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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.

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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
