

# FRIENDS OF HIGHGATE LIBRARY CHARITABLE FOUNDATION

England & Wales · Charity number 1161601

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2015-05-11

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

## Contact

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**Address** 6 Laurier Road  
London  
NW5 1SG

**Phone** 02074857305

**Email** [secretary@fohlcf.com](mailto:secretary@fohlcf.com)

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

## Activities

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**Objects:** 1) TO ADVANCE THE EDUCATION OF THE PUBLIC IN HIGHGATE BY PROVIDING, OR ASSISTING IN THE PROVISION OF, A PUBLIC LIBRARY AND ASSOCIATED SERVICES, INCLUDING BUT NOT LIMITED TO, INFORMATION AND STUDY FACILITIES, EDUCATIONAL PROGRAMMES, COURSES, CLASSES AND LECTURES.2) TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES AT THE HIGHGATE LIBRARY AND THE HIGHGATE LIBRARY CIVIC AND CULTURAL CENTRE FOR MEETINGS, CLASSES, LECTURES AND RECREATION OR OTHER LEISURE TIME OCCUPATION FOR THOSE INDIVIDUALS LIVING AND WORKING IN THE LONDON BOROUGH OF CAMDEN AND THE SURROUNDING AREA IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INDIVIDUALS.3) SUCH CHARITABLE PURPOSES FOR THE PUBLIC BENEFIT AS ARE EXCLUSIVELY CHARITABLE ACCORDING TO THE LAWS OF ENGLAND AND WALES AS THE TRUSTEES MAY FROM TIME TO TIME DETERMINE.

**Activities:** To advance the education of the public in Highgate by providing, or assisting in the provision of a public library and associated services including, but not limited to, information and study facilities, educational programmes, courses, classes and lectures. To provide or assist in the provision of facilities at Highgate Library and Highgate Library Civic and Cultural Centre for meetings, classes.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

- Camden
- Haringey
- Islington

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£4,968	£12,041	-	-
2024-03-31	£8,275	£6,827	-	-
2023-03-31	£11,140	£8,555	-	-
2022-03-31	£13,895	£13,270	-	-
2021-03-31	£1,642	£1,169	-	-

## Trustees

Name	Role	Appointed
LINDA LEFEVRE	Chair	2023-06-08
AGNES STEWART		2022-11-15
Caroline Anstiss		2024-03-04
Patrick Lefevre		2024-03-04
Paul Harris		2024-11-28
SARAH HARRISON		2023-06-08
Thomas Selway Spencer		2025-06-27
Virginia Kerridge		2025-04-29

**FRIENDS OF HIGHGATE LIBRARY CHARITABLE FOUNDATION**

England & Wales - Charity number 1161601

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# Accounts

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## **Friends of Highgate Library Charitable Foundation**

### **Report of the Trustees for the year 1 April 2024 to 31 March 2025**

The trustees present their annual report and income and expenditure statement for the year from 1 April 2024 to 31 March 2025 and confirm they comply with the Charities Act 2011. The AGM for the year 2024/25 was held on 29 April 2025.

#### **Reference and Administrative Information**

Charity Name: Friends of Highgate Library Charitable Foundation  
Charity Registration Number: 1161601

#### Trustees:

Caroline Anstiss  
Sarah Carrier (resigned 18 June 2024)  
Michele Cohen  
Paul Harris (Treasurer)  
Sarah Harrison  
Margot Kafno  
Virginia Kerridge (Secretary)  
Linda Lefevre (Chair)  
Patrick Lefevre  
Agnes Stewart  
Fabian Watkinson (resigned 18 June 2024)

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

##### **Governing document**

Friends of Highgate Library Charitable Foundation (“FOHLCF”) is constituted as a Charitable Incorporated Organisation registered with the Charity Commission in May 2015 under charity number 1161601. It is governed by a constitution filed with the Commission.

##### **Organisational structure**

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits. The trustees meet together as a body four times a year and are responsible for all decisions taken in relation to the running of Highgate Library and the running of the Highgate Library Hall (previously known as the Highgate Library Civic and Cultural Centre (“HLCCC”).

The charity works in partnership with the London Borough of Camden (“Camden”) Library Services to run Highgate Library. Details of the partnership are set out in a Memorandum of Understanding dated 1 June 2015. To assist in the smooth running of Highgate Library the trustees have delegated responsibility to a management group who meet regularly with officers and staff from Camden in a Highgate Library Management Group (“HLMG”). The operation of letting the Highgate Library Hall has similarly been delegated to a small group “the Hall group.” Each group reports to the full trustees at meetings.

## **Recruitment and appointment of trustees**

As at 31 March 2025 there were nine trustees. Sarah Carrier and Fabian Watkinson resigned as trustees on 18 June 2024. Paul Harris was reappointed as a trustee on 28 November 2024 and reappointed as treasurer. Virginia Kerridge was reappointed as a trustee on 29 April 2025 and reappointed as secretary. Toby Faber continued as President.

## **Objectives and activities**

The objects of the charity are set out in the charity's constitution as follows:

- 1 To advance the education of the public in Highgate by providing, or assisting in the provision of, a public library and associated services, including but not limited to, information and study facilities, educational programmes, courses, classes, and lectures.
- 2 To provide or assist in the provision of facilities at the Highgate Library and the Highgate Library Civic and Cultural Centre for meetings, classes, lectures and recreation or other leisure time occupation for those individuals living and or working in the London Borough of Camden and the surrounding area in the interests of social welfare and with the objective of improving the conditions of life of the said individuals.
- 3 Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

All the activities of the charity are carried out by volunteers. All our trustees and volunteers give of their time freely. HLMG recruit and arrange for training of new volunteers to the Library. All volunteers working in Highgate Library are DBS checked. FOHLCF also arranges use of Highgate Library Hall with the organisation and opening and closing of the Hall done entirely by volunteers. The Hall is a much-needed community space in the area.

## **Activities and achievements**

The charity carries out core activities in pursuance of its charitable aims. The trustees consider that these activities, summarised in this report, provide benefit to the community surrounding Highgate Library which includes Highgate Newtown, Dartmouth Park, and Highgate.

Governance is reviewed annually. Policies approved/reviewed included Conflict of Interest Policy, Due Diligence Policy, Financial Controls Policy, Reserves Policy.

## **HIGHGATE LIBRARY**

Compliance with the terms of the Memorandum of Understanding and development of Highgate Library are monitored by the quarterly meetings of a committee comprising Fiona Tarn (Camden Head of Libraries), Linda Lefevre, Sarah Harrison, and Thanos Morphitis. The Library is managed by the Highgate Library Management Group "HLMG." The FOHLCF members are trustees Sarah Harrison (Chair), Paul Harris and Michele

Cohen and Library volunteers Reg Herring and Cathy Richins. Camden Libraries is represented by Abdul Kashim and Iqbal Hussain.

## **Report on Highgate Library for the year April 2024-March 2025**

*Report from Sarah Harrison, Chair of Highgate Library Management Group*

Highgate Library was closed to the public from the beginning of 2024 until November 2024 for major building works to be undertaken. The key principles guiding the work were decarbonisation and restoration. Details of this work were set out in last year's report.

FoHLCF, whilst not formally involved in the project, played a significant part in ensuring the success of the work including: providing an alternative design for the entrance lobbies; ensuring the improvement of the hall facilities by replacing a defunct computer frame with a small kitchen and a disabled WC; and, ensuring the restoration of the original parquet floors throughout the Library and the Library Hall.

The Charity also funded and managed: the restoration of the original iron railings; new storage units designed and built within the Library Hall; and sourced and part funded new notice boards for the whole Library.

The Charity's contribution to the success of the building works was recognised by all those involved including the Camden Property Manager, the Building Project manager and Camden Libraries.

The refurbishment of Highgate Library was essentially completed by mid-November 2024, so on 19 November 2024 there was a "soft opening". This allowed the public access to the Library and use of its services. Over 100 people came in every day, and the refurbished building was greeted with delight.

On 4 December 2024 FoHLCF organised and funded an event at which the Charity's President, Toby Faber of the publishers Faber and Faber, and Councillor Samata Khaton, the Mayor of Camden, formally re-opened Highgate Library. It was a joyous occasion, which provided the opportunity to pay tribute to all those who had made key contributions to the refurbishment including Anna Wright, our ward councillor; the building team and its Project Manager Gary Watson; and Camden Council who principally had funded the work. FoHLCF invited the supporting neighbourhood organisations such as the Highgate Newtown Community Partnership, Highgate Cemetery and Brookfield School. Following the formal reopening FoHLCF organised tours of the Library on several dates for local people and FoHL members to see the refurbishment and highlight its decarbonisation elements.

When Highgate Library was closed in January 2024 Camden Libraries made a major effort to find alternative temporary location. However as this was not successful Camden Libraries organised a pop-up library from April to November 2024 to ensure that there was at least some library service in the area. A bus, stocked with some children's books and books reserved by adults, parked near the library three afternoons a week. While this was not heavily used it did lead to two major positive initiatives.

Firstly, at the initiative of the Library volunteers, the Library developed closer relations with Highgate Cemetery. They requested permission for the pop-up bus to park outside the

Chester Road Cemetery gates which was granted. It provided a convenient, visible and consistent place for the bus. A wonderful tour of the Cemetery for library volunteers was organised, focusing on FoHL members and key authors buried there. FOHLCF initiated discussion with the Cemetery about the disconnection of people living around the Library from the Cemetery. From this was developed a project to allow the Library to run art and photography classes in the Cemetery for library users, with free access for those involved. The first art class is to be held in summer 2025.

Secondly, Brookfield School, the adjacent primary school, invited the pop-up library bus into their playground every week. Each class was brought by their teacher to the bus to borrow a book and to enrol for the Summer Reading Challenge if they wished to do so. It was clear that the children, many of whom had never been to Highgate Library before, even though it is almost next door, really loved their visits to the bus. From this grew the determination to make school visits to the Library a regular part of the school programme. Since January 2025 each week a class comes to the Library for an hour. The children learn about libraries and can borrow books. We have initiated a system that allows all children to participate even if they do not have a library card, by having a class library card which the teacher holds. The Brookfield visits are arranged and managed by the Library volunteers.

From January 2025 one focus of the Charity's work has been, with library staff, to provide adequate space for the books. Once achieved, all the books have been re-shelved, improved labelling created and the children's library facilities improved with a new carpet and bean bags. For the first time in a long while there is now sufficient shelving for all the books in the library except for the picture books for young children. This problem is being addressed by ordering another unit for these books. Designed to maintain the style of the current red book train and funded by the charity, this will be installed in 2025.

Another focus has been to re-establish activities that stopped during the refurbishment. The Toy Library, which is entirely funded by the FOHLCF, re-started its weekly sessions in January 2025. A local nursery has begun bringing its children every week, and it is planned to establish a borrowing system like that set up for Brookfield School so that the nursery can borrow toys. As it remains the only Toy Library in Camden Libraries and is clearly valued by its users, the Charity has decided to extend its funding for another 3 years.

Camden Council's policy for its libraries is to extend the range of activities they offer becoming an important part of its public facing work. The Charity is working with Camden Library staff to develop a programme of activities for adults and children which makes use of the three spaces that now exist in the library, spaces where activities can take place without disturbing the quiet environment cherished by many library users. A very successful 'Fun with Science' short course has been developed and run by the Charity's Library volunteers. A short art course involving time in the Cemetery will be starting shortly. Working with the Highgate Newtown Community Partnership, FOHLCF is currently seeking funding for those activities which require specialist tutors and/or equipment and materials.

Throughout the year FOHLCF Library volunteers have, with Camden library staff, continued to manage and staff the Highgate Library service. Volunteers regularly joined staff on the pop-up bus, and since the Library re-opened volunteers have been working with staff every day the Library was open. The FOHL members of the Highgate Library

Management Group have met regularly with the Camden Library staff members to shape the development of the Library and resolve any issues. They also joined Camden Libraries staff on major training days. The FOHL members of the team that, with the Head of Camden Libraries, monitor the legal agreement between the parties (the Memorandum of Understanding) have also met regularly to discuss the overarching issues currently concerning libraries in general and Highgate Library in particular. The working relationship between the Charity's Library volunteers and Camden Libraries has, at all levels, been positive and productive, and is seen as such by all involved.

Aware that the expanding activities at Highgate Library will require more volunteers to support the service, FOHLCF has this year been actively recruiting and training new volunteers. We currently have 30 active Library volunteers including four trainees who have almost completed their training. We have a further six new volunteers who are about to start their training, and another two who have expressed a firm desire to become a library volunteer. The widespread interest in becoming a volunteer and the fact that many volunteers have been involved for over a decade is a very positive indication of the health of the Charity. It provides an important service to the community as well as providing interesting and rewarding occupation for its volunteers. We have had no negative incidents with the volunteers.

In the year from April 2024 to March 2025 FOHLCF has again made major contributions to Highgate Library. These included providing trained volunteers to staff the Library throughout its opening hours, introducing and funding new initiatives and facilities and playing an important role in work of refurbishing the building. The arrangement for FOHLCF to jointly and equally manage and staff Highgate Library with Camden Libraries has been shown to bring major benefits to this public service.

## **HIGHGATE LIBRARY HALL**

*Report from Linda Lefevre, Chair of FOHLCF and the Hall Group*

The Hall is now known as Highgate Library Hall following the change from FOHLCF having a licence and a new agreement has been drafted with Camden Library Service. This has yet to be signed. A formal document on the current arrangement with Camden Council is also awaited.

From March 2024 to January 2025 the Hall was out of use due to the refurbishment works. Public talks have been held in the Hall monthly since January 2025. The Hall is now being hired out by the Charity during the day on Sundays, Mondays and Fridays and after 6pm on other evenings. Occasional daytime use on other days is negotiated with the Library service.

Since February 2025 regular groups for Pilates, Dance and Yoga have used the Hall plus an under-fives activity group monthly on Sunday mornings. A book group uses the Hall monthly at no charge. In addition there have been two birthday parties, a residents' meeting and a Council hire to consult local residents.

A team of four volunteers manages the Hall as caretakers for the private hire.

## FINANCE REPORT

Report from Paul Harris, FOHLCF Treasurer

### 1. Accounts for 2024-25

Current Account b/f	<b>18,580.96</b>	
Deposit Account b/f		30,719.52 <sup>1</sup>

#### Income

Interest received	740.29	
Book Sales	54.56	
Donations	350.00	
Decarbonisation Funding	1855.28	
Hall Rentals	1895.00	
Insurance Refund	52.57	
Total	<b>4207.41</b>	

#### Expenditure

Decarbonisation Project*	10187.93 <sup>2</sup>	
IT Support	370.87	
Toy Library Service	570.00	
Library Supplies	170.23	
Insurance	338.63	
Subscription (CHS)	15.00	
Children's Xmas Gifts	33.99	
Brookfield School Prizes	90.31	
Volunteer Events	264.01	
Total	<b>12,040.97</b>	

Closing balance (Current a/c)	<b>10,747.40</b>	
Deficit	(7,833.56)	

Deposit Account c/f		31459.81
Charity total funds		<b>42207.21</b>

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1. The Charity placed £30,000 of funds in a short term deposit account with Lloyd's Bank in May 2023. This yields interest currently at 2.04% pa. Interest received to date is £1459.81.

2. The Charity's contribution of funds towards this project included refurbishment and repainting of the perimeter railings, installation of additional shelving and cork noticeboards, and custom building of hall storage spaces for regular library and hirer activities.

## General Finances and Outlook for 2025-26

Following closure of the Library in December 2023, income from the Hall and other sources was paused. The Library reopened officially in December 2024 following the successful completion of the decarbonisation project. As agreed with Trustees the Charity made a significant contribution of funds towards the project – this included refurbishment and repainting of the perimeter railings, installation of additional shelving and cork noticeboards, and custom built storage spaces in the Hall for regular library and hirer activities. The Charity's contribution to the project exceeded £10k. The remainder of our expenses remain in line with inflation.

It is also important to note the significant professional and technical contributions made by HLMG members to the Camden team over the 15 months of planning and implementation of the decarbonisation project. This enabled inclusion of many additional improvements not initially within the project scope e.g. provision of the disabled toilet and a new kitchen space in the Hall, and the refurbishment and re-laying of the original oak flooring throughout the Library and the Hall. Over the project life a conservative estimate of HLMG's contribution would reveal an excess of 1,000 hours provided to the project, which in professional terms represents over £100k in consultancy fees pro bono.

Following the Library's reopening we have seen a resumption of Hall lettings. However, as the Hall is now considered part of the Library itself, our revenue expectations must be set against the Library's need to use the Hall space for an expanding range of popular activities during opening times. HLMG's plans are to submit a major application for grant support to fund existing and new activities for all age groups within the community in keeping with Camden's vision for the Library to become a community hub. It is commendable to note that Camden are one of the few boroughs across the UK that are investing seriously in the future of libraries, having completed West Hampstead, Holborn and Swiss Cottage following Highgate's completion.

In summary, after significant contribution to the decarbonisation project the Charity's financial position remains strong. Our current account has sufficient funds, with contingency, to cover our expected costs over the 2025-26 financial year, whilst the deposit account continues to accrue interest.

This Annual Report of the Trustees for the year from 1 April 2024 to 31 March 2025 is approved by the trustees and signed on their behalf by:



Linda Lefevre (Chair)



Receipts and payments accounts

CC16a

For the period  
from

01/04/2024

To

31/03/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bank Interest	760		-	760	720
Book Sales	55		-	55	95
Decarbonisation Project Funding	1,855		-	1,855	-
Donations	350		-	350	665
Hall Rentals	1,895		-	1,895	6,796
Insurance Refund	53		-	53	-
<b>Sub total (Gross income for AR)</b>	<b>4,968</b>	<b>-</b>	<b>-</b>	<b>4,968</b>	<b>8,276</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>4,968</b>	<b>-</b>	<b>-</b>	<b>4,968</b>	<b>8,276</b>
<b>A3 Payments</b>					
Borookfield School Prizegiving	90	-	-	90	143
Decarbonisation Project Costs	10,188	-	-	10,188	-
Insurance	339	-	-	339	296
IT Support & Equipment	371	-	-	371	1,064
Library Expenses	170	-	-	170	1,901
Toy Library	570	-	-	570	2,732
Subscription	15	-	-	15	15
Volunteer Events	264	-	-	264	572
Xmas Event	34	-	-	34	103
<b>Sub total</b>	<b>12,041</b>	<b>-</b>	<b>-</b>	<b>12,041</b>	<b>6,826</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>12,041</b>	<b>-</b>	<b>-</b>	<b>12,041</b>	<b>6,826</b>
<b>Net of receipts/(payments)</b>	<b>(7,073)</b>	<b>-</b>	<b>-</b>	<b>7,073</b>	<b>1,450</b>
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>49,280</b>	<b>-</b>	<b>-</b>	<b>49,280</b>	<b>47,830</b>
<b>Cash funds this year end</b>	<b>42,207</b>	<b>-</b>	<b>-</b>	<b>42,207</b>	<b>49,280</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	42,207	-	-
		-	-	-
		-	-	-

<b>Total cash funds</b>	42,207	-	-
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(agree balances with receipts and payments account(s))

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-



**B4 Assets retained for the  
charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

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

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

Signature	Print Name	Date of approval
	Paul Harris, Treasurer	29/04/2025
	Virginia Kerridge, Secretary	29/04/2025

**FRIENDS OF HIGHGATE LIBRARY CHARITABLE FOUNDATION**

England & Wales - Charity number 1161601

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# Accounts

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## **Friends of Highgate Library Charitable Foundation**

### **Report of the Trustees for the year 1 April 2023 to 31 March 2024**

The trustees present their annual report and income and expenditure statement for the year from 1 April 2023 to 31 March 2024 and confirm they comply with the Charities Act 2011. The AGM for the year 2023/24 was held on 18 June 2023.

### **Reference and Administrative Information**

Charity Name: Friends of Highgate Library Charitable Foundation  
Charity Registration Number: 1161601

#### Trustees:

Sarah Harrison  
Linda Lefevre (Chair)  
Agnes Stewart  
Sarah Carrier  
Michele Cohen  
Patrick Lefevre  
Margot Kafno  
Fabian Watkinson  
Virginia Kerridge (Secretary)  
Paul Harris (Treasurer)  
Caroline Anstiss

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

#### **Governing document**

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The charity works in partnership with the London Borough of Camden (“Camden”) Library Services to run Highgate Library. Details of the partnership are set out in a Memorandum of Understanding dated 1 June 2015. To assist in the smooth running of Highgate Library the trustees have delegated responsibility to a management group who meet regularly with officers and staff from Camden in a Highgate Library Management Group (“HLMG”). The operation of letting the HLCCC has similarly been delegated to a small group “the Hall group.” Each group reports to the full trustees at meetings.

## **Recruitment and appointment of trustees**

During the year 1 April 2023 to 31 March 2024 there were eleven trustees. Sarah Harrison, Linda Lefevre and Margot Kafno were each reappointed as trustees on 8 June 2023. Caroline Anstiss was appointed as a trustee on 4 March 2024 and Patrick Lefevre was reappointed on 4 March 2024. Sarah Carrier and Fabian Watkinson resigned as trustees after the end of the year in question on 18 June 2024. Toby Faber continued as President.

## **Objectives and activities**

The objects of the charity are set out in the charity's constitution as follows:

- 1 To advance the education of the public in Highgate by providing, or assisting in the provision of, a public library and associated services, including but not limited to, information and study facilities, educational programmes, courses, classes, and lectures.
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All the activities of the charity are carried out by volunteers. All our trustees and volunteers give of their time freely. HLMG recruit and arrange for training of new volunteers to the Library. All volunteers working in Highgate Library are DBS checked. FOHLCF operates the hiring of the HLCCC (now known at Highgate Library Hall) entirely with volunteers. The Hall is a much-needed community space in the area.

## **Activities and achievements**

The charity carries out core activities in pursuance of its charitable aims. The trustees consider that these activities, summarised in this report, provide benefit to the community surrounding Highgate Library which includes Highgate Newtown, Dartmouth Park, and Highgate.

Governance was reviewed and policies approved/reviewed included Conflict of Interest Policy, Due Diligence Policy, Financial Controls Policy, Reserves Policy.

## HIGHGATE LIBRARY

Compliance with the terms of the Memorandum of Understanding and development of Highgate Library are monitored by the quarterly meetings of a committee comprising Fiona Tarn Head of Libraries, Linda Lefevre, Sarah Harrison, and Thanos Morphitis. The Library is managed by the Highgate Library Management Group "HLMG." The FOHL members are Sarah Harrison (Chair), Paul Harris, Reg Herring, Michele Cohen and Cathy Richins. Camden Libraries' Department is represented by Abdul Kashim and Iqbal Hussain.

### **Report on Highgate Library for the year April 2023-March 2024**

*Report from Sarah Harrison, Chair of Highgate Library Management Group*

The year 2023 to 2024 was dominated by the planning and initiation of a major refurbishment of the Library. FoHLCF, the ward councillors and some Council officers had been aware of the poor state of the building for some years and had been pushing for serious maintenance work. It was therefore a relief to hear early in the summer of 2023 that Camden Council was applying for Salix funding from central government with the intention of financing the rest of the costs itself.

The key elements identified for the work were:

- improving the thermal efficiency of the building by insulating the inside of the external walls wherever possible and appropriate, insulating the one part of the floor that is accessible, replacing all the five roofs with new insulated roofs, and replacing or upgrading all the windows, skylights and doors to retain heat and eliminate draughts
- replacing the old oil boiler heating system with one using air source heat pumps (ASHPs), replacing all the radiators and dividing the current single system into two with the Library and the Library Hall having separate systems
- installing over 60 PV panels on the flat roofs to generate electricity to run the building including the ASHPs.

The other driving principle of the work was restoration of the sadly neglected Grade II listed building. This included:

- dealing with subsidence in the library garden and the cracks it had created
- significant areas of repointing
- rewiring the entire building
- installing a new data system throughout the building
- repainting the entire building

It was hoped that the funding would be sufficient to repair the original parquet flooring and replace the original blinds.

Some trustees and other volunteers played an important role in discussing the initial designs, putting forward proposals that led to significant improvements in several aspects of the project. Trustees also identified a more cost-effective subcontractor to carry out the IT upgrade.

We learnt in the late summer that the Salix bid had been successful with the Council raising the rest of the £1.7m required for the project. The start of the seven-month project was originally projected for September 2023, then postponed until January 2024 with the Library staying open until Christmas 2023. Ergro, selected as lead contractors, began work in January 2024. The work progressed well and was completed after 11 months at the beginning of December 2024.

Trustees and FOHLCF volunteers played a key role in planning and packing up the Library and were also involved in developing plans to provide a temporary library provision for the neighbourhood. Unfortunately, Camden was unable to find suitable premises for this. It was agreed that a mobile library service would be provided several afternoons a week starting from April.

While the planning for the refurbishment was going on, the Library continued to operate as normal until Christmas 2023. The numbers of users increased, particularly preschool age children and their parents/carers. The activities for this age group were so popular we had on occasions to turn some people away. The new facilities for study and reading, some funded by Camden, some by FOHLCF, proved to be very popular leading to an increase in older school children and students using the library as a place to study.

FOHLCF raised money to install temporary secondary glazing to the windows in winter 2023/24. As a result of this, and with the new study tables and comfortable reading chairs, Highgate Library was selected by the Council as one of the ward's "Warm Places" for residents to use during the cold days of winter when the cost of living crisis was making it difficult for many to afford to heat their own homes.

FOHLCF introduced a "New Book" table which led to many people popping in to check what new books had arrived. The use of the Meeting Room (designed and funded by the FoHLCF) was increasing slowly although our awareness that the Library would be closed for the refurbishment from Christmas meant that we did not publicise it as we would normally have done. This will be a priority once the Library reopens.

The trained FOHLCF Library volunteers continued to staff and manage the library throughout the period until Christmas, with at least one volunteer in the Library throughout the opening hours. The number of volunteers doing weekly or monthly sessions or providing cover for holidays remained steady, with two volunteers leaving and two new volunteers joining. We had enquiries from several people wanting to become volunteers but decided to put these on hold until the library re-opens after the refurbishment.

In Autumn 2023 Camden Libraries proposed trialling a new management arrangement at Highgate Library. We now have a Community Library Manager, Iqbal Hussain, who is responsible for Highgate and another Library, effectively reducing it to a part-time role. To balance the resulting reduction of management input and to ensure adequate Library staff input, the front-line Library Officers were increased from one to two, except on Saturdays where only one staff member was present. It was agreed that this arrangement would be reviewed in April 2024. To date it has been working well administratively, but the Trustees have concerns that the time it allows to develop the Library as a neighbourhood hub is

insufficient. Expanding the role of libraries to become neighbourhood hubs is a key aim of Camden Council.

It was agreed that the Memorandum of Understanding (MOU), drawn up in 2015, needed to be updated. The MOU is the legal agreement that sets out the terms on which Camden Libraries and FOHLCF work together to manage and staff Highgate Library. The process of amending of the MOU is in hand, and it is intended that the revised agreement will be signed in the near future.

April 2023 to March 2024 was a year in which FOHLCF made major contributions to Highgate Library. These included providing trained volunteers to staff the Library throughout the opening hours; introducing new initiatives and facilities; and, playing an important role in the plans for the major refurbishment of the building. FOHLCF contributed over 4,000 hours of volunteer work and over £3,000 worth of equipment and books during the year.

The arrangement for FOHLCF to jointly and equally manage and staff Highgate Library with Camden Libraries has been shown to bring major benefits to this public service.

## **HIGHGATE LIBRARY CIVIC AND CULTURAL CENTRE**

*Report from Linda Lefevre, Chair of FOHLCF and the Hall Group*

There was no longer a formal arrangement for use of the Hall with Camden Council during this time.

The Hall, titled Civic and Cultural Centre, was used for Library activities, two sessions for families with under-fives, a chess club for adults and children and a monthly book group. Cultural activities, including a monthly author talk organised by the Friends, have continued. Exercise classes, community meetings, a film club, a nursery nativity, choir rehearsals and family events were booked and paid for alongside these. The last use of the Hall in December 2023 was for one of our cultural events, a Pop Up play about John Keats who lived in Highgate.

In December 2023 all equipment was packed up and removed to storage to allow for the major building improvement outlined in the report from the Library Management Group. The future plan is for the Hall to be used as part of Highgate Library and its services with continued community use through booked sessions managed by the Friends.

## **FINANCE REPORT**

*Report from Paul Harris, FOHLCF Treasurer*

### **General Finances and Outlook for 2024-25**

The charity had income of £8,275 and expenditure of £6,826 giving rise to a surplus of £1449.

There were no funding bids made during this year. But an application was made successfully to reallocate the CIL grant for a Computer Club to the enable us to continue to fund the Toy Library for a further 3 years.

Significant items of expenditure were made to support our volunteers who work in the Library and run the hiring of the Hall; to fund repairs and new equipment in the Library; to fund the Toy Library; and to fund new audio visual equipment for the Hall.

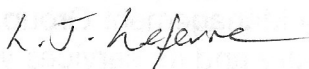
Camden have agreed to amalgamate the Hall with the Library, returning it to its original status. FOHLCF will no longer have contracted licensee status. This has been reflected in an updated Memorandum of Understanding. FOHLCF will continue to receive rental income from private hirers based on a new tariff of charges, but it is envisaged the greater use of the Hall will be made for Library run activities. whilst balancing the delivery of Library services when needed from the Hall.

The original CIL grant allowed the charity to engage Rosanna over the last three years to deliver the popular and successful Toy Library service. When the Library closed for refurbishment in December 2023 trustees resolved to pay a phased retainer to Rosanna of 2 x £500 payments as compensation for her loss of earnings, but contingent on her commitment to continue to run the Toy Library. With this retention payment the ring fenced CIL funding for this service was exhausted but the charity was able to reallocate other CIL funding to enable funding for a further 3 years.

Following closure of the Library in December 2023, income from the Hall and other sources ceased. Following the change of status of the Hall we expect to resume hiring to community and similar groups from the beginning of 2025. Conservatively, we might expect to receive an income of £500 per month. Although the charity will no longer have rental outlay, allowance is expected for future administration costs for invoicing and paying for someone to lock up the Hall after late evening hires.

Overall, the charity's finances remained robust in the year with funds at year end standing at £49.5k. It is anticipated that the charity will want to draw on its funds significantly next year to enhance the facilities in the Library and Hall including building new storage in the Hall.

This Annual Report of the Trustees for the year from 1 April 2023 to 31 March 2024 is approved by the trustees and signed on their behalf by:



Linda Lefevre (Chair)



### Receipts and payments accounts

For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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#### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall Lettings	6,796	-	-	6,796	7,660
Warm Spaces Grant	-	-	-	-	2,618
Donations	665	-	-	665	862
Surplus Book Sales	95	-	-	95	-
Bank Interest	720	-	-	720	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>8,275</b>	<b>-</b>	<b>-</b>	<b>8,275</b>	<b>11,140</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8,275</b>	<b>-</b>	<b>-</b>	<b>8,275</b>	<b>11,140</b>
<b>A3 Payments</b>					
Toy Library Service	2,732	-	-	2,732	2,606
Warm Spaces Furniture	-	-	-	-	2,594
Brookfield School Prizegiving	143	-	-	143	-
Management Software	574	-	-	574	404
Chess Club Tutor	-	-	-	-	750
Volunteer Recruitment, Training etc	572	-	-	572	298
Audio Visual Equipment	490	-	-	490	414
Insurance	296	-	-	296	394
Children's Xmas Event	103	-	-	103	99
Library Materials & Repairs	1,901	-	-	1,901	981
New books & Subscriptions	15	-	-	15	15
<b>Sub total</b>	<b>6,827</b>	<b>-</b>	<b>-</b>	<b>6,827</b>	<b>8,555</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,827</b>	<b>-</b>	<b>-</b>	<b>6,827</b>	<b>8,555</b>
<b>Net of receipts/(payments)</b>	<b>1,449</b>	<b>-</b>	<b>-</b>	<b>1,449</b>	<b>2,585</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>47,832</b>	<b>-</b>	<b>-</b>	<b>47,832</b>	<b>45,246</b>
<b>Cash funds this year end</b>	<b>49,280</b>	<b>-</b>	<b>-</b>	<b>49,280</b>	<b>47,831</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	49,280	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>49,280</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
		to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Paul Harris		18/06/2024
		Virginia Kerridge		18/06/2024

**FRIENDS OF HIGHGATE LIBRARY CHARITABLE FOUNDATION**

England & Wales - Charity number 1161601

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# Accounts

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## **Friends of Highgate Library Charitable Foundation**

### **Report of the Trustees for the year 1 April 2022 to 31 March 2023**

The trustees present their annual report and income and expenditure statement for the year from 1 April 2022 to 31 March 2023 and confirm that they comply with the Charities Act 2011. The AGM for the year 2022/23 was held on 8 June 2023 virtually via Zoom as permitted by the Corporate Insolvency and Governance Act 2020.

### **Reference and Administrative Information**

Charity Name: Friends of Highgate Library Charitable Foundation Charity

Registration Number: 1161601

Trustees:

Linda Lefevre (Chair)

Paul Harris (Treasurer)

Virginia Kerridge (Secretary)

Sarah Harrison

Agnes Stewart

Sarah Carrier

Michele Cohen

Patrick Lefevre

Margot Kafno

Fabian Watkinson

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

#### **Governing document**

Friends of Highgate Library Charitable Foundation (“FOHLCF”) is constituted as a Charitable Incorporated Organisation registered with the Charity Commission in May 2015 under charity number 1161601. It is governed by a constitution lodged with the Commission.

#### **Organisational structure**

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits. The trustees meet together as a body four times a year and are responsible for all decisions taken in relation to the running of Highgate Library and the running of Highgate Library Hall which has been known as Highgate Library Civic and Cultural Centre (“HLCCC”).

The charity works in partnership with the London Borough of Camden (“Camden”) Library Services to run Highgate Library. Details of the partnership are set out in a Memorandum of Understanding dated 1 June 2015. To assist in the smooth running of Highgate Library the trustees have delegated responsibility to a management group who meet regularly with officers and staff from Camden in a Highgate Library

Management Group (“HLMG”). The operation of letting the HLCCC has similarly been delegated to a small group “the Hall group.” Each group reports to the full trustees at meetings.

### **Recruitment and appointment of trustees**

There are ten trustees. No new trustees were recruited to join the board during this year. The terms of office of trustees named below came to an end during the year but each put themselves forward again and were reappointed: Michele Cohen, Agnes Stewart and Sarah Carrier were each reappointed for a term of 3 years on 15/11/2022. Toby Faber continued as President.

### **Objectives and activities**

The objects of the charity are set out in the charity’s constitution as follows:

1. To advance the education of the public in Highgate by providing, or assisting in the provision of, a public library and associated services, including but not limited to, information and study facilities, educational programmes, courses, classes, and lectures.
2. To provide or assist in the provision of facilities at Highgate Library and the Highgate Library Civic and Cultural Centre for meetings, classes, lectures and recreation or other leisure time occupation for those individuals living and or working in the London Borough of Camden and the surrounding area in the interests of social welfare and with the objective of improving the conditions of life of the said individuals.
3. Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

All the activities of the charity are carried out by volunteers. All our trustees and volunteers give of their time freely. HLMG recruit and arrange for training of new volunteers to the Library. All volunteers working in Highgate Library are DBS checked. FOHLCF operates the hiring of the Hall entirely with volunteers. The Hall is a much- needed community space in the area.

### **Activities and achievements**

The charity carries out core activities in pursuance of its charitable aims. The trustees consider that these activities, summarised in this report, provide benefit to the community surrounding Highgate Library which includes Highgate Newtown, Dartmouth Park and Highgate.

## **HIGHGATE LIBRARY**

### **Chair's Report to AGM April 2022 to March 2023**

Our charity was set up ten years ago and benefits the library by channelling the Civic and Cultural Centre hire fees into the library, supporting the work of our volunteers and adding stock and equipment. A dedicated group of volunteers manage the hall and its bookings. The charity has also obtained significant grants, for example to set up and run a toy library and chess club and to create the Meeting Room from the old office space.

Key members of the Friends meet quarterly with senior Camden library staff to review our performance and deal with major issues arising from the Memorandum of Understanding which guides our relationship with the Council.

Sarah Harrison chairs the library management group which meets frequently with Camden staff to manage the day to day running of the library and to recruit and train the volunteers who work in the library. The weekly rota of the essential volunteers is managed by Reg Herring, ably assisted by Paul Harris, who is also the charity's treasurer. Thanos Morphitis manages the special local history and cemetery collection. Virginia Kerridge is the charitable foundation's secretary, responsible for arranging meetings and submitting reports and accounts on time.

Our president, Toby Faber has made a very generous and welcome donation of new books.

Everyone is involved with encouraging people to become library volunteers working in a variety of roles. The Friends rely on volunteers to work in the library, manage the hall and assist with events. As Councillor Anna Wright recently said, Highgate Library is seen as a success in Camden because it is so firmly rooted in its community and has great links within it.

### **Report from Sarah Harrison, Chair of Highgate Library Management Group**

This year was a time of growth for the Library. Having emerged from the Covid years the Library Volunteer group re-established itself and has become a strong, stable and creative element in both the management of the library and the delivery of services. Working with Fahd Toor in his new role as Community Library Manager the efficiency with which the Library core services are run has improved and new services offered. Many regular library users as well as first time visitors to the Library remark on what a lovely atmosphere there is in the Library.

The provision for children has been enjoyed by a growing number, with Rhyme Time, Singing Stories and the Toy Library all attracting an increasing attendance while for older children the Chess Club has become one of the most popular events of the week. A recent addition has been the Games Console session on Saturday afternoons, which after a slow start has seen children and often adults playing happily together. The Children's Library itself has become a "go-to" place of choice for many parents/carers for the post school hour when it is alive with the happy chatter of children and adults. All of these except Rhyme Time and the Games

Console are directly funded by, or arranged by, the charity and evidence just how productive this combined management and service delivery can be.

The use of the Meeting Room, designed and funded by the Charity, has been increasing steadily. Two of the ward Councillors now use it for their monthly surgeries, the Working Men's college has been delivering weekly classes, a local knitting group meets weekly, and there is a very popular and oversubscribed IT weekly class. We are hoping to extend its use to deliver advice sessions on welfare benefits, debt and legal issues but these agencies are currently too hard pressed to be able to release staff to run outreach sessions.

This year has seen the first year working with the new library structure. While it has been excellent having a Community Library Manager (CLM) there have been problems. The development of libraries, with an outward looking role engaging in their communities and becoming neighbourhood hubs, is impossible to achieve with just one member of staff who has to be in the library. Fahd focused his efforts on successfully developing the use of the Meeting Room but he was not able to do more. The Management Group brought these problems to the attention of the Head of Libraries, who was receptive and agreed that a Library Officer should join the staff for two days a week. This has made a significant difference and George, the new Library Officer, is proving very positive member of the library team. However the other problem stemming from the re-organisation, a failure to identify which administrative tasks should be devolved to the CLMs and which should stay with the centre, remains unresolved and is the cause of significant problems. It is something that the Management Group will continue to raise with the head of Libraries.

The Library building itself has been a growing cause of concern. Serious issues with all five parts of the roof have been discovered, and are evidenced by an increasing number of leaks. The heating system is no longer capable of producing sufficient heat to maintain an acceptable temperature throughout the building. Reporting of problems to the Camden Property Department has become an almost weekly event and the Management Group have been pressing for Camden to schedule a thorough refurbishment of this listed building. It is however recognised that funding such works is very difficult for local authorities in the current financial climate.

### **Treasurers Report by Paul Harris for the year April 2022 to March 2023**

#### **1. Annual Accounts**

The figures in the Accounts shown the Charity's Income and Expenditure over the period. Eta O'Brien FCCA has examined the Accounts and her Independent Examiners Report is submitted in addition.

#### **2. Grants Received**

The Charity received funds from Camden to support the Warm Spaces scheme in response to the Cost-of-Living Crisis. Funds received were used to purchase new tables and comfortable armchairs for the Adult Library, together with secondary glazing for the Library windows which resulted in a significant improvement in heat loss from the building.

A donation of £1.5k was received to support the continued running of the popular Chess Club until the end of 2023.

### 3. CIL Financed Projects

Our Toy Library led by Rosanna each Thursday continues to be successful and has recently been augmented by a donation of battery powered toys. Funding is in place to retain staffing of the Toy Library until the end of 2024.

Availability of suitable computer club tutor has prevented the Charity starting a regular program of classes for children; however we have made small investments in technology to support the regular winter season Cartoon Club and regular Saturday Computer Gaming Club.

### 4. General Finances

Post Covid income from the Hall has improved in the last year. We await a decision on the reunification of the Hall and Library as one entity, a proposal which is supported by local Councillors. Our Policy with Zurich for Public Liability Insurance was renewed.

### **Report by Linda Lefevre, Chair FOHLCF and lead of Hall Group**

We have at last made progress resolving the future of the Hall and have had a positive meeting with the Camden Council officer responsible in property management. He saw how much the Hall is part of the Library's community offer and the value of linking it closely so that it hosts a mix of library activities and can also be hired for community events, meetings and classes. There are still issues to settle and further negotiations to take place but we are very optimistic. Our thanks to Councillor Anna Wright for proposing this solution. We continue to get excellent support from our three Highgate councillors.

In the last two years the hall has been used for library activities, two sessions for families with under-fives, a growing chess club for adults and children, a cartoon film club for children and a monthly book group. Cultural activities, including a monthly author talk organised by the Friends have continued.

Exercise classes, community meetings, an NHS health group a film club, a nursery nativity, choir rehearsals and family events are booked and paid for alongside these.

Exciting news is that the library and hall are to have a major refurbishment to upgrade the building and improve its impact on the environment later this year. This will mean further disruption to our services but will give us a building fit for the future and better for the environment.

Signed ..... *L. J. Lefevre* .....

Linda Lefevre, Chair Friends of Highgate Library Charitable Foundation



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Highgate Library Charitable Foundation

NA

CC16a

## Receipts and payments accounts

For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall Lettings	7,660	-	-	7,660	3,870
Warm Spaces Grant	2,618	-	-	2,618	-
Donations	862	-	-	862	275
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>11,140</b>	<b>-</b>	<b>-</b>	<b>11,140</b>	<b>4,145</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>11,140</b>	<b>-</b>	<b>-</b>	<b>11,140</b>	<b>4,145</b>
<b>A3 Payments</b>					
Toy Library Equipment & Stock	2,606	-	-	2,606	3,206
Warm Spaces Furniture	2,594	-	-	2,594	-
Management Software	404	-	-	404	317
Chess Club Tutor	750	-	-	750	-
Volunteer Recruitment, Training etc	298	-	-	298	-
Computer Club Equipment	414	-	-	414	-
Insurance	394	-	-	394	197
Children's Xmas Event	99	-	-	99	-
Library Materials & Equipment	981	-	-	981	145
New books & Subscriptions	15	-	-	15	303
<b>Sub total</b>	<b>8,555</b>	<b>-</b>	<b>-</b>	<b>8,555</b>	<b>4,168</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>8,555</b>	<b>-</b>	<b>-</b>	<b>8,555</b>	<b>4,168</b>
<b>Net of receipts/(payments)</b>	<b>2,585</b>	<b>-</b>	<b>-</b>	<b>2,585</b>	<b>- 23</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>45,246</b>	<b>-</b>	<b>-</b>	<b>45,246</b>	<b>44,148</b>
<b>Cash funds this year end</b>	<b>47,831</b>	<b>-</b>	<b>-</b>	<b>47,831</b>	<b>44,125</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	47,831	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>47,831</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

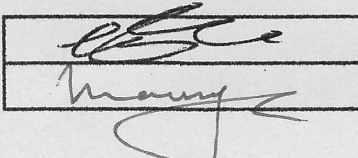
Categories	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

<b>Signature</b> 	<b>Print Name</b> Paul Harris Virginia Kerridge	<b>Date of approval</b> 08/06/2023 08/06/2023
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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Friends of Highgate Library Charitable Foundation

**On accounts for the year  
ended**

31<sup>st</sup> March 2023

**Charity no  
(if any)**

1160601

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

The charity's gross income is below £50000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

1/10/2023

**Name:**

Bernadette O'Brien

---

**Relevant professional qualification(s) or body (if any):**

Fellow of the Institute Of Chartered Accountants

**Address:**

10 Stormont Road

Highgate LONDON N64NL

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide brief details of any items that the examiner wishes to disclose.

**FRIENDS OF HIGHGATE LIBRARY CHARITABLE FOUNDATION**

England & Wales - Charity number 1161601

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# Accounts

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## **Friends of Highgate Library Charitable Foundation**

### **Report of the Trustees for the year 1 April 2021 to 31 March 2022**

The trustees present their annual report and income and expenditure statement for the year from 1 April 2021 to 31 March 2022 and confirm they comply with the Charities Act 2011. The AGM for the year 2020/21 was held on 18 October 2021 virtually online as permitted by the Corporate Insolvency and Governance Act 2020.

### **Reference and Administrative Information**

Charity Name: Friends of Highgate Library Charitable Foundation  
Charity Registration Number: 1161601

#### Trustees:

Sarah Harrison  
Linda Lefevre (Chair)  
Agnes Stewart  
Sarah Carrier  
Michele Cohen  
Patrick Lefevre  
Margot Kafno  
Fabian Watkinson  
Virginia Kerridge (Secretary)  
Paul Harris (Treasurer)

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

#### **Governing document**

Friends of Highgate Library Charitable Foundation (“FOHLCF”) is constituted as a Charitable Incorporated Organisation registered with the Charity Commission in May 2015 under charity number 1161601. It is governed by a constitution filed with the Commission.

#### **Organisational structure**

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits. The trustees meet together as a body four times a year and are responsible for all decisions taken in relation to the running of Highgate Library and the running of Highgate Library Civic and Cultural Centre (“HLCCC”).

The charity works in partnership with the London Borough of Camden (“Camden”) Library Services to run Highgate Library. Details of the partnership are set out in a Memorandum of Understanding dated 1 June 2015. To assist in the smooth running of Highgate Library the trustees have delegated responsibility to a management group who meet regularly with officers and staff from Camden in a Highgate Library Management Group (“HLMG”). The operation of letting the HLCCC has similarly been delegated to a small group “the Hall group.” Each group reports to the full trustees at meetings.

## **Recruitment and appointment of trustees**

There are ten trustees. No new trustees were recruited to join in this year. The terms of office of two trustees came to an end during the year but put themselves forward again and were reappointed for a further term of office during this year: Virginia Kerridge (secretary) and Paul Harris (treasurer) both reappointed for 3 years to 19/01/2025. Toby Faber continued as President.

## **Objectives and activities**

The objects of the charity are set out in the charity's constitution as follows:

1. To advance the education of the public in Highgate by providing, or assisting in the provision of, a public library and associated services, including but not limited to, information and study facilities, educational programmes, courses, classes, and lectures.
2. To provide or assist in the provision of facilities at the Highgate Library and the Highgate Library Civic and Cultural Centre for meetings, classes, lectures and recreation or other leisure time occupation for those individuals living and or working in the London Borough of Camden and the surrounding area in the interests of social welfare and with the objective of improving the conditions of life of the said individuals.
3. Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

All the activities of the charity are carried out by volunteers. All our trustees and volunteers give of their time freely. HLMG recruit and arrange for training of new volunteers to the Library. All volunteers working in Highgate Library are DBS checked. FOHLCF operates the hiring of the Hall entirely with volunteers. The Hall is a much-needed community space in the area.

## **Activities and achievements**

The charity carries out core activities in pursuance of its charitable aims. The trustees consider that these activities, summarised in this report, provide benefit to the community surrounding Highgate Library which includes Highgate Newtown, Dartmouth Park, and Highgate.

## **HIGHGATE LIBRARY**

Compliance with the terms of the Memorandum of Understanding and development of Highgate Library are monitored by the quarterly meetings of a committee comprising Moira Ugoji Head of Libraries, Nick Durant, Linda Lefevre, Sarah Harrison, and Thanos

Morphitis. The Library and Library volunteers are managed by Highgate Library Management Group “HLMG.” The group members are Sarah Harrison (Chair/FOHLCF), Paul Harris (FOHLCF), Reg Herring (FOHLCF), Michele Cohen (FOHLCF) and Nick Durant.

## **Report on Highgate Library for the year April 2021-March 2022**

*Report from Sarah Harrison, Chair of Highgate Library Management Group*

In March 2021 Highgate Library was finally able to re-open its doors to adult users, albeit for a limited service and with stringent social distancing measures in place. Highgate Library volunteers had managed to run a “request and read” service during the periods of lockdown and restrictions but it was great to see the pleasure as people could come into the library to browse the bookshelves and use the computers. The e-books and e-audio books service which was expanded during the lockdown has been maintained. During the spring there were increasing signs of a recovery of the library services with more library users coming in, more books being borrowed and more use of the public computers. From June 2021 children were allowed in again though at first in limited numbers and only to choose books and use the computers.

From September 2021 children were allowed to stay and play in the library though with limited toys and only those that could be thoroughly cleaned daily. Sessions for children were re-started. The weekly sessions of Singing Stories and Rhyme Time for the pre-school children, and the Chess Club for the older children attracted growing numbers of children through the autumn. September also saw the long-awaited launch of the Toy Library. The funding for this initiative, for three years, was raised by the FOHLCF before the pandemic but its start was delayed by problems of resolving staff employment issues and then the pandemic. Since September it has been open one morning a week with a dedicated staff member. This allows parents/carers to discuss the toys and ensures that the toys are thoroughly checked and cleaned between loans.

Just before the pandemic brought things to a halt Camden Libraries had announced a “new vision” for its libraries, in which they would take on a greater role as a community hub. This meant that a library would need a space in which people could meet privately for advice sessions or to discuss other sensitive issues, a space in which small classes could be held or social groups meet without disturbing other library users. Highgate Library had no such space. FOHLCF rose to the challenge, identifying how such a space could be created by dividing and re-designing the office, drawing up the specification of work, obtaining all the necessary permissions from Camden Council and raising the funds to carry out the work. This began in October 2021 and was completed in January 2022 and the resulting Meeting Room and smaller, but well organised office has been greeted with unanimous praise. The system for advertising and letting the room was discussed and agreed with Camden’s Facilities Team and the new Meeting Room is now beginning to be used.

Discussions on the proposed new structure for the library service had begun before the pandemic but were halted during this period. When they re-started the charity was very much involved discussing the proposed structure as it affected Highgate Library with the Head of Libraries and her team. Several key changes proposed by the charity were adopted and moving forward the appropriateness of our involvement in the appointment of any staff working in or with Highgate Library was accepted. We are extremely pleased

that the long-standing Library Officer, who had been working very productively with volunteers and library users for several years, has been appointed to the newly created post of Community Library Manager.

### **Recruitment, training, and management of Highgate Library Volunteers**

It has been a difficult period for those charity members involved in managing and staffing Highgate Library with Camden Council. A significant number of long-serving volunteers left and did not return when the library re-opened which left us struggling to fulfil our commitment to the Council. However, the volunteers that did return worked very hard and we succeeded in recruiting several new volunteers who have rapidly proved their worth. The FOHLCF charity members on the Management Group worked together very successfully to support the volunteers and to contribute significantly to the development of the new services and the running of Highgate Library.

During the year 2021/22 there were thirty-nine volunteers registered on the rota on the Three Rings application.

### **FOHL Memorial Garden**

This has continued to be maintained by Library volunteers throughout the year.

## **HIGHGATE LIBRARY CIVIC AND CULTURAL CENTRE**

### **Report on the Hall Licence and Lettings in the year 1 April 2021 to 31 March 2022**

*Report from Linda Lefevre, Chair of FOHLCF and the Hall Group*

Due to the effects of the COVID 19 pandemic and government regulations LB Camden closed the Hall on 17 March 2020 and the charity was not permitted to use it. These restrictions on the Hall use continued throughout 2020/20201 and into 2021/2022, the year with which this report is concerned 2021/2022. In addition, because of social distancing recommendations which continued in this year various activities run by Highgate Library took place in HLCCC. As a consequence, the charity did not receive income from Hall lettings. Camden suspended collecting the service charge under the Licence, but the charity continued to pay standing charges including insurance.

From September 2021 the HLCCC hosted weekly sessions for Highgate Library: Singing Stories, Rhyme Time, and Chess Club, all well supported and valued and operating safely. The new Toy Library began in the Hall but subsequently moved into the children's library. In August, the Library held an author talk in the Hall.

In May 2021, the Hall was a polling station then was not hired to the public until October when there were three private hires and a new choir arrived. The charity began offering the Hall to community users in October 2021 working around the times needed by the Library. In November there were two community meetings and three private hires. In December one hire and local nursery nativity and rehearsals. In January 2022 there were 3 days film rehearsals, two private hires, a local meeting, and Pilates re-started. February had three private hires and March one meeting.

In general, the HLCCC was little used during the year April 2021 to March 2022 and many former users had moved elsewhere. Income was very patchy and insufficient to pay the service charge under the Licence. The charity initiated a suggestion to Camden to pay

what was collected and to hand back the Licence. In the meantime, income was used by the charity to fund improvements in the Library.

The effect of the pandemic and Covid restrictions prevented many users from returning. FOHLCF made an unsuccessful application to the Camden Covid Recovery Fund to cushion the shortfall. No progress was made in resolving the issue of the Licence.

## **FINANCE REPORT**

*Report from Paul Harris, FOHLCF Treasurer*

1. FOHL Hall assets are fully written down, however their estimated replacement cost is £9851.00 should we decide to insure. Purchase of a laptop may be required to replace the existing one which is loaned.
2. FOHLCF fixed costs can be estimated at £800-£1000 annually. Our accessible cash position at year end was £17,390.01 and at end April 2022 was £18,433.22.
3. Our annual surplus fluctuates considerably. In the years prior to the pandemic, we recorded a surplus of £1,204 (2017-18), £2,627 (2018-19) and £6,071 (2019-20), accentuated in some years when we received a polling station payment for use of the Hall. Average surplus over the last five years is £2,638. However, this needs to be considered against the impact of Camden's Council's proposed 15.5% annual rental increase for the Hall, the effect of which would reduce our annual income by £2000, with corresponding impact on any surplus impacting the Charity's ability to invest in Library stock and services.
4. Total CIL Grant funds received were £39,800 from 2019 to 2022, of which £27,856.51 remains ringfenced to those projects. CIL funding for the Toy Library and Computer Club was ringfenced and remained as a cash balance in the charity's bank account.
5. The impact of the Covid 19 pandemic resulted in the closure of HLCCC and the loss of all rental income for the period from March 2020 to end March 2021. Despite taking commercial legal advice to assist in reassignment of the Hall Licence, Camden remain, after several years, unwilling to settle terms for a new Licence.
6. After a Covid extension period we renewed our liability insurance with Zurich in June 2021. The Libraries Service currently runs several weekly activities for children in the Hall. FOHL has taken the decision to rent the Hall to local groups whilst licence negotiations continue and while we are not paying any monthly service costs.

### 7. CIL Funded Projects

#### A. Toy Library

The first of three CIL funded projects launched in mid-September in the form of the Toy Library. £13,500 was received to fund three years running of the scheme which will operate over 39 weeks each year through to 2024. A further £500 has been released to acquire more toys for the 0-3 age group. Rosanna is our Toy Library Assistant, and her time is billed to FOHLCF under a service contract for which £7,200 is budgeted over the term of the project.

#### B. Computer Club

£16k from CIL was received to run term time and summer holiday computer club sessions for 8-15-year-olds over three years. We are currently trying to recruit a computer tutor to

deliver the computer club sessions at the Hall. The pandemic has made this a difficult role to fill due to lack of staff availability, although we continue to seek resource through the Toy Library supplier.

### C. Library Community Room

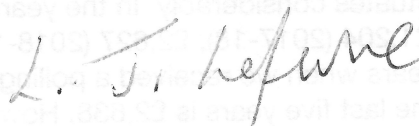
A CIL application of £9,750 was received in January 2022. Works were completed on time and to budget. The new Community Room is now operational and well-utilised.

### 8. General Finances

The Treasurer acted as a Poll Clerk during the London Mayoral elections in May 2021. FOHLCF also received a fee for use of the Hall on the day. Coupled with recent Hall rental income this leaves the Charity with a surplus for the current accounting year to just over £2,000. Our funds, net of CIL obligations and expenses stand at £14,292 with a gross bank balance of £37,706.

This Annual Report of the Trustees for the year from 1 April 2021 to 31 March 2022 is approved by the trustees and signed on their behalf by:

Linda Lefevre (Chair)





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Highgate Library Charitable Foundation

NA

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall Lettings	3,870	-	-	3,870	60
Art Project Fundraising	-	-	-	-	1,582
CIL Grant Funding (Community Room)	9,750	-	-	9,750	-
Donations	275	-	-	275	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>13,895</b>	<b>-</b>	<b>-</b>	<b>13,895</b>	<b>1,642</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>13,895</b>	<b>-</b>	<b>-</b>	<b>13,895</b>	<b>1,642</b>
<b>A3 Payments</b>					
Hall Licence Service Fees / Refunds	100	-	-	100	280
CIL Community Room Project	8,738	-	-	8,738	-
Management Software	317	-	-	317	206
Library Garden equipment	264	-	-	264	-
Volunteer Recruitment, Training etc	-	-	-	-	-
Toy Library Equipment & Stock	3,206	-	-	3,206	-
Insurance	197	-	-	197	-
Legal	-	-	-	-	-
Library Materials	145	-	-	145	565
New books & Subscriptions	303	-	-	303	118
	-	-	-	-	-
<b>Sub total</b>	<b>13,270</b>	<b>-</b>	<b>-</b>	<b>13,270</b>	<b>1,169</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>13,270</b>	<b>-</b>	<b>-</b>	<b>13,270</b>	<b>1,169</b>
<b>Net of receipts/(payments)</b>	<b>625</b>	<b>-</b>	<b>-</b>	<b>625</b>	<b>473</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>44,621</b>	<b>-</b>	<b>-</b>	<b>44,621</b>	<b>44,148</b>
<b>Cash funds this year end</b>	<b>45,246</b>	<b>-</b>	<b>-</b>	<b>45,246</b>	<b>44,621</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	45,246	-	44,621
		-	-	-
	<b>Total cash funds</b>	<b>45,246</b>	<b>-</b>	<b>44,621</b>

(agree balances with receipts and payments account(s))

OK

OK

Agreement Error


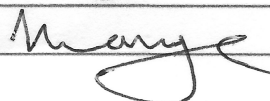
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Paul Harris	15/11/2022
	Virginia Kerridge	15/11/2022



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Friends of Highgate Library Charitable Foundation

**On accounts for the year  
ended**

31<sup>st</sup> March 2022

**Charity no  
(if any)**

1160601

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

The charity's gross income is below £50000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

24<sup>th</sup> January 2023

**Name:**

Bernadette O'Brien

---

**Relevant professional qualification(s) or body (if any):**

Fellow of the Institute Of Chartered Accountants

**Address:**

10 Stormont Road

Highgate LONDON N64NL

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**FRIENDS OF HIGHGATE LIBRARY CHARITABLE FOUNDATION**

England & Wales - Charity number 1161601

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# Accounts

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## **Friends of Highgate Library Charitable Foundation**

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### **Report of the Trustees for the year 1 April 2020 to 31 March 2021**

The trustees present their annual report and income and expenditure statement for the year from 1 April 2020 to 31 March 2021 and confirm they comply with the Charities Act 2011. The AGM for the year 2020/21 was held on 18 October 2021 virtually online as permitted by the Corporate Insolvency and Governance Act 2020.

#### **Reference and Administrative Information**

Charity Name : Friends of Highgate Library Charitable Foundation  
Charity Registration Number : 1161601

#### Trustees:

Sarah Harrison  
Linda Lefevre (Chair)  
Agnes Stewart  
Sarah Carrier  
Michele Cohen  
Patrick Lefevre  
Margot Kafno  
Fabian Watkinson  
Virginia Kerridge (Secretary)  
Paul Harris (Treasurer)

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

##### **Governing document**

Friends of Highgate Library Charitable Foundation (“FOHLCF”) is constituted as a Charitable Incorporated Organisation registered with the Charity Commission in May 2015 under charity number 1161601. It is governed by a constitution filed with the Commission.

##### **Organisational structure**

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits. The trustees meet together as a body four times a year and are responsible for all decisions taken in relation to the running of Highgate Library and the running of Highgate Library Civic and Cultural Centre (“HLCCC”).

The charity works in partnership with the London Borough of Camden (“Camden”) Library Services to run Highgate Library. Details of the partnership are set out in a Memorandum of Understanding dated 1 June 2015. To assist in the smooth running of Highgate Library the trustees have delegated responsibility to a management group who meet regularly with officers and staff from Camden in a Highgate Library Management Group (“HLMG”).

##### **Recruitment and appointment of trustees**

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The existing trustees are responsible for the recruitment of new trustees. No new trustees were appointed during this year but Toby Faber accepted the charity's invitation to become President.

### **Objectives and activities**

The objects of the charity are set out in the charity's constitution as follows:

1. To advance the education of the public in Highgate by providing, or assisting in the provision of, a public library and associated services, including but not limited to, information and study facilities, educational programmes, courses, classes and lectures.
2. To provide or assist in the provision of facilities at the Highgate Library and the Highgate Library Civic and Cultural Centre for meetings, classes, lectures and recreation or other leisure time occupation for those individuals living and or working in the London Borough of Camden and the surrounding area in the interests of social welfare and with the objective of improving the conditions of life of the said individuals.
3. Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

All the activities of the charity are carried out by volunteers. All our trustees and volunteers give of their time freely. All volunteers working in Highgate Library are DBS checked. FOHLCF operates the hiring of the Hall entirely with volunteers. The Hall is a much needed community space in the area following the demolition of Highgate Newtown Community Centre.

### **Activities and achievements**

The charity carries out core activities in pursuance of its charitable aims. The trustees consider that these activities, summarised in this report, provide benefit to the community surrounding Highgate Library which includes Highgate Newtown, Dartmouth Park and Highgate.

## **HIGHGATE LIBRARY**

Compliance with the terms of the Memorandum of Understanding and development of Highgate Library are monitored by the quarterly meetings of a committee comprising Moira Ugoji Head of Libraries, Nick Durant, Linda Lefevre, Sarah Harrison and Thanos Morphitis. The Library and Library volunteers are managed by Highgate Library Management Group "HLMG". The group members are Sarah Harrison (Chair/FOHLCF), Paul Harris (FOHLCF), Reg Herring (FOHLCF), Michele Cohen (FOHLCF) and Nick Durant (LB Camden Library Team Leader).

Highgate Library was closed from mid-March 2020 in line with the national guidelines for the pandemic. The Library staff were re-deployed with Camden Council. To keep in touch

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with volunteers and library staff Paul Harris and Reg Herring circulated a fortnightly blog with news, local information, reviews and videos.

In August 2020 the FOHLCF members of the HLMG with the agreement of Camden Libraries organized a “mini” library service. Operating from the front doors of the building, this service enabled library users to borrow books as well as returning those borrowed items no longer wanted. Covid safety precautions were instituted with all items being quarantined and cleaned before available for re-borrowing.

In the Autumn the Library re-opened its doors for a limited service, enabling adults to browse and select their own books. Since then the service offered has been gradually extended to include access for children and use of the public PCs. Many of the Library’s services remained suspended throughout the year, including all children’s activities, daily newspapers and the provision of study and reading spaces for adults and young people. Full Covid safety precautions have been in force since the partial re-opening with all users asked to wear masks, use the hand sanitisers and maintain social distance.

### **Recruitment, training and management of Highgate Library Volunteers**

During the year 2020/21 there were 39 volunteers registered on the rota on the Three Rings application. Sadly the number of active volunteers significantly reduced during the pandemic, and it has not been possible to recruit or train new volunteers during this period. Increasing the volunteer numbers will be a priority for 2021/22.

As soon as the Library reopened the “Three Rings” application became again the basic method of communication with volunteers, both organising the rota and keeping volunteers up to date with developments concerning the Library. With the number of visits greatly reduced, the volunteers used the time to organise a complete stock check of the library books and a thorough clean of all shelving, toys and equipment.

The Management Group have been working on an improved version of the Volunteer Handbook, and also submitting plans and funding applications to convert the Library office into rooms: a smaller office and a new meeting room. This meeting room will enable Highgate Library to develop as a community hub.

### **Improvements in Highgate Library**

All the additional activities including Singing Stories, Rhyme Time for under threes, and Chess Club which have been suspended during the whole of the year are planned to resume in September 2021, though relocated to the larger Hall space with its better ventilation.

The two projects for which FOHLCF obtained CIL funding from Camden in 2020 unfortunately had to be put on hold during the year from 1 April 2020 to 31 March 2021. Planning continued behind the scenes and it is now planned to launch the Toy Library project in September 2021. The Saturday morning Computer Club remains at the planning stage.

### **FOHL Memorial Garden**

This has continued to be maintained by Library volunteers throughout the pandemic.

## **HIGHGATE LIBRARY CIVIC AND CULTURAL CENTRE**

Due to the effects of the COVID 19 pandemic and government regulations LB Camden closed the Hall on 17 March 2020 and on 23 April 2020 ordered that no trustees or volunteers were permitted to enter the Hall or let it out for any use. These restrictions on the use of the Hall were in effect throughout the whole of the year from April 2020 to 31 March 2021. As a consequence the charity did not receive income from Hall lettings. Camden suspended collecting the service charge during the year but the charity continued to pay standing charges including insurance. The charity had renewed an insurance policy with Zurich covering public liability and property contents on 18 February 2020. Because of the pandemic Zurich offered a 3 month free extension of the policy.

Negotiations for a new Licence to FOHLCF were effectively suspended whilst LB Camden forbade access to the Hall.

### **FINANCE REPORT**

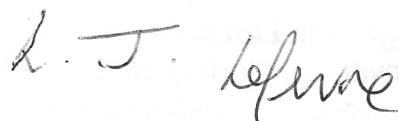
The impact of the pandemic resulted in the closure of HLCCC and loss of all rental income for the period.

The impact of the Covid 19 pandemic resulted in the closure of HLCCC and the loss of all rental income for the period from March 2020 to end March 2021. CIL funding for the Toy Library and Computer Club was ring fenced and remained as a cash balance in the charity's bank account.

Outgoings continued. Refunds of £600 were made for Hall bookings which could not be fulfilled due to lockdown.

This Annual Report of the Trustees for the year from 1 April 2020 to 31 March 2021 is approved by the trustees and signed on their behalf by:

Linda Lefevre (Chair)





## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2020		31/03/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall Lettings	60	-	-	60	18,081
Art Project Fundraising	1,582	-	-	1,582	1,670
CIL Grant Funding	-	-	-	-	29,830
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,642</b>	<b>-</b>	<b>-</b>	<b>1,642</b>	<b>49,581</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,642</b>	<b>-</b>	<b>-</b>	<b>1,642</b>	<b>49,581</b>
<b>A3 Payments</b>					
Hall Licence Service Fees / Refunds	280	-	-	280	10,399
Art Project Costs	-	-	-	-	1,350
Management Software	206	-	-	206	206
Hall Equipment	-	-	-	-	288
Volunteer Recruitment, Training etc	-	-	-	-	68
Insurance	-	-	-	-	387
Legal	-	-	-	-	600
Library Materials	565	-	-	565	381
New books & Subscriptions	118	-	-	118	-
<b>Sub total</b>	<b>1,169</b>	<b>-</b>	<b>-</b>	<b>1,169</b>	<b>13,679</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,169</b>	<b>-</b>	<b>-</b>	<b>1,169</b>	<b>13,679</b>
<b>Net of receipts/(payments)</b>	<b>473</b>	<b>-</b>	<b>-</b>	<b>473</b>	<b>35,902</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>44,148</b>	<b>-</b>	<b>-</b>	<b>44,148</b>	<b>8,246</b>
<b>Cash funds this year end</b>	<b>44,621</b>	<b>-</b>	<b>-</b>	<b>44,621</b>	<b>44,148</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	44,621	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>44,621</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

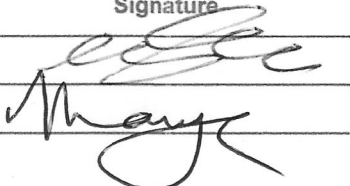
	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
	Paul Harris	20/01/2022
	Virginia Kerridge	20/01/2022



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

Friends of Highgate Library Charitable Foundation

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

1161601

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and  
basis of report**

As the charity's trustees, 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 Trust'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**

The charity's gross income is below £50,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

21/01/2022

**Name:**

Bernadette O'Brien

**Relevant professional  
qualification(s) or body**

Fellow of the Institute of Chartered Accountants

(if any):

Address:

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.