

Trustees' Annual Report for the period

Period start date			Period end date		
From	07	May	To	06	May 2021

Section A Reference and administration details

Charity name Taibach Community Library

Other names charity is known by

Registered charity number (if any) 1158698

Charity's principal address Taibach Community Library

5 Commercial Road

Taibach, Port Talbot

Postcode SA13 1LN

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	Luke Jenkins	Secretary		
2	Jill Miles	Treasurer	Until 01 February 2021	
3	Alyson Moore			
4	Sean Pursey			
5	Anthony Taylor	Chairman		
6	Rachel Taylor			
7	Robert Evans		Until 29 April 2021	
8	Christine Thomas	Treasurer	From 01 February 2021	
9	Charlene Morgans			
10				

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution - adopted 07 May 2014
How the charity is constituted (eg. trust, association,	Charitable Incorporated Organisation

company)

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

Trustees are elected from the membership at Annual General Meetings with a third of trustees retiring at each AGM. They can be appointed until the next AGM by the existing trustees between annual general meetings.

Section C

Objectives and activities

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

The text as reads in the governing document:

“To promote for the benefit of the inhabitants of the electoral wards of Taibach and Margam and the surrounding area the provision of facilities for education, recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.”

These objectives are carried out by the running of a community Library in Taibach.

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)

The main activities carried out by the charity are:

- Lending of Books and DVDs to members of the public.
- Providing 4 public access computers with internet access, which are usable free of charge.
- Providing a photocopying facility.
- Providing a place for public documents and consultations to be displayed.

As a result of the COVID-19 pandemic, much of this financial year was impacted. The number of visitors permitted in the library, when it was allowed to open was restricted and as such many of our regular events were cancelled.

We were however able to offer the Summer Reading Challenge for children and for part of the year, we were able to re-introduce our Children's Club.

A team of 12 trained volunteers have been responsible for the day-to-day running and operation of the library and is made up of people from the local community and neighbouring towns and villages.

In planning and delivering these activities and services, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the 2020 - 2021 year, the Charity continued to successfully operated a library provision for the communities of Taibach, Goytre and Margam.

The COVID-19 pandemic provided us with many challenges, and for part of the year forced us to close our doors to members of the public. Despite this, our volunteers were able to offer a Click and Collect service to allow our customers to still borrow books during this period.

When lockdown restrictions were eased, we were once again allowed to let people into the library, although we had to limit visitor numbers.

With regards to events during this year, we were only able to offer our Children's Club with limited numbers and pre-booking being required.

Unfortunately due to the Pandemic, school visits were suspended.

The library has continued to embrace the use of Facebook and Instagram to promote the library's offerings to the local community, especially more so this year due to the Pandemic.

The success of using these tools has been encouraging, with posts on the Facebook page reaching an average of 12,000 people per month with an average of 1000 engagements (likes, comments, shares etc.) per month.

Support continued from the local council (Neath Port Talbot County Borough Council) in the form of ICT systems support and the continued supply of books for the lending library.

The library's opening hours, although they remained the same as the previous year, the offering was impacted through only being able to offer Click and Collect for periods of the year - when we only operated for 2 days a week.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have ended this year with another surplus, we will be reviewing our reserves policy in the next financial year.

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.

As in previous financial years, the costs of operating vary due to the nature of invoicing and recharging of utilities and other bills from the Local Authority.

Our sources of income (excluding COVID grants) were significantly impacted, due to the library's doors being closed and us being unable to hold events which would ordinarily raise income.

Due to the Charity receiving a number of COVID grants during the financial year, the year ended on a sound footing going into the next financial year.

Section F



Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Luke Jenkins	Christine Thomas
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	05/02/2022	

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	7-May-20		6-May-21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Library takings	943	-	-	943
Clothes bank recycling	267	-	-	267
Online fundraising	160	-	-	160
Other fundraising	60	-	-	60
Compensation from Barclays Bank	400	-	-	400
COVID Grant - NPTCBC	14,000	-	-	14,000
COVID Grant - Comic Relief	-	4,914	-	4,914
Rent Grant - NPTCBC	-	1,300	-	1,300
Sub total (Gross income for AR)	15,830	6,214	-	22,044
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	15,830	6,214	-	22,044
A3 Payments				
Utilities	4,797	-	-	4,797
Rent	-	1,300	-	1,300
Insurance	857	-	-	857
Equipment purchased	3,081	-	-	3,081
Equipment purchased with COVID grant	-	4,914	-	4,914
Photocopier bill	91	-	-	91
Purchase of Sandfields books	100	-	-	100
	-	-	-	-
	-	-	-	-
Sub total	8,926	6,214	-	15,140
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	8,926	6,214	-	15,140
Net of receipts/(payments)	6,904	-	-	6,904
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	12,574	-	-	12,574
Cash funds this year end	19,478	-	-	19,478

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Bank account	19,181.97	-
	Cash	296.03	-
		-	-
	Total cash funds	19,478	-
	(agree balances with receipts and payments account(s))	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use	ICT Equipment (Printer, Photocopier, Till)	Unrestricted	-
	Fixtures and Fittings	Unrestricted	-
	Second hand books for sale	Unrestricted	-
	Catalogued books	Unrestricted	-
	Donated PCs	Unrestricted	3,500
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
	Luke Jenkins
C. Thomas	Christine Thomas

CC16a



Last year
to the nearest £

2,449
-
-
-
-
10,000
-
1,300
13,749

-
-

13,749

1,000
1,300
808
-
-
143
80
-
-
3,331

-

3,331

10,418
-
-
10,418



**Endowment
funds**
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
20
250
-
-
-
-
-

**When due
(optional)**

Date of
approval

2/5/2022
2/5/2022