

Anstey Community Library

Annual General Meeting, 23rd June 2021

1 Summary

The library has been closed because of the pandemic for around two-thirds of the year so the library performance indicators are not particularly meaningful this year and are not included in this report.

Earned income at the library is down, but the Government, Leics County Council, Charnwood Borough Council and Anstey Parish Council have provided substantial grant funding, for which we are extremely grateful.

We have made use of the closure by carrying out various safety inspections, including an electrical safety inspection which has resulted in remedial work.

2 Library Performance

Not produced this year because of pandemic closures.

3 Staffing

3.1 Volunteers

We have 35 registered volunteers.

3.2 Committee

The Committee comprises 9 members. At the start of the year these were :

| | | | |
|-----------------|---------------------|---------------|----------------|
| Alan Prior | Chris Sanders | Beck Nickolls | Janet Whitcomb |
| Jenny Tomlinson | Lynne Childerley | Mary Hill | Pat Egger |
| Penny Davies | Phil Knight (Chair) | | |

Over the course of the year Penny Davies, Beck Nickolls and Pat Egger have resigned.

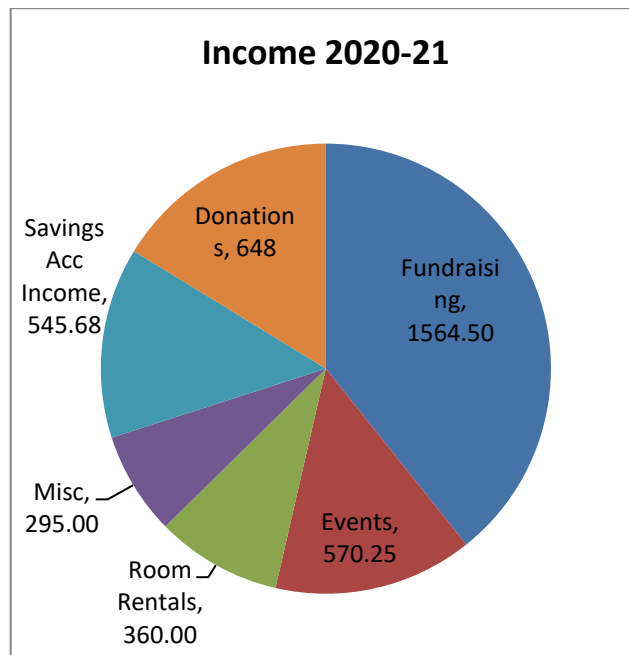
Mary Hill, Janet Witcomb and Jenny Tomlinson will stand down and seek re-election for the year 2021.

4 Financial Year 2021-22

We have received considerable financial support over the year from Government, Leicestershire, Charnwood and Anstey Parish Council Covid grant schemes. The library generated income was minimal because of the limited opening and the absence of major events, although we did manage to run a gardening event using donated stock.

4.1 Income Summary

Total income for the year was £39K, of which the majority was from grants, partly the LCC annual grant payment (£4376) and Section 106 funding (£787), but mainly the various business support grants from Government and local authorities (£27K). The remainder is broken down as follows:



4.1.1 Notes on Income

Fundraising : Contributions from the Charnwood Lottery

Events : Spring garden event

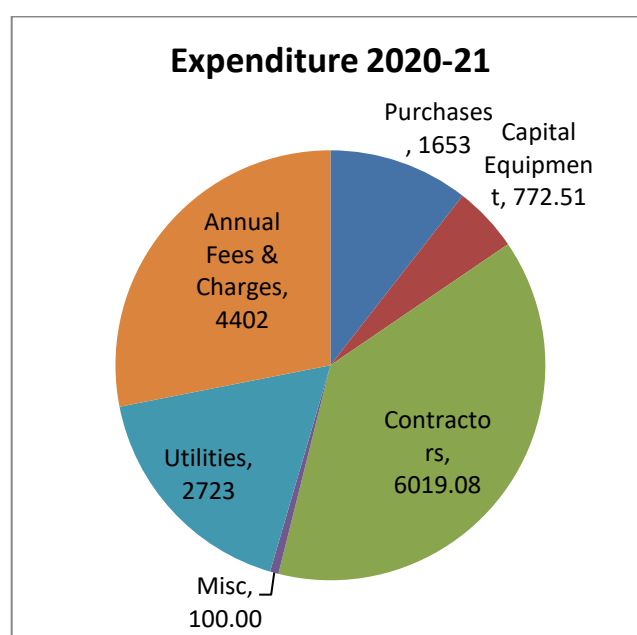
Donations : 350 contributions and other donations

Savings Account Income : Annual interest from Hampshire Bank savings account

Room Rentals : Hive Consulting

4.2 Expenditure Summary

Total spend for the year was £11K, made up of :



4.2.1 Notes on Expenditure

Contractors : Fees for works carried out including remedial electrical work, repainting Family Room Ceiling, removal of toilet and washbasins from Family Room

Annual Fees & Charges : Fire and security, waste collection, fire extinguishers, routine inspections

Utilities : Gas, electrics, water, broadband, etc

4.2.2 Conclusions

In this very exceptional year the loss forecast for the year has turned into an excess of income over expenditure of £23.6K.

4.3 End of Year Balance

We started the year with £70K so adding in the total income over the year less the total expenditure, we ended the year with a balance of approximately £93.6K.

We increased the money on deposit in our savings account by £30 to a total of £60K on 8th June 2020, with the balance in our HSBC current account.

5 Plans

5.1 Review of 2020-21 Plans

We had no plans for 2020-21 but in the circumstances in which we found ourselves we have carried out a number of building inspection and some work.

5.2 Building Inspections Status

| Requirement | Regulatory Frequency | Date of Last Test | Date of Next Test | Supplier |
|------------------------------|----------------------|-------------------|-------------------|---------------------------------|
| Asbestos | Following change | 15 Mar 21 | | Lucion |
| Boiler Service | Annually | 01 Apr 20 | May 21 | Ashwell Maintenance |
| Gas Soundness | 5 yearly | 29 Sep 14 | May 21 | M.D.S. Heating and Plumbing Ltd |
| Fire Alarm Testing | 3 monthly | See log | | Proudcastle |
| Emergency Lighting Testing | 3 montly | See log | | Proudcastle |
| Intruder Alarm Testing | 6 montly | See log | | Proudcastle |
| Fire Extinguishers | Annually | 19 Aug 20 | Apr 21 | Chubb |
| Fixed Electrical Safety | 5 yearly | 09 Nov 20 | Nov 23 | Metric Services / David Pearce |
| Portable Appliance Testing | Annually | 30 Apr 20 | Apr 21 | |
| Water Temperature Monitoring | Monthly | See log | | |
| Powered Doors | Annually | 09 Dec 20 | Dec 21 | |
| Thermostatic Valves | n/a | | | |
| Lightning Conductors | n/a | | | |

| | | | | |
|--------------------------|-----|--|--|--|
| Passenger and Food Lifts | n/a | | | |
|--------------------------|-----|--|--|--|

5.3 Works Carried Out

5.3.1 Electrical Remedial Work

Fuse boxes replaced following electrical safety inspection.

5.3.2 Family Room

- Ceiling repainted
- Children's toilet area cleared and now used for storage

5.3.3 Staff Toilet

- Staff Toilet refurbished – new wash basin, etc

5.4 Plans for 2020-21

We have agreed to purchase a larger, wall-mounted television to be installed in the Family Room, initially for use by the Social & Film Club. Heating in the Family Room has been problematic while the rest of the building has been out of use, and when the current heaters are used they were found to be too noisy so we will look at installing additional electrical heaters.

We would like to develop the payment system in the library so as to make it easier to use, future-proofed to accept contactless payments and with remote access. Such systems exist but are currently quite expensive and we are looking around.

5.5 2019-20 Forecast v Actual Income and Expenditure

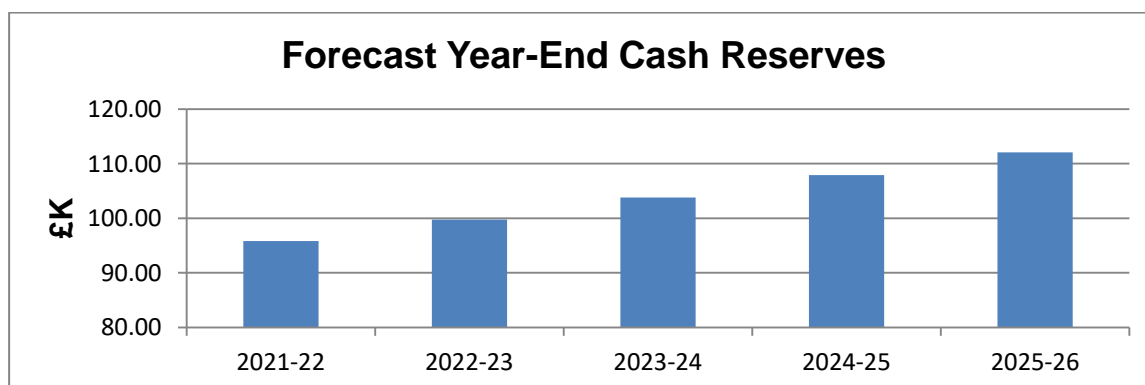
Comparisons this year and last are not particularly meaningful so are not being presented this year.

5.6 5-Year Forecasts

At the start of the year our total cash holding was £70.0K and by the end £93.6K.

2021-2022 will be the last year we receive annual maintenance grants from LCC, which will be of £2548.

| | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |
|---------------------------------|---------|---------|---------|---------|---------|
| End of Year Balance (£K) | 95.8 | 99.7 | 103.8 | 107.9 | 112.1 |



These projections normally follow on from the previous year, but since 2020-21 was so exceptional the figures for 2021-22 are derived from the 2019-20 figures with the following assumptions :

- There will be no more Covid-related shutdowns
- We do not expect customers to flock back in their old numbers, and have budgeted for a 30% decrease in revenues which are dependent on customers
- We do not expect community activities to resume until the Covid situation has improved, and have budgeted for a 50% decrease in these activities

From 2022-23 onwards we have budgeted for a 2% annual increase in inflation.

Phil Knight
Chairman, Anstey Community Library
11th April 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Anstey Community Library

No (if any)
1162159

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

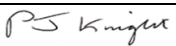
To

Period end date
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 £ |
|---|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Total Income | 39,345 | - | - | 39,345 | 21,188 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 39,345 | - | - | 39,345 | 21,188 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 39,345 | - | - | 39,345 | 21,188 |
| A3 Payments | | | | | |
| Total Expenditure | 15,707 | - | - | 15,707 | 11,067 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 15,707 | - | - | 15,707 | 11,067 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 15,707 | - | - | 15,707 | 11,067 |
| Net of receipts/(payments) | 23,638 | - | - | 23,638 | 10,120 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 70,005 | - | - | 70,005 | 59,885 |
| Cash funds this year end | 93,643 | - | - | 93,643 | 70,005 |

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 | Current Bank Account | 33,643 | - | - |
| | Hampshire Trust Bank | 60,000 | - | - |
| | | - | - | - |
| | Total cash funds | 93,643 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| 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 |
| | |  | P J Knight | 12/04/2021 |

Anstey Community Library

**Receipts and payments account
and Independent Examiners Report**

Year ended 31 March 2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Anstey Community Library

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

1162159

Set out on pages

3 and 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2021**

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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**

I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

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

- the accounting records were not kept in accordance with section 130 of the 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:

17/5/2021

Name:

Andrew Hurd

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

FCCA

Address:

154 Rothley Road, Mountsorrel, Leicestershire, LE12 7JX

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 details of any items that the examiner wishes to disclose.

No matters to disclose



CHARITY COMMISSION
FOR ENGLAND AND WALES

Name
Community Library

No (if any)
1172159

Receipts and payments accounts

CC16a

| | | | |
|------------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/04/2020 | To | Period end date 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 £ |
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| A1 Receipts | | | | | |
| Total Income | 39,345 | - | - | 39,345 | 21,188 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 39,345 | - | - | 39,345 | 21,188 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 39,345 | - | - | 39,345 | 21,188 |
| A3 Payments | | | | | |
| Total Expenditure | 15,707 | - | - | 15,707 | 11,067 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 15,707 | - | - | 15,707 | 11,067 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 15,707 | - | - | 15,707 | 11,067 |
| Net of receipts/(payments) | 23,638 | - | - | 23,638 | 10,120 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 70,005 | - | - | 70,005 | 59,885 |
| Cash funds this year end | 93,643 | - | - | 93,643 | 70,005 |

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 | Current Bank Account | 33,524 | - | - |
| | Hampshire Trust Bank | 60,000 | - | - |
| | Cash floats | 119 | - | - |
| | Total cash funds | 93,643 | - | - |
| | (agree balance with receipt and payments account(s)) | OK | OK | OK |

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | 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 |
|-----------|------------|------------------|
| | P J Knight | |
| | | |