

# WALKLEY CARNEGIE LIBRARY

England & Wales · Charity number 1159745

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-12-31

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

## Contact

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**Address** Walkley Library  
South Road  
Walkley  
Sheffield  
S6 3TD

**Phone** +441142312947

**Email** [c.reece@walkleylibrary.org.uk](mailto:c.reece@walkleylibrary.org.uk)

**Website** [www.walkleylibrary.org.uk](http://www.walkleylibrary.org.uk)

## Activities

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**Objects:** (1) THE OBJECTS OF THE CIO ARE(A) THE ADVANCEMENT OF EDUCATION FOR THE BENEFIT OF THE PUBLIC IN THE DISTRICT OF WALKLEY IN THE CITY OF SHEFFIELD AND THE SURROUNDING AREA BY THE PROVISION OF A COMMUNITY LEADING LIBRARY AND ASSOCIATED SERVICES.(B) TO PROMOTE FOR THE BENEFIT OF THE PUBLIC IN THE DISTRICT OF WALKLEY IN THE CITY OF SHEFFIELD AND THE SURROUNDING AREA WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINION BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACULTIES IN THE INTEREST OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS.

**Activities:** Walkley Carnegie Library (WCL) provides a free library service for the benefit of people living in Walkley and the surrounding areas, within Sheffield. WCL also run a selection of community activities and events within the library.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Recreation
- **Who:** The General Public/mankind

## Geography

- Sheffield City

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £19,450 | £17,986     | -      | -         |
| 2024-03-31 | £19,245 | £18,133     | -      | -         |
| 2023-03-31 | £19,180 | £14,021     | -      | -         |
| 2022-03-31 | £17,333 | £14,892     | -      | -         |
| 2021-03-31 | £57,049 | £15,677     | -      | -         |

## Trustees

| Name                  | Role | Appointed  |
|-----------------------|------|------------|
| ANNE ROSEMARY GRANGE  |      | 2022-01-19 |
| Angela Davies         |      | 2022-11-26 |
| Danica Summerlin      |      | 2024-03-31 |
| Mark Stuart Crossland |      | 2018-10-16 |
| Renata Staples        |      | 2025-03-20 |
| Timothy John Saunders |      | 2025-03-20 |

**WALKLEY CARNEGIE LIBRARY**

England & Wales - Charity number 1159745

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# Accounts

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**Registered Charity Number: 1159745**

**Walkley Carnegie Library**

**Annual report and unaudited financial statements  
for the year ended 31 March 2025**

## Walkley Carnegie Library

### Contents

|                                      | <b>Page</b> |
|--------------------------------------|-------------|
| Legal and administrative information | 1           |
| Trustees' annual report              | 2 - 6       |
| Accountants' report                  | 7           |
| Receipts and payments account        | 8           |
| Statement of assets and liabilities  | 9           |
| Notes to the accounts                | 10 - 11     |

## **Walkley Carnegie Library**

### **Legal and administrative information For the year ended 31 March 2025**

#### **Registered Charity Number**

1159745

#### **Trustees**

Danica Summerlin

Chair

Tim Saunders

Treasurer

Appointed 20 March 2025

Anne Grange

Secretary

Mark Crossland

Angela Davies

Renata Staples

Appointed 20 March 2025

Janet Firth

Resigned Sept 2025

#### **Principal Address**

Walkley Library

403 South Road

S6 3TD

#### **Bankers**

Co-operative Bank

Business Direct

PO Box 250

Skelmersdale

WN8 6WT

#### **Accountants**

Seven Hills Accountants Limited

57 Burton Street

Sheffield

S6 2HH

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2025**

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2025.

#### **Charitable objectives and activities**

The objects of the charity as set out in the governing document are:

- 1) The advancement of education for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area by the provision of a community leading library and associated services
- 2) to promote for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinion by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

WCL mission: to provide a dynamic space and innovative services for local residents to read, learn, meet, make, play, create, develop, socialise, access services, support one another and much more.

The main activities undertaken in relation to those purposes:

- Operating a volunteer managed public library for at least as many hours per week as was provided previously by the local authority. Book loan is dependent on library membership (free), and the building, activities and events are open to the public.
- Providing events and activities suitable for a wide age range and to provide space to hire for group activities or events. Hires of the space are limited by the lack of level access to the space.
- Displaying local community information including access to newspapers and the internet and providing an information and enquiry service.
- Providing training and mentoring where appropriate.
- Providing the opportunity for people to contribute to the service by volunteering or making donations of services or equipment. Suitable training to be provided to all volunteers including trustees.

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011. The following services are available to the public:

- Providing and improving the library service and keeping a community building open.
- Maintaining the building and surrounding grounds and contributing to the vibrancy of the high street (South Road).
- Delivering a range of activities for different age groups, particularly for pre-school and school age children.
- Providing volunteering opportunities and training.
- Being involved with other local groups and events.
- Providing a welcoming environment for all visitors.
- Acting as a Welcome Hub, to provide a safe warm space for local people through the winter months.
- Providing Duke of Edinburgh placements and projects at both school and higher education levels.
- Working with other volunteer libraries to maintain the standard of service across the city and to create events celebrating libraries.

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2025**

#### **Structure, governance and management**

Walkley Carnegie Library (WCL) is a Charitable Incorporated Organisation that operates a wholly volunteer led library. The organisation became a registered charity on 31 December 2014, registered charity number 1159745. The library is governed by a constitution last amended on 31 December 2014, available on request. A board of appointed trustees run the organisation, delegating the day-to-day running of the library to a team of volunteers.

The membership consists of trustees and volunteers. All these members have voting rights, and the AGM welcomes library users and observers.

The 2024 AGM confirmed Danica Summerlin as a new trustee and chair of the trustees group. The resignation of two trustees in the last year was flagged as a risk, and the library continues to actively search for new trustees. We were reminded of the impact WCL has on the local community with one attendee commenting “as a library user and a recent retiree, the library has been a lifeline this year.”

The Counter Services Committee (CSC) continues to play a key role in the operation of the library and has undertaken important work around improving volunteer co-ordination and communication. CSC meetings provide a valuable link between counter volunteers and trustee decision making.

#### **Achievements and performance**

We are hugely proud of what our volunteer team has achieved over the last year. Volunteer numbers and capacity have increased with five new volunteers and eight students following the Duke of Edinburgh Award. One of our former bronze DofE students came back to do her Gold award, organising a STEM club for 8–11-year-olds which is fully attended and has plans to do a second in the next financial year. We are keen to support young people to volunteer and gain valuable life and social skills – currently we have eleven young people amongst our overall volunteer group.

We welcomed two new trustees in March 2025 – Tim Saunders and Renata Staples and they will be formally ratified at the November AGM

We continue to maintain generous opening - 23 hours a week.

We celebrated our 10<sup>th</sup> birthday on Saturday 16<sup>th</sup> November and participated in a city-wide birthday celebration of volunteer libraries. A commendable milestone achieved by so many volunteer run libraries.

In the last 12 months, the library has run regular baby time sessions and paper pastime events for children as well as treasure hunt activities for the younger library users and their families. We also play host to regular music sessions for preschool children (Small Voices, Big Noises). We participated in last year’s summer reading challenge and will be doing so again this year. We have also welcomed ad hoc groups, including primary school children visits. We hope to be able to extend this to other local groups and schools in the future.

We operated as a Welcoming Place over winter. We are also welcoming a higher number of people using the library as a work hotspot as an alternative to incurring working from home costs.

We installed a Sum-up card reader to enable easy donations and payments

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2025**

#### **Achievements and performance (continued)**

An updated version of Koha, our library catalogue was successfully installed in April 2024

We continue to host and participate community events. Highlights this year included a “Camareros” event as part of the Walkley Heritage Open Week with children and parents visiting us for a relaxing read on beanbags in the park. We also continue to champion local authors and hosted a book reading by author Jo Garber in October. The event raised money for the Sepsis Trust. It was also productive to work with Walkley Feral Writers, which is a partnership we would like to continue

We continue to purchase library material that will appeal to our diverse community. We monitor the major book prizes - always buying the full shortlist for the women's prize, Booker prize and crime novel of the year. We monitor books that are trending, or whether a book is going to have a resurgence (e.g. BBC/Netflix new series/major film) and also the most popular authors in our loans. We also have a suggestions option on the library user's accounts where they can suggest a book for purchase - this is the first place we check when deciding on purchases.

Trustees continue to attend Voluntary Library in Sheffield (VLIS) meetings as a source of information and support in the overall landscape of voluntary libraries. We also receive support from Sheffield City Council's Libraries, Archives and Information team. Sheffield City Council remain our core funder, with a grant agreement for 2025/26 in place.

#### **Challenges**

Over this period, the library has faced two major challenges. Firstly, issues arising from working in a historic building which has many maintenance challenges and requires major renovations (for example installing a level entrance facility) to enable us to maximise its use and income potential. Secondly, and linked to this, the lack of a lease agreement with Sheffield City Council, without which we are not in a position to seek funding to address the urgent access issues with the building. Both challenges were reported on last year. The trustees are continuing to negotiate with the Council over both issues.

Volunteer recruitment continues to be challenging. While we have a strong cohort of counter volunteers, we have struggled to attract volunteers to support wider functions, including admin, events, marketing and organisational support. There is a limit to what our counter volunteers and our trustees can take on in addition to their core duties. We have offered a wide range of events and activities this year but could do more with more volunteers focussed on this area. We would like to develop our website further and to make it more dynamic as a shop window for our services and activities. We continue to look for volunteers especially with the digital skills and time to help us move forward.

The trustees continue to actively seek more trustees amidst a growing concern that pressure on current trustees (all of whom have full time commitments outside the library) is unsustainable. This is a problem common to many volunteer libraries and other charities. We are delighted that two talented trustees have joined us during this period. The trustees continue to discuss ways to increase uptake e.g. liaising with Voluntary Action Sheffield (VAS) and mentions in local school/church/community newsletters.

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2025**

#### **Future plans**

The current political, economic and environmental uncertainty continues to necessitate libraries taking a more active role in supporting the local community. We are mindful that we need to ensure that the library has a sustainable future. It is vital that we obtain a lease, which will allow us to source further funding and develop a more robust business plan to ensure the library continues to flourish. In particular, the lack of required access continues to cause issues for library users.

We continue the conversation with relevant stakeholders at the council regarding the lease and the current condition of the building. There is still a disjoint between the risks the trustees are willing to take on as tenants of the building and the responsibilities of the council as the owner of the library. Discussions are ongoing as to how to proceed. In the medium-term, the building remains the responsibility of the council, and we continue to work with SCC Facilities to identify and address major issues with the building.

Our key future priority (subject to lease agreement) remains seeking funding to undertake a building project to provide an accessible entrance and toilet. This in turn should allow for an increased programme of events and hiring, thus allowing the library to continue to be asset to the community as a whole.

#### **Financial review**

We continue to receive grant funding from Sheffield City Council designed to cover the main costs of running the building and maintaining a library service. As in previous years, room hire has proved to be a valuable source of income, although there is room to increase this once the building is more accessible.

We have also received a number of donations in the form of books and/or services during the last year for which we are very grateful.

#### **Reserves policy**

Uncertainties relating to the proposed refurbishment of the building and diminishing grant contributions from Sheffield City Council mean that the Trustees wish to maintain reserves equivalent to at least three years running costs. The reserves target is £45,000. This would provide time for alternative means of providing an ongoing library service to be explored.

Free reserves at 31 March 2025 were £47,694, meaning that the trust holds reserves broadly in line with this policy.

**Walkley Carnegie Library**

**Trustees annual report  
For the year ended 31 March 2025**

The trustees declare that they have approved the report above on 22 November 2025

Signed on their behalf by:

A handwritten signature in black ink, appearing to read 'D Summerlin', written in a cursive style.

D Summerlin  
Trustee

**Chartered Accountants' report to the trustees of Walkley Carnegie Library on the preparation of the unaudited accounts for the year ended 31 March 2025**

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of Walkley Carnegie Library for the year ended 31 March 2025 as set out on pages 8 to 11 from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Trustees of Walkley Carnegie Library, in accordance with the terms of our engagement letter dated 23 February 2023. Our work has been undertaken solely to prepare for your approval the accounts of Walkley Carnegie Library and state those matters that we have agreed to the Trustees of Walkley Carnegie Library. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Walkley Carnegie Library and its Trustees for our work or for this report.

It is your duty to ensure that Walkley Carnegie Library has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of Walkley Carnegie Library.

We have not been instructed to carry out an independent examination or a review of the accounts of Walkley Carnegie Library. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

*Seven Hills Accountants*

Signed:

Seven Hills Accountants Limited  
Chartered Accountants  
57 Burton Street  
Sheffield  
S6 2HH

Date: 10 Dec 2025

Walkley Carnegie Library

Receipts & payments account  
For the year ended 31 March 2025

|                                   | Notes | Unrestricted fund<br>£ | Restricted funds<br>£ | Total<br>2025<br>£ | Unrestricted fund<br>£ | Restricted funds<br>£ | Total<br>2024<br>£ |
|-----------------------------------|-------|------------------------|-----------------------|--------------------|------------------------|-----------------------|--------------------|
| <b>Receipts</b>                   |       |                        |                       |                    |                        |                       |                    |
| Grants and donations              | 2     | 376                    | 15,959                | 16,335             | 1,212                  | 15,959                | 17,171             |
| Other fundraising                 |       | 1,436                  | -                     | 1,436              | 638                    | -                     | 638                |
| Room Hire                         |       | 920                    | -                     | 920                | 1,370                  | -                     | 1,370              |
| Library fees, fines & SCC events  |       | -                      | 759                   | 759                | -                      | 66                    | 66                 |
| <b>Total receipts</b>             |       | <b>2,732</b>           | <b>16,718</b>         | <b>19,450</b>      | <b>3,220</b>           | <b>16,025</b>         | <b>19,245</b>      |
| <b>Payments</b>                   |       |                        |                       |                    |                        |                       |                    |
| Purchase of books                 |       | 385                    | 1,828                 | 2,213              | 2,428                  | 400                   | 2,828              |
| Event costs                       |       | 181                    | 30                    | 211                | -                      | -                     | -                  |
| Insurance                         |       | -                      | 660                   | 660                | -                      | 579                   | 579                |
| Cleaning Materials                |       | 16                     | 160                   | 176                | -                      | 212                   | 212                |
| Accountancy                       |       | -                      | 648                   | 648                | -                      | 517                   | 517                |
| IT Software and Consumables       |       | 230                    | -                     | 230                | -                      | 223                   | 223                |
| Light, Power, Heating             |       | -                      | 7,628                 | 7,628              | -                      | 8,383                 | 8,383              |
| Telephone & Internet              |       | -                      | 720                   | 720                | -                      | 720                   | 720                |
| Miscellaneous Expenses            |       | 134                    | 470                   | 604                | 20                     | 1,130                 | 1,150              |
| Printing & Stationery             |       | 51                     | 151                   | 202                | -                      | 472                   | 472                |
| Rates                             |       | -                      | 2,196                 | 2,196              | -                      | 2,066                 | 2,066              |
| Water Rates                       |       | -                      | 547                   | 547                | -                      | 528                   | 528                |
| Library fees and fines payable    |       | -                      | 1,403                 | 1,403              | -                      | -                     | -                  |
| Waste Disposal                    |       | -                      | 395                   | 395                | -                      | 366                   | 366                |
| Furniture and equipment           |       | 83                     | 65                    | 148                | 89                     | -                     | 89                 |
| Bank charges                      |       | 5                      | -                     | 5                  | -                      | -                     | -                  |
| <b>Total payments</b>             |       | <b>1,085</b>           | <b>16,901</b>         | <b>17,986</b>      | <b>2,537</b>           | <b>15,596</b>         | <b>18,133</b>      |
| <b>Net receipts/(payments)</b>    |       | <b>1,647</b>           | <b>(183)</b>          | <b>1,464</b>       | <b>683</b>             | <b>429</b>            | <b>1,112</b>       |
| <b>Transfers between funds</b>    | 3     | <b>(181)</b>           | <b>181</b>            | <b>-</b>           | <b>-</b>               | <b>-</b>              | <b>-</b>           |
| <b>Net movement in funds</b>      |       | <b>1,466</b>           | <b>(2)</b>            | <b>1,464</b>       | <b>683</b>             | <b>429</b>            | <b>1,112</b>       |
| Cash funds brought forward        |       | 46,228                 | 38,351                | 84,579             | 45,545                 | 37,922                | 83,467             |
| <b>Cash funds carried forward</b> |       | <b>47,694</b>          | <b>38,349</b>         | <b>86,043</b>      | <b>46,228</b>          | <b>38,351</b>         | <b>84,579</b>      |

**Walkley Carnegie Library**

**Statement of assets and liabilities**

**As at 31 March 2025**

|  | <b>2025</b>          | <b>2024</b>          |
|--|----------------------|----------------------|
|  | <b>£</b>             | <b>£</b>             |
| <b>Cash assets</b>                           |                      |                      |
| Bank   | 85,959               | 84,269               |
| Cash   | 84                   | 310                  |
|  | <u><b>86,043</b></u> | <u><b>84,579</b></u> |
|  | <b>2025</b>          | <b>2024</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Debtors</b>                               |                      |                      |
| Purchase of books - prepayment               | 117                  | -                    |
|  | <u><b>117</b></u>    | <u><b>-</b></u>      |
|  | <b>2025</b>          | <b>2024</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Liabilities</b>                           |                      |                      |
| Accountancy fee/ Independent examination fee | 495                  | 480                  |
| Outstanding SCC fines                        | -                    | 463                  |
|  | <u><b>495</b></u>    | <u><b>943</b></u>    |

Approved by the trustees on 22 November 2025 and signed on their behalf by:



D Summerlin  
Trustee

## Walkley Carnegie Library

### Notes to the accounts

For the year ended 31 March 2025

#### 1 Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

#### 2 Grants & donations

|  | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2025<br>£ | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2024<br>£ |
|--|---------------------------|--------------------------|--------------------|---------------------------|--------------------------|--------------------|
| Sheffield City Council - Associate Library Grant | -                         | 14,959                   | 14,959             | -                         | 14,959                   | 14,959             |
| Sheffield City Council - Book grant              | -                         | 1,000                    | 1,000              | -                         | 1,000                    | 1,000              |
| General Donations                                | 376                       | -                        | 376                | 1,212                     | -                        | 1,212              |
|  | <b>376</b>                | <b>15,959</b>            | <b>16,335</b>      | <b>1,212</b>              | <b>15,959</b>            | <b>17,171</b>      |

#### 3 Restricted funds

|  | Funds<br>b/fwd<br>£ | Receipts<br>£ | Payments<br>£   | Transfers<br>£ | Funds<br>c/fwd<br>£ |
|--|---------------------|---------------|-----------------|----------------|---------------------|
| Sheffield City Council - Associate Library Grant | 24,957              | 14,959        | (14,397)        | -              | 25,519              |
| Sheffield City Council - Book grant              | 2,200               | 1,000         | (1,101)         | -              | 2,099               |
| Sheffield City Council - Capital work            | 10,000              | -             | -               | -              | 10,000              |
| Dementia Project                                 | 731                 | -             | -               | -              | 731                 |
| Fees and fines on behalf of SCC                  | 463                 | 759           | (1,403)         | 181            | -                   |
|  | <b>38,351</b>       | <b>16,718</b> | <b>(16,901)</b> | <b>181</b>     | <b>38,349</b>       |

**Sheffield City Council: Associate Library Grant** - Funding towards the running of the library and associated activity that benefits library users.

**Sheffield City Council: Book grant** - Funding to contribute towards the purchase of book stocks

**Sheffield City Council: Capital work** - Funding awarded as a contribution towards future capital improvements.

**Dementia Project** - Funding to contribute towards a specific dementia project.

**K Bentley Memorial Fund** - Donations in memory of a long-time library user from her friends and family. To be spent on Blue Sticker Books

| Prior year comparison                            | Funds<br>b/fwd<br>£ | Receipts<br>£ | Payments<br>£   | Transfers<br>£ | Funds<br>c/fwd<br>£ |
|--|---------------------|---------------|-----------------|----------------|---------------------|
| Sheffield City Council - Associate Library Grant | 25,194              | 14,959        | (15,196)        | -              | 24,957              |
| Sheffield City Council - Book grant              | 1,500               | 1,000         | (300)           | -              | 2,200               |
| Sheffield City Council - Capital work            | 10,000              | -             | -               | -              | 10,000              |
| Dementia Project                                 | 731                 | -             | -               | -              | 731                 |
| K Bentley Memorial Fund                          | 100                 | -             | (100)           | -              | -                   |
| Fees and fines on behalf of SCC                  | 397                 | 66            | -               | -              | 463                 |
|  | <b>37,922</b>       | <b>16,025</b> | <b>(15,596)</b> | <b>-</b>       | <b>38,351</b>       |

**4 Trustees' remuneration, expenses and benefits**

The charity trustees were not paid or received any other benefits from employment in the year (2024: £nil) neither were they reimbursed expenses during the year (2024: £nil). No other charity trustee received payment for professional or other services supplied to the charity (2024: £nil).

**5 Related party transactions**

There were no related party transactions in the year.

**WALKLEY CARNEGIE LIBRARY**

England & Wales - Charity number 1159745

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# Accounts

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**Registered Charity Number: 1159745**

**Walkley Carnegie Library**

**Annual report and unaudited financial statements  
for the year ended 31 March 2024**

## Walkley Carnegie Library

### Contents

|                                      | <b>Page</b> |
|--------------------------------------|-------------|
| Legal and administrative information | 1           |
| Trustees' annual report              | 2 - 6       |
| Accountants' report                  | 7           |
| Receipts and payments account        | 8           |
| Statement of assets and liabilities  | 9           |
| Notes to the accounts                | 10 - 11     |

## **Walkley Carnegie Library**

### **Legal and administrative information For the year ended 31 March 2024**

#### **Registered Charity Number**

1159745

#### **Trustees**

|                      |              |                            |
|----------------------|--------------|----------------------------|
| Mrs Ruth van Eeden   | Chair        | Resigned 13 April 2024     |
| Ms Katherine Elliott | Treasurer    | Resigned 31 March 2024     |
| Ms Anne Grange       | Secretary    |                            |
| Mr Mark Crossland    |              |                            |
| Angela Davies        |              |                            |
| Janet Firth          |              | Appointed 25 November 2023 |
| Danica Summerlin     | Acting Chair | Appointed 31 March 2024    |

#### **Principal Address**

Walkley Library  
403 South Road  
S6 3TD

#### **Bankers**

Co-operative Bank  
Business Direct  
PO Box 250  
Skelmersdale  
WN8 6WT

#### **Accountants**

Seven Hills Accountants Limited  
57 Burton Street  
Sheffield  
S6 2HH

## **Walkley Carnegie Library**

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- 1) The advancement of education for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area by the provision of a community leading library and associated services
- 2) to promote for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinion by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

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- Displaying local community information including access to newspapers and the internet and providing an information and enquiry service.
- Providing training and mentoring where appropriate.
- Providing the opportunity for people to contribute to the service by volunteering or making donations of services or equipment. Suitable training to be provided to all volunteers including trustees.

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011. The following services are available to the public:

- Providing and improving the library service and keeping a community building open.
- Maintaining the building and surrounding grounds and contributing to the vibrancy of the high street (South Road).
- Delivering a range of activities for different age groups, particularly for pre-school and school age children.
- Providing volunteering opportunities and training.
- Being involved with other local groups and events.
- Providing a welcoming environment for all visitors.
- Acting as a Welcome Hub, to provide a safe warm space for local people through the winter months.
- Providing Duke of Edinburgh placements and projects at both school and higher education levels.
- Working with other volunteer libraries to maintain the standard of service across the city and to create events celebrating libraries.

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2024**

#### **Structure, governance and management**

Walkley Carnegie Library (WCL) is a Charitable Incorporated Organisation that operates a wholly volunteer led library. The organisation became a registered charity on 31 December 2014, registered charity number 1159745. The library is governed by a constitution last amended on 31 December 2014, available on request. A board of appointed trustees run the organisation, delegating the day-to-day running of the library to a team of volunteers.

The membership consists of trustees and volunteers. All these members have voting rights, and the AGM welcomes library users and observers.

The 2023 AGM saw the confirmation of 1 new trustee, Jan Firth and the resignation of Kate Elliott. Separate to the AGM, we welcomed Danica Summerlin as a new trustee and sadly accepted the resignation of Ruth van Eeden. The library continues to actively search for new trustees.

The Counter Services Committee (CSC) continues to play an important role in the operation of the library and has undertaken important work around improving volunteer co-ordination and communication. CSC meetings provide a valuable link between counter volunteers and trustee decision making and are held regularly every 4-6 weeks.

#### **Achievements and performance**

We are hugely proud of what our volunteer team has achieved over the last year. Volunteer numbers and capacity have increased, and we now open the library 23 hours a week, 2 hours longer than before and exceeding the provision when it was under Sheffield City Council management. Library usage has increased in terms of book loans and visitor numbers underlining the enduring importance of the library within the Walkley community.

In the last 12 months, the library has run regular baby time sessions and paper pastime events for children as well as treasure hunt activities for the younger library users and their families. We also play host to regular music sessions for preschool children (Small Voices, Big Noises). We participated in last year's summer reading challenge and will be doing so again this year. We continue with the book and cake sales and aim to increase this activity, volunteer capacity permitting, to increase income generation. We have also welcomed ad hoc groups, including local Beavers and Brownies groups and primary school children visits. We hope to be able to extend this to other local groups and schools in the future. Alongside this, students on the Duke of Edinburgh scheme continue to do placements within the library. We delight in being able to showcase and celebrate local authors and this year we have hosted a book reading sessions by Gavin Extence.

We ran a successful medieval morning led by one of the volunteers (who has a professional background as context) and this was well attended and received.

On 6th July, Walkley Library co-hosted an informal Public Living Room at the Ruskin Park community festival with local writing group Walkley Feral Writers, who ran writing workshops and drop-in activities on the day, building the way for more collaborations with local writers.

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2024**

#### **Achievements and performance (continued)**

The library will also be hosting the Walkley Heritage group with displays and photographs of the area and library volunteers will be running creative activities on the themes of routes, networks, connections, the Heritage Open Days theme for this year.

The Library's external presence has been significantly improved by a large mural of a bird on the wall of a building adjacent to the Library, produced by local artist Peachzz.

Events planned for the future include games evenings, more public living room events, craft activities and author events.

In September 2024, we will be celebrating 10 years of the volunteer library service along with other libraries in Sheffield.

We operated as a Welcoming Place over winter 2023/24. We are also welcoming a higher number of people using the library as a work hotspot as an alternative to incurring working from home costs.

We keep the library collections under review, and we used the Christmas break to undertake a substantial reorganisation of the book collections led by the Book Development Group.

Sheffield City Council funded much-needed repairs and replacements to the windows on all sides of the building. This is an aesthetical and energy efficient improvement and a real mitigation to the risk of flood damage in the building.

Work is nearing completion to redraft a number of policies and processes, including the volunteer policy and an events booking procedure. A revamped induction and training scheme for new volunteers has been launched, supported by a new volunteer handbook. We are committed to the support and ongoing development of all our volunteers to ensure they have a fulfilling experience in the library.

Trustees continue to attend Voluntary Library in Sheffield (VLiS) meetings as a source of information and support in the overall landscape of voluntary libraries. We also receive support from Sheffield City Council's Libraries, Archives and Information team. Sheffield City Council remain our core funder, with a grant agreement for 2024/25 in place.

#### **Challenges**

Over this period, the library has faced two major challenges. Firstly, issues arising from working in a historic building which has many maintenance challenges and requires major renovations (for example installing a level entrance facility) to enable us to maximise its use and income potential. Secondly, and linked to this, the lack of a lease agreement with Sheffield City Council, without which we are not in a position to seek funding to address the urgent access issues with the building. Both challenges were reported on last year. The trustees are continuing to negotiate with the Council over both issues.

Kate Elliott, our treasurer and long standing and experienced trustee stood down this year. Whilst she continues to provide day to day cover for financial issues and management which is incredibly helpful, we have an experience and knowledge gap which the Trustees, whilst working to resolve, are very concerned about.

### **Challenges (continued)**

Volunteer recruitment continues to be challenging. While we have a strong cohort of counter volunteers, we have struggled to attract volunteers to support wider functions, including admin, events, marketing and organisational support. There is a limit to what our counter volunteers and our trustees can take on in addition to their core duties. We have offered a wide range of events and activities this year but could do more with more volunteers focussed on this area. We would like to develop our website further and to make it more dynamic as a shop window for our services and activities. We continue to look for volunteers especially with the digital skills and time to help us move forward.

The trustees continue to actively seek more trustees amidst a growing concern that pressure on current trustees (all of whom have full time commitments outside the library) is unsustainable. This appears to be a problem common to many volunteer libraries and other charities. The trustees continue to discuss ways to increase uptake e.g. liaising with Voluntary Action Sheffield (VAS) and mentions in local school/church/community newsletters. Again, this is a challenge noted in previous reports.

### **Future plans**

The current political, economic and environmental uncertainty continues to necessitate libraries taking a more active role in supporting the local community. We are mindful that we need to ensure that the library has a sustainable future. It is vital that we obtain a lease, which will allow us to source further funding and develop a more robust business plan to ensure the library continues to flourish. In particular, the lack of required access continues to cause issues for library users. The library would also benefit from an overall refurb alongside the more pressing, long existing, and rapidly worsening structural repairs.

We continue the conversation with relevant stakeholders at the council regarding the lease and the current condition of the building. It was a relief this year that the window replacement was done but there remains substantial work outstanding to ensure the building is weather tight. There is still a disjoint between the risks the trustees are willing to take on as tenants of the building and the responsibilities of the council as the owner of the library. Discussions are ongoing as to how to proceed but it is a slow and unclear process. In the medium-term, the building remains the responsibility of the council, and we continue to work with SCC Facilities to identify and address major issues with the building.

Our key future priority (subject to lease agreement) remains seeking funding to undertake a building project to provide an accessible entrance and toilet. This in turn should allow for an increased programme of events and hiring, thus allowing the library to continue to be asset to the community. We are in the final stages of clearing out our staff room so it can be hired out as a meeting space.

**Walkley Carnegie Library**

**Trustees annual report  
For the year ended 31 March 2024**

**Financial review**

We continue to receive grant funding from Sheffield City Council designed to cover the main costs of running the building and maintaining a library service. This year has seen the dramatic increased costs of energy and wider inflation, meaning that annual total running costs have increased from c. £15k in 2021/22 to an anticipated £20k in 2024/25. As in previous years, room hire has proved to be a valuable source of income, although there is room to increase this once the building is more accessible.

We have also received a number of donations in the form of books and/or services during the last year for which we are very grateful. We particularly want to recognise the kind donations made to the library by Mr Bertie this year which have been used to purchase new books.

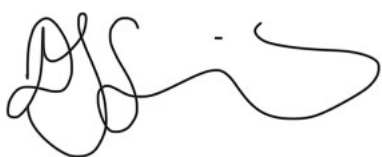
**Reserves policy**

Uncertainties relating to the proposed refurbishment of the building and diminishing grant contributions from Sheffield City Council mean that the Trustees wish to maintain reserves equivalent to at least three years running costs. As our running costs have gone up substantially (see Financial Review above), we are significantly short of our target of £60k. This remains a real concern for the Trustees

Free reserves at 31 March 2024 were £46,228 (2023: £45,545), The trustees recognise that the current level of unrestricted reserves does not meet the policy given recent substantial increases in energy costs.

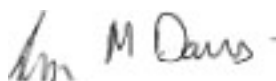
The trustees declare that they have approved the report above on 14/10/2024

Signed on their behalf by:



Name: Danica Semmerin

Position: Trustee



Angela Davies

Trustee

**Chartered Accountants' report to the trustees of Walkley Carnegie Library on the preparation of the unaudited accounts for the year ended 31 March 2024**

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of Walkley Carnegie Library for the year ended 31 March 2024 as set out on pages 8 to 11 from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Trustees of Walkley Carnegie Library, in accordance with the terms of our engagement letter dated 23 February 2023. Our work has been undertaken solely to prepare for your approval the accounts of Walkley Carnegie Library and state those matters that we have agreed to the Trustees of Walkley Carnegie Library. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Walkley Carnegie Library and its Trustees for our work or for this report.

It is your duty to ensure that Walkley Carnegie Library has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of Walkley Carnegie Library.

We have not been instructed to carry out an independent examination or a review of the accounts of Walkley Carnegie Library. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

Signed: Seven Hills Accountants

Seven Hills Accountants Limited  
Chartered Accountants  
57 Burton Street  
Sheffield  
S6 2HH

Date: 16/10/2024

Walkley Carnegie Library

Receipts & payments account  
For the year ended 31 March 2024


|                                   | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2024<br>£ | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ |
|-----------------------------------|-------|---------------------------|--------------------------|--------------------|---------------------------|--------------------------|--------------------|
| <b>Receipts</b>                   |       |                           |                          |                    |                           |                          |                    |
| Grants and donations              | 2     | 1,212                     | 15,959                   | 17,171             | 575                       | 16,929                   | 17,504             |
| Other fundraising                 |       | 638                       | -                        | 638                | 401                       | -                        | 401                |
| Room Hire                         |       | 1,370                     | -                        | 1,370              | 930                       | -                        | 930                |
| Library fees and fines            |       | -                         | 66                       | 66                 | -                         | 345                      | 345                |
| <b>Total receipts</b>             |       | <b>3,220</b>              | <b>16,025</b>            | <b>19,245</b>      | <b>1,906</b>              | <b>17,274</b>            | <b>19,180</b>      |
| <b>Payments</b>                   |       |                           |                          |                    |                           |                          |                    |
| Purchase of books                 |       | 2,428                     | 400                      | 2,828              | -                         | 587                      | 587                |
| Event costs                       |       | -                         | -                        | -                  | -                         | 141                      | 141                |
| Insurance                         |       | -                         | 579                      | 579                | -                         | 814                      | 814                |
| Advertising & Marketing           |       | -                         | -                        | -                  | -                         | 70                       | 70                 |
| Cleaning Materials                |       | -                         | 212                      | 212                | -                         | 170                      | 170                |
| Independent examination           |       | -                         | 517                      | 517                | -                         | 483                      | 483                |
| IT Software and Consumables       |       | -                         | 223                      | 223                | -                         | 496                      | 496                |
| Light, Power, Heating             |       | -                         | 8,383                    | 8,383              | -                         | 5,505                    | 5,505              |
| Telephone & Internet              |       | -                         | 720                      | 720                | -                         | 720                      | 720                |
| Miscellaneous Expenses            |       | 20                        | 1,130                    | 1,150              | 114                       | 1,276                    | 1,390              |
| Printing & Stationery             |       | -                         | 472                      | 472                | 23                        | 8                        | 31                 |
| Rates                             |       | -                         | 2,066                    | 2,066              | -                         | 1,792                    | 1,792              |
| Water Rates                       |       | -                         | 528                      | 528                | -                         | 545                      | 545                |
| Repairs & Maintenance             |       | -                         | -                        | -                  | -                         | 494                      | 494                |
| Library fees and fines payable    |       | -                         | -                        | -                  | -                         | -                        | -                  |
| Waste Disposal                    |       | -                         | 366                      | 366                | -                         | 348                      | 348                |
| Furniture and equipment           |       | 89                        | -                        | 89                 | -                         | 435                      | 435                |
| Professional fees                 |       | -                         | -                        | -                  | -                         | -                        | -                  |
| <b>Total payments</b>             |       | <b>2,537</b>              | <b>15,596</b>            | <b>18,133</b>      | <b>137</b>                | <b>13,884</b>            | <b>14,021</b>      |
| <b>Net receipts/(payments)</b>    |       | <b>683</b>                | <b>429</b>               | <b>1,112</b>       | <b>1,769</b>              | <b>3,390</b>             | <b>5,159</b>       |
| <b>Transfers between funds</b>    | 3     | -                         | -                        | -                  | -                         | -                        | -                  |
| <b>Net movement in funds</b>      |       | <b>683</b>                | <b>429</b>               | <b>1,112</b>       | <b>1,769</b>              | <b>3,390</b>             | <b>5,159</b>       |
| Cash funds brought forward        |       | 45,545                    | 37,922                   | 83,467             | 43,776                    | 34,532                   | 78,308             |
| <b>Cash funds carried forward</b> |       | <b>46,228</b>             | <b>38,351</b>            | <b>84,579</b>      | <b>45,545</b>             | <b>37,922</b>            | <b>83,467</b>      |

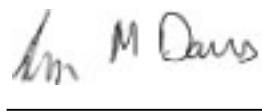
Walkley Carnegie Library

Statement of assets and liabilities  
As at 31 March 2024

|  | 2024<br>£     | 2023<br>£     |
|--|---------------|---------------|
| <b>Cash assets</b>                           |               |               |
| Bank   | 84,269        | 83,431        |
| Cash   | 310           | 36            |
|  | <u>84,579</u> | <u>83,467</u> |
|  | 2024<br>£     | 2023<br>£     |
| <b>Debtors</b>                               |               |               |
| Purchase of books - prepayment               | -             | 2,864         |
|  | <u>-</u>      | <u>2,864</u>  |
|  | 2024<br>£     | 2023<br>£     |
| <b>Liabilities</b>                           |               |               |
| Accountancy fee/ Independent examination fee | 480           | 360           |
| Outstanding SCC fines                        | 463           | 397           |
|  | <u>943</u>    | <u>757</u>    |

Approved by the trustees on 14/10/2024 and signed on their behalf by:

  
Chair

  
Trustee

## Walkley Carnegie Library

### Notes to the accounts

For the year ended 31 March 2024

#### 1 Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

#### 2 Grants & donations

|  | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2024<br>£ | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ |
|--|---------------------------|--------------------------|--------------------|---------------------------|--------------------------|--------------------|
| Sheffield City Council - Associate Library Grant | -                         | 14,959                   | 14,959             | -                         | 14,959                   | 14,959             |
| Sheffield City Council - Book grant              | -                         | 1,000                    | 1,000              | -                         | 1,500                    | 1,500              |
| General Donations                                | 1,212                     | -                        | 1,212              | 575                       | 470                      | 1,045              |
|  | <b>1,212</b>              | <b>15,959</b>            | <b>17,171</b>      | <b>575</b>                | <b>16,929</b>            | <b>17,504</b>      |

#### 3 Restricted funds

|  | Funds<br>b/fwd<br>£ | Receipts<br>£ | Payments<br>£   | Transfers<br>£ | Funds<br>c/fwd<br>£ |
|--|---------------------|---------------|-----------------|----------------|---------------------|
| Sheffield City Council - Associate Library Grant | 25,194              | 14,959        | (15,196)        | -              | 24,957              |
| Sheffield City Council - Book grant              | 1,500               | 1,000         | (300)           | -              | 2,200               |
| Sheffield City Council - Capital work            | 10,000              | -             | -               | -              | 10,000              |
| Dementia Project                                 | 731                 | -             | -               | -              | 731                 |
| K Bentley Memorial Fund                          | 100                 | -             | (100)           | -              | -                   |
| Fees and fines on behalf of SCC                  | 397                 | 66            | -               | -              | 463                 |
|  | <b>37,922</b>       | <b>16,025</b> | <b>(15,596)</b> | <b>-</b>       | <b>38,351</b>       |

**Sheffield City Council: Associate Library Grant** - Funding towards the running of the library and associated activity that benefits library users.

**Sheffield City Council: Book grant** - Funding to contribute towards the purchase of book stocks

**Sheffield City Council: Capital work** - Funding awarded as a contribution towards future capital improvements.

**Dementia Project** - Funding to contribute towards a specific dementia project.

**K Bentley Memorial Fund** - Donations in memory of a long-time library user from her friends and family. To be spent on Blue Sticker Books

| <i>Prior year comparison</i>                            | <i>Funds<br/>b/fwd<br/>£</i> | <i>Receipts<br/>£</i> | <i>Payments<br/>£</i> | <i>Transfers<br/>£</i> | <i>Funds<br/>c/fwd<br/>£</i> |
|---|------------------------------|-----------------------|-----------------------|------------------------|------------------------------|
| <i>Sheffield City Council - Associate Library Grant</i> | <i>23,530</i>                | <i>14,959</i>         | <i>(13,295)</i>       | <i>-</i>               | <i>25,194</i>                |
| <i>Sheffield City Council - Book grant</i>              | <i>-</i>                     | <i>1,500</i>          | <i>-</i>              | <i>-</i>               | <i>1,500</i>                 |
| <i>Sheffield City Council - Capital work</i>            | <i>10,000</i>                | <i>-</i>              | <i>-</i>              | <i>-</i>               | <i>10,000</i>                |
| <i>Dementia Project</i>                                 | <i>950</i>                   | <i>-</i>              | <i>(219)</i>          | <i>-</i>               | <i>731</i>                   |
| <i>K Bentley Memorial Fund</i>                          | <i>-</i>                     | <i>470</i>            | <i>(370)</i>          | <i>-</i>               | <i>100</i>                   |
| <i>Fees and fines on behalf of SCC</i>                  | <i>52</i>                    | <i>345</i>            | <i>-</i>              | <i>-</i>               | <i>397</i>                   |
|   | <b>34,532</b>                | <b>17,274</b>         | <b>(13,884)</b>       | <b>-</b>               | <b>37,922</b>                |

**4 Trustees' remuneration, expenses and benefits**

The charity trustees were not paid or received any other benefits from employment in the year (2023: £nil) neither were they reimbursed expenses during the year (2023: £nil). No other charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

**5 Related party transactions**

There were no related party transactions in the year.

**WALKLEY CARNEGIE LIBRARY**

England & Wales - Charity number 1159745

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# Accounts

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**Registered Charity Number: 1159745**

**Walkley Carnegie Library**

**Annual report and unaudited financial statements  
for the year ended 31 March 2023**

## Walkley Carnegie Library

### Contents

|                                      | <b>Page</b> |
|--------------------------------------|-------------|
| Legal and administrative information | 1           |
| Trustees' annual report              | 2 - 6       |
| Accountants' report                  | 7           |
| Receipts and payments account        | 8           |
| Statement of assets and liabilities  | 9           |
| Notes to the accounts                | 10 - 11     |

## **Walkley Carnegie Library**

### **Legal and administrative information For the year ended 31 March 2023**

#### **Registered Charity Number**

1159745

#### **Trustees**

|                      |              |  |
|----------------------|--------------|--|
| Mrs Ruth van Eeden   | Chair        | Appointed 18/05/22, appointed chair 01/02/23 |
| Ms Katherine Elliott | Treasurer    |  |
| Ms Anne Grange       | Secretary    |  |
| Mr Geoff Birkett     |              | Resigned 28/11/22                            |
| Mr Mark Crossland    |              |  |
| Angela Davies        |              | Appointed 28/11/22                           |
| Mr Thomas Haywood    |              | Resigned 28/11/22                            |
| Mr Christopher Reece | Former Chair | Resigned 28/11/22                            |

#### **Principal Address**

Walkley Library  
403 South Road  
S6 3TD

#### **Bankers**

Co-operative Bank  
Business Direct  
PO Box 250  
Skelmersdale  
WN8 6WT

#### **Accountants**

Seven Hills Accountants Limited  
57 Burton Street  
Sheffield  
S6 2HH

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2023**

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2023.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

#### **Charitable objectives and activities**

The objects of the charity as set out in the governing document are:

(a) The advancement of education for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area by the provision of a community leading library and associated services.

(b) to promote for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinion by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

WCL mission: to provide a dynamic space and innovative services for local residents to read, learn, meet, make, play, create, develop, socialise, access services, support one another and much more.

The main activities undertaken in relation to those purposes:

- Operating a volunteer managed public library for at least as many hours per week as was provided previously by the local authority. Book loan is dependent on library membership (free), and the building, activities and events are open to the public.
- Providing events and activities suitable for a wide age range and to provide space to hire for group activities or events. This has been somewhat curtailed by the pandemic, but we are building levels of activity back up. Hires of the space are increasingly limited by the lack of level access to the space.
- Displaying local community information including access to newspapers and the internet, and providing an information and enquiry service.
- Providing training and mentoring where appropriate.
- Providing the opportunity for people to contribute to the service by volunteering or making donations of services or equipment. Suitable training to be provided to all volunteers including trustees.

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2023**

#### **Additional Public Benefit**

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011, the following services are available to the public:

- Providing and improving the library service and keeping a community building open.
- Maintaining the building and surrounding grounds and contributing to the vibrancy of the high street (South Road).
- Delivering a range of activities for different age groups, particularly for pre-school and school age children.
- Providing volunteering opportunities and training.
- Being involved with other local groups and events.
- Providing a welcoming environment for all visitors.
- Acting as a Welcome Hub, to provide a safe warm space for local people through the winter months.
- Providing Duke of Edinburgh placements and projects at both school and higher education levels.
- Working with other volunteer libraries to maintain the standard of service across the city and to create events celebrating libraries.

#### **Structure, governance and management**

Walkley Carnegie Library (WCL) is a Charitable Incorporated Organisation that operates a volunteer led library. The organisation became a registered charity on 31 December 2014, registered charity number 1159745. The library is governed by a constitution last amended on 31 December 2014, available on request. A board of appointed trustees run the organisation, delegating the day-to-day running of the library to a team of volunteers.

The membership consists of trustees and volunteers. All these members have voting rights, and the AGM welcomes library users and observers.

The 2022 AGM saw the confirmation of 2 new trustees, Angela Davies and Ruth van Eeden, with the latter agreeing (and duly elected) to take over as Chair.

The Counter Services Committee (CSC) continues to play an important role in the operation of the library, and has undertaken important work around improving volunteer co-ordination and communication. CSC meetings provide a valuable link between counter volunteers and trustee decision making.

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2023**

#### **Achievements and performance**

We are hugely proud of what our volunteer team has achieved over the last year. Volunteer numbers and capacity have increased, and we are now able to open the library 21 hours a week, as per pre-pandemic levels.

In the last 12 months, the library has run regular baby time sessions and paper pastime events for children as well as treasure hunt activities for the younger library users and their families. We also play host to regular music sessions for preschool children (Small Voices, Big Noises). We participated in last year's summer reading challenge and will be doing so again this year. Furthermore, we have begun to reinstate the book and cake sales that help bring in some extra funds. We have also welcomed ad hoc groups, including local Beavers and Brownies groups. We hope to be able to extend this to other local groups and schools in the future. Alongside this, students on the Duke of Edinburgh scheme continue to do placements within the library.

In April, a medieval morning was run by one of the volunteers (who has a professional background as context) and this was generally well received. Events planned for the future include our usual involvement in the Walkley Festival featuring a Wombles book display and treasure hunt. Saturday 24<sup>th</sup> June will be our community library day. This will include coffee morning & cake, a book sale and a drop in art workshop with local artist Dave Houchin. We will also have a presence at Walkley Primary school fair and Ruskin Park fun day. Further down the line, we are planning events reflecting the 10-year anniversary of the volunteer library and promoting the history of the library, as part of Heritage Open Week (8<sup>th</sup>- 13<sup>th</sup> September).

We operated as a Welcoming Place over winter 2022/23. We are also welcoming a higher number of people using the library as a work hotspot as an alternative to incurring working from home costs.

Work is ongoing to redraft a number of policies and processes, including the volunteer policy and an events booking procedure. We are well underway in devising an induction and training scheme for new volunteers in order to best support them and to make best use of their time and skills. We are also exploring the possibility of devising a digital inclusion policy and we have a volunteer interested in running 1:1 drop in digital support sessions.

Trustees continue to attend Voluntary Library in Sheffield (VLIS) meetings as a source of information and support in the overall landscape of voluntary libraries. We also receive support from Sheffield City Council's Libraries, Archives and Information team. Sheffield City Council remain our core funder, with a grant agreement for 2023/24 in place.

#### **Challenges**

Over this period, the library faced three major challenges. Firstly, the ongoing task of rebuilding volunteer numbers and re-introducing or re-working operating processes that were put on hold during Covid lockdowns and restrictions. Secondly, issues arising from working in a historic building which has substantial water ingress and other maintenance challenges. Thirdly, and linked to this, the lack of a lease agreement with Sheffield City Council, without which we are not in a position to seek funding to address the urgent access issues with the building.

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2023**

#### **Challenges (continued)**

Our long-standing chair, Chris Reece, stepped down at our November 2022 AGM. This continues to have an impact given how integral a part of the library he was. The new group of trustees are working to ensure that all of Chris' former responsibilities are covered, and that institutional knowledge is not lost. Geoff Birkett, who also stood down as a trustee at the AGM, continues to help with fire safety and other compliance issues as well as being the main on site liaison with Sheffield City Council. We are grateful to him, and to Chris Reece for his ongoing support.

Volunteer recruitment continues to be challenging. While we have a strong cohort of counter volunteers, we have struggled to attract volunteers to support wider functions, including admin, events, marketing and organisational support. This has had a negative impact on our ability to promote the library, undertake improvements, recruit new business (e.g. through further hire of the library) and facilitate large-scale events. We hope that the imminent launch of our newly revamped website will help to attract both new volunteers and new users. The Trustees have also decided to approach the city's two universities for volunteers in the hopes of attracting students looking for practical work experience on associated courses. A postgraduate librarian student requesting short-term work experience has recently contacted the library.

The trustees continue to actively seek more trustees amidst a growing concern that pressure on current trustees (all of whom have full time commitments outside the library) is unsustainable. This appears to be a problem common to many volunteer libraries and other charities. The trustees continue to discuss ways to increase uptake e.g. liaising with Voluntary Action Sheffield (VAS) and mentions in local school/church/community newsletters.

#### **Future plans**

The current political, economic and environmental uncertainty continues to necessitate libraries taking a more active role in supporting the local community. We are mindful that we need to ensure that the library has a sustainable future. It is vital that we obtain a lease, which will allow us to source further funding and develop a more robust business plan to ensure the library continues to flourish. In particular, the lack of required access continues to cause issues for library users. The library would also benefit from an overall refurb alongside the more pressing, long existing, and rapidly worsening structural repairs.

In recent months, following new appointments in key positions at SCC, we have re-opened dialogue with relevant stakeholders at the council regarding the lease and the current condition of the building. Some initial repairs have been undertaken, but there remains substantial work to be done to ensure the building is weather tight. There is still a disjoint between the risks the trustees are willing to take on as tenants of the building and the responsibilities of the council as the owner of the library. Discussions are ongoing as to how to proceed. In the medium-term, the building remains the responsibility of the council, and we are working with SCC Facilities to identify and address major issues with the building, chiefly roof and window repairs. Following a lead theft in March 2023, the council ensured the roof was repaired promptly.

Our key future priority (subject to lease agreement) remains seeking funding to undertake a building project to provide an accessible entrance and toilet. This in turn should allow for an increased programme of events and hiring, thus allowing the library to continue to be asset to the community as a whole.

## Walkley Carnegie Library

### Trustees annual report For the year ended 31 March 2023

#### Financial review

We continue to receive grant funding from Sheffield City Council designed to cover the main costs of running the building and maintaining a library service. As in previous years, room hire has proved to be a valuable source of income, although there is room to increase this once the building is more accessible. Unlike pre-pandemic years, fundraising has not been a substantial source of income. We expect this to change as events are re-established.

We have also received a number of donations in the form of books and/or services during the last year for which we are very grateful. We particularly want to recognise the kind donations made to the library in memory of Kathy Bentley, which have been used to purchase new books for our Blue Sticker Collection.

#### Reserves policy

Uncertainties relating to the proposed refurbishment of the building and diminishing grant contributions from Sheffield City Council mean that the Trustees wish to maintain reserves equivalent to at least three years running costs. The reserves target is £45,000. This would provide time for alternative means of providing an ongoing library service to be explored.

Free reserves at 31 March 2023 were £45,545, meaning that the trust holds reserves broadly in line with this policy.

The trustees declare that they have approved the report above on 11 October 2023

Signed on their behalf by:

*Ruth R van Eeden*

Ruth van Eeden  
Chair



Kate Elliott  
Treasurer

**Chartered Accountants' report to the trustees of Walkley Carnegie Library on the preparation of the unaudited accounts for the year ended 31 March 2023.**

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of Walkley Carnegie Library for the year ended 31 March 2023 as set out on pages 8 to 11 from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Trustees of Walkley Carnegie Library, in accordance with the terms of our engagement letter dated 23 February 2023. Our work has been undertaken solely to prepare for your approval the accounts of Walkley Carnegie Library and state those matters that we have agreed to the Trustees of Walkley Carnegie Library. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Walkley Carnegie Library and its Trustees for our work or for this report.

It is your duty to ensure that Walkley Carnegie Library has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of Walkley Carnegie Library.

We have not been instructed to carry out an audit/independent examination or a review of the accounts of Walkley Carnegie Library. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

*Seven Hills Accountants*

Signed: \_\_\_\_\_

Seven Hills Accountants Limited  
Chartered Accountants  
57 Burton Street  
Sheffield  
S6 2HH

Date: 28/11/2023

Walkley Carnegie Library

Receipts & payments account  
For the year ended 31 March 2023

|                                   | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ |
|-----------------------------------|-------|---------------------------|--------------------------|--------------------|---------------------------|--------------------------|--------------------|
| <b>Receipts</b>                   |       |                           |                          |                    |                           |                          |                    |
| Grants and donations              | 2     | 575                       | 16,929                   | 17,504             | 100                       | 16,459                   | 16,559             |
| Other fundraising                 |       | 401                       | -                        | 401                | 10                        | -                        | 10                 |
| Room Hire                         |       | 930                       | -                        | 930                | 690                       | -                        | 690                |
| Library fees and fines            |       | -                         | 345                      | 345                | -                         | 74                       | 74                 |
| <b>Total receipts</b>             |       | <b>1,906</b>              | <b>17,274</b>            | <b>19,180</b>      | <b>800</b>                | <b>16,533</b>            | <b>17,333</b>      |
| <b>Payments</b>                   |       |                           |                          |                    |                           |                          |                    |
| Purchase of books                 |       | -                         | 587                      | 587                | -                         | 2,750                    | 2,750              |
| Event costs                       |       | -                         | 141                      | 141                | -                         | -                        | -                  |
| Insurance                         |       | -                         | 814                      | 814                | -                         | 731                      | 731                |
| Advertising & Marketing           |       | -                         | 70                       | 70                 | -                         | -                        | -                  |
| Cleaning Materials                |       | -                         | 170                      | 170                | -                         | 1,272                    | 1,272              |
| Independent examination           |       | -                         | 483                      | 483                | -                         | 540                      | 540                |
| IT Software and Consumables       |       | -                         | 496                      | 496                | -                         | 569                      | 569                |
| Light, Power, Heating             |       | -                         | 5,505                    | 5,505              | -                         | 4,510                    | 4,510              |
| Telephone & Internet              |       | -                         | 720                      | 720                | -                         | 780                      | 780                |
| Miscellaneous Expenses            |       | 114                       | 1,276                    | 1,390              | 134                       | 414                      | 548                |
| Printing & Stationery             |       | 23                        | 8                        | 31                 | 4                         | 109                      | 113                |
| Rates                             |       | -                         | 1,792                    | 1,792              | -                         | 1,176                    | 1,176              |
| Water Rates                       |       | -                         | 545                      | 545                | -                         | 312                      | 312                |
| Repairs & Maintenance             |       | -                         | 494                      | 494                | -                         | 768                      | 768                |
| Library fees and fines payable    |       | -                         | -                        | -                  | -                         | 186                      | 186                |
| Waste Disposal                    |       | -                         | 348                      | 348                | -                         | 137                      | 137                |
| Furniture and equipment           |       | -                         | 435                      | 435                | -                         | -                        | -                  |
| Professional fees                 |       | -                         | -                        | -                  | -                         | 500                      | 500                |
| <b>Total payments</b>             |       | <b>137</b>                | <b>13,884</b>            | <b>14,021</b>      | <b>138</b>                | <b>14,754</b>            | <b>14,892</b>      |
| <b>Net receipts/(payments)</b>    |       | <b>1,769</b>              | <b>3,390</b>             | <b>5,159</b>       | <b>662</b>                | <b>1,779</b>             | <b>2,441</b>       |
| <b>Transfers between funds</b>    | 3     | -                         | -                        | -                  | (474)                     | 474                      | -                  |
| <b>Net movement in funds</b>      |       | <b>1,769</b>              | <b>3,390</b>             | <b>5,159</b>       | <b>188</b>                | <b>2,253</b>             | <b>2,441</b>       |
| Cash funds brought forward        |       | 43,776                    | 34,532                   | 78,308             | 43,588                    | 32,279                   | 75,867             |
| <b>Cash funds carried forward</b> |       | <b>45,545</b>             | <b>37,922</b>            | <b>83,467</b>      | <b>43,776</b>             | <b>34,532</b>            | <b>78,308</b>      |

**Walkley Carnegie Library**

**Statement of assets and liabilities  
As at 31 March 2023**

|  | <b>2023</b>          | <b>2022</b>          |
|--|----------------------|----------------------|
|  | <b>£</b>             | <b>£</b>             |
| <b>Cash assets</b>                           |                      |                      |
| Bank   | 83,431               | 78,072               |
| Cash   | 36                   | 236                  |
|  | <u><b>83,467</b></u> | <u><b>78,308</b></u> |
|  | <b>2023</b>          | <b>2022</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Debtors</b>                               |                      |                      |
| Purchase of books - prepayment               | 2,864                | 2,746                |
|  | <u><b>2,864</b></u>  | <u><b>2,746</b></u>  |
|  | <b>2023</b>          | <b>2022</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Liabilities</b>                           |                      |                      |
| Accountancy fee/ Independent examination fee | 360                  | 342                  |
| Outstanding SCC fines                        | 397                  | 52                   |
|  | <u><b>757</b></u>    | <u><b>394</b></u>    |

Approved by the trustees on 11 October 2023 and signed on their behalf by:

*Ruth R van Eeden*

Ruth van Eeden  
Chair



Kate Elliott  
Trustee

**Walkley Carnegie Library**

**Notes to the accounts**

**For the year ended 31 March 2023**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Grants & donations**

|  | <b>Unrestricted fund</b> | <b>Restricted funds</b> | <b>Total 2023</b> | <b>Unrestricted fund</b> | <b>Restricted funds</b> | <b>Total 2022</b> |
|--|--------------------------|-------------------------|-------------------|--------------------------|-------------------------|-------------------|
|  | <b>£</b>                 | <b>£</b>                | <b>£</b>          | <b>£</b>                 | <b>£</b>                | <b>£</b>          |
| Sheffield City Council - Associate Library Grant | -                        | 14,959                  | 14,959            | -                        | 14,959                  | 14,959            |
| Sheffield City Council - Book grant              | -                        | 1,500                   | 1,500             | -                        | 1,500                   | 1,500             |
| General Donations                                | 575                      | 470                     | 1,045             | 100                      | -                       | 100               |
|  | <b>575</b>               | <b>16,929</b>           | <b>17,504</b>     | <b>100</b>               | <b>16,459</b>           | <b>16,559</b>     |

**3 Restricted funds**

|  | <b>Funds b/fwd</b> | <b>Receipts</b> | <b>Payments</b> | <b>Transfers</b> | <b>Funds c/fwd</b> |
|--|--------------------|-----------------|-----------------|------------------|--------------------|
|  | <b>£</b>           | <b>£</b>        | <b>£</b>        | <b>£</b>         | <b>£</b>           |
| Sheffield City Council - Associate Library Grant | 23,530             | 14,959          | (13,295)        | -                | 25,194             |
| Sheffield City Council - Book grant              | -                  | 1,500           | -               | -                | 1,500              |
| Sheffield City Council - Capital work            | 10,000             | -               | -               | -                | 10,000             |
| Dementia Project                                 | 950                | -               | (219)           | -                | 731                |
| K Bentley Memorial Fund                          | -                  | 470             | (370)           | -                | 100                |
| Fees and fines on behalf of SCC                  | 52                 | 345             | -               | -                | 397                |
|  | <b>34,532</b>      | <b>17,274</b>   | <b>(13,884)</b> | <b>-</b>         | <b>37,922</b>      |

**Sheffield City Council: Associate Library Grant** - Funding towards the running of the library and associated activity that benefits library users.

**Sheffield City Council: Book grant** - Funding to contribute towards the purchase of book stocks

**Sheffield City Council: Capital work** - Funding awarded as a contribution towards future capital improvements.

**Dementia Project** - Funding to contribute towards a specific dementia project.

**K Bentley Memorial Fund** - Donations in memory of a long-time library user from her friends and family. To be spent on Blue Sticker Books

| <i>Prior year comparison</i>                            | <i>Funds b/fwd</i>   | <i>Receipts</i>      | <i>Payments</i>        | <i>Transfers</i>  | <i>Funds c/fwd</i>   |
|---|----------------------|----------------------|------------------------|-------------------|----------------------|
|   | <i>£</i>             | <i>£</i>             | <i>£</i>               | <i>£</i>          | <i>£</i>             |
| <i>Sheffield City Council - Associate Library Grant</i> | <i>21,639</i>        | <i>14,959</i>        | <i>(13,068)</i>        | <i>-</i>          | <i>23,530</i>        |
| <i>Sheffield City Council - Book grant</i>              | <i>-</i>             | <i>1,500</i>         | <i>(1,500)</i>         | <i>-</i>          | <i>-</i>             |
| <i>Sheffield City Council - Capital work</i>            | <i>10,000</i>        | <i>-</i>             | <i>-</i>               | <i>-</i>          | <i>10,000</i>        |
| <i>Dementia Project</i>                                 | <i>950</i>           | <i>-</i>             | <i>-</i>               | <i>-</i>          | <i>950</i>           |
| <i>Fees and fines on behalf of SCC</i>                  | <i>(310)</i>         | <i>74</i>            | <i>(186)</i>           | <i>474</i>        | <i>52</i>            |
|   | <b><i>32,279</i></b> | <b><i>16,533</i></b> | <b><i>(14,754)</i></b> | <b><i>474</i></b> | <b><i>34,532</i></b> |

**4 Trustees' remuneration, expenses and benefits**

The charity trustees were not paid or received any other benefits from employment in the year (2022: £nil) neither were they reimbursed expenses during the year (2022: £nil). No other charity trustee received payment for professional or other services supplied to the charity (2022: £nil).

**5 Related party transactions**

There were no related party transactions in the year.

**WALKLEY CARNEGIE LIBRARY**

England & Wales - Charity number 1159745

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# Accounts

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**Registered Charity Number: 1159745**

**Walkley Carnegie Library**

**Annual report and unaudited financial statements  
for the year ended 31 March 2022**

## Walkley Carnegie Library

### Contents

|                                      | <b>Page</b> |
|--------------------------------------|-------------|
| Legal and administrative information | 1           |
| Report of the Chair                  | 2           |
| Trustees' annual report              | 3 - 8       |
| Accountants' report                  | 9           |
| Receipts and payments account        | 10          |
| Statement of assets and liabilities  | 11          |
| Notes to the accounts                | 12 - 13     |

## Walkley Carnegie Library

### Legal and administrative information For the year ended 31 March 2022

#### Registered Charity Number

1159745

#### Trustees

|                           |           |  |
|---------------------------|-----------|--|
| Mr Christopher Reece      | Chair     | Acting chair from 27/11/2021                 |
| Ms Katherine Elliott      | Treasurer | Appointed 27/11/2021                         |
| Anne Grange               | Secretary | Appointed 19/01/2022                         |
| Dr Anne Bore              |           | Resigned 27/11/2021                          |
| Dr Nicola Dempsey         |           | Secretary to 27/11/2021, resigned 27/11/2021 |
| Professor Matthew Gilbert |           | Treasurer to 27/11/2021, resigned 31/01/2022 |
| Mr Geoff Birkett          |           |  |
| Mr Mark Crossland         |           |  |
| Mr Thomas Haywood         |           |  |
| Ruth van Eeden            |           | Appointed 18/05/22                           |

#### Principal Address

Walkley Library  
403 South Road  
S6 3TD

#### Bankers

Co-operative Bank  
Business Direct  
PO Box 250  
Skelmersdale  
WN8 6WT

#### Accountants

VAS Community Accountancy  
The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

## **Walkley Carnegie Library**

### **Report of the Chair**

**For the year ended 31 March 2022**

This report covers a period during which Covid restrictions had been in place, to differing degrees, for almost a year. We faced challenges around running the library with limited volunteers, and putting a frequently changing government procedures into place, alongside making positive changes in the library. Initially, we were still operating a click and collect system. Browsing by appointment became more regular from May 2021 and the use of the People's Network Computers was reintroduced. In July 2021 Activities for children were re-introduced by the Children's University at times when the library was closed to the public. This was followed by Small Voices/Big Noises and Baby Time in September. At the same time, open browsing was allowed in the adult library. September also saw WCL move back into the community with a Paper Pastimes activity at the Walkley Horticultural Show and a presence at the first Autumn Walkley History Talk. Similarly, there were a number of activities with the Walkley Historians for Heritage Open days, which was a welcome return after relying on online events the previous year. In order to rebuild the team of volunteers, in October, trustees took part in a live student Volunteer Fair at the University of Sheffield (U of S), which initiated significant interest and some recruitment, and an online version with Sheffield Hallam University, which was unfortunately unsuccessful. First year architecture students from U of S also returned to the library for measuring and sketching sessions with a view to a small exhibition in 2022.

Following an AGM held on Zoom in 2020, the 2021 meeting in November was held as a live event, but with an opportunity to log in from outside. This resulted in a much busier meeting than the previous year, and the opportunity to address the need for some major changes. The 2021 AGM saw the beginning of the Counter Services Committee, which continues to meet monthly. The trustees welcome the input of the group and thank them for their collaboration on the review of policies and procedures and their progress on updating library working practices and internal communication. The creation of this group also proved invaluable in planning the return to more regular opening hours and the return of some activities. WCL were also working alongside the Walkley Business Action group and other local organisations for a bid for an Economic Recovery Grant for revitalising the high streets of Walkley and Upperthorpe and bringing back events for the summer of 2022.

We were all concerned following the 2021 AGM that no-one had stood as a chair and that the numbers of trustees had reduced. In the interim, I agreed to remain as acting chair and a temporary trustee, whilst the trustees actively looked for replacements. This appears to be a problem common to many volunteer libraries and other charities within the area and nationwide.

The current political, economic and environmental uncertainty will mean that libraries and other similar services will have to play a more active role in the support their local community. This may include providing a warm and safe hub for regular library users and other local residents. There will inevitably be extra responsibilities and costs which will highlight the urgency of resolving the issues of obtaining an appropriate lease in relation to proceeding with building maintenance and access requirements.

Mr Christopher Reece  
Chair

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2022**

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2022.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

#### **Structure, governance and management**

Walkley Carnegie Library (WCL) is a Charitable Incorporated Organisation that operates a volunteer led library. The organisation became a registered charity on 31 December 2014, registered charity number 1159745. The library is governed by a constitution last amended on 31 December 2014, available on request. A board of appointed trustees run the organisation, delegating the day-to-day running of the library to a team of volunteers.

The membership consists of trustees and volunteers. All these members have voting rights, and the AGM welcomes library users and observers.

The charity is actively seeking new trustees, including a new chair. Trustee recruitment has involved mailshots out to our existing volunteers and supporters, calls via social media, approaches to partner organisations (including the Guild of St George) and promotion via partners' newsletters, plus presence and conversations at community events. We have joined Community Matters Yorkshire and are able to offer training via them for new and prospective trustees. We recruited three new trustees over the period November 2021 to May 2022.

In terms of day-to-day management, a decision taken at the November 2021 AGM led to the establishment of a Counter Services Committee. This group meets monthly and is empowered to make decisions about the day-to-day running of the library. The group has made enormous strides in improving volunteer processes, setting up communication structures, and improving customer care. A trustee representative attends the CSC meetings, and a CSC representative has now begun to attend the regular trustee meetings to improve communications.

#### **Charitable objectives and activities**

The objects of the charity as set out in the governing document are:

(a) The advancement of education for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area by the provision of a community leading library and associated services.

(b) to promote for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinion by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide faculties in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

WCL mission: to provide a dynamic space and innovative services for local residents to read, learn, meet, make, play, create, develop, socialise, access services, support one another and much more.

## **Walkley Carnegie Library**

### **Trustees annual report - continued For the year ended 31 March 2022**

The main activities undertaken in relation to those purposes:

- Operating a volunteer managed public library for at least as many hours per week as was provided previously by the local authority. Book loan is dependent on library membership but the building, activities and events are open to the public.
- Providing events and activities suitable for a wide age range and to provide space to hire for group activities or events. This has been somewhat curtailed by the pandemic, but we are building levels of activity back up. Hires of the space are increasingly limited by the lack of level access to the space.
- Displaying local community information including access to newspapers and the internet. Providing training and mentoring where appropriate.
- Providing the opportunity for people to contribute to the service by volunteering or making donations of services or equipment. Suitable training to be provided to all volunteers including trustees.

### **Achievements and performance**

- Continued running the library service during lockdowns and restrictions (when allowed). Initially with a Click and Collect Service, through to a library appointments system and gradual return to browsing. Our aim is to provide at least as many hours per week as was provided previously by the local authority. Although opening hours remained limited during 2021 due to Covid, by March 2022 we were moving back towards previous levels of opening.
- Renewal of Walkley Library as an Asset of Community Value for five years from 07/01/2022
- Re-starting activities for children and adults with limited numbers, including our Paper Pastimes events, and re-establishing the library as a base for the Small Voices Big Noises session for pre-school children. Some online events.
- Return of Readathon in February 2022 as a live event.
- Participation in Walkley Business Action Group's (WBAG) successful bid for an SCC Economic Recovery Grant to revitalise South Road and bring back a larger and more vibrant Walkley Festival for 2022.
- Continued to work with partners on planning live events/activities and running online ones (CHOL Theatre, Volunteer Libraries in Sheffield, ZEST (activities and food distribution), Walkley Historians, Writers in the Bath, University of Sheffield, Heritage Open Days). promote the library services.
- Continuing to work closely with the other Associate Libraries in relation to sharing ideas and training information. Collaboration when reviewing policies. Promoting and supporting each other's events.
- Continued to add to our Walkley only book collection, including Booker and Women's prize shortlists, as well as many other winners of various prizes, both adult and children's. We are starting to see book loans climbing again: there were over 14,000 loans across our own collection and Sheffield City Council books.

## **Walkley Carnegie Library**

### **Trustees annual report - continued For the year ended 31 March 2022**

#### **Operating the library and adapting to Covid-19**

Throughout this financial year, we have been concentrating on adapting to life with COVID-19. When the national restrictions were removed in April 2022, WCL and some other Sheffield libraries continued prioritising Health & Safety issues, adapting opening times and rearranging services and activities for the safety of their volunteers and library users.

Initially, a considerable amount of trustees' and volunteers' time related to updating risk assessments and putting a number of frequently changing government procedures into place, but at the same time the organisation started to develop positive changes. The challenges took place at a time when Walkley Carnegie Library (WCL) had its lowest number of trustees and volunteers, due to shielding and other responsibilities. The volunteer numbers dropped again when the vaccination programme started and some volunteers were recruited by the NHS for duties at vaccination centres. Despite a reduction in opening hours, the number of volunteers per shift generally had to remain the same due to the need for a Click & Collect Service alongside limited browsing, so WCL continued to recruit volunteers, whilst working with other organisations.

Internal and networking meetings were generally held on Zoom and the Volunteer Libraries in Sheffield (VLiS) became more important with different branches working closely together in small groups. This was particularly important regarding sharing information between libraries, from seminars and training from The Arts Council (ACE) and the Community Managed Libraries Network (CMLN). Towards the end of the financial year, WCL became members of Community Matters Yorkshire (CMY), in order to take advantage of their regular updates and training sessions for trustees and prospective trustees. Information was subsequently shared with other libraries and with the remaining trustees and volunteers.

#### **Governance and operations**

In the midst of rapid change during 2021/22, we have been looking more closely at our management and operational set up. Former trustee Richard Jenkins had prepared a review of the management of WCL in order to improve communication between trustees, operational staff and ultimately library users. The constant changes to routine during the varying lockdowns and the turnover of volunteers had highlighted areas where improvement and more supervision and collaboration were needed. The review is now a permanent agenda item for trustee meetings and has been shared with the volunteers, and different areas of responsibility are allocated to specified trustees and volunteers.

The pandemic had, for a number of reasons, reduced the numbers of both volunteers and trustees and negatively affected our internal and customer facing communication. A key item on the 2021 AGM agenda, and one which had been the subject of a report by former trustee Richard Jenkins, and which had been discussed throughout the year at trustee meetings and between volunteers was the need for stronger links between the trustees and the operational volunteers. This resulted in a decision being made in response to a proposal from a number of volunteers to create a library management committee to work with the library services coordinator. Consequently the Counter Services Committee was created at the start of January 2022 to enable collaboration between the Session Leads, Library Services Coordinator, counter volunteers and the trustees.

## **Walkley Carnegie Library**

### **Trustees annual report - continued For the year ended 31 March 2022**

*Proposal passed at the November 2021 AGM: 'For an interim period of 6 months, there will be monthly meetings of session leads and Book Collection Development team, open to all VLAs and with an invited Trustee. This group will be empowered to make decisions about the day to day running of the Library. The committee will provide recommendations of volunteer preferences, to inform Trustee decisions alongside other considerations.'*

This committee has evolved to be the Counter Services Committee and continues to meet monthly.

#### **Grants and funded activity**

WCL found itself in a difficult position where the lack of a lease with Sheffield City Council (SCC) made planning a fundraising strategy extremely difficult. Following the unsuccessful National Lottery Heritage Fund bid in 2020, we had hoped to seek funds to support aspects of the activity and project side of the bid, but have not yet been in a position to pursue this. The move away from working with a commercial partner will however be appealing to a number of supporters and charitable organisations. We have created an updated fundraising plan, which is still a work in progress.

Having received a Post Pandemic Economic Recovery Grant in 2020, we decided against applying for a second swathe grant, since we felt that there were other organisations in greater need. We were also aware that there would be a bid to revitalise the shopping areas of Walkley. Therefore, we have been active in working with other organisations, to support the community.

Following the successful Voluntary Libraries Sheffield (VLIS) online readathon in Feb 2021, a number of the libraries worked together on an ACE (Arts Council) bid for a larger live event, to be held in August 2021, working with past partners CHOL Theatre and the Site Gallery. Due to uncertainty over whether such events would be allowed to take place in the summer, the bid was put on hold with a plan for returning the standard Readathon to libraries in February 2022. The Annual Reading Challenge did take place in 2021 as a Sheffield, rather than national event, but take up was less than usual in Walkley, due to opening restrictions.

In April 2021 Walkley Business Group (WBAG) submitted an application to SCC for a Post Covid Recovery Grant to revitalise the shopping areas of Walkley and Upperthorpe and bring back a larger and more vibrant Walkley Festival after an absence of two year. WCL were enrolled as one of the delivery partners. The first celebration was a "Late Night Shopping event and installation of Festive lights on Walkley Green" in December 2021. A number of local organisations then worked together on planning the improvements to the two "high streets", Walkley and Upperthorpe, and the return of the Walkley Festival and other events in 2022. These activities will appear in the annual report for 2022/23.

## **Walkley Carnegie Library**

### **Trustees annual report - continued For the year ended 31 March 2022**

#### **Additional Public Benefit**

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011, the following services are available to the public: Some benefits are included in the information above.

- Providing and improving the library service and keeping a community building open.
- Maintaining the building and surrounding grounds and contributing to the vibrancy of the high street (South Road).
- Re-establishing a range of activities for different age groups, particularly for pre-school and school age children.
- Providing volunteering opportunities and training. Being involved with other local groups and events.
- Providing a welcoming environment for all visitors.
- Providing Duke of Edinburgh placements and projects at both school and higher education levels.
- Working with other volunteer libraries to maintain the standard of service across the City and to create events celebrating libraries. We have also become members of the Community Managed Libraries Network and Community Matters Yorkshire and benefit from their advice, seminars and training.

#### **Plans for the future**

WCL remains committed to protecting the library building, to rectifying compliance issues and to bringing accessibility up to appropriate standards and are currently looking at ways of achieving this. The first step in achieving this is to secure an appropriate lease for the building. We are keen to resume lease negotiations with Sheffield City Council as soon as possible. (Due to changes in responsibilities at SCC we are currently unsure who our key contacts in the Properties and Legal departments are.) We are aware that SCC have recently undertaken a building condition survey, which will inform negotiations.

Physical access to the building remains a high priority. There is currently no level access, and this prevents us providing services to the whole of the community. The building no longer acts as a polling station, for example, as this function has been moved to an accessible venue. Once we have an appropriate lease in place, we intend to undertake capital alterations to the rear of the building in order to provide an accessible entrance and accessible toilet. We cannot undertake these alterations or seek funding to support them until we have a lease for the building. However, draft plans have been drawn up based in part on the plans developed as part of our unsuccessful National lottery Heritage Fund bid. Once we are in a position to proceed with this work, we would expect to hold a competition amongst local architect practices to provide a practical solution.

We also intend to commission a specialist architectural practice to undertake a sustainability survey in relation to energy efficiency, insulation and glazing with an objective of reducing heat loss without breaching the conditions of the Grade II listing.

Succession planning remains a key priority. We are actively seeking a new chair and additional trustees. As we move towards more normal operation following the challenges of covid, we are building back up our volunteer base and events programme. We plan to continue to work closely with local organisations and to look for suitable partners for projects.

The library is currently supported by Sheffield City Council via grant funding. It is our expectation that this funding will continue in the medium term, although this has not been formally confirmed by the council.

## Walkley Carnegie Library

### Trustees annual report - continued For the year ended 31 March 2022

#### Financial review

We continue to receive grant funding from Sheffield City Council designed to cover the main costs of running the building and maintaining a library service. As in previous years, room hire has proved to be a valuable source of income, although there is room to increase this once the building is more accessible. Unlike earlier years, fundraising has not been a substantial source of income. We expect this to change as events are re-established.

We have also received a number of donations in the form of books and/or services during the last year for which we are very grateful.

#### Reserves policy

Uncertainties relating to the proposed refurbishment of the building and diminishing grant contributions from Sheffield City Council mean that the Trustees wish to maintain reserves equivalent to at least three years running costs. The reserves target is £45,000. This would provide time for alternative means of providing an ongoing library service to be explored.

Free reserves at 31 March 2022 were £43,776, meaning that the trust holds reserves broadly in line with this policy.

The trustees declare that they have approved the report above on 2/11/22

Signed on their behalf by:



Christopher Reece  
Chair



Kate Elliott  
Treasurer

## Accountants' report to the trustees of Walkley Carnegie Library

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of Walkley Carnegie Library for the year ended 31 March 2022 as set out on pages 9 to 14 from the accounting records and from information and explanations you have given us.

This report is made solely to the Trustees of Walkley Carnegie Library, in accordance with the terms of our engagement letter dated 25 March 2022. Our work has been undertaken solely to prepare for your approval the accounts of Walkley Carnegie Library and state those matters that we have agreed to the Trustees of Walkley Carnegie Library. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Walkley Carnegie Library and its Trustees for our work or for this report.

It is your duty to ensure that Walkley Carnegie Library has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of Walkley Carnegie Library.

We have not been instructed to carry out an audit/independent examination or a review of the accounts of Walkley Carnegie Library. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

Signed: *VAS Community Accountancy*

Voluntary Action Sheffield  
Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 4 November 2022

Walkley Carnegie Library

Receipts & payments account

For the year ended 31 March 2022

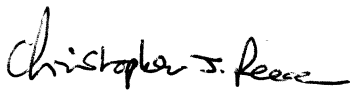
|                                   | Notes | Unrestricted fund<br>£ | Restricted funds<br>£ | Total<br>2022<br>£ | Unrestricted fund<br>£ | Restricted funds<br>£ | Total<br>2021<br>£ |
|-----------------------------------|-------|------------------------|-----------------------|--------------------|------------------------|-----------------------|--------------------|
| <b>Receipts</b>                   |       |                        |                       |                    |                        |                       |                    |
| Grants and donations              | 2     | 100                    | 16,459                | 16,559             | 26,031                 | 30,697                | 56,728             |
| Income from events                |       | -                      | -                     | -                  | 160                    | -                     | 160                |
| Other fundraising                 |       | 10                     | -                     | 10                 | 161                    | -                     | 161                |
| Room Hire                         |       | 690                    | -                     | 690                | -                      | -                     | -                  |
| Library fees and fines            |       | -                      | 74                    | 74                 | -                      | -                     | -                  |
| <b>Total receipts</b>             |       | <b>800</b>             | <b>16,533</b>         | <b>17,333</b>      | <b>26,352</b>          | <b>30,697</b>         | <b>57,049</b>      |
| <b>Payments</b>                   |       |                        |                       |                    |                        |                       |                    |
| Purchase of books                 |       | -                      | 2,750                 | 2,750              | -                      | 2,718                 | 2,718              |
| Event costs                       |       | -                      | -                     | -                  | 80                     | -                     | 80                 |
| Insurance                         |       | -                      | 731                   | 731                | -                      | 698                   | 698                |
| Advertising & Marketing           |       | -                      | -                     | -                  | -                      | -                     | -                  |
| Cleaning Materials                |       | -                      | 1,272                 | 1,272              | -                      | 1,283                 | 1,283              |
| Independent examination           |       | -                      | 540                   | 540                | -                      | 600                   | 600                |
| IT Software and Consumables       |       | -                      | 569                   | 569                | -                      | 1,073                 | 1,073              |
| Light, Power, Heating             |       | -                      | 4,510                 | 4,510              | -                      | 3,800                 | 3,800              |
| Telephone & Internet              |       | -                      | 780                   | 780                | -                      | 720                   | 720                |
| Miscellaneous Expenses            |       | 134                    | 414                   | 548                | 97                     | 193                   | 290                |
| Printing & Stationery             |       | 4                      | 109                   | 113                | -                      | 445                   | 445                |
| Rates                             |       | -                      | 1,176                 | 1,176              | -                      | -                     | -                  |
| Water Rates                       |       | -                      | 312                   | 312                | -                      | 305                   | 305                |
| Repairs & Maintenance             |       | -                      | 768                   | 768                | -                      | 920                   | 920                |
| Library fees and fines payable    |       | -                      | 186                   | 186                | -                      | 394                   | 394                |
| Waste Disposal                    |       | -                      | 137                   | 137                | -                      | -                     | -                  |
| Furniture and equipment           |       | -                      | -                     | -                  | -                      | 1,151                 | 1,151              |
| Professional fees                 |       | -                      | 500                   | 500                | -                      | 1,200                 | 1,200              |
| <b>Total payments</b>             |       | <b>138</b>             | <b>14,754</b>         | <b>14,892</b>      | <b>177</b>             | <b>15,500</b>         | <b>15,677</b>      |
| <b>Net receipts/(payments)</b>    |       | <b>662</b>             | <b>1,779</b>          | <b>2,441</b>       | <b>26,175</b>          | <b>15,197</b>         | <b>41,372</b>      |
| <b>Transfers between funds</b>    | 3     | <b>(474)</b>           | <b>474</b>            | <b>-</b>           | <b>(1,200)</b>         | <b>1,200</b>          | <b>-</b>           |
| <b>Net movement in funds</b>      |       | <b>188</b>             | <b>2,253</b>          | <b>2,441</b>       | <b>24,975</b>          | <b>16,397</b>         | <b>41,372</b>      |
| Cash funds brought forward        |       | 43,588                 | 32,279                | 75,867             | 18,613                 | 15,882                | 34,495             |
| <b>Cash funds carried forward</b> |       | <b>43,776</b>          | <b>34,532</b>         | <b>78,308</b>      | <b>43,588</b>          | <b>32,279</b>         | <b>75,867</b>      |

**Walkley Carnegie Library**

**Statement of assets and liabilities  
As at 31 March 2022**

|  | <b>2022</b>          | <b>2021</b>          |
|--|----------------------|----------------------|
|  | <b>£</b>             | <b>£</b>             |
| <b>Cash assets</b>                           |                      |                      |
| Bank   | 78,072               | 75,577               |
| Cash   | 236                  | 290                  |
|  | <u><b>78,308</b></u> | <u><b>75,867</b></u> |
|  |                      |                      |
|  | <b>2022</b>          | <b>2021</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Debtors</b>                               |                      |                      |
| Purchase of books - prepayment               | 2,746                | -                    |
|  | <u><b>2,746</b></u>  | <u><b>-</b></u>      |
|  |                      |                      |
|  | <b>2022</b>          | <b>2021</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Liabilities</b>                           |                      |                      |
| Accountancy fee/ Independent examination fee | 342                  | 540                  |
| Outstanding SCC fines                        | 52                   | -                    |
|  | <u><b>342</b></u>    | <u><b>540</b></u>    |

Approved by the trustees on 2/11/22 and signed on their behalf by:



Christopher Reece  
Chair



Kate Elliott  
Trustee

## Walkley Carnegie Library

### Notes to the accounts

For the year ended 31 March 2022

#### 1 Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

#### 2 Grants & donations

|  | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2021<br>£ |
|--|---------------------------|--------------------------|--------------------|---------------------------|--------------------------|--------------------|
| Sheffield City Council - Associate Library Grant | -                         | 14,959                   | 14,959             | -                         | 18,697                   | 18,697             |
| Sheffield City Council - Book grant              | -                         | 1,500                    | 1,500              | -                         | 2,000                    | 2,000              |
| Sheffield City Council - Covid-19 support        | -                         | -                        | -                  | 25,000                    | -                        | 25,000             |
| Sheffield City Council - Capital work            | -                         | -                        | -                  | -                         | 10,000                   | 10,000             |
| General Donations                                | 100                       | -                        | 100                | 1,031                     | -                        | 1,031              |
|  | <b>100</b>                | <b>16,459</b>            | <b>16,559</b>      | <b>26,031</b>             | <b>30,697</b>            | <b>56,728</b>      |

#### 3 Restricted funds

|  | Funds<br>b/fwd<br>£ | Receipts<br>£ | Payments<br>£   | Transfers<br>£ | Funds<br>c/fwd<br>£ |
|--|---------------------|---------------|-----------------|----------------|---------------------|
| Sheffield City Council - Associate Library Grant | 21,639              | 14,959        | (13,068)        | -              | 23,530              |
| Sheffield City Council - Book grant              | -                   | 1,500         | (1,500)         | -              | -                   |
| Sheffield City Council - Capital work            | 10,000              | -             | -               | -              | 10,000              |
| Dementia Project                                 | 950                 | -             | -               | -              | 950                 |
| Fees and fines on behalf of SCC                  | (310)               | 74            | (186)           | 474            | 52                  |
|  | <b>32,279</b>       | <b>16,533</b> | <b>(14,754)</b> | <b>474</b>     | <b>34,532</b>       |

Fees and fines on behalf of SCC

The transfer represents the difference on undertaking a reconciliation of the fund with SCC's records of amounts due up to 31/3/22, which include photocopying costs incurred by the library.

*Prior year comparison*

|  | Funds<br>b/fwd<br>£ | Receipts<br>£ | Payments<br>£   | Transfers<br>£ | Funds<br>c/fwd<br>£ |
|--|---------------------|---------------|-----------------|----------------|---------------------|
| Sheffield City Council - Associate Library Grant | 14,848              | 18,697        | (11,906)        | -              | 21,639              |
| Heritage Lottery Fund                            | -                   | -             | (1,200)         | 1,200          | -                   |
| Sheffield City Council - Book grant              | -                   | 2,000         | (2,000)         | -              | -                   |
| Sheffield City Council - Capital work            | -                   | 10,000        | -               | -              | 10,000              |
| Dementia Project                                 | 950                 | -             | -               | -              | 950                 |
| Fees and fines on behalf of SCC                  | 84                  | -             | (394)           | -              | (310)               |
|  | <b>15,882</b>       | <b>30,697</b> | <b>(15,500)</b> | <b>1,200</b>   | <b>32,279</b>       |

*Heritage Lottery Fund*

The grant towards the development work was balanced at £nil as at the start of the financial year. A late invoice of £1,200 was incurred on the project - unrestricted funds have been transferred to cover this cost.

**4 Trustees' remuneration, expenses and benefits**

The charity trustees were not paid or received any other benefits from employment in the year (2021: £nil) neither were they reimbursed expenses during the year (2021: £nil). No other charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

**5 Related party transactions**

There were no related party transactions in the year.

**WALKLEY CARNEGIE LIBRARY**

England & Wales - Charity number 1159745

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# Accounts

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**Registered Charity Number: 1159745**

**Walkley Carnegie Library**

**Annual report and unaudited financial statements  
for the year ended 31 March 2021**

## Walkley Carnegie Library

### Contents

|                                      | <b>Page</b> |
|--------------------------------------|-------------|
| Legal and administrative information | 1           |
| Report of the Chair                  | 2 - 3       |
| Trustees' annual report              | 4 - 7       |
| Independent examiner's report        | 8           |
| Receipts and payments account        | 9           |
| Statement of assets and liabilities  | 10          |
| Notes to the accounts                | 11 - 12     |

## Walkley Carnegie Library

### Legal and administrative information For the year ended 31 March 2021

#### Registered Charity Number

1159745

#### Trustees

|                           |           |   |
|---------------------------|-----------|---|
| Mr Christopher Reece      | Chair     |   |
| Ms Kate Elliott           | Treasurer | appointed 27 November 2021              |
| Dr Nicola Dempsey         | Secretary | resigned 27 November 2021               |
| Professor Matthew Gilbert |           | (also Treasurer until 27 November 2021) |
| Mr Geoff Birkett          |           | appointed 20 May 2020                   |
| Dr Anne Bore              |           | resigned 27 November 2021               |
| Mr Mark Crossland         |           |   |
| Mr Thomas Haywood         |           |   |
| Dr Richard Jenkins        |           | resigned 10 March 2021                  |
| Anne Grange               |           | appointed 19 January 2022               |

#### Principal Address

Walkley Library  
403 South Road  
S6 3TD

#### Bankers

Co-operative Bank  
Business Direct  
PO Box 250  
Skelmersdale  
WN8 6WT

#### Independent Examiner

Sarah Lightfoot, FCA DChA  
Employee of:  
VAS Community Accountancy  
The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

## **Walkley Carnegie Library**

### **Report of the Chair For the year ended 31 March 2021**

Last year we held our AGM on Zoom in December and had a larger turnout than in recent years. For 2021, we have reverted to a face-to-face meeting with restricted numbers, but are also offering an option to join through Zoom. Until recently, Zoom has become the norm not only for our own trustee meetings, but also for liaising with the Voluntary Libraries in Sheffield (VLiS) group, which met fortnightly for several months instead of every four weeks, in order to keep up with the constant changes in regulations and to provide as much consistency as possible across the city's libraries.

Members of VLiS also attended several very well attended online seminars and discussions run by the Arts Council and the Community Managed Libraries Network on reopening libraries and adapting events and activities. Following this advice the libraries started to run online talks together under the banner "VLiS Presents" and collaborated to save the annual Readathon, which was formerly held in individual libraries, by linking up with CHOL Theatre Company and Sheffield Libraries' Writer in Residence, Nik Perring, and other local writers in order to run a mass poetry readathon of poems written by children, based on Nik's original poem Mrs City, which can be seen here: <https://www.youtube.com/watch?v=HPkoll-ry1s>. The Children's University came on board, providing passport stamps for participants.

In last year's report, we referred to the disappointment of not obtaining a second phase National Heritage Lottery Fund (NLHF) grant but agreed that we would still endeavour to include aspects of the proposed Heritage and Learning plan in our agenda. The Readathon event and the links to other organisations was an example of how we can achieve this. In fact, VLiS devised plans for staging a larger outside event during the 2021 school holidays and prepared a bid for an Arts Council (ACE) grant to create this in partnership with CHOL Theatre and The Site Gallery. However, it was decided that there was too much uncertainty about the restrictions that might be in place that summer, though we will consider a similar event in the future. Both CHOL and The Site Gallery were awarded grants for projects and we are excited to be partners in CHOL's "Listen 52" project. They will shortly be advertising for Young Producers (aged 16 -25) to run activities for young people in a number of Sheffield wards, including Walkley. Zest, whom we assisted with holiday hamper distribution earlier in the year, will also take part.

As announced a year ago, there is no longer a plan to sell the lease of the building to a commercial partner, and we are negotiating an Associate Library's lease with Sheffield City Council (SCC) and working with them to prioritise maintenance and compliance issues. Top of the list is a fully accessible entrance at the rear of the building, an accessible toilet and improved baby change facilities. Trustee, and retired architect, Geoff Birkett is looking at how the design from the planning application could be adapted without carrying out major extensions. This will be discussed with SCC so that it can be formally handed over to an architect to design once the lease has been confirmed, with further renovation taking place in staged phases. ACE are currently willing to consider capital grants that address access, reduction of environmental impact, and seizing technological opportunities, and the possession of a twenty-five year lease would enhance our chances of success.

In October this year we applied to renew the building's status as an Asset of Community value and this has been successful. We have also benefitted from an economic recovery grant, which has, in the short term, given us the freedom to invest in screens, PPE, cleaning materials and specific cleaning equipment.

The lockdowns were difficult for all libraries, other local organisations and the Walkley community and a considerable amount of time was spent by the trustees and volunteers on adapting to changing regulations, as we progressed through periods of closure, click and collect, browsing by appointment and a gradual return to open browsing in the adult library and increasing the number of families in the children's library. Working with the Children's University we ran supervised pilot activities in August and slowly brought back Small Voices, Big Noises with smaller attendance capacities and two sessions in a day. We have welcomed back Stitches and Stories, Walkley Historians and Baby Time.

## **Walkley Carnegie Library**

### **Report of the Chair (continued) For the year ended 31 March 2021**

Unfortunately, the focus on pandemic issues has meant that although we announced last year that the Chair, Secretary and Treasurer would be standing down, we have not been able to spend as much time as was hoped on succession planning, which is why there are still vacancies. Three people put themselves forward at the AGM to become trustees but unfortunately all have had to withdraw, though Joe Thompson has given valuable support looking at our business plan and advising on grant applications and fund-raising. Nicola Dempsey produced an information sheet about her experiences as a trustee as guidance for interested parties who might consider taking on a trustee role, and SCC has confirmed that they will be running training for library trustees on governance and budgeting.

During the year Richard Jenkins decided not to continue as a trustee, but not before producing a report on the need to restructure our management, bringing back a general committee for operational issues and sub-committees to cover different aspects of our work. The report also highlighted that library services and activities have increased considerably over the last seven years, and that WCL would benefit from a larger team managing the different areas of library administration. All libraries have suffered from the fact that organisations who take away surplus books for charity distribution or recycling have long waiting lists; however our book development group have been working hard to ensure that there is space on the shelves for new books, and have improved the space and cataloguing in the children's library. A library committee liaising closely with the trustees and regular forums for session leads and volunteer library assistants could ensure that such areas could be run with a high degree of autonomy, operating with clear responsibilities. To start off the process there will be an opportunity to discuss new ways of working after the AGM (before leaving with an anniversary cupcake!)

WCL has continued to focus on maintaining as many of our services as possible whilst providing a safe environment for our volunteers and library users. However, we still need to entice back customers who have decided to stay at home, and over eighteen months a small number of volunteers have decided to retire, move to organisations dealing with the pandemic or take sabbaticals. The remaining volunteers have worked tirelessly under difficult circumstances, but we have vacancies in several areas, including front line counter positions to allow us to return to our previous opening hours. Other areas include administration duties, marketing, building maintenance, cleaning, and gardening. We are also very keen to get our events and activities team up and running again as we take in the exciting news that the Walkley Business Group have been awarded an economic recovery grant for the revitalising the high street within the ward, and bringing back a larger Walkley Festival. There will be an opportunity at the end of the AGM for volunteers and potential volunteers to discuss other areas of volunteering which may hold interest for them. Geoff Birkett will also be happy to discuss ideas relating to improving access to the library building.

I would like to thank the trustees, volunteers and customers and we are looking forward to a positive and exciting future with new trustees and progressing with a restructure.

Mr Christopher Reece  
Chair

## **Walkley Carnegie Library**

### **Trustees annual report For the year ended 31 March 2021**

#### **Structure, governance and management**

Walkley Carnegie Library (WCL) is a Charitable Incorporated Organisation that operates a volunteer led library. The organisation became a registered charity on 31 December 2014, registered charity number 1159745. The library is governed by a constitution last amended on 31 December 2014, available on request. A board of appointed trustees run the organisation, delegating the day-to-day running of the library to a team of volunteers.

The membership consists of trustees, committee members (some of whom also serve on sub-committees). All these members have voting rights, and the AGM is also open to observers.

WCL has advertised for both trustees and volunteers through organisations in Walkley, Voluntary Action Sheffield, our newsletter, and social media. We are currently investigating head-hunting trustees with particular skills.

#### **Charitable objectives and activities**

Summary of the purposes of the charity as set out in the governing document:

(a) The advancement of education for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area by the provision of a community leading library and associated services.

(b) to promote for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinion by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

WCL mission: to provide a dynamic space and innovative services for local residents to read, learn, meet, make, play, create, develop, socialise, access services, support one another and much more.

The main activities undertaken in relation to those purposes:

- Operating a volunteer managed public library for at least as many hours per week as was provided previously by the local authority. Book loan is dependent on library membership but the building, activities and events are open to the public.
- Providing events and activities suitable for a wide age range and to provide space to hire for group activities or events.
- Displaying local community information including access to newspapers and the internet. Providing training and mentoring where appropriate.
- Providing the opportunity for people to contribute to the service by volunteering or making donations of services or equipment. Suitable training to be provided to all volunteers including trustees.

### **Achievements and performance**

The year 2020-2021 created many challenges relating the COVID 19 pandemic and the introduction of lockdowns, reducing footfall and book loans and resulting in many cancelled events and activities. Similarly, the core body of volunteers was reduced, owing to people shielding or working or volunteering for organisations dealing with COVID. However, Walkley Carnegie Library (WCL) managed to maintain a reduced library service according to ever-changing lockdown regulations and to retain a number of events and activities via the internet:

- Last year's successful Off the Shelf poetry event was followed by an evening of online poetry and an open mic session. This brought in several people from outside Sheffield including a poet and author from the USA. Other online events included a charity Curry Cook-along, a play by CHOL Theatre and our regular Small Voices, Big Noises, pre-school age music session (which again reached a national and international audience).
- We continued to add new titles to the stock of "Walkley Library only" books to widen the range on offer and provide a supply of the latest books.
- Although links with local schools were affected by the lockdowns we forged partnerships with other local organisations and charities in order to preserve our place in the community.
- We had to temporarily suspend offering work experience opportunities. However these are about to be resumed.
- WCL contributions to both Walkley Festival and Heritage Open Days were moved online and included the "Walkley History Mystery Walk", created by the Walkley Historians, a filmed performance by CHOL Theatre (one of our partners) based on the clothing industry in Yorkshire, and the videos of the research carried out by Sheffield University the previous year on Walkley's past, present and future ("What If Walkley").
- We continued to encourage local authors and societies to donate copies of their publications to the library and in return offered copies for sale in the library. Highlights this year have been "Victorian Walkley" by Walkley Historians and "Paradise is Here, Building Community Around Things that Matter" by Ruth Nutter (published by the Guild of St George, and based on Ruskin in Sheffield and Ruskin in Walkley events). As a result of these projects, Walkley Library appeared on an Isle of Man postage stamp as part of their John Ruskin commemorative issue. Copies of the "In Our Day" book, which resulted from a Dementia Innovation grant project, were distributed to Care Homes and other libraries.
- During the year we strengthened our relationships with Zest (Netherthorpe & Uppertorpe Community Alliance), who run Uppertorpe Library, by assisting them distributing food hampers and activity packs during the school holidays. We also worked more closely with Sheffield Libraries and the other Volunteer Libraries in Sheffield (VLiS), through increased meetings and regular communication to keep up with best practice for running libraries during a pandemic, and to join forces in promoting online events.

Members of VLiS also attended several very well attended online seminars and discussions which were run by the Arts Council and the Community Managed Libraries Network on reopening libraries and adapting events and activities. Following this advice the libraries started to run online talks together under the banner "VLiS Presents" and collaborated to save the annual Readathon, which was formerly held in individual libraries, by linking up with CHOL Theatre Company and Sheffield Libraries' Writer in Residence, Nik Perring, and other local writers in order to run a mass poetry readathon of poems written by children, based on Nik's original poem Mrs City, which can be seen here: <https://www.youtube.com/watch?v=HPkoll-ry1s>. The Children's University came on board, providing passport stamps for participants.

## Walkley Carnegie Library

### Trustees' annual report (continued) For the year ended 31 March 2021

#### Achievements and performance (continued)

- In last year's report, we referred to the disappointment of not obtaining a second phase National Heritage Lottery Fund (NLHF) grant but agreed that we would still endeavour to include aspects of the proposed Heritage and Learning plan in our agenda. The Readathon event and the links to other organisations was an example of how we can achieve this, and we continue to work on similar projects. For example, both CHOL and The Site Gallery were awarded grants for projects and we are excited to be partners in CHOL's "Listen 52" project. They will shortly be advertising for Young Producers (aged 16 -25) to run activities for young people in several Sheffield wards, including Walkley.
- The lockdowns also gave us time to review our position in the community and our management structure and this is continuing. Having benefitted from a £25k government economic recovery grant we were also able to purchase PPE, screens and equipment to provide a safe environment following the guidelines set out by Sheffield City Council, the landlord of the library.
- During the year we created an application to renew the Asset of Community Value status of the library for submission in 2021. This has since been successful.

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011, and the following services are available to the public:

- Providing and improving the library service and keeping a community building open.
- Maintaining the building and surrounding grounds and contributing to the vibrancy of the high street (South Road).
- Offering a range of activities for different age groups, particularly for pre-school and school age children.
- Providing volunteering opportunities and training. Being involved with other local groups and events.
- Providing a welcoming environment for all visitors.
- Providing work experience and projects at both school and higher education levels.

Working with other volunteer libraries to maintain the standard of service across the City and to create events celebrating libraries. This is becoming more important as activities move online due to the lockdowns. We have also become members of the Community Managed Libraries Network and benefit from their advice, seminars and training.

#### Plans for the future

Following an unsuccessful National Lottery Heritage Fund (NLHF) development-phase grant funding bid, which would have supported renovation works and conversion of the library building into a dual purpose library services / small business space, WCL remains committed to protecting the library building, to rectifying compliance issues and to bringing accessibility up to appropriate standards and are currently looking at ways of achieving this.

#### Financial review

We continue to receive grant funding from Sheffield City Council designed to cover the main costs of running the building and maintaining a library service. We have also received additional capital, book and Covid-mitigation funds, the latter to mitigate the effects of the pandemic, which has for example adversely affected room booking revenue. Rates were also waived during 2020/21 due to the pandemic (value: £1792, after mandatory rate relief applied). We have also continued to receive a number of donations in the form of books and/or services during the last year for which we are very grateful.

## Walkley Carnegie Library

### Trustees' annual report (continued) For the year ended 31 March 2021

#### Reserves policy

Uncertainties relating to the proposed refurbishment of the building and diminishing grant contributions from Sheffield City Council mean that the Trustees wish to maintain reserves equivalent to at least three years running costs (approx. £45,000). This would provide time for alternative means of providing an ongoing library service to be explored.

Free reserves at 31 March 2021 were £43,588.

The trustees declare that they have approved the report above on 27 January 2022

Signed on their behalf by:



Christopher Reece  
Chair (Acting)



Matthew Gilbert  
Trustee

## Independent Examiner's report to the trustees of Walkley Carnegie Library

I report to the trustees on my examination of the accounts of Walkley Carnegie Library ('the Charity') for the year ended 31 March 2021

### Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: S Lightfoot  
Sarah Lightfoot, FCA, DChA  
Employee of:  
VAS Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 27 January 2022

Walkley Carnegie Library

Receipts & payments account  
For the year ended 31 March 2021

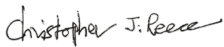
|                                   | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2021<br>£ | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>2020<br>£ |
|-----------------------------------|-------|---------------------------|--------------------------|--------------------|---------------------------|--------------------------|--------------------|
| <b>Receipts</b>                   |       |                           |                          |                    |                           |                          |                    |
| Grants and donations              | 2     | 26,031                    | 30,697                   | 56,728             | 350                       | 49,205                   | 49,555             |
| Income from events                |       | 160                       | -                        | 160                | 185                       | -                        | 185                |
| Other fundraising                 |       | 161                       | -                        | 161                | 1,688                     | -                        | 1,688              |
| Room Hire                         |       | -                         | -                        | -                  | 780                       | -                        | 780                |
| Library fees and fines            |       | -                         | -                        | -                  | -                         | 1,398                    | 1,398              |
| <b>Total receipts</b>             |       | <b>26,352</b>             | <b>30,697</b>            | <b>57,049</b>      | <b>3,003</b>              | <b>50,603</b>            | <b>53,606</b>      |
| <b>Payments</b>                   |       |                           |                          |                    |                           |                          |                    |
| Purchase of books                 |       | -                         | 2,718                    | 2,718              | -                         | 2,000                    | 2,000              |
| Event costs                       |       | 80                        | -                        | 80                 | 120                       | -                        | 120                |
| Insurance                         |       | -                         | 698                      | 698                | -                         | 676                      | 676                |
| Advertising & Marketing           |       | -                         | -                        | -                  | 338                       | -                        | 338                |
| Cleaning Materials                |       | -                         | 1,283                    | 1,283              | -                         | 101                      | 101                |
| Independent examination           |       | -                         | 600                      | 600                | -                         | 500                      | 500                |
| IT Software and Consumables       |       | -                         | 1,073                    | 1,073              | -                         | 605                      | 605                |
| Light, Power, Heating             |       | -                         | 3,800                    | 3,800              | -                         | 7,608                    | 7,608              |
| Telephone & Internet              |       | -                         | 720                      | 720                | -                         | 720                      | 720                |
| Miscellaneous Expenses            |       | 97                        | 193                      | 290                | (488)                     | 1,470                    | 982                |
| Printing & Stationery             |       | -                         | 445                      | 445                | 92                        | -                        | 92                 |
| Rates                             |       | -                         | -                        | -                  | -                         | 1,764                    | 1,764              |
| Water Rates                       |       | -                         | 305                      | 305                | -                         | 508                      | 508                |
| Repairs & Maintenance             |       | -                         | 920                      | 920                | -                         | -                        | -                  |
| Library fees and fines payable    |       | -                         | 394                      | 394                | -                         | 1,196                    | 1,196              |
| Waste Disposal                    |       | -                         | -                        | -                  | -                         | 331                      | 331                |
| Furniture and equipment           |       | -                         | 1,151                    | 1,151              | 784                       | -                        | 784                |
| Professional fees                 |       | -                         | 1,200                    | 1,200              | -                         | 58,078                   | 58,078             |
| <b>Total payments</b>             |       | <b>177</b>                | <b>15,500</b>            | <b>15,677</b>      | <b>846</b>                | <b>75,557</b>            | <b>76,403</b>      |
| <b>Net receipts/(payments)</b>    |       | <b>26,175</b>             | <b>15,197</b>            | <b>41,372</b>      | <b>2,157</b>              | <b>(24,954)</b>          | <b>(22,797)</b>    |
| <b>Transfers between funds</b>    | 3     | <b>(1,200)</b>            | <b>1,200</b>             | <b>-</b>           | <b>(11,694)</b>           | <b>11,694</b>            | <b>-</b>           |
| <b>Net movement in funds</b>      |       | <b>24,975</b>             | <b>16,397</b>            | <b>41,372</b>      | <b>(9,537)</b>            | <b>(13,260)</b>          | <b>(22,797)</b>    |
| Cash funds brought forward        |       | 18,613                    | 15,882                   | 34,495             | 28,150                    | 29,142                   | 57,292             |
| <b>Cash funds carried forward</b> |       | <b>43,588</b>             | <b>32,279</b>            | <b>75,867</b>      | <b>18,613</b>             | <b>15,882</b>            | <b>34,495</b>      |

**Walkley Carnegie Library**

**Statement of assets and liabilities  
As at 31 March 2021**

|  | <b>2021</b>          | <b>2020</b>          |
|--|----------------------|----------------------|
|  | <b>£</b>             | <b>£</b>             |
| <b>Cash assets</b>   |                      |                      |
| Bank   | 75,577               | 34,337               |
| Cash   | 290                  | 158                  |
|  | <u><b>75,867</b></u> | <u><b>34,495</b></u> |
|  |                      |                      |
|  | <b>2021</b>          | <b>2020</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Debtors</b>   |                      |                      |
| Grant due - Sheffield City Council - Associate Library Grant | -                    | 3,738                |
| Prepayments  | -                    | 138                  |
|  | <u><b>-</b></u>      | <u><b>3,876</b></u>  |
|  |                      |                      |
|  | <b>2021</b>          | <b>2020</b>          |
|  | <b>£</b>             | <b>£</b>             |
| <b>Liabilities</b>   |                      |                      |
| Independent examination fee                                  | 540                  | 600                  |
|  | <u><b>540</b></u>    | <u><b>600</b></u>    |

Approved by the trustees on 27 January 2022 and signed on their behalf by:



Christopher Reece  
Chair (Acting)



Matthew Gilbert  
Trustee

**Walkley Carnegie Library**

**Notes to the accounts**

**For the year ended 31 March 2021**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Grants & donations**

|  | <b>Unrestricted fund</b> | <b>Restricted funds</b> | <b>Total 2021</b> | <b>Unrestricted fund</b> | <b>Restricted funds</b> | <b>Total 2020</b> |
|--|--------------------------|-------------------------|-------------------|--------------------------|-------------------------|-------------------|
|  | <b>£</b>                 | <b>£</b>                | <b>£</b>          | <b>£</b>                 | <b>£</b>                | <b>£</b>          |
| Sheffield City Council - Associate Library Grant | -                        | 18,697                  | 18,697            | -                        | 12,645                  | 12,645            |
| Sheffield City Council - Book grant              | -                        | 2,000                   | 2,000             | -                        | -                       | -                 |
| Sheffield City Council - Covid-19 support        | 25,000                   | -                       | 25,000            | -                        | -                       | -                 |
| Sheffield City Council - Capital work            | -                        | 10,000                  | 10,000            | -                        | -                       | -                 |
| Heritage Lottery Fund                            | -                        | -                       | -                 | -                        | 26,800                  | 26,800            |
| Arts Council National Lottery                    | -                        | -                       | -                 | -                        | 1,471                   | 1,471             |
| Sheffield City Council - Dementia Project        | -                        | -                       | -                 | -                        | 8,289                   | 8,289             |
| General Donations                                | 1,031                    | -                       | 1,031             | 350                      | -                       | 350               |
|  | <b>26,031</b>            | <b>30,697</b>           | <b>56,728</b>     | <b>350</b>               | <b>49,205</b>           | <b>49,555</b>     |

**3 Restricted funds**

|  | <b>Funds b/fwd</b> | <b>Receipts</b> | <b>Payments</b> | <b>Transfers</b> | <b>Funds c/fwd</b> |
|--|--------------------|-----------------|-----------------|------------------|--------------------|
|  | <b>£</b>           | <b>£</b>        | <b>£</b>        | <b>£</b>         | <b>£</b>           |
| Sheffield City Council - Associate Library Grant | 14,848             | 18,697          | (11,906)        | -                | 21,639             |
| Heritage Lottery Fund                            | -                  | -               | (1,200)         | 1,200            | -                  |
| Sheffield City Council - Book grant              | -                  | 2,000           | (2,000)         | -                | -                  |
| Sheffield City Council - Capital work            | -                  | 10,000          | -               | -                | 10,000             |
| Dementia Project                                 | 950                | -               | -               | -                | 950                |
| Fees and fines on behalf of SCC                  | 84                 | -               | (394)           | -                | (310)              |
|  | <b>15,882</b>      | <b>30,697</b>   | <b>(15,500)</b> | <b>1,200</b>     | <b>32,279</b>      |

**Heritage Lottery Fund**

The grant towards the development work was balanced at £nil as at the start of the financial year. A late invoice of £1,200 was incurred on the project - unrestricted funds have been transferred to cover this cost.

*Prior year comparison*

|   | <b>Funds b/fwd</b> | <b>Receipts</b> | <b>Payments</b> | <b>Transfers</b> | <b>Funds c/fwd</b> |
|---|--------------------|-----------------|-----------------|------------------|--------------------|
|   | <b>£</b>           | <b>£</b>        | <b>£</b>        | <b>£</b>         | <b>£</b>           |
| <i>Sheffield City Council - Associate Library Grant</i> | <i>25,486</i>      | <i>12,645</i>   | <i>(16,283)</i> | <i>(7,000)</i>   | <i>14,848</i>      |
| <i>Heritage Lottery Fund</i>                            | <i>1,405</i>       | <i>26,800</i>   | <i>(47,178)</i> | <i>18,973</i>    | <i>-</i>           |
| <i>Arts Council National Lottery</i>                    | <i>3,829</i>       | <i>1,471</i>    | <i>(5,021)</i>  | <i>(279)</i>     | <i>-</i>           |
| <i>Dementia Project</i>                                 | <i>(1,460)</i>     | <i>8,289</i>    | <i>(5,879)</i>  | <i>-</i>         | <i>950</i>         |
| <i>Fees and fines on behalf of SCC</i>                  | <i>(118)</i>       | <i>1,398</i>    | <i>(1,196)</i>  | <i>-</i>         | <i>84</i>          |
|   | <b>29,142</b>      | <b>50,603</b>   | <b>(75,557)</b> | <b>11,694</b>    | <b>15,882</b>      |

## Walkley Carnegie Library

### Notes to the accounts (continued)

For the year ended 31 March 2021

#### 3 Restricted funds ( continued)

##### *Heritage Lottery Fund*

*Sheffield City Council gave permission for £7,000 to be used towards the development work also funded by Heritage Lottery Fund, so this amount has been transferred between the restricted funds. A further £11,973 has been transferred from unrestricted funds to cover the deficit - the Heritage Lottery only covered a proportion of the total spend. There was a further spend in 20/21 and some grant may be due back to the funder - this will be accounted when the bank transactions take place.*

##### *Arts Council National Lottery*

*£150 of overheads and the remaining small underspend (which has not been requested back by the funder) has been transferred to unrestricted funds). In addition £2,339 was paid directly by the Guild of St George who partnered in the project.*

#### 4 Trustees' remuneration, expenses and benefits

The charity trustees were not paid or received any other benefits from employment in the year (2020: £nil) neither were they reimbursed expenses during the year (2020: £nil).

Dr Anne Bore received £nil (2020: £300) for her role as evaluator of the Arts Council National Lottery funded project.

No other charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

#### 5 Related party transactions

The spouse of Matthew Gilbert, a trustee, received £nil (2020: £1,054) for freelance work on the Arts Council National Lottery funded project.

There were no other related party transactions.