



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2023

## 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	Maureen Percival	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)**

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.

The Charity would like to acknowledge and especially thank the hard work and commitment of the people who have volunteered their time to man the library for several hours each week.

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

Engaging with the residents of Burford and the surrounding villages to promote the use of the library via "Meet the Author", exhibitions, and group meetings. Help with computers problems and family history.

Two major events have taken place this year to raise funds and awareness of the facilities available at the library, and we are always looking for new ideas to encourage engagement with the library.

Provide volunteers to open the library or support library staff.

## 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	27/04/2022	



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  
4/1/2022

To

Period end date  
3/31/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fund Raising	882	-	-	882	705
Subscriptions	338	-	-	338	338
Gift Aid	78	-	-	78	69
Donation	500	-	-	500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	1,797	-	-	1,797	1,112
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	1,797	-	-	1,797	1,112
<b>A3 Payments</b>					
Magazine Subscription	329	-	-	329	156
Competition Prize	120	-	-	120	28
Oxfordshire County Council	2,188	-	-	2,188	693
Fundraisng Expenses	217	-	-	217	170
Library Crafting	30	-	-	30	-
Oxfordshire County Council - Book Fund	500	-	-	500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	3,383	-	-	3,383	1,048
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	3,383	-	-	3,383	1,048
<b>Net of receipts/(payments)</b>	- 1,586	-	-	- 1,586	64
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	16,391	-	-	16,391	16,013
<b>Cash funds this year end</b>	14,805	-	-	14,805	16,077

## 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 £
<b>B1 Cash funds</b>	Balance as per Bank 31/03/2023	14,805	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	14,805	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	J. Cohen	Janice Carol Cohen	4/27/2023	