

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 2020/2021 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

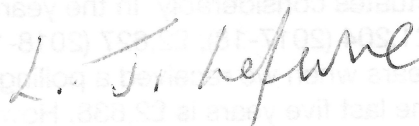
A CIL application of £9,750 was received in January 2022. Works were completed on time and to budget. The new Community Room is now operational and well-utilised.

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


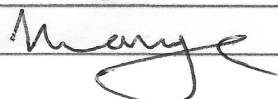
To

Period end date
31/03/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hall Lettings	3,870	-	-	3,870	60
Art Project Fundraising	-	-	-	-	1,582
CIL Grant Funding (Community Room)	9,750	-	-	9,750	-
Donations	275	-	-	275	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	13,895	-	-	13,895	1,642
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,895	-	-	13,895	1,642
A3 Payments					
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
Sub total	13,270	-	-	13,270	1,169
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,270	-	-	13,270	1,169
Net of receipts/(payments)	625	-	-	625	473
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	44,621	-	-	44,621	44,148
Cash funds this year end	45,246	-	-	45,246	44,621

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	45,246	-	44,621
		-	-	-
		-	-	-
	Total cash funds	45,246	-	44,621
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
B5 Liabilities				
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

31st 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: 24th 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.