

KEGWORTH COMMUNITY LIBRARY

England & Wales · Charity number 1162461

Details

Other names	KCL
Status	Registered
Legal form	CIO
Registered	2015-06-30
Register	View on the Charity Commission register

Contact

Address	Kegworth Community Library High Street Kegworth Derby DE74 2DA
Phone	01509554176
Email	kegworthcommunitylibrary@hotmail.co.uk
Website	kclweb.org

Activities

Objects: THE OBJECTS OF KCL ARE:(A) THE ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT IN KEGWORTH AND THE SURROUNDING AREA BY THE PROVISION OF A VOLUNTEER RUN LENDING LIBRARY.(B) TO PROMOTE FOR THE BENEFIT OF THE RESIDENTS OF KEGWORTH AND THE SURROUNDING AREA THE PROVISION OF A PUBLIC LIBRARY AND/OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID RESIDENTS.

Activities: We provide a free lending library service to our community and increasingly a hub for village events.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Arts/culture/heritage/science, Recreation
- **Who:** The General Public/mankind

Geography

- Leicestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£10,835	£8,477	-	-
2024-03-31	£10,844	£11,889	-	-
2023-03-31	£5,708	£8,455	-	-
2022-03-31	£6,545	£9,225	-	-
2021-03-31	£9,451	£7,238	-	-

Trustees

Name	Role	Appointed
Nicola Jean Mullins	Chair	2025-04-04
Cheryl Maguire		2025-05-09
ELAIN HOLNESS		2018-12-01
Frances Moseley		2021-09-01
HILARY JAYNE TANSLEY		2014-12-10
Neil Duncan		2025-06-06
Patrick Shawcroft		2022-12-01

Accounts



www.kclweb.org

Registered Charity Number: 1162461

Chair's Report

A report on behalf of the Trustees

April 1st 2024 – March 31st 2025

This report has been prepared and submitted by the Chair of Trustees of Kegworth Community Library. The views expressed are those of the Chair and agreed with the other Trustees.

This report was authorised at the AGM on 6th June 2024.

Contents

Page Number	Section Heading
2	Contents
3	Library Performance Overview
4	Library Performance
5	Our Activities
6	Compliments / Complaints
6	Near Misses and Accidents
7	Volunteers
8	Financial Performance
9	Income Generation
10	Risk Management
11	Progress Update
13	Future Plans
14	LCC Support
16	Property & Compliance
19	And Finally

Library Performance Overview

Kegworth Community Library (KCL) is a small library at the heart of the village. In February 2016 it reopened as a community managed library (CML) run by enthusiastic and capable Trustees and volunteers.

Our Library opening hours are 2:00 – 4:30pm on Tuesday, Wednesday and Thursday. On Friday there is extended opening 2.00 – 6:00pm.

On Saturday mornings the library is open between 10:00am and 12 noon.

Library usage figures 1 April 2024 to 31 March 2025

	This Year	Last Year (2023-2024)
Scheduled open days in year	260	261
Assumes open every Tues-Sat unless it is a Bank-Holiday		
Actual days open	253	251
	(97.31%)	(96.17%)

Library Visitor Numbers

Library	5598	4913
Knit and Natter	301	328
Bingo	504	418
EmbarrasSing	318	327
Craft Club	219	186
Harsha Craft	102	0
Total Visitors	7042	6172

Our current resources are able to cover at least 3 years' of running costs (assuming current expenditure and receiving no further income).

Fundraising efforts underpin our continuing success and the 'Three Rings' volunteer management application helps us to maintain our scheduling.

Library Performance

Annual Library Book Loans

For the year 2024 – 2025 (Figures taken from LCC Library Statistics)

	Current Year	Previous Year	Difference	% increase
Book Issues		5777		
New Joiners		171		
Active Borrowers		391		
Annual Visitors		4913		
Talking Book issues		4		

This is intentionally blank as the figures supplied by Axiell are incorrect.

KCL's Community Activities 2024-2025

Our regular Bingo, Knit & Natter, EmbarrasSing, and Craft Club, continued their support by meeting in the Library.

Once again, we took part in the Summer Reading Challenge. This year's Challenge attracted 39 children enrolling and 22 being successful, medals being issued to children on completion. A certificate of completion was awarded to the participants at their school assemblies.

School class visits continued with the children at Kegworth Primary School. The library opened over 4 mornings in October and February, to accommodate the school's curriculum, with the majority of the school attending. The children were accompanied by their teachers to the library with each child being able to take out a library book.

Over the winter period our library, once again, opened as a 'warm space' to support local residents, with donated tea/coffee etc. from our local Co-operative store.

Our 4 Public computers, photocopying service and jigsaws hire/sales have continued to be used on a very regular basis overseen and maintained by a long term volunteer, thank you.

Fundraising led by the sale of 'new to you' books, continued here in the library, at all village events, the University of Nottingham's Farmer's Market plus Sutton Bonington Show and Rempstone Steam Fair. This takes a lot of hard work and effort and my thanks go to the fundraising trustee for this.

My thanks also to the team who run Bingo, EmbarrasSing & the upkeep of the gardens. The year on year (it has been 14 years) commitment has been immense.

Summary of Complaints / Compliments

We have not received any complaints over the year.

Summary of Public / Volunteer Accidents

There has been one reportable accidents/incidents to volunteers or visitors to the Library. No further action was needed and it was reported according to our policy and in the Accident Book.

Volunteers

As of the 31st March 2025, our volunteer numbers are consistent at 22, with an additional 2 new volunteers undergoing training at this time.

Our '3Rings' rota application allows us to keep in regular contact with all our volunteers for all things Library related. Additionally, our Noticeboards, Facebook page and website, also keep our community fully apprised of library activities.

A core of volunteers, numbering 19, regularly contribute to the running of the library. A further 3 volunteers work tirelessly in the background ensuring our continued success. Our volunteer demographic tends towards British, female and over retirement age.

As Trustees, we do recognise that many groups, are under-represented within our volunteer demographic and we welcome all applications from anyone wishing to help run the library.

We also have a hardworking group who ensure the library is clean, tidy and conform to Health & Safety regulations.

Our Treasurer, is also the person to call when help is needed and can be relied upon to appear almost immediately a major undertaking this year was the repainting of the children's area. Thank you.

Many of our volunteers can be called upon at short (or very short) notice should problems suddenly arise.

Financial Performance

The Annual Return is attached as supplied to the Charities Commission form C116a.

Cash held on 31 st March 2025	£23,480.51
Borrowings on 31 st March 2025	£0.00
Capital Investments Plans	None
Staffing	0 Employees
Financial Position	Excellent
Warm Space (One Kegworth)	£155.68
Kegworth Parish Council	£0.00
North-West Leicestershire District Council waived	All Council Tax charges

We are aware that we maintain a high cash balance with respect to our current account and aim to move 60% to an interest bearing account with Co-op bank.

Income Generation

- NWLDC is continuing to waive Council Tax.
- We continue to collect books from the wider community to sell in our 'Book Shop' and at 'Pop-Up' book stalls at events – this generated over £2,902.40 over the year and is KCL's main source of income.
- Bingo generated £706.01 and singing £833.16 for KCL funds, providing both welcome funding and invaluable community activity.
- A craft market within the library before Christmas and sales of knitwear produced by the Knit and Natter group raised £373.00 for library funds.
- Miscellaneous sources of income include the sale of stamps, sticker books, room hire, commission on cards, calendars, booklets and donations.
- The library will continue to play host to local Art and photo Exhibitions.
- The Trustees continue to pursue external grants, where appropriate.
- Review of Finances to ensure our money is working hard.

Risk Management

A review of risk is carried out regularly by a Trustee and plans / assessments updated as necessary.

Our problem Ash tree was 'crowned' and trimmed on the November 2023. After review, it was felt that more branches required 'trimming'. These concerns were ratified by LCC and they were trimmed further.

The risk of the library being forced to close due to a lack of Trustees or volunteers is always present and has been brought sharply into focus this year. We have actively recruited and three volunteers are prepared to step forward.

As occupiers/managers of the library we are aware of our responsibilities for the safety of people in the library and under fire safety legislation (RRO 2005).

Progress Update on 2024/25 Plans

✓ Open the library on scheduled opening days.

- We have been able to open for 97.31% of the scheduled days this year, exceeding last year.

✓ Continue to run Book Stalls.

- Our book sale volunteer continues with her enthusiastic presence at local farmers markets, village markets and pop-up stalls within our own car-park.

✓ Work the garden to make it an area that compliments the library.

- The work continues and is a tribute to the hard work and diligence of our volunteer gardeners.

✓ Brings Data Protection.

- We continue to monitor data protection legislation and update policies as necessary and continue to ensure current legislation is being adhered to.

✓ Electrical Fixed Installation Testing.

- This has been carried out. Due to complex issues the EICR report has been forwarded on to LCC for consideration of possible funding assistance.

✓ Contractor for Fire and Security system and fire extinguisher maintenance.

- ProudCastle are contracted for this, currently we are reviewing fire extinguisher options.

✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter, Indian Inspired Crafts and Craft Club).

- These groups continue to support our library, for which KCL is very grateful.
- ✓ Renew the Library lease and support package for 10 years on the same (internally repairing only) terms as the current lease, which now has less than one year to run.
- It was agreed that our lease be renewed, and we still awaiting LCC for the new Lease agreements.

Future Plans – April 2025 onwards

- ✓ Maintain the current six shift opening.
- ✓ Continue to run the Book Shop and develop bespoke storage.
- ✓ Continue to recognise the garden as an area that compliments KCL activity.
- ✓ Review all policies and update as/when necessary.
- ✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter, Craft Club and Indian Inspired Crafts).
- ✓ Welcome any other compatible groups, such as a book club, Chess club etc; this is reliant on willing and able co-ordinators to manage the group.
- ✓ Hold a Plant Sale in early May.
- ✓ Attend Community Library meetings (Cluster meetings) to gain support from peer groups.
- ✓ Plan, design and install a dedicated Book Shop administration area.
- ✓ Transfer a proportion of our current account into a savings account within the Co-operative Bank.
- ✓ Review and Plan a proactive strategy for adapting to and recovering from disruptive events.

LCC Support

Premises

LCC are responsible for the external fabric of the building and grounds.

The grass and garden area are regularly maintained and KCL's garden group continue to improve the appearance of the garden. The Ash tree to the right of the library continues to be assessed by LCC.

KCL's building is old for the type of materials used and life expectancy of this type of construction.

The flat roof of the library continues to cause concern on at least two occasions water and other matter has cascaded over the roof. During the recent LCC renovations to the exterior it was noted by the contractors doing external timber repairs and redecoration, that the roof water exit pipes were approximately 1½" above the level of the flat roof. They estimated, at that time, there was approximately 7000 litres of water on the roof, not draining away. LCC were appraised of the situation. The roof is scheduled for replacement during this year.

The window in the office was broken and repaired by LCC.

Information and Communication Technology (ICT) and the Library Management System (LMS)

The LMS was replaced in February by Axiell. There have been a few teething problems and during the changeover we used a manual system.

Our heartfelt thanks are extended to MM who continues to maintain the computers and attends quickly when we have problems.

Book Stock

We adhere to LCC guidelines for the book stock. A small group of volunteers work hard to ensure our books look neat and tidy adding to the calm ambience in the library. The books are easy to browse as regular editing and auditing takes place. KCL displays books attractively and makes regular changes to invite browsing.

Hub Support (Loughborough)

Loughborough Hub continues to be the valuable help to our volunteers should the need arise. The staff there are always pleasant, supportive and informative.

CML Support Officer

Our CML support officer is an excellent source of information and support, answering our questions or queries.

Additional Training

Training was cascaded down with the new software backed up with a comprehensive Help File. We are continuing to learn about the new system.

Property & Compliance

KCL continue to work with LCC to maintain and steadily improve the library both internally and externally.

Continuing Issues:-

Overhanging Ash tree branches continue to be a concern.

The flat roof which needs large scale repair/replacing. LCC are aware of our concerns and will program in maintenance in accordance with their timescale.

EICR Report has been referred to LCC as it raised several important issues.

Managing Risk and Compliance

Fire: Alarm Testing & Extinguisher

- Carried out monthly by two Trustees and logged. One fire alarm drill has been successfully carried out and all procedures followed.
- Systems to be tested bi-annually by ProudCastle Solutions.
- Extinguishers. When the current extinguishers are out of their current service time, our plan is to purchase P50 type extinguishers. These do not need maintenance for 10 years and have a 20 year life span.

Electrical:

- The Electrical Fixed Installation (EICR) Testing was carried out in November 2016 by an approved LCC contractor. The next testing was due in November 2021. This was carried out late in 2023 and LCC has taken over responsibility for the issue of an EICR certificate. This is expected to be completed in 2025.
- Carried out visually as part of the Risk Assessment.

- PAT testing carried out in spring 2024.
- We are aware that some of our equipment is approaching 10-years old and needs close monitoring.

Water:

- Our risk from Legionella is considered negligible as we only have two cold water taps fed from the mains.
- A new hot water system has been installed in the kitchen.
- The system is flushed regularly.

Emergency Lighting:

- Tests carried out bi-annually by ProudCastle Solutions and the contract is on-going.

Automatic Door Servicing:

- The annual service contract (Automatic Access) was cancelled in 2022.
- LCC are aware of the exterior lobby door problems.

Other:

Asbestos: A thorough inspection and removal was carried out in October 2019 prior to the installation of the heating system and with the replacement of the sink and removal of the floor tiles (and adhesive) that contained asbestos, we now believe the library to be free of asbestos, though necessary testing will be carried out in advance of any further refurbishment work.

KCL have negotiated with NWLDC for the removal of waste.

KCL continue to buy back the following Soft FM from LCC:

- Window cleaning inside and out (twice yearly).
- Washroom services (monthly).
- Security key holding (Samsic).

LCC continue to provide basic grounds maintenance FOC under the terms of our lease.

KCL employs a cleaner to maintain the library's day-to-day appearance.

Finally, from the Chair

This was an encouraging year, with many high points, although this is not to say there haven't been challenges. This is shown by the rise in visitors and range of activities. My sincere thanks go to the previous Chair and Secretary who stepped down from The Trustee group in April but continue as Lead Volunteers.

It's really pleasing that 3 new volunteers are giving up some of their time to help the running of the library, however our core group of volunteers numbering 16 have been with us from the start. This is why we are successful, thousands of hours of donated time, resources and commitment. We rely on volunteers to run the library, many of them do so in the background. Andrew and I would like to thank my fellow Trustees, for the support and assistance given during the last year, for ensuring the library doors continue to be open, and to the community-based groups who use the library, not only affording financial support but also giving it a welcoming, friendly, and calm ambience.

Finally, finally my thanks to the Trustees, Hilary, Francis, Pat, Elaine who give time, effort and money to maintain this brilliant atmosphere that is evident when you walk in the door of our library. Not one single person could do this on their own. Thank you.

Nicola Mullins

6th June 2025

Attachments

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name		No (if any)	
Receipts and payments accounts			
For the period from	Period start date	To	Period end date

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts				
LCC Charges	£250.76	-	-	251
Book Sales	£2,902.40	-	-	2,902
Keg Pubs	£232.50	-	-	233
We Buy Books	£200.09	-	-	200
Sticker Books	£59.60	-	-	60
Drinks	£503.10	-	-	503
Stamps	£313.85	-	-	314
Printing	£442.00			442
DVD	£13.00			13
Jigsaw	£335.00			335
Singing	£833.16			833
Card Sale Commission	£85.40			85
Internal Fund Raising	£312.74			313
Knitwear	£373.00			373
Room Hire	£1,730.50			1,731
Misc	£27.00			27
Donations	£966.33			966
External Fund Raising	£495.47			495
Grants	£0.00			-
Bingo	£706.01			706
Calendar	£53.00			53
	- 0			-
Sub total (Gross income for AR)	10,835	-	-	10,835
A2 Asset and investment sales, (see table).				
	- 0	- 0	- 0	-
	- 0	- 0	- 0	-
Sub total	- 0	- 0	- 0	-
Total receipts	10,835	- 0	- 0	10,835
A3 Payments				
Utilities	£3,104.94	-	-	3,105
Building Security	£2,564.09	-	-	2,564
Building Maintenance	£647.04			647
Cleaning	£817.11	-	-	817
Comp-uting	£291.90	-	-	292
Expenses	£154.30	-	-	154
Postage stamps	£227.71			228
Printer + Paper	£154.71	-	-	155
Gardening	£84.43			84
Xero & SumUp	£188.32	-	-	188
Sticker books	£9.60			10
MISC Invoice	£233.30	-	-	233
	- 0	-	-	-
Sub total	8,477	-	-	8,477
A4 Asset and investment purchases, (see table)				
	- 0	- 0	- 0	-
	- 0	- 0	- 0	-
Sub total	- 0	- 0	- 0	-

Total payments	8,477	- 0	- 0	8,477
Net of receipts/(payments)	2,357	-	-	2,357
A5 Transfers between funds	- 0	-	-	-
A6 Cash funds last year end	21,193	-	-	21,193
Cash funds this year end	23,550	-	-	23,550

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

Categories	Details	Unrestricted funds	Restricted funds
		to nearest £	to nearest £
B1 Cash funds	Co-op Bank 01/04/2025	23,481	-
	Cash in Hand	70	-
		-	-
	Total cash funds	23,551	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK
		Unrestricted funds	Restricted funds
		to nearest £	to nearest £
B2 Other monetary assets	Postage stamps	50	-
	Sticker book stock	28	-
	Book shop stock	295	-
	Jigsaw Stock	55	-
	Toner Stock	225	-
	Light Fittings Stock	120	-
	Furniture & fixtures	463	-
	Soft Furniture & office Equipment	133	-
	Computing Equipment	473	-
	Total	1842	
	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets	None		-
			-
			-
			-
			-
	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)	
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		
	N J Mullins			

CC16a
Last year
to the nearest £
£291.76
£2,412.35
£180.00
£217.55
£74.20
£281.50
£285.01
£335.95
£184.00
£817.00
£99.00
£68.00
£578.00
£810.00
£0.00
£994.14
£71.00
£2,616.33
£523.16
£5.00
10,844
- 0
- 0
10,844
£3,287.36
£2,054.89
£3,109.25
£779.34
£1,120.50
£198.35
£303.97
£131.08
£10.98
£174.14
£57.49
£661.32
11,889
- 0

When due (optional)
Date of approval
06/06/2025

Accounts



www.kclweb.org

Registered Charity Number: 1162461

Chairs Report

A report for the Trustees

April 1st 2023 – March 31st 2024

This report has been prepared and submitted by the Chair of Trustees of Kegworth Community Library. The views expressed are those of the Chair and agreed with the other Trustees.

The report was authorised at the AGM on 7th June 2024.

Contents

Page Number	Section Heading
2	Contents
3	Library Performance Overview
4	Library Performance
5	Our Activities
6	Compliments / Complaints
6	Near Misses and Accidents
7	Volunteers
8	Financial Performance
9	Income Generation
10	Risk Management
12	Progress Update
13	Future Plans
14	LCC Support
16	Property & Compliance
18	And Finally

Library Performance Overview

An overview of our library's operation over the year 2023 – 2024

Kegworth Community Library (KCL) is a small library at the heart of the village. In February 2016 it reopened as a community managed library (CML) to be run by enthusiastic and capable Trustees and volunteers.

Our Library opening hours are 2:00 – 4:30pm on Tuesday, Wednesday, Thursday, and Friday. There is extended evening opening on Fridays between 4:00 – 6:00pm.

On Saturday mornings the library is open between 10:00am to 12:00 noon.

Library usage figures 1 April 2023 to 31 March 2024

	This Year	Last Year (2022-2023)
Scheduled open days in year	261	261
Assumes open every Tues-Sat unless it is a Bank-Holiday		
Actual days open	251	252
	(96.17%)	(96.55%)

Library Visitor Numbers

Library	4913	4220
Knit and Natter	328	307
Bingo	418	415
EmbarrasSing	327	229
Craft Club	186	97
Total Visitors	6172	5268

Our current resources are able to cover at least 3 years of running costs (assuming current expenditure and income levels) and we receive no income for the period.

Our fundraising efforts underpins our continuing success and the 'Three Rings' volunteer management application continues to maintain our Rota system.

Library Performance

Annual Library Book Loans

For the year 2023 – 2024. (Figures taken from LCC Library Statistics)

	Current Year	Previous Year	Difference	% increase
Book Issues	5777	4968	+809	+ 16%
New Joiners	171	183	- 12	+ 13%
Active Borrowers	391	398	-7	- 1.77%
Annual Visitors	4913	4220	1278	+ 43%
Talking Book issues	4	1	3	+ 300%

KCL's Community Activities 2023-2024

Our regular Bingo, Knit & Natter, EmbarrasSing, plus the new Craft Club, continued their support by meeting in the Library.

Once again, we took part in the Summer Reading Challenge. This year's Challenge was quite successful with 52 children taking part, with medals issued to children on completion. A certificate of completion was awarded to the participants at their school assemblies.

School class visits continued with the children at Kegworth Primary School.

The library opened over 4 mornings in the week 24th – 27th October and 26th – 29th February, to accommodate the school's curriculum, with a total of 377 children accompanied by 62 teachers visiting the library over the two periods, with each of the children being able to take out a library book.

A newly installed a new car park barrier alleviates the difficulties of manipulating the original car park closure system.

Over the winter period our library, once again, opened as a 'warm space' to support local residents, with donated tea/coffee etc. from our local Co-operative store.

We held a CPR/AED (Automated External Defibrillator) training session in the library, hosted by our local Community First Responder. It was well attended and many of the perceived fears associated with AED use were well and truly allayed.

Our 4 Public computers, photocopying service and jigsaws hire/sales have continued to be used on a very regular basis

Our library bookstall continues, and has again been present at many community events in Kegworth, Sutton Bonington and at the Rempstone Steam Fair. Our Bookshop coordinator should be highly commended for continuing her stalwart efforts in maintaining a valuable income for our library.

Summary of Complaints / Compliments

We have received no complaints over the previous year.

Summary of Public / Volunteer Accidents

Continuing as in the previous year there have been no reportable accidents / incidents to volunteers or visitors to the Library.

Volunteers

As of the 31st March 2024, our volunteer numbers are consistent at 22, with an additional 3 new volunteers undergoing training at this time.

Our '3Rings' rota application continues to enable us to keep in regular contact with all our volunteers for all things Library related. Additionally, our Noticeboards, Facebook page and our website, also keep our volunteers fully apprised of library activities.

A core of volunteers, numbering 19, regularly contribute to the running of the library. A further 3 volunteers work tirelessly in the background ensuring our continued success. Our volunteer demographic tends towards British, female and over retirement age.

As Trustees, we do recognise that many groups, are under-represented within our volunteers demographic and we welcome all applications from anyone wishing to help run the library.

We have a hardworking group who ensure the library is clean, tidy and conform to Health & Safety regulations.

Many of our volunteers can be called upon at short (or very short) notice should problems suddenly arise.

Financial Performance

The Annual Return is attached as supplied to the Charities Commission form C116a.

Cash held on 31 st March 2023	£21,193.05
Borrowings on 31 st March 2023	£0.00
Capital Investments Plans	None
Staffing	0 Employees
Financial Position	Very Good
Grants from LCC	£2070.44
Grant from NWLDC	£390.21
Warm Space Grant (One Kegworth)	£155.68
Kegworth Parish Council	£0.00
North-West Leicestershire District Council	All Council Tax charges waived

We are aware that we maintain a high cash balance with respect to our out-goings and future plans. This enables our continued operation as a Community Managed Library, at current expenditure and income generation.

Income Generation

- NWLDC is continuing to waive Council Tax.
- We continue to collect books from the wider community to sell in our 'Book Shop' and at 'Pop-Up' book stalls at events – this generated over £2,884.10 over the year and is KCL's main source of income.
- Bingo generated £523.16 and singing £817.00 for KCL funds, providing both welcome funding and invaluable community activity.
- Sales of knitwear produced by the Knit and Natter group raised £578.00 for library funds.
- Miscellaneous sources of income include the sale of stamps, sticker books, room hire, commission on cards, calendars, booklets and donations.
- The library will continue to play host to local Art and photo Exhibitions.
- The Trustees continue to pursue external grants, where appropriate.

Risk Management

A review of risk is carried out regularly by a Trustee and plans / assessments updated as necessary.

Our problem Ash tree was 'crowned' and trimmed on the 16th of November 2023. After review, it was felt that more branches required 'trimming'. These concerns were ratified by LCC. Further trimming is to be scheduled by LCC.

The risk of the library being forced to close due to a lack of Trustees or volunteers is always present, but not yet imminent.

As occupiers/managers of the library we are aware of our responsibilities for the safety of people in the library and under fire safety legislation (RRO 2005).

The hotel in Kegworth housing asylum seekers has not really posed any significant issues to our library. A number of asylum seekers completed applications to volunteer in the library. Only one of the asylum seeker volunteers continued to help in the library until he achieved a place with Leicester University.

Progress Update on 2023/24 Plans

- ✓ Open the library on scheduled opening days.
 - We have been able to open for 96.17% of the scheduled days this year
- ✓ Continue to run Book Stalls.
 - Our book sale volunteers continues with their enthusiastic presence at local farmers markets, village markets and pop-up stalls within our own car-park.
- ✓ Work the garden to make it an area that complements the library.
 - The work continues and is a tribute to the hard work and diligence of our volunteer gardeners.
- ✓ Brings Data Protection.
 - We continue to monitor data protection legislation and update policies as necessary and continue to ensure current legislation is being adhered to.
- ✓ Electrical Fixed Installation Testing.
 - This has been carried out. Due to complex issues the EICR report has been forwarded on to LCC for consideration of possible funding assistance.
 - PAT testing of our electrical items is planned for spring 2024.
- ✓ Review contractor for Fire and Security system and fire extinguisher maintenance before the end of the annual contract in March 2024.
 - A review was carried out by the Trustees and it was decided that we should change contractor from Chubb to ProudCastle. This should, in the long term, save us approximately £250 per year in costs.
- ✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter and Craft Club).
 - These groups continue to support our library, for which are very grateful.

- ✓ Welcome any other compatible groups. This is reliant on willing and able co-ordinators to manage the group.
 - o A new 'Indian Inspired Crafts', craft group, has indicated a willingness to use our library as a base, twice monthly, on Saturday afternoons from April to December. The organiser of the group arranges all supplies and refreshments. The only impact upon our volunteers is to open and close the library for them.
- ✓ Renew the Library lease and support package for 10 years on the same (internally repairing only) terms as the current lease, which now has less than 3 years to run.
 - o It has been agreed that our lease be renewed, and we now await LCC for the new Lease agreements.

Future Plans – April 2024 onwards

- ✓ Maintain the current six shift opening.
- ✓ Continue to run the Book Shop.
- ✓ Continue to recognise the garden as an area that complements KCL activity.
- ✓ Review all policies and update as / when necessary.
- ✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter, Craft Club and Indian Inspired Crafts).
- ✓ Welcome any other compatible groups, such as a book club, Chess club etc; this is reliant on willing and able co-ordinators to manage the group.
- ✓ Hold a Plant Sale in early May.
- ✓ Attend Community Library meetings (Cluster meetings) to gain support from peer groups.
- ✓ Encourage the use of our library space for the a new 'Indian Inspired Crafts' group, who show intention to use our library from June to December.

LCC Support

Premises

LCC are responsible for the external fabric of the building and grounds.

The grass and garden area are regularly maintained, and KCL's garden group continue to improve the appearance of the garden. The Ash tree to the right of the library is continues to be assessed by LCC

KCL's building is old for the type of materials used and life expectancy of this type of construction.

The flat roof of the library continues to cause concern. At recent LCC renovations to the exterior it was noted by the contractors doing external timber repairs and redecoration, that the roof water exit pipes were approximately 1½" above the level of the flat roof. They estimated, at that time, that there was approximately 7000 litres of water on the roof, not draining away. LCC were appraised of the situation.

Information and Communication Technology (ICT) and the Library Management System (LMS)

In order to reconnect our library to the LCC library versions of Ancestry and Findmypast within our library, our library's IP address required to be changed from a 'dynamic' to 'static' address. This took many phone calls, over many months, to complete. It caused a knock-on effect to our other library systems. Notably the LMS went offline for two weeks. Book checkouts and discharges were carried out 'offline' and manually. Since being back online the LMS has continued to work virtually without issue this year.

Our printer/copier however developed problems with the IP changeover. The issue has now been resolved and our heartfelt thanks are extended to MM who continues to maintain the computers and attends quickly when we have problems.

Book Stock

We adhere to LCC guidelines for the book stock. A small group of volunteers work hard to ensure our books look neat and tidy adding to the calm ambience in the library. The books are easy to browse as regular editing and auditing takes place. KCL displays books attractively and makes regular changes to invite browsing.

Hub Support (Loughborough)

Loughborough Hub continues to be the valuable help to our volunteers should the need arise. The staff there are always pleasant, supportive and informative.

CML Support Officer

Our CML support officer is an excellent source of information and support, answering our questions or queries.

Additional Training

With the possibility of a new LMS in the future, additional training on the new system will be welcomed.

Property & Compliance

KCL continue to work with LCC to maintain and steadily improve the library both internally and externally. Work has included: Refurbishment of the exterior of the library and the installation of a new car park barrier.

Continuing Issues:-

Overhanging Ash tree branches continue to be a concern.

The flat roof which needs large scale repair / replacing. LCC are aware of our concerns and will program in maintenance in accordance with their timescales.

The outer entrance lobby door had been causing concern to volunteers. It failed completely on one occasion necessitating the call out of an engineer. The motor appears to have be the problem. After servicing and switching the door mechanism off for over a week and using the door manually with a door-bell installed for anyone experiencing difficulty, the door appears to be working normally again. Monitoring of the situation continues.

Managing Risk and Compliance

Fire: Alarm Testing & Extinguisher

- Carried out monthly by two Trustees and logged. One fire alarm drill has been successfully carried out and all procedures followed.
- Systems to be tested bi-annually by ProudCastle Solutions.
- Extinguishers. When the current extinguishers are out of their current service time, our plan is to purchase P50 type extinguishers. These do not need maintenance for 10 years, and that have a 20 years life span.

Electrical:

- The Electrical Fixed Installation (EICR) Testing was carried out in November 2016 by an approved LCC contractor. The next testing was due in November 2021. This was carried out late in 2023 and

LCC has taken over responsibility for the issue of an EICR certificate. This is expected to be completed in 2024.

- Carried out visually as part of the Risk Assessment.
- PAT testing to be carried out in spring 2024.
- We are aware that some of our equipment is approaching 5-years old and needs close monitoring.

Water:

- Our risk from Legionella is considered negligible as we only have two cold water taps fed from the mains.
- A new hot water system has been installed in the kitchen.
- The system is flushed regularly.

Emergency Lighting:

- Tests carried out bi-annually by ProudCastle Solutions and the contract is on-going.

Automatic Door Servicing:

- The annual service contract (Automatic Access) was cancelled in 2022.
- LCC are aware of the exterior lobby door problems.

Other:

Asbestos: A thorough inspection and removal was carried out in October 2019 prior to the installation of the heating system and with the replacement of the sink and removal of the floor tiles (and adhesive) that contained asbestos, we now believe the library free of asbestos, though will carry out the necessary testing in advance of any further refurbishment work

KCL have negotiated with NWLDC for the removal of waste.

KCL continue to buy back the following Soft FM from LCC:

- Window cleaning inside and out (twice yearly).
- Washroom services (monthly).
- Security key holding (Samsic).

LCC continue to provide basic grounds maintenance FOC under the terms of our lease.

KCL employs a cleaner to maintain the libraries day-to-day appearance.

Finally, from the Chair

For me, It has been a very challenging and yet encouraging year. This is shown by the rise in visitors and of an upcoming craft group using the library on a regular basis until December.

It's really pleasing that 3 new volunteers are giving up some their time to help the running of the library, without our volunteers we would not exist. We rely on the many volunteers to run the library, many of them do so in the background. I would like to thank my fellow Trustees, for the support and assistance given to me during the last year, for ensuring the library doors continue to be open, and to the community-based groups who use the library, not only affording financial support but also give it a welcoming, friendly, and calm ambience from the moment you enter the car park.

Thank you.

Andrew Smith

7th June 2024

Attachments

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Kegworth Community Library

Kegworth Community
Library

Charity no.
1162461

Charity No. 1162461

Receipts and payments accounts

CC16a

For the period
from

01-April-2023

To

31-March-2024

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					
1 LCC Charges	£291.76	-	-	292	407
2 Book sales	£2,412.35	-	-	2,412	1,904
2 Keg pubs	£180.00			180	
We buy books	£217.55	-	-	218	86
3 Sticker books	£74.20	-	-	74	135
4 Drinks	£281.50	-	-	282	107
5 Stamps	£285.01	-	-	285	159
6&7 Printing and Laminating	£335.95	-	-	336	325
8 Jigsaw	£184.00	-	-	184	55
Singing	£817.00	-	-	817	566
Cards Sale commision	£99.00	-	-	99	24
Internal fund raising	£68.00	-	-	68	94
Knit wear	£578.00	-	-	578	360
Room hire	£810.00	-	-	810	204
Grant	£2,616.33	-	-	2,616	377
Bingo	£523.16	-	-	523	517
Calendar	£5.00	-	-	5	40
Donation	£994.19	-	-	994	37
External fund raising	£71.00	-	-	71	47
Misc	£0.00	-	-	-	265
	-	-	-	-	-
Sub total(Gross income for AR)	£10,844	£0	£0	£10,844	£5,708

Kegworth Community Library

Charity No. 1162461

A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	£10,844	£0	£0	£10,844	£5,728

A3 Payments

Utilities	£3,287.36	-	-	3,287	2,864
Building Security	£2,054.89	-	-	2,055	1,666
Building Maintenance	£3,109.25	-	-	3,109	1,541
Cleaning	£779.34	-	-	779	763
Comp-uting	£1,120.50	-	-	1,121	407
Warm space	£0.00	-	-	-	119
Expenses	£198.35	-	-	198	159
Postage stamps	£303.97	-	-	304	132
Printer + Paper	£131.08	-	-	131	272
Gardening	£10.98	-	-	11	76
Xero & SumUp	£174.14	-	-	174	205
Sticker books	£57.49	-	-	57	72
MISC Invoice	£661.32	-	-	661	179
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	£11,889	£0	£0	£11,889	£8,455

A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	£11,889	£0	£0	£11,889	£8,455

Net of receipts/(payments)	-£1,045	£0	£0	-£1,045	-£2,726
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	£22,238	-	-	£22,238	£24,944
Cash funds this year end	£21,193	£0	£0	£21,193	£22,238

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	Co-op Bank 1/4/2023	21,123	-	-
	Cash in hand	70	-	-
	less Unpresented cheques	-	-	-
	Total cash funds	£21,193	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Postage stamps	204	-	-
	Sticker book stock	28	-	-
	Book shop stock	154	-	-
	Kegworth Pubs book	225	-	-
	Furniture & fixtures	182		
	Soft Furniture & office Equipment	273	-	-
	Computing Equipment	208	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-

Charity's own use

		-	-
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B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
None		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Andrew Smith	7-Jun-24

Notes

Accounts



www.kclweb.org

Registered Charity Number: 1162461

Chairs Report

A report for the Trustees

April 1st 2022 - March 31st 2023

This report has been prepared and submitted by the Chair of Trustees of Kegworth Community Library. The views expressed are those of the Chair and agreed with the other Trustees.

The report was authorised at the AGM on Friday, June 2nd 2023

Index

Page Number	Section Heading
2	Index
3	Key Points
4	Library Performance 1
5	Our Activities
6	Compliments/Complaints
6	Near Misses and Accidents
7	Volunteers
8	Financial Performance
9	Income Generation
9	Risk Management
10	Progress Update
11	Future Plans
12	LCC Support
14	Property & Compliance
17	And Finally

Key Points

An overview of key highlights and issues that arose in the period under review

Kegworth Community Library (KCL) is a small library at the heart of the village. In February 2016 it reopened as a community managed library (CML) run by a band of enthusiastic and capable Trustees and volunteers. By the end of March 2023 the trustees numbered 5 and the volunteers 20. The founding Chair, Treasurer and Secretary all handed over to new incumbents to each post at the start of July 2022.

It has been a year of recovery since the library returned to normal opening following the COVID pandemic; KCL was able to open 96.55% of our scheduled open days, compared with 70.88% during 21-22.

This is reflected in our overall visitor numbers, which increased to 5365 (from 3062 in 21-22). We were pleased to open our doors once again to community groups for Bingo, Knit & Natter and EmbarasSING, plus a new Craft Club which meets in the library twice a month; these groups added 1145 people to our visitor numbers (up from 188 in 21-22).

Finances have continued to be soundly managed and KCL has a healthy bank balance, with resources to cover at least 4-5 years of running costs (assuming current expenditure and income levels). This takes into account the huge increases in utilities since Spring 2022, which look set to continue.

Fundraising underpins our success as the quarterly grant from Leicestershire County Council (LCC) has now ceased. Volunteer numbers are relatively stable, and we continued to use the 'Three Rings' volunteer management application.

The library is running the contracted six shifts a week. From January 2023 the Library increased opening hours on Tuesday, Wednesday and Thursday by half an hour on each day and is open from 2- 4.30 pm, with extended evening opening on a Friday 2-6pm and 10am to 12 noon on Saturday (reduced from 10-12.30pm).

Library Performance

Annual Library Book Loans

	Previous Year	Current Year	Difference	% increase
Issues	3580	4968	+1388	+ 29%
New Joiners	162	183	+21	+ 13%
Active Borrowers	300	398	+98	+ 32%
Annual Visitors	2942	4220	1278	+ 43%)
Talking Book issues	4	1	-3	-75%

KCL's Community Activities

Bingo, Knit & Natter and EmbarasSING, plus the new Craft Club regularly meet in the Library. We have now restarted the class visits by children at Kegworth Primary School; currently at one per term.

We were disappointed in the take up of the Summer Reading Challenge in 2022 and hopeful that the more timely launch and additional support from LLC planned for Summer 2023 will help us grow the number of children successfully participating in the SRC this year. (The launch has to follow the launch of the SRC by the Reading Agency).

Over the winter period 2022-2023 the library opened as a 'warm space' to support local residents and provide a base for the NWLDC Local Area Co-ordinator (Kegworth & Castle Donnington).

We continue to offer free access to computers, although the number of computer users has fallen this year to 125, compared with 212 last year, and we welcome members of the public coming in to use the library WiFi. We continue to offer paid photocopying and jigsaws for hire and sale; there is a fabulous display of recent, good quality donated books available to buy in the library.

The library bookstall and sale of knitted articles (from the Knit & Natter group) was present at community events in Kegworth, Sutton Bonington and Rempstone. The KCL Bookshop has a regular stall at the Sutton Bonington Farmers Market, where it is well supported.

Summary of Complaints/Compliment

There has been one complaint in this period, which we trust is satisfactorily resolved. Last year's extended concerns regarding the KCL the neighbour across the road seem – for now at least – to have receded and the car park entrance is generally kept clear. KCL now intends to proceed with the proposal to install a more permanent barrier at the entrance to the library as previously discussed with LCC but using a solid barrier instead of a chain.

Summary of Public/Volunteer Accidents

There have been no reported accidents to volunteers or visitors this year.

Volunteers

We continue to retain a keen and willing band of volunteers who numbered 20 at the end of March. The '3rings' application enables us to keep in regular contact with volunteers, as do the noticeboard, face-book and the website along with regular witty articles in the local press.

The number of volunteers* who regularly help with the running of the library now 11. Our volunteer pool is skewed towards British, females who are retired. (* Trustees and volunteers who do not usually do library shifts)

The Trustees recognise that many groups, are under-represented and welcome applications from people wishing to help run the library.

We have a hardworking group who ensure the library is clean, tidy and conform to Health & Safety regulations. Many volunteers can be called upon at short (or very short) notice when problems arise.

Financial Performance

The Annual Return is attached as supplied to the Charities Commission form C116a.

Cash held on 31 st March 2023	£22,237.20	cf £24,983.51.
Borrowings on 31 st March 2023	£0.00	
Capital Investments Plans	None	
Staffing	0 Employees	

Financial Position	Very Good
Grants from LCC	£0.00
Grant from NWLDC	£0.00
Warm Space Grant	£376.71
Kegworth Parish Council	£0.00
North West Leicestershire District Council waived	All Council Tax charges

We are aware that we maintain a high cash balance with respect to our out-goings and future plans. We now believe there are sufficient funds to see us through around 4-5 years at current expenditure and income generation.

LCC no longer contribute and the grant from NWLDC was a one off. The cost of utilities over the next financial year remains high and uncertain.

Income Generation

- NWLDC is continuing to waive Council Tax.
- We continue to collect books from the wider community to sell in our 'Book Shop' and at 'Pop-Up' book stalls at events – this generated over £1900 over the year and is KCL's main source of income.

- Bingo generated £516.57 and singing £565.50 for KCL funds, providing both welcome funding and invaluable community activity.
- A 'Cryptic quiz' generated £94 and was very well received in the Village.
- Sale of knitwear produced by the Knit and Natter group raised £359.70 for library funds.
- Miscellaneous sources of income include the sale of stamps, sticker books, room hire, commission on cards and calendars and donations.
- The library will continue to play host to local Art and photo Exhibitions.
- The Trustees will continue to pursue external grants where appropriate.
- We will investigate the reinstatement of the Lottery or a similar fundraising activity.

Risk Management

A review of risk is carried out regularly by a Trustee and plans updated as necessary.

The Ash tree is still overhanging from a neighbour's garden and continues to drop significant sized branches and debris on the roof. LCC have been made aware (repeatedly) of these problems for over three years.

The risk of the library being forced to close due to a lack of Trustees or volunteers is always present, but not imminent.

As occupiers/managers of the library we are aware of our responsibilities for the safety of people in the library and under fire safety legislation (RRO 2005).

One of the hotels in Kegworth is currently home to refugees seeking safe haven in the UK. We will be mindful of any 'issues' this may present to library volunteers, at the same time as welcoming individuals as library users and (in limited numbers) as volunteers.

Progress Update on 2021/22 Plans

- ✓ Open the library on scheduled open days
 - o We have been able to open for 96.55% of the scheduled days this year
- ✓ Extend opening hours during the week, balanced with a slightly shorter opening on Saturday morning.
 - o This is now operating; we will continue to monitor.
- ✓ Continue to run Book Stalls.
 - o Two volunteers have undertaken most of these events, including at the Farmers Market in Sutton Bonington. There are also occasional 'pop up' sales outside the library, when the weather allows.
- ✓ Continue to enhance the garden and make it an area that complements the library.
 - o It's looking amazing – thank you (again) gardeners.

- ✓ Review 3rings and ensure data protection legislation is being adhered to.
 - o We will continue to monitor and update policies as necessary.
- ✓ Install hot water system.
 - o This is now installed.
- ✓ Transition to new Trustee team.
 - o This has happened, though the new team continue to benefit from occasional support from KCL's founding Chair, Secretary and Treasurer.
- ✓ Purchase card reader
 - o This is now in use in the library and has boosted sales at book stalls held at Sutton Bonington and other external events.
- ✓ Install key safe for use by Community groups.
 - o Reduces the amount of time Trustees spend opening and closing the library

Future Plans - April 2023 onwards

- ✓ Carry out Electrical Fixed Installation Testing in Summer 2023
- ✓ Review contractor for Fire and Security system and fire extinguisher maintenance before the end of the annual contract in March 2024
- ✓ Maintain the current six shift opening.
- ✓ Continue to run the Book Shops.
- ✓ Continue to recognise the garden as an area that complements KCL activity.
- ✓ Review all policies and update as/ when necessary.

- ✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter and Craft Club).
- ✓ Welcome any other compatible groups, such as a book club; this is reliant on willing and able co-ordinators to manage the group.
- ✓ Review banking facilities and accounting package.
- ✓ Attend Community Library meetings to gain support from peer groups.
- ✓ Welcome refugees from the hotel as library users and as volunteers.
- ✓ Renew the Library lease and support package for 10 years on the same (internally repairing only) terms as the current lease, which now has less than 3 years to run.
- ✓ Replace the ad-hoc barrier at the entrance to the car park with a sturdier barrier.

LCC Support

Premises

LCC are responsible for the external fabric of the building and grounds.

The grass and garden area are regularly maintained, and KCL's garden group continue to improve the appearance of the garden. The Ash tree which overhangs the property is looking increasingly fragile and LCC's help has been requested.

KCL's building is old for the type of materials used and life expectancy of this type of construction.

The most recent LCC condition survey of the fabric has not been made available to KCL. We are advised that KCL are unable to bid for external repairs from LCC contingency funds.

Over the last two years the flat roof has leaked on three occasions, suggesting it is time to replace it. One of the leaks 'lifted' the floor tiles (which had an asbestos content) and resulted in KCL having to expedite their removal and replacement (from KCL funds). Water leaks have stained the internal fibreboard ceiling (now redecorated by volunteers) and a more recent visit required debris to be removed from the roof to allow water to drain rather than run down the external walls.

A surveyor visited the library in March 2023 to survey the roof; we have not yet been informed of their findings. KCL has requested that external timber repairs and redecoration is carried out to the exterior of the building, as there is rotten wood and flaking paint evident. It is 5- 6 years since this work was last carried out.

ICT-LMS

This has continued to work virtually without issue this year. Downtimes were minimal and when planned we were informed.

The office VDU has been replaced, and we intend to replace the aging PC soon. The computer system is regularly updated, our thanks to MM who continues to maintain the computers and attends quickly when we have problems.

Book Stock

We adhere to LCC guidelines for the book stock. A small group of volunteers work hard to ensure our books look neat and tidy adding to the calm ambience in the library. The books are easy to browse as regular editing and auditing takes place. KCL displays books attractively and makes regular changes to invite browsing.

Hub Support (Loughborough)

The volunteers value the help from the Loughborough Hub – always pleasant and supportive. Clarification is required re renewing children's tickets when they visit the library on class visits (without parents present).

CML Support Officer

We continue to have excellent support from our named officer. She has been there to answer our queries, kept us up to speed with any changes and library related issues.

KCL have come to realise that the LCC do things at their own rate and in their own way.

Additional Training

Additional training delivered by LCC is welcomed as things return to normal after the pandemic.

Property & Compliance

KCL continue to work with LCC to maintain and steadily improve the library both internally and externally. Work has included: new flooring, new heating, upgrading the kitchen and replacing the water heater, replacing the entrance door opening mechanisms, planting and we look forward to securing carpark on a more permanent basis.

Issues that are outstanding:-

The overhanging Ash tree dropping significant branches on the footpath and fire exit route, the flat roof which needs large scale repair / replacing, external timber repairs and redecoration. The entrance lobby door is still not functioning properly.

Managing Risk and Compliance

Fire: Alarm Testing & Extinguisher

- Carried out monthly by two Trustees and logged. One fire alarm drill has been successfully carried out and all procedures followed.
- System tested quarterly by Chubb.
- Extinguishers tested annually by Chubb.

Electrical

- The Electrical Fixed Installation Testing was carried out in November 2016 by an approved LCC contractor. The next testing was due in November 2021. This has not been done and we will ensure that this is undertaken over summer 2023.
- Carried out visually as part of the Risk Assessment (see attached).
- PAT testing carried out in spring 2022.
- We are aware that some of our equipment is approaching 5-years old and needs close monitoring.

Water

- Our risk from Legionella is considered negligible as we only have two cold water taps fed from the mains.
- A new hot water system has been installed in the kitchen.
- The system is flushed regularly.

Emergency Lighting

- Tests carried out quarterly by Chubb and the contract is on-going.

Automatic Door Servicing

- Servicing due

Other

Asbestos Surveys are conducted every five years in accordance with LCC advice. A thorough inspection and removal was carried out in October 2019 prior to the installation of the heating system and with the replacement of the sink and removal of the floor tiles (and adhesive) that contained asbestos, we now believe the library free of asbestos; though will carry out the necessary testing in advance of any further refurbishment work. Replacement of the flooring, completed in November 2022, make the kitchen area a lot brighter and more welcoming (and removes a slip hazard).

KCL have negotiated with NWLDC for the removal of waste.

KCL continue to buy back the following Soft FM from LCC:

- Window cleaning inside and out (twice yearly).
- Washroom services (monthly).
- Security key holding.

LCC continue to provide basic grounds maintenance FOC under the terms of our lease. KCL employs a cleaner to maintain the libraries day-to-day appearance.

Finally, from the Chair

This has been an encouraging year for the library as we fully re-open and expand our activities.

We were very pleased to celebrate the 7th Birthday of KCL in February 2023. As always – we rely on the many volunteers and Trustees who help run the library and community-based groups to give the library a friendly and calm ambience from the moment you enter the grounds. As a group we still get things done as we have been doing so for many years now.

Thank you.

Hilary Tansley

2nd June 2023

Attachments

Business of KCL Risk Assessment

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Kegworth Community
Library

Charity no.
1162461

CC16a

Receipts and payments accounts

For the period from	01-Apr-22	To	31-Mar-23
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Section A Receipts and payments

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A1 Receipts					
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2 Book sales	£1,903.98	-	-	£1,904	£1,375.00
We buy books	£86.29	-	-	£86	
3 Sticker books	£135.00	-	-	£135	
4 Drinks	£107.00	-	-	£107	
5 Stamps	£159.47	-	-	£159	
6 Printing and 7 Laminating	£325.15	-	-	£325	£226.00
8 Jigsaw Hire	£55.00	-	-	£55	
Warm Space /Grant	£376.71	-	-	£377	
LCC Grants	£0.00	-	-	£0	£4,315.00
Bingo	£516.57	-	-	£517	
Singing	£665.50	-	-	£666	
Room Hire	£204.00	-	-	£204	£342.00
Donation	£37.25	-	-	£37	£103.00
Calendar	£39.50	-	-	£40	
Cards Sale commission	£24.20	-	-	£24	
Fund Raising (Quiz)	£94.00	-	-	£94	
Co-op Donation tin	£47.00	-	-	£47	
Knit wear	£359.70	-	-	£360	
Misc	£265.00	-	-	£265	£364.00
Sub total (Gross income for AR)	£5,708	£0	£0	£5,708	£6,909.00
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	£5,708	£0	£0	£5,708	£6,909
A3 Payments					
Utilities	£2,863.82	-	-	2,864	2,065
Building Security	£1,666.35	-	-	1,666	1,168
Building Maintenance	£1,540.66	-	-	1,541	903
Cleaning	£762.52	-	-	763	451
Computing	£406.95	-	-	407	-
Warm space	£119.04	-	-	119	-
Expenses	£159.43	-	-	159	-
Postage stamps	£131.95	-	-	132	-
Printer + Paper	£271.57	-	-	272	128
Gardening	£76.29	-	-	76	-
Xero & SumUp	£205.19	-	-	205	-
Sticker books	£72.00	-	-	72	-
Advertising / Promotion					25
Cost of Sales					254
Refreshments					13
Misc Invoice	£178.74	-	-	179	4,218
Sub total	£8,455	£0	£0	£8,455	£9,225
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	£8,455	£0	£0	£8,455	£9,225
Net of receipts/(payments)	-£2,746	£0	£0	-£2,746	-£2,316
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,984	-	-	24,984	27,299
Cash funds this year end	£22,237	£0	£0	£22,237	£24,983

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	Co-op Bank 1/4/2023	22,322	-	-
	Cash in hand	165	-	-
	Unpresented cheques	-£249	-	-
	Total cash funds	£22,237	-	-
	(agree balances with receipts and payments account(s))			
	OK			
B2 Other assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Postage stamps	81	-	-
	Sticker book stock	28	-	-
	Book shop stock	121	-	-
	Furniture & Computing Equipment	553	-	-
		-	-	-
	Total other assets	£783	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Andrew Smith	17 Oct 2023

Notes

1. No requirement to submit to Charity Commission as income less than £10,000.

Accounts



www.kclweb.org

Registered Charity Number: 1162461

Chairs Report

A report for the Trustees

April 1st 2021 - March 31st 2022

This report has been prepared and submitted by the Chair of Trustees of Kegworth Community Library. The views expressed are those of the Chair and not necessarily of the other Trustees. The report has been authorised at the AGM.

Index

Page Number	Section Heading
2	Index
3	Key Points
4	Library Performance 1
5	Our Activities
6	Compliments/Complaints
6	Near Misses and Accidents
7	Volunteers
8	Financial Performance
9	Income Generation
9	Risk Management
10	Progress Update
11	Future Plans
12	LCC Support
14	Property & Compliance
17	And Finally

Key Points

An overview of key highlights and issues that arose in the period under review

Kegworth Community Library (KCL) is a small library at the heart of the village. In February 2016 it was reopened as a community managed library (CML) run by a band of enthusiastic and capable Trustees and volunteers. By the end of March 2022 the trustees numbered 7 and the volunteers 23.

It has been another quiet year with the library closed at the start with a gradual return to normality by November due to the COVID pandemic. Finances have continued to be soundly managed and we have a healthy bank balance with resources to cover only 2 years of running costs. This figure takes into account the huge increases in utilities, which is projected to continue. Fundraising and the quarterly grant from Leicestershire County Council (LCC) underpin this success. Volunteer numbers were stable and we continued to use the 'Three Rings' volunteer management application.

The library is now running the contracted six shifts a week, with extended evening opening on a Friday.

Library Performance

Annual Library Book Loans

	Previous Year	Current Year	Difference
Issues	1296	3910	202%
New Joiners	40	163	308%
Active Borrowers	99	300	203%
Annual Visitors	659	2942	346%

The effects of the Covid-19 restrictions and closures continued to be disruptive, but these figures are an improvement on last year, which was an all-time low due to enforced closure.

KCL's Community Activities

Knit and Natter was the first group to resume meeting in the library on a Tuesday afternoon- hooray and we were pleased to welcome back 'Bingo' in March. We continue to offer free access to computers and paid photocopying, in addition we welcome members of the public coming in to use our WiFi, peruse the Bookshop and buy a jigsaw. The library was also present at all community events and at the Sutton Bonington Farmers Market.

Summary of Complaints/Compliment

There has been no written complaints in this period, however KCL have made numerous complaints to the Police about the neighbour across the road. He continued his verbal assault to our volunteers about access to the carpark, LCC have not challenged him on this and have not offered the library support against our verbally abusive and threatening neighbours who have also caused criminal damage.

On occasions volunteers and members of the public have not been able to access the carpark due to parking across the entrance, the white line was repainted but has no legal standing.

Summary of Public/Volunteer Accidents

There has been one reported accident to a member of the public who accessed the old cleaner's cupboard. The projector fell on the victim's head but no injuries were reported.

Volunteers

We continue to retain a keen and willing band of volunteers who number 23. The '3rings' application enables us to keep in regular contact with volunteers, as do the noticeboard, face-book and the website along with regular witty articles in the local press.

The number of volunteers who regularly help with the running of the library, even with the pandemic, is still 13. Our volunteer pool is skewed towards British, females who are retired.

The Trustees recognise that many groups, are under-represented and would welcome applications from anyone wishing to help run the library.

We have a hardworking group who, behind the scenes, ensure the library is clean, tidy and conform to Health & Safety regulations, in addition many are able to be called upon when problems arise.

Financial Performance

The Annual Return is attached as supplied to the Charities Commission form C116a.

Cash held as at 31st March 2022	£24 943 cf £27
259	

Borrowings as at 31st March 2022	£0.00
--	--------------

Capital Investments Plans	None
----------------------------------	-------------

Staffing	0 Employees
Financial Position	Excellent
Grants from LCC	£1 648
Grant from NWLDC	£2 667
Kegworth Parish Council	£0.00
North West Leicestershire District Council charges waived	All Council Tax

We are aware that we maintain a very high cash balance with respect to our out-goings and future plans and have discussed options. Last year I reported that we had enough cash funds to see us through 5 years with a tight budget, unfortunately this has altered significantly and I now believe there are sufficient funds to see us through less than 3 years. LCC no longer contribute and the grant from NWLDC was a one off. The cost of utilities may triple over the next financial year.

Income Generation

- **NWLDC is continuing to waive Council Tax.**

- **We will continue to collect books from the wider community to sell in our 'Book Shop' or at a 'Pop-Up' event.**
- **The Library will continue to play host to local Art Exhibitions.**
- **The Trustees will continue to pursue external grants where appropriate.**
- **Investigate the reinstatement of the Lottery or something similar.**

Risk Management

A review of risk is carried out regularly by a Trustee and plans updated as necessary. There are currently still two issues of importance although not of high risk, the overhanging Ash tree which drops significant sized branches and the roof. LCC have been made repeatedly aware of these problems for over two years.

The risk of the library being forced to close due to a lack of Trustees is now high and imminent, in the coming year 3 key Trustees are retiring.

As occupiers/managers of the library we are aware of our responsibilities for the safety of people in the library and in particular under fire safety legislation (RRO 2005).

Progress Update on 2020/21 Plans

- ✓ **Open the library twice a week following all government and LCC guidelines. Increase to three shifts in May 2021, then four shifts from September and the fifth in November if personnel allow.**
 - o We were able to keep to these dates and by the end of the year were back to 'normal'.
- ✓ **Use family or friendship 'bubbles' to run a shift.**
 - o In the early part of the year we kept to this but we are now running as normal.
- ✓ **Continue to run out of hours Book Stalls when possible.**
 - o EH ably assisted by DH have undertaken the majority of these events, including at the Farmers Market in Sutton Bonington.
- ✓ **Update kitchen area and replace flooring with a slip proof, cleanable option.**
 - o Planned, prepared and delivered by DH - thank you.
- ✓ **Continue to enhance the garden and make it an area that complements our Charity.**
 - o Its looking amazing - thank you gardeners.
- ✓ **Review 3rings and ensure data protection legislation is being adhered to.**

Future Plans

- ✓ **Maintain the six shift opening, keep under review Saturday opening hours.**
- ✓ **Continue to run out of hours Book Stalls when possible.**
- ✓ **Install hot water system.**
- ✓ **Continue to enhance the garden and make it an area that complements our Charity.**
- ✓ **Review 3rings and ensure data protection legislation is being adhered to.**
- ✓ **Encourage Singing and Bingo to begin again.**
- ✓ **Transition to new Trustee team.**
- ✓ **Review banking facilities and investigate card reader.**
- ✓ **New Trustees to be charged with responsibility for deputising for the Chair and Treasurer.**

LCC Support

Premises

LCC are responsible for the external fabric of the building and grounds. The grass and garden area have been regularly maintained although now KCL have a garden group who have planted a dazzling array that improves both the soil and visual look of the garden. The Ash tree which overhangs the property is looking increasingly fragile and help has been requested.

Our building is old for the type of materials and life expectancy of such a construction. A survey of the flat roof, following a leak in the library suggested it was time to replace it. KCL have not seen the written results of this survey (only the onsite observations of the contractor) and LCC informed us that it is in fact 'fit for purpose'.

ICT-LMS

This has continued to work virtually without issue this year. Downtimes were minimal and when planned we were informed.

Our own computer system is regularly updated, our thanks to MM who continues to maintain the computers and comes quickly when a problem is experienced.

Book Stock

We adhere to all LCC guidelines with the book stock. A small group of volunteers work hard to ensure our books look neat and tidy adding to the calm ambience in the library. The books are easy to browse as regular editing and auditing happens. KCL try to display books enticingly and make regular changes that invite browsing.

Hub Support (Loughborough)

The volunteers have praised the help from the Loughborough Hub - always pleasant and supportive.

CML Support Officer

Throughout we have excellent support from our named officer. She has been there to answer our queries, kept us up to speed with any changes and

library related issues. KCL have come to realise that the LCC gets things done although at their own rate and in their own way.

Additional Training

Due to the restrictions there has been no additional training delivered by LCC.

Property & Compliance

KCL working with LCC have maintained and steadily improved the library both internally and externally. It has included: new flooring, new heating, updated door opening mechanism, planting, thorough spring clean, locking and securing carpark. Issues that have arisen are the overhanging Ash tree dropping significant branches on the footpath (which is a designated fire exit route), the flat roof needs replacing and finally the door is still not functioning properly.

Managing Risk and Compliance

Fire: Alarm Testing & Extinguisher

- **Carried out monthly by two Trustees and logged. One fire alarm drill has been successfully carried out and all procedures followed.**
- **System tested quarterly by Chubb, this has not happened and Chubb are in breach of contract.**
- **Extinguishers tested annually by Chubb.**

Electrical

- **Carried out visually as part of the Risk Assessment (see attached).**
- **PAT testing carried out in spring 2022.**
- **We are aware that some of our equipment is approaching 5-years old and needs close monitoring.**

Water

- **Our risk from Legionella is considered negligible as we only have two cold water taps fed from the mains.**
- **Hot water temperature is not consistent and a new hot water system is needed when the kitchen is upgraded. System turned off.**
- **The system is flushed regularly.**

Emergency Lighting

- **Tests carried out quarterly by Chubb and the contract is on-going. See above comment.**

Automatic Door Servicing

- **Up-to-date.**

Other

Electrical inspections and Asbestos Surveys are conducted every five years in accordance with LCC advice. A thorough inspection and removal was carried out in October 2019 prior to the installation of the heating system leaving only the asbestos in the floor tiles. Replacement of the flooring was completed in November 2022 and looks lovely, making the kitchen area a lot brighter.

The Electrical Fixed Installation Testing was carried out in November 2016 by an approved LCC contractor. The next testing will be due in November 2021. This has not been done.

KCL have negotiated with NWLDC for the removal of waste.

KCL have agreed to buy back the following Soft FM from LCC:

- **Window cleaning inside and out (twice yearly).**
- **Washroom services (monthly).**
- **Security key holding.**

LCC continue to provide basic grounds maintenance FOC under the terms of our lease.

KCL employed employs a cleaner to maintain the libraries appearance.

Finally from the Chair

This has been another quiet year the highlight being the installation of the new floor. Once again it is the many volunteers and Trustees who help run the library, giving it a calm, welcoming ambience from the moment you access the grounds. As a group of Trustees, supported by volunteers, we

get things done and have been doing so for many years now. In these difficult times you all need a huge thank you and a pat on the back.

This is my last report and I thank everyone for all their help and support. It has been wonderful working with you all.

Best wishes

Nicola Mullins



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Nicola Mullins, June 2022.

Attachments

Business of KCL Risk Assessment

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Kegworth Community Library

No (if any)
1162461

Receipts and payments accounts

For the period from	Period start date 4/1/2021	To	Period end date 3/31/2022
------------------------	-------------------------------	----	------------------------------

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 £
A1 Receipts				
LCC Grant	1,648	-	-	1,648
NWLDC Covid Grant	2,667	-	-	2,667
KCL Lottery		-	-	-
Donations	103	-	-	103
CO_OP Community Fund	-	-	-	-
Library Charges	184	-	-	184
Photocopying	226	-	-	226
Room Hire & Clubs	342			342
Book Sales & Misc Sales	1,375	-	-	1,375
Sub total (Gross income for AR)	6,545	-	-	6,545
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	6,545	-	-	6,545
A3 Payments				
Advertsing/Promotion	25	-	-	25
Insurance/Maintenance	903	-	-	903
Cost of Sales	254	-	-	254
Stationery/Printing	128	-	-	128
Utilities	2,065	-	-	2,065
Software & Applications	-			-
Contracts	1,168	-	-	1,168
Refreshments	13	-	-	13
Cleaning	451			451
LCC 3K Grant	-			-
General Misc	4,218	-	-	4,218
Sub total	9,225	-	-	9,225
A4 Asset and investment purchases, (see table)				
All Assets	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	9,225	-	-	9,225
Net of receipts/(payments)	- 2,316	-	-	- 2,316
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	27,259			27,259
Cash funds this year end	24,943	-	-	24,943

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK
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
		N J Mullins	N J Mullins

CC16a



Last year

to the nearest £

2,644
-
-
125
-
16
85
1,330
4,200

-
-
-

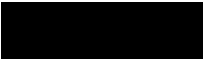
4,200

-
615
334
85
1,567
280
1,060
5
-
-
566
4,512

-
-
-

4,512

-	312
-	
27,571	
27,259	



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

Accounts



www.kclweb.org

Registered Charity Number: 1162461

Chairs Report

A report for the Trustees

April 1st 2020 - March 31st 2021

This report has been prepared and submitted by the Chair of Trustees of Kegworth Community Library. The views expressed are those of the Chair and not necessarily of the other Trustees until the report has been authorised at the AGM.

Index

Page Number	Section Heading
2	Index
3	Key Points
4	Library Performance 1
5	Our Activities
6	Compliments/Complaints
6	Near Misses and Accidents
7	Volunteers
8	Financial Performance
9	Income Generation
9	Risk Management
10	Progress Update
11	Future Plans
12	LCC Support
14	Property & Compliance
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Key Points

An overview of key highlights and issues that arose in the period under review

Kegworth Community Library (KCL) is a small library at the heart of the village. In February 2016 it was reopened as a community managed library (CML) run by a band of enthusiastic and capable Trustees and volunteers. By the end of March 2021 the trustees numbered 5 and the volunteers 24.

It has been quiet year with the library closed for the majority of the time due to the COVID pandemic. Finances have continued to be soundly managed and we have a healthy bank balance with resources to cover 3 years of costs. Fundraising and the quarterly grant from Leicestershire County Council (LCC) underpin this success. Volunteer numbers were stable and we continued to use the 'Three Rings' volunteer management application. It was with profound regret we learned of the death of one of our volunteers who designed, installed and ran our IT system with his son. Our deepest sympathies go to his family.

Sadly, after the forced closure in March 2020 the library has been unable to return to running six shifts a week.

Library Performance

Annual Library Book Loans

Monthly loan figures provided by LCC.

Month	Book Loans	New Members	Month	Book Loans	New Members
April *	2	-	October	62	2
May *	3	-	November *	22	0
June *	-	-	December	41	1
July	28	15	January *	5	3
August	44	4	February *	3	1
September	57	7	March *	2	7

The effects of the Covid-19 restrictions and closures can easily be seen in these figures. The library has not been open for more than two sessions a week since March 2020.

*Affected by Covid-19 restrictions. Note the discrepancy with LCC's Book Loan figures.

Monthly Visitors

Month	Total	Best Daily	Month	Total	Best Daily
April *	-	n/a	October	132	22
May *	-	n/a	November *	23	n/a
June *	-	n/a	December	124	29
July	102	19	January *	-	n/a
August	113	19	February *	-	n/a
September	165	29	March *	-	n/a

Again the figures are considerably affected by the Covid-19 restrictions and closures.
(*)

KCL's Community Activities

The majority of our activities have been suspended however two have survived and thrived the 'Pop-up Book & Jigsaw Table' and the 'Gardening Group'. We have also advertised access to computers and photocopying with clients making an appointment, this was one of the few activities that conformed to Government guidelines.

These activities contributed over £1200 towards our running costs. Thank you Kegworth!

Although the first closure for COVID19 stopped all activities the free Jigsaw loan was continued by one trustee as an extension of her community support role - thank you again.

Summary of Complaints/Compliment

There has been one written complaint in this period. This was to LCC who had contacted our neighbour about cutting down parts of the Ash tree that overhangs the property. He replied and was concerned about the ivy, which originated on his side now growing rampant. He continued his verbal assault to our volunteers about access to the carpark, LCC have not challenged him on this and have not offered the library support against our verbally abusive and threatening neighbours who have also caused criminal damage in the past.

KCL have contacted the police on numerous occasions as Trustees have not been able to access the carpark due to parking on the increasingly invisible solid white line.

Summary of Public/Volunteer Accidents

There have been no recorded accidents or near misses in this period.

Volunteers

We continue to retain a keen and willing band of volunteers which number 24. The '3rings' application enables us to keep in regular contact with volunteers, as do the noticeboard, face-book and the website along with regular witty articles in the local press.

The number of volunteers who regularly help with the running of the library, even with the pandemic, is still 13. Our volunteer pool is skewed towards British, females who are retired.

The Trustees recognise that many groups, are under-represented and would welcome applications from anyone wishing to help run the library.

We have a willing band who work behind the scenes to ensure we are clean, tidy and conform to Health & Safety regulations and are able to be called upon when problems arise.

Financial Performance

The Annual Return is attached as supplied to the Charities Commission form C116a.

Cash held as at 31st March 2021	£27 259
Borrowings as at 31st March 2021	£0.00
Capital Investments Plans	None
Staffing	0 Employees
Financial Position	Excellent
Grants from LCC	£2644
Kegworth Parish Council	£0.00

North West Leicestershire District Council charges waived

All Council Tax

We are aware that we maintain a very high cash balance with respect to our out-goings and future plans and have discussed options. Interest rates as low as they are and the possibility of negative inflation rate have encouraged us to leave our money in the Coop current account. If the current situation continues and LCC withdraw monetary support as planned we have enough funds for 5 years with a tight budget. NWLDC offered Covid financial support but this was not judged to be needed. No grants were applied for.

Income Generation

- **The Library will continue to be grant funded by LCC.**
- **NWLDC is continuing to waive Council Tax.**
- **We will continue to collect books from the wider community to sell in our 'Book Shop' or at a 'Pop-Up' event.**
- **The Library will continue to play host to local Art Exhibitions.**
- **The Trustees will continue to pursue external grants where appropriate.**

Risk Management

A review of risk is carried out regularly by a Trustee and plans updated as necessary. There are currently still three issues of importance although not of high risk, the decomposing kitchen floor tiles which contain asbestos, the overhanging Ash tree which drops significant sized branches and the roof. LCC have been made repeatedly aware of these problems for nearly two years.

The risk of the library being forced to close due to a lack of Trustees is now high and imminent.

As occupiers/managers of the library we are aware of our responsibilities for the safety of people in the library and in particular under fire safety legislation (RRO 2005).

Progress Update on 2020/21 Plans

- **Open the library twice a week following all government and LCC guidelines.**

- o We were able to do this from July 2020 until December 2021. Covid Operating procedures were introduced and on the two days we opened (Tuesday and Friday, 2 - 4 pm) we worked in bubbles.
- **Use family or friendship 'bubbles' to run a shift.**
 - o Covid Operating procedures were introduced and on the two days we opened (Tuesday and Friday, 2 - 4 pm) we worked in bubbles.
- **Update Risk Assessment to ensure compliance and minimise risk.**
 - o These have been updated.
- **Review monthly, or as necessary, the opening of the library with the intention of a return to normal in Spring 2021.**
 - o A return to normal is far from certain however we are running two shifts per week and as restrictions ease we will add more.
- **Update kitchen area and replace flooring with a slip proof, cleanable option.**
 - o Still awaiting go ahead from LCC. Tiles are decomposing by the door.
- **Continue to enhance the garden and make it an area that complements our Charity.**
 - o This has been one of the two positive outcomes of the year. The garden is looking amazing!

Future Plans

This year's plans have to reflect the effect of the COVID pandemic. The library is unlikely to fully open until summer 2021.

- **Open the library twice a week following all government and LCC guidelines. Increase to three shifts in May 2021, then four shifts from September and the fifth in November if personnel allow.**
- **Use family or friendship 'bubbles' to run a shift.**
- **Continue to run out of hours Book Stalls when possible.**
- **Review and update all Policies.**
- **Update kitchen area and replace flooring with a slip proof, cleanable option.**
- **Continue to enhance the garden and make it an area that complements our Charity.**
- **Review 3rings and ensure data protection legislation is being adhered to.**
- **Recruit Trustees to fulfil key roles.**
- **New Trustees to be charged with responsibility for deputising for the Chair and Treasurer.**

LCC Support

Premises

LCC are responsible for the external fabric of the building and grounds. The grass and garden area have been regularly maintained although now KCL have a garden group who have planted a dazzling array that improves both the soil and visual look of the garden. The Ash tree which overhangs the property is looking increasingly fragile and help has been requested.

Our building is old for the type of materials and life expectancy of such a construction. A survey of the flat roof, following a leak in the library suggested it was time to replace it. KCL have not seen the results of this survey.

ICT-LMS

This has continued to work virtually without issue this year. Downtimes were minimal and when planned we were informed.

Our own computer system is regularly updated and this year saw further improvements in hardware as well as the scheduled software updates. Very sadly we saw the death of the lead volunteer responsible for our system which we profoundly regret. Our thanks go to his son who continues to maintain the computers and comes quickly when a problem is experienced.

Book Stock

We adhere to all LCC guidelines with the book stock. Once again we have a small group who ensure that our books look neat and tidy adding to the calm ambience in the library. The books are easy to browse as regular editing and auditing happens. KCL try to display books enticingly and make regular changes that invite browsing.

Hub Support (Loughborough)

The volunteers have praised the help from the Loughborough Hub - always pleasant and supportive.

CML Support Officer

Throughout we have excellent support from our named officer. She has been there to answer our queries, keep us up to speed with any changes and library related issues. KCL have come to realise that the LCC gets things done although at their own rate and in their own quintessential manner. The abuse from neighbours has not been dealt with satisfactorily and I feel unsupported.

Additional Training

Due to the restrictions there has been no additional training delivered by LCC.

Property & Compliance

KCL working with LCC have maintained and steadily improved the library both internally and externally. It has included: new heating, updated door opening mechanism, planting, thorough spring clean, locking and securing carpark. Issues that have arisen are the overhanging Ash tree dropping significant branches on the footpath (which is a designated fire exit route),

the flat roof needs replacing and finally the door is still not functioning properly.

Managing Risk and Compliance

Fire: Alarm Testing & Extinguisher (This was late occurring due to the restrictions)

- **Carried out monthly by two Trustees and logged. One fire alarm drill has been successfully carried out and all procedures followed.**
- **System tested quarterly by Chubb.**
- **Extinguishers tested annually by Chubb.**

Electrical

- **Carried out visually as part of the Risk Assessment (see attached).**
- **Plan Group to PAT test in summer 2020. This did not happen and we are hopeful for this summer.**
- **We are aware that some of our equipment is approaching 5-years old and needs close monitoring.**

Water

- **Water temperature tests are carried out monthly and recorded in the Water Management Log Book.**
- **Our risk from Legionella is considered negligible as we only have two cold water taps fed from the mains.**
- **Hot water temperature is not consistent and a new hot water system is needed when the kitchen is upgraded.**
- **The system is flushed regularly during lockdown.**

Emergency Lighting

- **Tests carried out quarterly by Chubb and the contract is on-going.**

Automatic Door Servicing

- **Completed.**

Other

Electrical inspections and Asbestos Surveys are conducted every five years in accordance with LCC advice. A thorough inspection and removal was carried out in October 2019 prior to the installation of the heating system leaving only the asbestos in the floor tiles. Due to the current situation this needs completing.

The Electrical Fixed Installation Testing was carried out in November 2016 by an approved LCC contractor. The next testing will be due in November 2021.

KCL have negotiated with NWLDC for the removal of waste.

KCL have agreed to buy back the following Soft FM from LCC:

- **Window cleaning inside and out (twice yearly).**
- **Washroom services (monthly).**
- **Security key holding.**

LCC continue to provide basic grounds maintenance FOC under the terms of our lease.

KCL employed 'Maids4you' to deep clean the library prior to opening.

Finally from the Chair

This has been a shockingly quiet year with few events of note. Once again it is the many volunteers who help run the library, giving it a calm, welcoming

ambience however it is the Trustees who are the backbone for what we do. I find there is little thanks but many willing to give their advice for improvement, which although well-intentioned, does not get things done. As a group of Trustee's we get things done and have been doing so for many years now. In these difficult times you all need a huge thank you and a pat on the back (all socially-distanced of course).

Thank you so much



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Nicola Mullins, May 2021.

Attachments

Business of KCL Risk Assessment

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Kegworth Community Library

No (if any)
1162461

Receipts and payments accounts

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
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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 £
A1 Receipts				
LCC Grant	2,644	-	-	2,644
LCC 5K ETC	-	-	-	-
KCL Lottery	-	-	-	-
Donations	125	-	-	125
CO_OP Community Fund	-	-	-	-
Library Charges	16	-	-	16
Photocopying	85	-	-	85
Room Hire & Clubs	-	-	-	-
Book Sales & Misc Sales	1,330	-	-	1,330
Sub total (Gross income for AR)	4,200	-	-	4,200
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	4,200	-	-	4,200
A3 Payments				
Advertsing/Promotion	-	-	-	-
Insurance/Maintenance	615	-	-	615
Cost of Sales	334	-	-	334
Stationery/Printing	85	-	-	85
Utilities	1,567	-	-	1,567
Software & Applications	280	-	-	280
Contracts	1,060	-	-	1,060
Refreshments	5	-	-	5
CO_OP Fund	-	-	-	-
LCC 3K Grant	-	-	-	-
General Misc (+ Lottery)	566	-	-	566
Sub total	4,512	-	-	4,512
A4 Asset and investment purchases, (see table)				
All Assets	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	4,512	-	-	4,512
Net of receipts/(payments)	- 312	-	-	- 312
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	27,571	-	-	27,571
Cash funds this year end	27,259	-	-	27,259

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK
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
	N J Mullins	N J Mullins

CC16a



Last year

to the nearest £

3,636
585
357
386
432
2,136
1,919
9,451

-
-

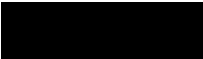
9,451

57
792
372
403
3,340
554
1,087
153
480
7,238

-

7,238

2,213
-
25,358
27,571



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

**Date of
approval**
