

**Registered Charity Number: 1159745**

**Walkley Carnegie Library**

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

## **Walkley Carnegie Library**

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## **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.

### **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 fund £	Restricted funds £	Total 2023 £	Unrestricted fund £	Restricted funds £	Total 2022 £
<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

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

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

*Ruth R van Eeden*

Ruth van Eeden  
Chair

*K. Elliott*

Kate Elliott  
Trustee

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**

	Unrestricted fund £	Restricted funds £	Total 2023 £	Unrestricted fund £	Restricted funds £	Total 2022 £
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**

	Funds b/fwd £	Receipts £	Payments £	Transfers £	Funds c/fwd £
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>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>32,279</b>	<b>16,533</b>	<b>(14,754)</b>	<b>474</b>	<b>34,532</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.