

Anstey Community Library

Annual General Meeting, 26th April 2022

1 Summary

Anstey Community Library reopened after the last Covid lockdown on 12th April 2021 and has been open since then, so nearly a full year. There has been some hesitancy amongst customers in returning but this has gradually improved through the year.

Finances remain healthy with an increase in reserves of over £13K, although this was largely due to Covid business grants.

Our regular public events, the Spring Garden Sale, Anstey Gala and Christmas Santa all went ahead successfully.

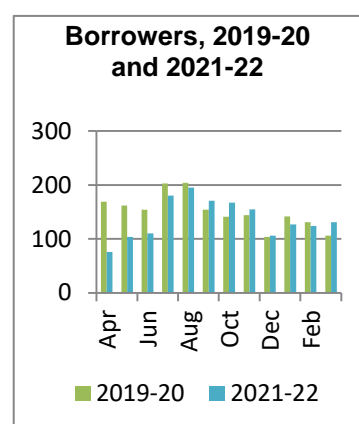
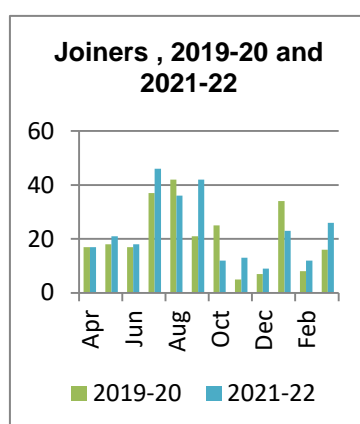
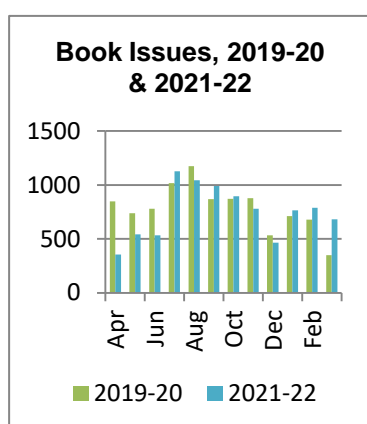
The weekly Wriggly Rhymers and the Wednesday afternoon tea and film show have run through the year but at reduced levels because of additional safety precautions.

There has been no major maintenance or building work in the library. Minor works have included replacement of the automatic light switches with manual ones, and we have replaced two internal doors in the back office.

Volunteer numbers have remained high and as ever we are grateful for their support, on which we are wholly dependent.

2 Library Performance

Since the library was closed for much of 2020-21 the performance figures for that year are not particularly useful and instead for comparison the charts below give the figures for the year before and the year after 2020-21. Overall it appears that in each of the three indicators the performance since the Covid shutdowns is comparable now to the year before Covid so we are nearly back to normal.



3 Staffing

3.1 Paid staff

We have no paid staff.

3.2 Volunteers

We have 35 registered volunteers.

3.3 Committee

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

Alan Prior Janet Witcomb Jenny Tomlinson Lynne Childerley Mary Hill
Phil Knight (Chair)

It was the turn of Alan Prior and Phil Knight to stand down for the 2022 Committee Election, and invitations to stand for election to the Committee were sent out to all volunteers in March this year. No new applications were received and consequently Alan and Phil were returned unopposed and the Committee membership at the start of 2022-23 is unchanged.

4 Past Year

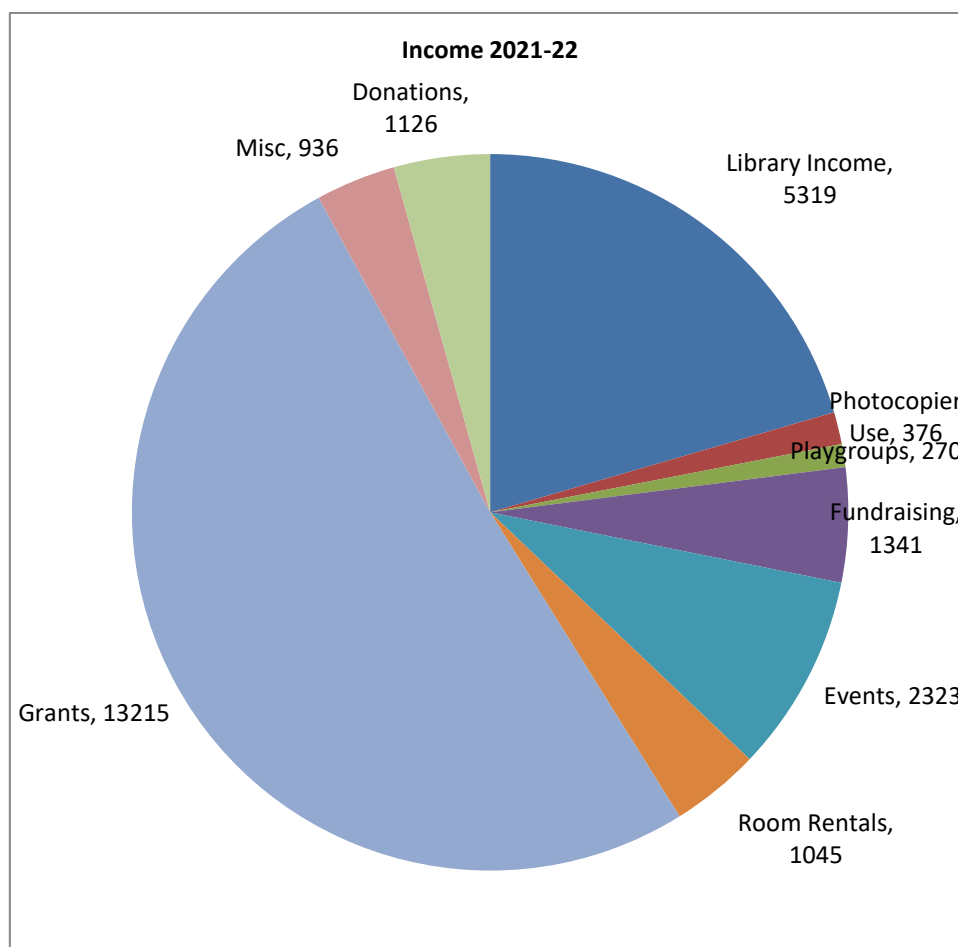
4.1 Finances 2021-22

Total income for the year was £26.0K and expenditure £12.9K, giving a surplus of £13.1K.

At the year's end our reserves stand at £106.7K. In March 2022 we transferred £20K of this to our interest-bearing deposit account with the Hampshire Trust Bank, which now holds £80K. The balance, £26.7K is held in our current account with HSBC and as cash.

4.1.1 Income Summary

The main contributions to the 2021-22 income were as shown below. Note the sizeable contribution from grants that we received over the year – these have all now ceased :



4.1.1.1 Notes on Income

Library income : Library charges, shop, snacks, etc

Photocopier use : Photocopier charges

Playgroups : Wiggly Rhymers

Fundraising : Charnwood Lottery

Events : Spring Garden Sale, Anstey Gala, Christmas Santa

Room Rentals : Hive Counselling, birthday parties

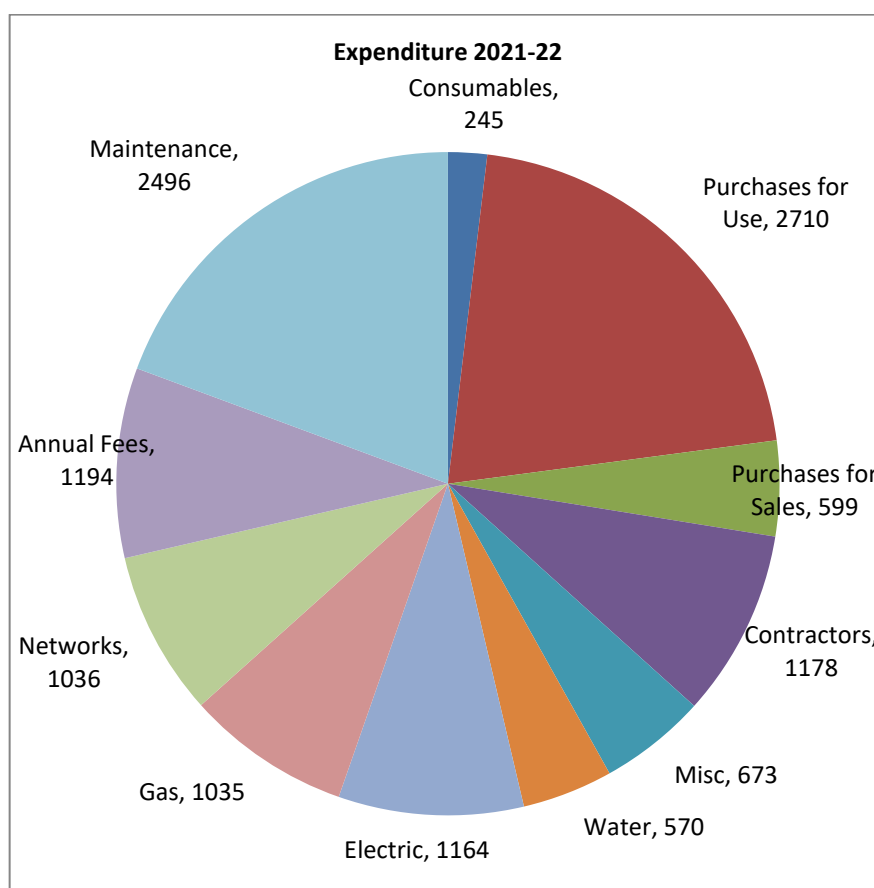
Grants : LCC annual grant, Covid business grants

Misc : Miscellaneous small incomes

Donations : 350, collection box, etc

4.1.2 **Expenditure Summary**

The main charges in 2021-22 were



4.1.2.1 Notes on Expenditure

Consumables : Paper goods, vinyl gloves, toilet paper, etc

Purchases for Use : Repair items, tools, magazine ads, etc

Purchases for Sales : Garden sale pots, calendars, etc

Contractors : Garden maintenance, professional fees, electrical work, replacement doors

Misc : Photocopier Usage, petty cash

Water : Usage

Electric : Usage

Gas : Usage

Networks : Virgin BB, TV, Phone

Annual : Website charges, licences, insurance, etc

Maintenance : Bakers Waste, Initial Service, Keyholder, Proudcastle, Chubb, Inspections

4.1.3 Conclusions

Under the circumstances we would have just broken even over the year but were aided by two more Covid grants such that we ended up in surplus by £13K, giving us reserves of £107K, £20K of which was transferred to our savings deposit account on 23rd March 2022. This left us with £80K in the deposit account and £27K in working capital.

4.2 Works 2020-21

Our plans for 2020-21 included the purchase of a larger TV for the Tea and Film club and for a touchscreen till, both of which were purchased and installed during the year.

The new till gives us better records of products sold, and as it supports remote access it is easier to process the week's takings. It will also provide a basis for us to start accepting card and contactless payments at some point.

4.2.1 Works Carried Out

4.2.1.1 Replacement of PIR Light Switches with Manual Switches

The PIR-controlled main lights in the library have proved to be prone to false triggering, and in any events are less controllable than we would like. Accordingly we have reverted to the old system of manual switches, plus an additional timed exit light.

4.2.1.2 Back Office

The doors from the back office to the rear foyer and to the old kitchen were flimsy and poor sound and heat insulators and were replaced.

4.2.2 Building Inspections Schedule

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	Ashwell Maintenance
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	David Pearce
Portable Appliance Testing	Annually	30 Apr 20	Apr 22	Initial PAT
Water Temperature Monitoring	Monthly	See log		
Powered Doors	Annually	17 Jan 22	Dec 22	Automatic Access
Thermostatic Valves	n/a			
Lightning Conductors	n/a			
Passenger and Food Lifts	n/a			

5 2022-23 Plans

5.1 Budget

Budget estimates have been prepared on the basis of last year's expenditure, but uplifted by an assumed 8% inflation. The exceptions are that a new fixed price electricity tariff will increase this fuel rate by about 50%. Gas prices are on a fixed price contract until 2025 so we should remain at current levels.

5.1.1 Income Forecasts

After two years of both disruption and benefits from grants we start the 2022-23 financial year with around £106K in reserves. The budgeted income for the next year is £13.5K and expenditure slightly greater at £13.6K, and it seems that we have reached the end of a long phase of year-on-year growth and are now moving onto a plateau where we simply break even, unless we can increase income.

Library income from fines and fees, shop, snack and book sales are together bringing in around 40% of our income and there is some scope for this to increase if we can increase the number of visitors.

Our annual events have matured nicely over the years, but we don't expect significant growth in these areas.

Enthusiasm for the Charnwood Lottery seems to be steadily decreasing, from around £1500 a year when the scheme started to around £1000 now.

We are not getting much return on Room Hire, with the exception of Hive Counselling. Not wanting the Family Room to go unused we have tended to provide it free for community groups. We may want to consider setting a limit on the time spent each week on free usage.

On the positive side, with interest rates increasing we should look forward to increased income from our deposit account, payable annually in December.

The Committee will continue to look for additional revenue sources.

5.1.2 Expenditure Forecasts

We are running out of simple cost reductions and it seems we will be facing significantly increased fuel costs in years to come. We know from a heat survey that was carried out a few years ago that the single-glazed windows and the lack of insulation on the flat roof are both major causes of heat loss, but improvements to either of these would be expensive, possibly prohibitively so. We hope to engage with LCC to discuss this, but if nothing comes of that we may consider purchasing additional electric heaters, and £1000 has been budgeted for this. Additional heating would help with room temperatures in winter, but of course would add to fuel costs.

The boiler controls and the Family Room heat controls have proved to be awkward in use and by incorrect setting lead to waste of energy, and we will be investigating possible improvements.

Phil Knight
Chairman, Anstey Community Library
8th April 2022



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
01/04/2021

To

Period end date
31/03/2022

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					
	25,951	-	-	25,951	39,345
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,951	-	-	25,951	39,345
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,951	-	-	25,951	39,345
A3 Payments					
	12,900	-	-	12,900	15,707
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	12,900	-	-	12,900	15,707
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	12,900	-	-	12,900	15,707
Net of receipts/(payments)	13,051	-	-	13,051	23,638
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	93,643	-	-	93,643	70,005
Cash funds this year end	106,694	-	-	106,694	93,643

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	HSBC Bank Current Account	26,694	-	-
	Hampshire Trust Bank Deposit Account	80,000	-	-
		-	-	-
	Total cash funds	106,694	-	-
	(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	P J Knight	29/05/2022



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 2022

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 2022**

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:

25/5/2022

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)
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	-	-	-	-	-
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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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
		<i>Phil Knight</i> Phil Knight (May 29, 2022 16:04 GMT+1)	P J Knight	29/05/2022






Anstey Community Library - accounts PDF 2022

Final Audit Report

2022-05-29

Created:	2022-05-29
By:	Kelly Morley (kelly@askaccountancy.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfN-K6EQI6GX9Zd7XqMKG26ju3JsEszjF

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-  Document emailed to Phil Knight (admin@ansteylibrary.com) for signature
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2022-05-29 - 14:44:27 GMT
-  Document e-signed by Phil Knight (admin@ansteylibrary.com)
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