

Of the responses, the majority were:

- living in Denby Dale (80%)
- aged over 50 (76%), and
- existing library members (69%).

Everyone who responded said they thought it was important for us to have the community library building, whether they used it or not. Nearly a third are regular users (31%) and over a half are occasional users (53%), with just 16% saying they don't use it (but still think it is important).

Books and information remain the most important services, followed by the car park and the café. Although activities for children, PC's and wifi were lower, this is partly because they are not relevant for many, with significant minorities scoring them highly.

Noticeboards, Facebook and the website are considered to be the best ways of finding out what's on in the building.

There were lots of positive comments about how welcoming and friendly the building feels and there were some suggestions which will be considered as we work on our strategic aims. Here is just one representative quote:

I think the library is a wonderful facility for the community. The staff are so lovely & it is such a welcoming atmosphere. I love being able to bring my young granddaughter here just as I did as a child. She already loves the library too!

A fuller report on the survey is available on our website.

Building Usage

Kirklees Library: KLS statistics show:

	2019/20 (*)		2021/22	2022/23
Book issues	17,000		9,745	19,380
Active users			522	472
Requests for stock from other libraries			775	975
IT use	572		339	529
New members			169	226
Events			93	306
Attended by			759	3,000
Volunteer hours	1,260		1,083	1,761

* 2019/20 data (where available) is shown for comparison purposes as it was the last full year before any Covid restrictions

Activities in our building: We have a range of regular activities in our building, both during the day when the building is open to the public and on some evenings. We also provide a warm and welcoming space for anyone who needs it - they don't need to be a library member nor to buy anything from the cafe. We have local papers and magazines and have recently started a jigsaw-swap service. There is normally a jigsaw underway in the building for anyone who wants to join in.

We have a number of regular craft and reading groups meeting in our building during the day which are open to anyone in the community to join. The weekly Rhyme Time session is always popular with children and their parents/grandparents and KLS run extra events for children during school holidays.

The Hands on History group has re-launched post-Covid with a project focussing on the development of Denby Dale village since the 1870s. A glass bottle containing local newspapers from 1872 was discovered by the developers of the neighbouring plot when they were demolishing the old nursery school. As Denby Dale First and Nursery School will be celebrating its 150th anniversary in 2024, the Hands on History group decided to research what Denby Dale was like in the 1870's and produce resources which will be kept in the library for use by individuals and groups, including schools, with an interest in local history. The resources will also be shared with the KLS Local History Archive.

Our evening use currently offers weekly meditation classes and a monthly programme of literary events, including author talks, book discussions and poetry readings.

Our partner, The Kirkwood, run the cafe and gift shop. The cafe and shop has progressed from four days a week in April 2022, to five days a week, with an expanding offer. As well as being a cafe, TK are looking to provide support in the community to people who need their services and increasingly see our building as an important part of their strategy. In October 2022 we were the site of two of the SnowDogs on their cross-Kirklees trail, bringing many new visitors to our building and the area.

We are grateful to have consistent staffing from KLS and TK. Both Lynne and Molly are friendly and welcoming to visitors, whether library members or not, and offer important continuity of contact for many in the community.

Volunteers

We are also grateful for our volunteers, without whom the library service could not continue. We have 24 (up from 21 last year) volunteers who work in the library, either with a regular slot or to do occasional cover, with a volunteer always matching the paid staff hours.

Additional volunteer time was spent by:

- Caretakers (weekly inspections, building and car park repair, maintenance and improvement)
- Trustees (regular management meetings)
- Coordination of volunteer rota planning
- Liaison with key stakeholders (regular meetings)
- Marketing (via Facebook, website, noticeboards and leaflets)
- Coordinating bookings and events
- Fundraising (managing our annual raffle and Supporters Club)

Improvements in and around our building

In advance of our 5 year anniversary we re-decorated the inside of our building, liaising with The Kirkwood over colour schemes. We took the opportunity to make the building more dementia friendly by outlining the door to the public toilet in a different colour and installing a motion sensor light.

We also made some changes to the kitchen area to improve the layout for The Kirkwood staff and volunteers working there.

We know from customer feedback that it was sometimes difficult to find a space in our car park. Following several weeks of research, we could see that some people were parking all day to work locally, taking up valuable spaces that were needed by customers. We have therefore put up new signs explaining that the car park is for customers of the building and local business only and is not to be used for all day parking. We have seen improvement in the situation and will continue to monitor it.

Other repairs and improvements included the renovation of the outside noticeboard, a five-year electrical safety check, replacement of the emergency exit fire door and re-fixing the handrail on the outside steps.

The volunteer caretaker team has been instrumental in either doing this work or arranging and supervising contractors. We are grateful for their continued support in keeping our building safe and well maintained.

An energy audit showed that heating the building accounts for 50% of the total annual electricity cost. A fixed price deal and our photovoltaic panels have kept costs manageable through the year.

Governance

We have up to 12 Trustees with a wide mix of skills and experience who meet regularly during the year. Trustees are appointed by resolution, with due regard being paid to skills, knowledge and experience.

Since 2019, Trustees have agreed that the position of Chair will be held for a year at a time, rotating amongst those who are willing to take it on. Trustees can serve a maximum of three consecutive three-year terms.

The following Trustees have served during the year. Where resignations, retirements or appointments have happened after the year end but before the signing of the annual report, these have been included in italics for information.

Derek Lawrence	(Chair from 1 April 2021 – 31 May 2022)
Kath Kerr	(Chair from 31 May 2022 to 31 March 2023, <i>resigned 12 August 2023</i>)
Janet Johnson	<i>(Chair from 1 April 2023)</i>
Neil Denby	(Treasurer)
Tansy Hepton	(Secretary)
Peter Belsey	(Max term of 9 years reached in Nov 2022, agreed to remain on management committee, but not as Trustee)
Susan Daniels	
Linda Kitson	<i>(Max term of 9 years reached in Sep 2023)</i>
Jon Milner	
Tony Poole	(Appointed 13 April 2022, resigned 8 January 2023)
Kate Tunstall	
<i>Sarah Bennett</i>	<i>(Appointed 19 April 2023)</i>

The partnerships with Kirklees Library Service and The Kirkwood are important to us and we hold regular meetings with their representatives to make sure our building continues to meet their needs and that our purposes are aligned.

Finance

We are in a healthy financial position. We are very grateful to all our supporters, including members of our Supporters Club; people who have bought raffle tickets, attended events or donated into our collecting tins; the Parish Council and local Kirklees councillors who have given us grants in the past; and local people who have donated money and time.

We have a cyclical repairs and major maintenance schedule, produced in February 2022, which estimates both reactive and planned spend for the period 2022 – 2030. In order to manage our risks, we aim to have reserves sufficient to cover two years normal operating costs together with estimated planned spend on the building and a modest emergency fund. We are currently comfortably within this position.

Our detailed accounts are awaiting review and will be available on the Charity Commission website before the end of December 2023 but in summary for the 2022/23 period:

Income:	£12,482
Expenditure:	£10,331
Surplus for the year	£2,151

At year end (31 March 2023): £48,545 in bank account

Risks

The major risks to which the Charity is exposed are identified below, together with the key controls in place to mitigate them. The Trustees have given consideration to these and are satisfied that effective systems or procedures are in place. The policies referred to below can be seen on our website ddcp.org.

Risk	Controls and mitigations
Ensuring the safety & welfare of building users and compliance with H&S legislation	Health, safety & welfare policy in place. Health & safety induction for all volunteers. Fire safety policy in place. Weekly checks of the building.
Compliance with law and regulation of community buildings	Review of Charity Commission guidance Liaison with Kirklees Council and Parish Council Member of Community Managed Libraries Network
Protecting the long term future and condition of the building, fixtures and fittings	Reserves policy in place, including funds for future maintenance Weekly checks of the building
Complying with general data protection regulations	Data protection policy in place The only personal data we hold relates to our volunteers and trustees
Financial resilience, especially as financial success is heavily dependent on a single source of income through The Kirkwood	Reserves policy in place, which requires a minimum of a year's worth of rental income in reserve, ideally two.
Continuing ability to host the library and support KLS, recognising that KLS may have its own funding pressures	Regular meetings with KLS Strategic objective to improve numbers using library services

Risk	Controls and mitigations
Number and capacity of volunteers available to fill rota to support KLS staff and open the library	Advertising for new volunteers Induction for new volunteers Regular meetings of volunteers, including training
Positive relationships with wider community in local area	Recent survey to assess community views of the library
Lack of co-ordination and effective joint working between building trustees and major users	Regular building user group meetings between trustees, KLS and TK
Lack of awareness of the library building and all it can offer	Annual flyer delivered to all households in the catchment area Marketing through noticeboards, Facebook and website
New COVID variant means restrictions re-imposed	Lessons learnt from previous restrictions

Declaration

The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit and have approved the trustees report above.

Signed on behalf of the charity trustees

Signature:	Tansy Hepton
Full name:	Tansy Jane Hepton
Position:	Trustee
Date:	2 October 2023

The Denby Dale Community Project
Denby Dale Community Library
364 Wakefield Road
Denby Dale
Huddersfield HD8 8RX

Denby Dale Community Library
Income & Expenditure Account for year to 31st March 2023

		2023		2022
INCOME	£	£	£	£
Rent & room hire		8,497.00		1,285.00
Donations		-		50.00
Covid Grants received		-		8,000.00
Supporters fund / Fund raising		3,305.76		3,096.25
Solar feed in tariff		537.58		454.28
Bank interest received		141.91		2.51
		<u>12,482.25</u>		<u>12,888.04</u>
EXPENDITURE				
Cleaner		2,080.00		1,870.00
Services & Insurance		2,408.60		522.81
Repairs & maintenance		4,784.02		1,163.68
Rates		204.80		409.60
Website costs / domains / IT		82.47		210.58
Supporters Club prizes		100.00		300.00
Bank charges		62.00		21.20
Padded folding chairs		-		1,024.80
Brochure stand		-		258.00
Banners / signs		580.41		-
Land reg fee		29.00		-
		<u>10,331.30</u>		<u>5,780.67</u>
OVERALL SURPLUS FOR YEAR		<u>2,150.95</u>		<u>7,107.37</u>

Balance Sheet as at 31st March 2023

		2023		2022
	£	£	£	£
Building		250,000.00		250,000.00
Equipment	500.00		500.00	
Sofa	599.99	1,099.99	599.99	1,099.99
		<u>48,733.74</u>		<u>46,487.37</u>
Prepayments & accrued income	138.54		689.13	
Bank current account	10,375.65		7,720.60	
Bank deposit account	38,169.54		38,027.63	
Cash float	50.01		50.01	
		<u>48,733.74</u>		<u>46,487.37</u>
Accrued expenses	- 147.42	48,586.32	- 52.00	46,435.37
		<u>299,686.31</u>		<u>297,535.36</u>
Funds b/forward		297,535.36		290,427.99
Surplus for the year		2,150.95		7,107.37
		<u>299,686.31</u>		<u>297,535.36</u>

DENBY DALE COMMUNITY PROJECT

England & Wales - Charity number 1155111

Accounts

Annual report 2021 – 2022

Denby Dale Community Project, operating as Denby Dale Community Library

Summary for period April 2021 to March 2022

We began the year in lockdown, with the library and cafe/shop closed. Safe browsing was offered in the library from May 2021 followed a month later by the opening of The Kirkwood cafe/shop. With the gradual relaxation in Covid rules, use of the building slowly returned to normal and activity reached near pre-Covid levels by the end of the year. We were also fortunate that most of our library volunteers returned to duty after Covid restrictions were lifted which greatly helped the smooth transition to normal operations. Further detail showing this transition to normality, month by month is provided in this report.

Financially we are in a healthy position; in year income exceeded expenditure by £6,351 mainly due to an £8,000 Covid grant.

Constitution

The Denby Dale Community Project (DDCP) is a charitable incorporated organisation governed by its constitution and registered with the Charity Commission (registration number 1155111). It operates under the name Denby Dale Community Library (DDCL). Its registered address and details of its trustees are included further down this report.

Our mission is to provide a safe and welcoming building and car park in which we can assist Kirklees Library Services (KLS) to run a library and information centre and in which community events can take place.

Covid-19

At the end of February 2021, HM Government published its 'Roadmap' to easing restrictions on public life as the vaccination programme reduced risk. The roadmap identified certain 'stages' of recovery as part of 'Living with Covid'. Relevant stages for the library and the building were:

- Stage 2: Opening of non-essential retail, other businesses, and public buildings, including libraries (Not before 12th April)
- Stage 3: Relaxation of rules on 'Life Events' and other social interaction, (Rule of 6 still applies.) (Not before 17th May)
- Stage 4: Relaxation of rules on social distancing (Not before 21st June)

KLS concluded in their risk assessment that the Denby Dale building would offer safe browsing from 17th May 2021.

Our Building Comes Back To Life after Covid-19

Apart from five weeks in October/November 2020, the building remained closed to the public from when it was mothballed on 22nd March 2020 due to Covid-19 restrictions until May 2021. The car park remained open throughout and continued to be used by those visiting local shops and services, when these were available.

The table overleaf shows some of the highlights of how the building usage came back to normality during the year

Month	Event
April 2021	<ul style="list-style-type: none"> • Building remained closed
May	<ul style="list-style-type: none"> • Building opened for two days/week for safe browsing and IT access manned by KLS staff • The Kirkwood cafe redecorated and re-modelled in anticipation of re-opening
June	<ul style="list-style-type: none"> • The Kirkwood cafe & shop opened for business one day/week with limited menu (operated by Kirkwood volunteers as Cafe Manager resigned in April 2021) • Mayor of Kirklees visited library • Library opening expanded to three days/week staffed only by KLS staff • Building Caretaker volunteers started weekly building and car park inspection rota
August	<ul style="list-style-type: none"> • First Trustee meeting held face to face in library since February 2020 • Due to lifting of formal Covid restrictions by KLS, the Library opened back to pre Covid-19 levels with four days/week staffed by KLS staff & volunteers and Saturday morning manned by volunteers only • Library participated in the village “Scarecrow” event and remained open to welcome visitors on the Saturday
October	<ul style="list-style-type: none"> • Group activity re-commenced through daytime readings groups and evening ‘Later in the library’
November	<ul style="list-style-type: none"> • Further daytime and evening group activity re-commenced, almost back to pre Covid levels • Fifty people attended an evening wine tasting event
December	<ul style="list-style-type: none"> • The Kirkwood appointed a much awaited full time Cafe Manager.
January 2022	<ul style="list-style-type: none"> • The Kirkwood cafe expanded opening to two days/week
February	<ul style="list-style-type: none"> • Yoga evening sessions commenced for first time
March	<ul style="list-style-type: none"> • The Kirkwood cafe expanded opening to four days/week with an expanded menu

Building Usage Reaching Pre-Covid Levels

Kirklees Library: KLS statistics show:

- 9745 books were borrowed by 522 active users
- 169 new users were registered in the year
- 339 uses of the public access computers
- 775 requests for stock from other libraries

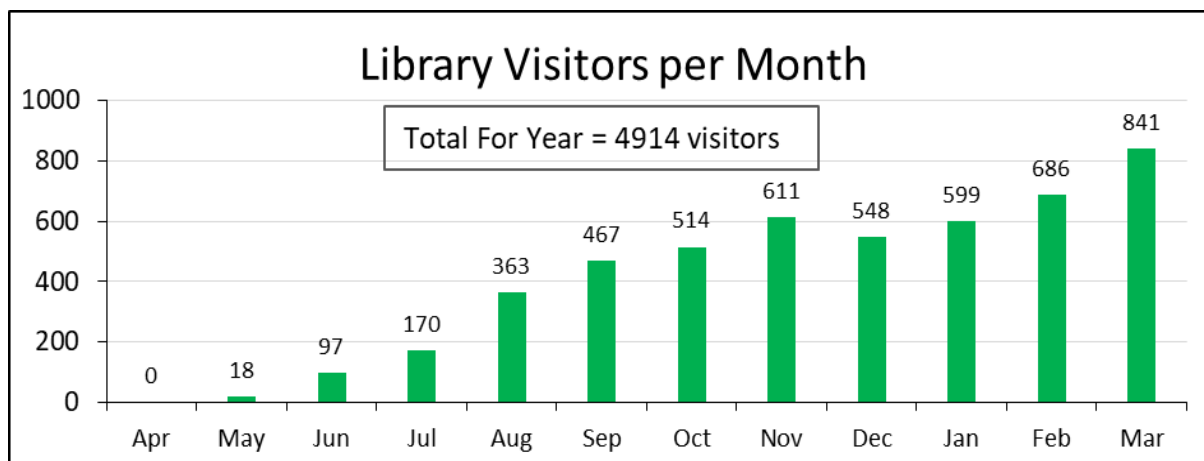
These figures are typically 25% down on the last comparable year (2019/20) but is understandable considering the library did not open back to pre Covid-19 levels until August 2021.

The use of the Libby app for e-books & audiobooks significantly increased during Covid. It is not possible to determine the loans for a specific library but service wide figure for e-book loans are:

2019/20	61K issues
2020/21	158K issues (lockdown boom)
2021/22	121K issues

We feel it has been greatly beneficial to users of the Denby Dale library service to have the same familiar librarian for three of the four weekdays. Lynne has shown great rapport with many members and offers an important continuity of contact for many in the community.

The graph overleaf shows how the number of library visitors increased during the year from opening the building two days/week on 17th May 2021.

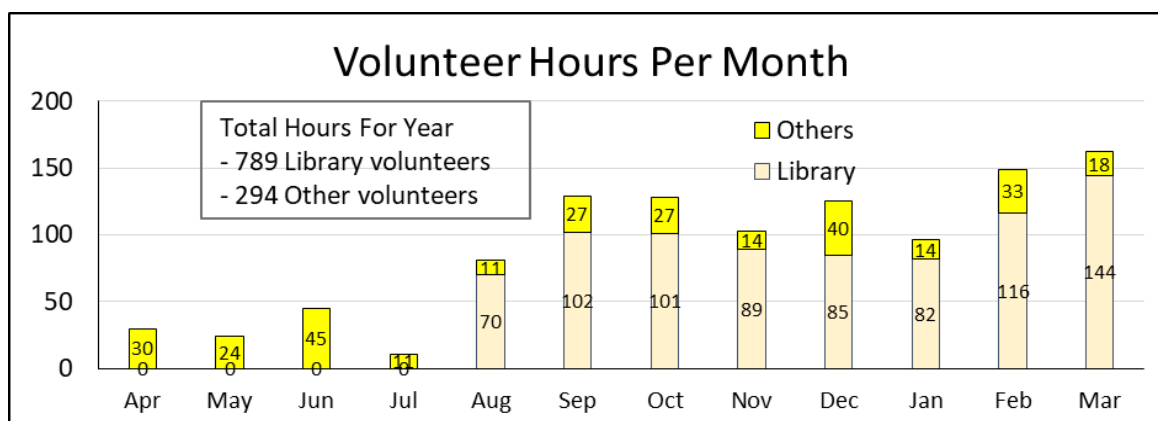


Volunteers: We have 21 volunteers who work in the library, either with a regular slot or to do occasional cover. After library volunteers were allowed back in August 2021 they gave a total of 789 hours during the remainder of the year in support of Kirklees Library Service, with a volunteer always matching the paid staff hours.

In addition, a further 294 hours of volunteer time was spent by:

- Caretakers (weekly inspections, building and car park repair and improvement)
- Trustees (regular management meetings)
- Coordination of volunteer rota planning

The graph below shows how the volunteer hours ramped up during the year as normal building usage resumed.

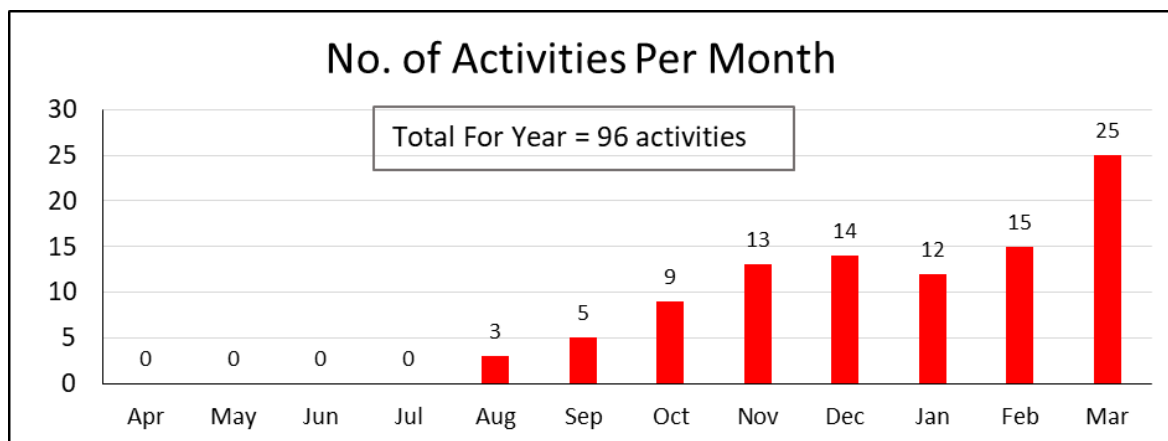


Activities in building: group activities in the building re-commenced in August and has gradually built up throughout the year as shown in the graph below.

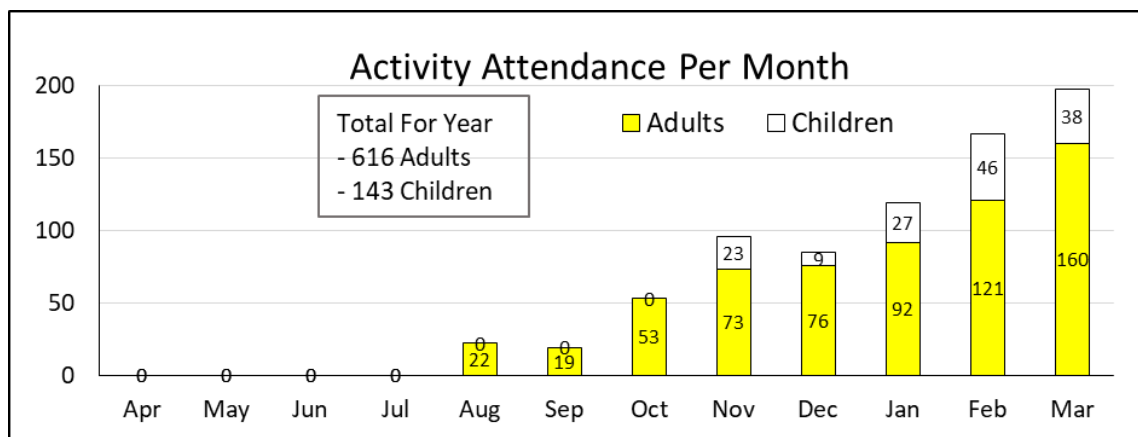
We have a number of regular craft and reading groups meeting in our building during the day which are open to anyone in the community to join. The Rhyme Time session is always popular with children and their parents/grandparents. The building is also used as a monthly contact point where the local public can drop in and discuss issues with police and

neighbourhood watch representatives. Our evening use currently offers weekly meditation classes and yoga classes and a monthly programme of literary events, including author talks and poetry readings.

Our partner, The Kirkwood, run the cafe and gift shop. The appointment of a full time Cafe Manager in December 2021 has been instrumental in the recruitment, planning and organising of volunteers and providing a welcoming face to users of the building. The cafe & shop has progressed from opening one day/week in June 2021 with a limited menu, to four days/week in April 2021 with an expanded menu.



Activity attendance: 616 adults and 143 children participated in groups and events held in the building. The graph below shows the gradual increase in numbers as the year progressed.



Improvements in and around our building

Completion of the former Nursery School and Headmasters House to seven residential properties has greatly improved the previous run-down appearance of the neighbouring property. We were donated a ceramic sink from the demolition of the old nursery building and it now has pride of place beside the car park, full of seasonal flowers.

A new electric distribution box was installed specifically for the electric heating boiler to prevent any breaker trips bringing down other electric circuits. Emergency lighting was installed in both toilets as an action from a fire risk assessment.

The 20 fold up chairs were replaced with a more comfortable version.

The Denby Dale Walkers Are Welcome group produced a series of 10 new walking routes which connect villages and rail stations at points along the Penistone line from Dodworth to Berry Brow. These are displayed in a new dedicated stand, making 29 local walking leaflets in total.

Governance

We have 12 Trustees with a wide mix of skills and experience. Trustees have continued to regularly meet during the year. “Zoom” was used when it was not possible to meet face to face but we finally met up as a group, after a gap of 18 months, in August 2021.

Since 2019, Trustees have agreed that the position of Chair will be held for a year at a time, rotating amongst those who are willing to take it on. Trustees can serve a maximum of three consecutive three-year terms. A much valued and respected founding member of the Trustees, Graham Turner resigned during the year after serving nine years as a Trustee.

Trustees are appointed by resolution, with due regard being paid to skills, knowledge and experience. Our new Trustee, Tony Poole was both a library volunteer and caretaker volunteer and demonstrated an interest in becoming a Trustee. A Trustee Induction Process was also developed during the year.

The following Trustees have served during the year:

Derek Lawrence	(Chair from 1 April 2021 – 31 May 2022)
Janet Johnson	(Deputy Chair)
Peter Belsey	
Richard Brook	Max term of 9 years reached in Nov 2021, agreed to remain on management committee, but not as Trustee
Susan Daniels	
Neil Denby	(Treasurer)
Tansy Hepton	(Secretary)
Kath Kerr	
Linda Kitson	
Jon Milner	
Tony Poole	New Trustee, joined March 2022
Kate Tunstall	
Graham Turner	Max term of 9 years reached, ceased to be a Trustee in Nov 2021

The partnerships with Kirklees Library Service and Kirkwood Hospice are important to us and we hold regular meetings with their representatives to make sure our building continues to meet their needs and that our purposes are aligned.

Finance

We are in a healthy financial position. We are very grateful to all our supporters, including members of our Supporters Club; people who have bought raffle tickets, attended events or donated into our collecting tins; the Parish Council and local Kirklees councillors who have given us grants in the past; and local people who have donated money and time.

We are improving our approach to providing for a secure financial future by developing a medium and long-term repairs and renewal programme. A “Cyclical repairs and major maintenance schedule” was published in February 2022 which estimated both reactive and planned spend for the period 2022 – 2030. In order to manage our risks, we aim to have reserves sufficient to cover two years together with estimated planned spend on the building and a modest emergency fund. We are currently comfortably within this position.

Our detailed accounts are awaiting review and will be available on the Charity Commission website before the end of December 2022 but in summary for the 2021/22 period:

Income: £14,395 (includes an £8,000 Covid grant)

Expenditure: £8,043

At year end (March 3st): £45,749 in account

Risks

Major risks to which the Charity is exposed to were identified by the Trustees and detailed in the 2020/2021 annual report. The Trustees have given consideration to these and are satisfied that systems or procedures are in place to manage them. Now that the building has reached a level of normal operation after Covid, it is the intention of the Trustees to hold a strategic review on how some of these risks can be further mitigated.

Those risks identified were:

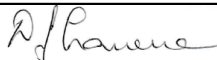
- Ensuring the safety & welfare of building users and compliance with H&S legislation
- Compliance with law and regulation of community buildings
- Protecting the long term future and condition of the building, fixtures and fittings
- Failure to comply with general data protection regulations
- Financial resilience, especially as financial success is heavily dependent on a single source of income through The Kirkwood
- Continuing ability to host the library and support KLS, recognising that KLS may have its own funding pressures
- Number and capacity of volunteers available to fill rota to support KLS staff and open the library
- Positive relationships with wider community in local area
- Lack of co-ordination and effective joint working between building trustees and major users
- Lack of awareness of the library building and all it can offer

Covid-19 has not only significantly disrupted operation of our building but worldwide in the past two years. Another devastating pandemic cannot be ruled out but a large amount of experience has been acquired putting us in a better position to handle any future pandemics.

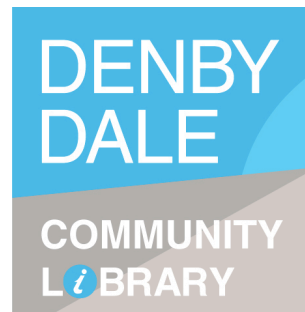
Declaration

The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit and have approved the trustees report above.

Signed on behalf of the charity trustees

Signature:	
Full name:	Derek J Lawrence
Position:	Chair of Trustees
Date:	2 nd July 2022

The Denby Dale Community Project
Denby Dale Community Library
364 Wakefield Road
Denby Dale
Huddersfield HD8 8RX



Denby Dale Community Library (Project)

Charity Number 1155111

Summary Annual Accounts
Year end 31 March 2022

Denby Dale Community Library

[built by the community](#) for the community

Chair: Derek Lawrence

Treasurer Neil Denby

Secretary Tansy Hepton

Wakefield Road
Denby Dale
Huddersfield
HD8 8RX

Email info@ddcp.org
Website www.ddcp.org
Telephone 01484 414 868 (Kirklees Library Services)

Denby Dale Community Library

Income & Expenditure Account for year to 31st March 2022

	2022		2021	
INCOME	£	£	£	£
Rent & room hire		1,285.00		1,128.00
Donations		50.00		200.00
Covid Grants received		8,000.00		19,431.00
Supporters fund / Fund raising		3,096.25		1,654.51
Solar feed in tariff		454.28		447.65
Insurance claim		-		-
Bank interest received		2.51		10.86
		<u>12,888.04</u>		<u>22,872.02</u>
EXPENDITURE				
Cleaner		1,870.00		1,480.00
Services & Insurance		522.81		2,794.22
Repairs & maintenance		1,163.68		2,175.74
Rates (2021+2022)		409.60		-
Website costs / domains		210.58		450.00
Consultancy – fire risk assessment		-		594.00
Supporters Club prizes		300.00		325.00
Election pay – Kirkwood		-		162.50
Bank charges		21.20		-
Padded folding chairs		1,024.80		-
Brochure stand		258.00		-
		<u>5,780.67</u>		<u>7,981.46</u>
OVERALL (DEFICIT) / SURPLUS FOR YEAR		<u>7,107.37</u>		<u>14,890.56</u>

Balance Sheet as at 31st March 2022

	2022		2021	
	£	£	£	£
Building		250,000.00		250,000.00
Equipment	500.00		500.00	
Sofa	599.99	<u>1,099.99</u>	599.99	<u>1,099.99</u>
Prepayments & accrued income	689.13		12.90	
Bank current account	7,720.60		11,368.98	
Bank deposit account	38,027.63		28,025.12	
Cash float	50.01		50.01	
	46,487.37		39,457.01	
Accrued expenses	-52.00	<u>46,435.37</u>	-129.01	<u>39,328.00</u>
		<u>297,535.36</u>		<u>290,427.99</u>
Funds b/forward (Deficit) / Surplus for the year		290,427.99		275,537.43
		7,107.37		14,890.56
		<u>297,535.36</u>		<u>290,427.99</u>

Independent examiner's report to the trustees of Denby Dale Community Library

I report on the accounts of the Library for the year ended 31 March 2022, which are attached.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under the section 145 of the 2011 Act.
- To follow the procedures laid down in the general directions given by the Commission under section 145(5)(b) of the 2011 Act.
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements :
 - To keep accounting records in accordance with section 130 of the 2011 Act and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or:

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed,



Name: Adam J M Corn

Professional Body : Association of Accounting Technicians

Address: 50 Woodside Road, Beaumont Park, Huddersfield, HD4 5JR.

Date: 10th December 2022

DENBY DALE COMMUNITY PROJECT

England & Wales - Charity number 1155111

Accounts

Annual report 2020-2021

Denby Dale Community Project operating as Denby Dale Community Library

Constitution

The Denby Dale Community Project (DDCP) is a charitable incorporated organisation governed by its constitution and registered with the Charity Commission (registration number 1155111). It operates under the name Denby Dale Community Library (DDCL). Its registered address and details of its trustees are included further down this report.

In summary, our objects are to benefit the residents of Denby Dale and surrounding areas through the establishment and management of a community building and library, which will help advance education and provide facilities for leisure and social welfare.

COVID-19 update

We began the year in lockdown, with the library and café/shop closed for the foreseeable future, the building mothballed and the caretaking rota and duties adjusted accordingly. We invested in an automatic hand sanitiser dispenser, face masks and extra cleaning materials, and kept the cleaner on a retainer so that we would be ready to have the building cleaned quickly at the end of lockdown. Our website and local social media channels were kept updated throughout, and this continues.

The Library was able to offer reduced opening at some periods during the year, as lockdown eased, but the Kirkwood Hospice (KH) café & shop have been closed all year.

Kirklees Library Service (KLS) worked hard to continue to offer services to people isolated at home, improving their online offer, despite most staff being diverted to other pandemic-related duties.

At the time of writing (July 2021) our building is closed again because of the COVID-19 pandemic. We are hoping that we will be able to re-open soon so that we can continue to provide this well-used and well-regarded service in our community. Trustees are continuing to meet regularly to discuss assessing risks; our financial position; the security and care of our building; communication with our customers, community and stakeholders; and plans for safely re-opening.

We have all learnt a lot about Risk Assessments – and are pleased to have considerable expertise within the Trustees, with particular thanks to Derek Lawrence. We found that 'locking down' is much easier than getting back up and running safely!

The car park remained open throughout the year. It continued to be used by those visiting local shops, takeaways and services, when these were available. We allowed workmen on adjacent house-building sites to use the car park whilst the library was closed.

Our financial position is good. Our costs during closure are limited and we have sufficient reserves to cover these costs for another year or more. We have received a number of Government grants during the year designed to support small businesses cope with their losses during the pandemic.

We have agreed a significant rent reduction for our partner, Kirkwood Hospice, as their income from the café/shop was suspended and their fundraising has been badly affected by the pandemic.

The Year from April 2020 to March 2021

The rest of this report gives more detail on our activities and performance for the year ending 31 March 2021.

Although very much affected by the Covid-19 pandemic, we continued to aim to provide a safe and welcoming building for the community of Denby Dale and surrounding villages, together with a small and well-used community car park.

The building provides a free space for Kirklees Council to run a community-supported library, thus preserving a popular service within the village. It also usually provides a community hub for a wide range of activities, both formal and informal. The building also normally benefits from a café and gift shop, run by Kirkwood Hospice, a local charity.

However, at the start of the year in March 2020, the building was mothballed, and everything closed.

Delivery of services – what was possible

From April 2020, Kirklees Library Services (KLS) worked hard to enhance its library service online. Despite the Government announcement that from 4th July 2020 libraries would be allowed to open if they could do so safely, few, if any, libraries in England were opened at this date. Prior to re-opening, ensuring the safety of users, volunteers & staff was paramount.

KLS needed to tailor their approach to each building and assess risks fully. Our building was acknowledged to have good accessibility, although restricted space. Trustees held meetings in the building with both KLS and KH to plan safe reopening for August.

In late July limited library opening began at Denby Dale, with book returns possible into a wheelie bin on the doorstep for 'quarantining'. In early August 'Ring & Read' began, with KLS staff choosing books for customers to minimise handling, selecting up to 6 books taken from the shelves at Denby Dale, based on readers' preferences. Members booked appointments to collect the books from the library door during two sessions per week. We co-ordinated cleaning of the building accordingly.

Extra restrictions were imposed in Kirklees due to rising local infection rates in August – preparations had been well underway for opening the library for browsing by users, but this had to be deferred. Rules were again tightened in September. Safe browsing finally started on 5th October, with users allowed into the building for the two sessions a week. These sessions were staffed by KLS, with no volunteer support. Numbers allowed in the building at one time were limited, furniture was removed or moved to enable social distancing, all leaflets were cleared, and a one-way system introduced. The number of customers was low, but those that did access it were grateful, and it proved a useful learning for the future.

Browsing was again suspended in the second national lockdown in November, however Ring & Read continued during the two sessions per week.

Kirklees moved out of the second lockdown into Tier 3; we were hopeful that safe browsing would be able to start again in January, although there would still be no access to PCs or free wifi, or volunteers. Kirklees Library Service staff are not allowed to work alone in a building open to the public, so the number of available shifts had to be halved to allow two staff to be present. Normally, staff are supported by our volunteers who are essential to keeping the library open for our community but KLS did not allow volunteers to start working until later in the year.

However, in fact even 'Ring & Read' was suspended after the New Year as the third national lockdown meant library staff across the borough were deployed to support essential services.

During the entire year, the 'Ring & Read' service operated for 14 weeks, and safe browsing for only 5 weeks. In these times, the Denby Dale Library issued just short of 3,000 physical items and had 500 visitors.

Our other tenants, Kirkwood Hospice, had an even more difficult year, being very much in the front line of the pandemic. We remained in regular contact via zoom meetings, and telephone. The Trustees agreed to a request to significantly reduce rent payments in the spirit of our partnership while Kirkwood were unable to open in the building.

It is not yet clear when the café & shop will be able to reopen. In autumn 2020 the hospice launched a new approach and new branding as 'The Kirkwood', and have repainted the café furniture and walls to fit with the colours of this image. Alterations to the cafe layout have been introduced to allow social distancing. KH are taking a cautious approach with their volunteers, many of whom are older and/or vulnerable individuals.

The Trustees agreed to use of our car park in April 2021 as a collecting point for donated goods brought by local residents for Kirkwood to sell in their shops, to ensure there is plenty of stock available when re-opening happens.

Other Activities

The Trustees took the opportunity to improve our communication, which became more important in uncertain times when news on opening and closing needed to be relatively fast moving and accurate and available to people at home. Led by Pete Belsey and Kath Kerr, we developed a new website – with improved accessibility, clearer navigation and better features. We are very grateful to the free support given by Karen at Orange Circle: Marketing & Design Consultancy for this project (and in many other ways since we began). The new website was launched in October.

We began the year with 26 volunteers who work in the library, either with a regular slot or to do occasional cover. We kept in regular touch with our volunteers via email and phone, through our volunteer co-ordinators Kate & Linda. KLS also sent frequent bulletins to all library volunteers. As there were no hours this year worked by volunteers in the library in support of Kirklees staff, we have no statistics on this to report. However, many hours were given by volunteers and the Trustees towards re-opening or to help elsewhere in the village.

Our Caretakers group of volunteers, led by Derek Lawrence, continued with revised duties during closure, with extra efforts prior to each stage of re-opening. They visited the building once a week to make checks and keep everything ticking over eg flushing toilets regularly; weeding and sweeping the car park; repainting the outside doors; re-varnishing the noticeboard; and cleaning the windows. We estimate that at least 100 hours of time was given by the group in the year.

Returning to full use of our building

Health and safety will be a key consideration as we plan for re-opening and we will work with Kirklees Library Services and The Kirkwood to ensure we comply with Government recommendations for social distancing and personal protective equipment, and other measures.

Improvements to our building in 2020 - 2021

We have taken the opportunity to carry out some improvements whilst the building was closed, and in preparing for re-opening. We replaced the electric boiler in January 2021, which should be more efficient going forward.

The actions of others will also improve our offer. The adjacent derelict site of the former nursery school was developed for housing, providing a much more conducive setting and safer land-use next door. New fencing along the boundary with our car park was installed by the developer Wimpenny. We allowed the builders to use our car park while the building was not open – and received a donation from Wimpenny in return.

The Walkers are Welcome Group, who are active locally, upgraded their website, <http://denbydale-walkersarewelcome.org.uk/> and devised ten new routes & leaflets. Denby Dale has great walking country all around and the walk leaflets have been very popular in the library. As everywhere, this activity rose in popularity during lockdown in local areas close to home, and we hope that availability of more leaflets will help that continue in future.

Governance

We have 12 Trustees with a wide mix of skills and experience. There were no changes to the Trustees during the year, and regular meetings were held at least every 2 months or as required. All meetings were virtual, via zoom thanks to Secretary Tansy Hepton who very competently organised these meetings and ensured everyone could access them.

Those Trustees whose terms of office expired were re-appointed for a further 3 year term. Trustees have agreed that the position of Chair will be held for a year at a time, rotating amongst those who are willing to take it on. The first of these was Janet Johnson, who was appointed Chair in November 2019. The Trustees agreed in January that it makes sense for the Chair to handover at the end of the financial year, with the new Chair taking up the role on April 1st. Accordingly, Derek Lawrence moved from Vice-Chair to Chair after the end of March 2021.

Discussions around shaping our future Strategy are on hold, a broad outline having been discussed in March 2020. Instead, the Trustees undertook scenario planning, looking at various likely timescales for the pandemic and the impact on our finances, at the beginning and the end of the year. With this in mind, we discussed the level of reserves needed, and agreed a Reserves Policy – see below. Work will continue to identify the parameters and sums required for the long-term maintenance and renewal of the building.

A GoogleDrive for DDCL was established to act as repository to share documents and store important information, available to all Trustees.

The partnerships with Kirklees Library Service and Kirkwood Hospice are important to us and we hold regular meetings with their representatives to share information, discuss re-opening and make sure our building continues to meet their needs and that our purposes are aligned.

Trustees

Trustees are appointed by resolution at a properly convened meeting, with due regard being paid to skills, knowledge and experience. Trustees can serve a maximum of three consecutive three-year terms. The following Trustees have served during the year:

Janet Johnson	(Chair from 14 November 2019 - 31 March 2021)
Derek Lawrence	(Chair from 1 April 2021)
Neil Denby	(Treasurer)
Peter Belsey	
Richard Brook	
Susan Daniels	
Tansy Hepton	(Secretary)
Kath Kerr	
Linda Kitson	Re-appointed 30 September 2020
Jon Milner	
Graham Turner	
Kate Tunstall	Re-appointed 5 January 2021

Finance and Fundraising

We remain in a good financial position despite the impact of the pandemic on our activities. Our accounts have been subject to formal examination by a suitable independent person and are available on the Charity Commission website.

We undertook cashflow modelling on various scenarios, including being closed all year as the 'worst case' view at the beginning. After the year of almost complete closure, we ran the exercise again.

We received reduced rental income and no lettings income for events & activities during the year. Our running costs for the year were reduced as far as reasonable, adopting a prudent approach, whilst being ready to mobilise to re-open.

We carried out repairs to the electrical main board, and replaced the electric boiler which began giving problems whilst the building was only in use twice per week, after investigations and attempts to repair it had failed.

A comprehensive external Fire Risk Assessment fell due and was carried out.

We agreed a rent reduction for our tenants and partners Kirkwood Hospice, although for the first quarter of the year they had already paid the full rent just as the pandemic hit, meaning the building was then closed for the whole quarter. The 75% reduction in rent is based on helping to cover our costs and recognising their loss of revenue. The Trustees continue to make decisions on this one quarter at a time.

We applied for and received Government grants available to small businesses – the total received in payments in June, December and January was helpful, and offset the immediate loss of income in the year. There will undoubtedly be longer-term continuing reduced income, as things take time to return to the 'new normal'.

Our income from solar panels was unaffected – indeed the excellent early summer sunshine was helpful!

We are reliant not just on funding, but also on a pool of dedicated volunteers who match the Kirklees Library Services staff hours. Many of these volunteers are in the "vulnerable" category as defined by Government guidelines and will not be able to return to their roles until it is safe for them to do so.

We are confident we will be able to find enough volunteers to resume 'normal' opening, and will look to recruit further volunteers from the community when the opportunity arises.

Our magnificent Supporters Club continued to support us, and the level of income from this remained the same. We offered occasional communications during the year from Richard Brook on behalf of the Trustees. The Supporters' Club Draw was held as planned in December, via zoom in the Trustees meeting, and the cash prizes distributed safely to the successful members. We are very grateful to all these people who support the Library & community facility in this way.

Our usual fundraising events were impossible this year. Our major event is the annual Christmas raffle. We considered options including running an online raffle, but had to reluctantly postpone and then cancel the raffle altogether when further national restrictions took hold in November. We hope to come back stronger in 2021!

RESERVES POLICY

February 2021

The Charity exists to provide and manage a Community Building together with fund-raising and seeking grants to support this; and recruiting and managing volunteers to assist the Local Authority to run Denby Dale Library, now housed in our Building.

As a responsible organisation, we need to have an appropriate level of Reserves, kept in our deposit account, for the financial risks faced during periods of disruption and loss of income. The Reserves are funds retained from income, above and beyond any anticipated annual budget requirements, to cater for unpredictable circumstances that can draw heavily and/or unexpectedly upon the Charity's funds. We need to make sure that enough money is available to meet potential needs,

The level of total Reserves should be adequate to cover different circumstances that can be envisaged, to replace loss of income or cover additional expenditure and allow us to keep the building refurbished. It should not be excessive, effectively taking money away from charitable activities. These Reserves strengthen our resilience and our ability to maintain continuity of service.

General Reserves

Our General Reserves are intended to cater for major risks & sudden variations in routine activity that would add significantly to costs of administration and activity such as:

- Loss of rental income from The Kirkwood as our tenant (operating a cafe & shop) – currently worth £1,750 per quarter. This is the major source of income for the Charity. The Reserves should cover at least two years, ideally three years, worth of replacement of this income, in case it ceases. This length of time is appropriate as it would probably take considerable time to find a suitable replacement tenant, in line with restrictions in the Asset Transfer Agreement; or to develop an alternative business model.
- Emergency building repairs – we have ownership and responsibility for the community building (which houses the library run by Kirklees, and a tenanted area comprising a café and shop run by The Kirkwood) and though normal repairs are covered within the annual budget, there are likely to be, from time to time, emergencies that require immediate, costly or complex attention.
- Closure of operations through pandemic or local circumstances

We therefore expect to hold between £16,000 minimum and £23,000 maximum as our General Reserves in the charity deposit account. The current level of funding at April 2021 was £11,369; Trustees are comfortable with this level because the balance in our Reserve fund is higher than planned.

Cyclical Renovation and Major Maintenance Fund

In addition, we aim to build up earmarked Reserve funds for Cyclical Renovation and Major Maintenance (i.e. a 'sinking fund') to ensure that we can keep our building in good condition. This will enable us to carry out replacement of the internal fittings in the kitchen, toilets etc to keep them attractive; as well as renovation of external features eg paintwork, rainwater goods, solar panels and the roof at the right time. As the building is still new, this is about saving now for the future. We will do some work in the coming year to assess likely requirements and map out a timeline with estimated costs to set a clearer view of the scale required for this fund.

Our initial view is that this will need to be between £11,000 and £20,000 depending on where we are in the cycle. The current level at March 2021 was £28,025.

Review & Action

This Policy will be reviewed by the Trustees annually in March each year, to assess whether it is still appropriate to the risks to be addressed, and ensure it meets the Charity's ongoing strategy, We will review the amounts held, as a trigger to action if necessary. We will ensure that if the Reserves fall below the minimum required the Trustees will take action to replenish the Reserves. If they rise above the maximum we envisage as required, the Trustees will discuss how to spend more money on our charitable objectives.

RISK MANAGEMENT

The Trustees have given consideration to the major risks to which the Charity is exposed and have satisfied ourselves that systems or procedures are in place to manage them, as set out below. This will be reviewed annually.

HEALTH & SAFETY and ENVIRONMENT

Major Risk Area: ENSURING THE SAFETY & WELFARE OF BUILDING USERS AND COMPLIANCE WITH HEALTH & SAFETY LEGISLATION

How to avoid or reduce the impact: Health, safety & welfare policy; Undertake regular risk assessments for health & safety, fire and legionella; Pay attention to building maintenance; Give prompt attention to any accident reports or 'near misses': Establish a calendar of regular checks, servicing etc required

Resulting Actions: Caretaker Group established to carry out regular tests, checks and inspections & minor works, by rota. Caretaker volunteers to be recruited, trained, and supported, rota organised. Lead: Derek Lawrence

All library volunteers to have health & safety induction. Lead: Linda Kitson

Major Risk Area: COMPLY WITH LAW AND REGULATION OF COMMUNITY BUILDINGS

How to avoid or reduce the impact: Trustees with relevant professional experience. Be alert for regulatory changes.

Resulting Actions: Building lead: to lead on everything to do with the structure of the building and car park, working with the caretaker group Lead : Jon Milner
Connect to relevant networks: National Council for Voluntary Organisations, Community Managed Libraries National Peer Network. Lead: Chair

Major Risk Area: PROTECTING THE LONG-TERM FUTURE AND CONDITION OF THE BUILDING, FIXTURES AND FITTINGS

How to avoid or reduce the impact: Build up sufficient funds to allow timely replacement of items and/or major repair work

Resulting Actions: Establish 'Cyclical Renovation and Major Repairs Fund' alongside general Reserves. Lead: Derek Lawrence

COMPLIANCE and GOVERNANCE

Major Risk Area: FAILURE TO COMPLY WITH GENERAL DATA PROTECTION REGULATIONS

How to avoid or reduce the impact: Ensure clear policy and adequate training for trustees and all volunteers

Resulting Actions: General Data Protection Policy in place and followed. All Library volunteers to undertake GDPR training. LEAD: Tansy Hepton

FUNDING

Major Risk Area: RECEIVING LESS FUNDING WOULD THREATEN ABILITY TO FUNCTION IN LONG TERM

How to avoid or reduce the impact: Programme of regular Fundraising activities in place

Promote activities within the building out of hours, through lettings.

Look for other relationships, sponsorships, events etc that could help support the Library

Resulting Actions: Supporters Club established, and open to new members with welcoming information on website and in Library, with clear lead: Richard Brooks
Annual Christmas Raffle, reaching every home in the village and local area, with clear messages about the Library & building, prizes donated, with support from all Trustees and local businesses. Lead: Richard Brooks

Bookings for hire made through a single point of contact and clear terms and conditions and pricing. Lead: Susan Daniels

Explore opportunities for developing further relationships and sponsorships. Lead: Janet Johnson

Major Risk Area: FINANCIAL RESILIENCE

How to avoid or reduce the impact: Regularly review Financial position, including Reserves Policy and investment strategy

Resulting Actions: Financial position reported to each Management Group meeting, Reserves Policy agreed and reviewed annually. All Reserves to be held in a deposit account, with marginally better interest, separate to current account. Not worth exploring other accounts as interest rates so low at present, nor riskier options. Lead : Neil Denby

Major Risk Area: FINANCIAL SUCCESS IS HEAVILY DEPENDENT ON SINGLE SOURCE OF INCOME THROUGH KIRKWOOD

How to avoid or reduce the impact: Cultivate this relationship as a partnership for mutual benefit rather than a purely commercial one. Ensure good two- way dialogue through regular discussions, sharing strategy, etc

Resulting Actions: Regular dialogue established with key contact at The Kirkwood – and continuing via Zoom. Clear single contact at DDCL for communications, supported by the Chair Lead: Pete Belsey

RELATIONSHIPS & REPUTATION

Major Risk Area: CONTINUING ABILITY TO HOST LIBRARY AND SUPPORT KIRKLEES LIBRARY SERVICE

How to avoid or reduce the impact: Manage and maintain this relationship ensuring good two-way dialogue through regular discussions, sharing strategy, etc. Lead: Kate Tunstall, Linda Kitson and Chair

Resulting Actions: Manage recruitment, training and support of volunteers and arrange rotas to support library staff. Lead: Kate Tunstall and Linda Kitson

Major Risk Area: NUMBER AND CAPACITY OF VOLUNTEERS AVAILABLE TO FILL ROTA TO SUPPORT KIRKLEES STAFF & OPEN THE LIBRARY

How to avoid or reduce the impact: Lead: Kate Tunstall, Linda Kitson and Chair

Resulting Actions: Manage recruitment, training and support of volunteers and arrange rotas to support library staff. Lead: Kate Tunstall and Linda Kitson

Major Risk Area: POSITIVE RELATIONSHIPS WITH WIDER COMMUNITY IN LOCAL AREA

How to avoid or reduce the impact: Ensure we understand public perception, needs and wants for the Library and our building.

Resulting Actions: Carried out Survey of 200 local people from Denby Dale and surrounding villages in 2018, to establish what people want and think. The Survey results discussed by Trustees, all Management Group, and fed into strategy; and disseminated via media.

Build and maintain good relations with all our supporters, including local businesses.
Lead All Trustees

Major Risk Area: LACK OF CO-ORDINATION AND EFFECTIVE JOINT WORKING BETWEEN BUILDING TRUSTEES AND MAJOR USERS

How to avoid or reduce the impact: Manage and maintain communication between all parties through regular User Group Meetings to allow dialogue, airing issues and reaching understanding & solutions

Resulting Actions: Hold regular User Group meetings, attended by representatives from all parties Lead: Tansy Hepton, Linda Kitson, Kate Tunstall

Major Risk Area: LACK OF AWARENESS OF THE LIBRARY BUILDING AND ALL IT CAN OFFER

How to avoid or reduce the impact: Manage and maintain communication through our website and Facebook page, including the promotion of events and activities. Carry out marketing to improve Fundraising and/or to improve community access, interest and outcomes

Resulting Actions: New website established in 2020, active on social media channels through Facebook. Regular posts on Facebook and on website regarding current and future activities, news etc. Lead: Pete Belsey, Kath Kerr and Karen Fox

Declaration

The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit and have approved the trustees' report above.

Signed on behalf of the charity trustees

Signature:	<i>Janet Johnson</i>
Full name:	Janet Johnson
Position:	Chair
Date:	15 December 2021

The Denby Dale Community Project
Denby Dale Community Library
364 Wakefield Road
Denby Dale
Huddersfield HD8 8RT

Denby Dale Community Library
Income & Expenditure Account for year to 31st March 2021

		2021		2020
INCOME	£	£	£	£
Rent & room hire		1,128.00		7,745.25
Donations		200.00		-
Covid Grants received		19,431.00		
Supporters fund / Fund raising		1,654.51		4,298.11
Solar feed in tariff		447.65		439.90
Insurance claim		-		600.00
Bank interest received		10.86		30.41
		<u>22,872.02</u>		<u>13,113.67</u>
EXPENDITURE				
Cleaner		1,480.00		1,910.00
Services & Insurance		2,794.22		3,361.31
Repairs & maintenance		2,175.74		2,699.04
Car park repairs		-		7,611.60
Rates		-		201.60
Website design		450.00		-
Consultancy – fire risk assessment		594.00		-
Supporters Club prizes		325.00		-
Election pay – Kirkwood		162.50		-
		<u>7,981.46</u>		<u>15,783.55</u>
OVERALL (DEFICIT) / SURPLUS FOR YEAR		<u>14,890.56</u>		<u>- 2,669.88</u>

Balance Sheet as at 31st March 2021

		2021		2020
	£	£	£	£
Building		250,000.00		250,000.00
Equipment	500.00		500.00	
Sofa	599.99	1,099.99	599.99	1,099.99
		<u>39,457.01</u>		<u>24,616.49</u>
Accrued income	12.90		24.00	
Bank current account	11,368.98		6,528.22	
Bank deposit account	28,025.12		18,014.26	
Cash float	50.01		50.01	
		<u>39,457.01</u>		<u>24,616.49</u>
Accrued expenses	- 129.01	39,328.00	- 179.05	24,437.44
		<u>290,427.99</u>		<u>275,537.43</u>
Funds b/forward		275,537.43		278,207.31
(Deficit) / Surplus for the year		<u>14,890.56</u>		<u>- 2,669.88</u>
		<u>290,427.99</u>		<u>275,537.43</u>