



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name

Friends of Burford Library

Other names charity is known by

Registered charity number (if any) 1157846

Charity's principal address

Burford Library

86a High Street

Burford

Postcode

OX18 4QF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Veral Marshall	Chair		
2	Jan Cohen	Treasurer		
3	Elizabeth Mortimore	Secretary		
4	Anne Youngson			
5	Felicity Ziegler			
6	Rachel Read			
7	Elizabeth Deverson			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Foundation

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed to serve for terms of three years

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To maintain the continuing operation of Burford Library for the benefit of Burford and district. To encourage and facilitate the use of the Burford Library's facilities by pupils of the local schools and all local children. To develop the role of Burford Library as a community hub open to all sections of the local population.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In normal times we would try to reach our objectives but this year that has not been possible due to the corona virus and the library being closed.

As often as possible story time is held in the library for pre-school children to encourage the use of the library facilities and to encourage reading.

Once a month an adult reading group meet in the library to discuss a book, and use the library facilities, i.e. ordering books, using the computers, etc.

We hold occasional "Meet the Author" sessions when a visiting author comes along to promote a new publication.

Various other events are arranged and held in the Library for the benefit of the local community and to encourage the use of the facilities.

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

Nothing due to corona virus

Section E Financial review

Brief statement of the charity's policy on reserves

To hold reserve funds an amount that the trustees consider sufficient to engage staff for two years, at the present time this would amount to approximately £4500

Also from time to time to be in a position to add to the library's book stock via donations to the Oxfordshire Library Service

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) Jan Cohen

Full name(s) Janice Carol Cohen

Position (eg Secretary, Chair, etc) Treasurer

Date 26/05/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Friends of Burford Library

No (if any)
1157846

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

To

Period end date
31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations		-	-	-	557
Fund Raising		-	-	-	749
Subscriptions	382	-	-	382	502
Gift Aid	93	-	-	93	214
Cancelled Cheque	-	-	-	-	31
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	475	-	-	475	2,053
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	475	-	-	475	2,053
A3 Payments					
Oxfordshire County Council		-	-	-	2,084
Magazine Subscription for Library	120	-	-	120	110
Fund Raising Expenses		-	-	-	231
OCC Book Fund		-	-	-	-
Separate material items of expense	42	-	-	42	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	162	-	-	162	2,425
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	162	-	-	162	2,425
Net of receipts/(payments)	313	-	-	313	- 372
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,013	-	-	16,013	-
Cash funds this year end	16,326	-	-	16,326	- 372

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Balance as per bank 31/03/2021	16,326	-	-
		-	-	-
		-	-	-
	Total cash funds	16,326	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Jan Cohen	Janice Carol Cohen	29/04/2020	