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**Registered Charity Number: 1162461**

## **Chairs Report**

**A report for the Trustees**

**April 1<sup>st</sup> 2021 - March 31<sup>st</sup> 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.**

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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 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.**

<b>Cash held as at 31<sup>st</sup> March 2022</b>	<b>£24 943 cf £27</b>
<b>259</b>	

<b>Borrowings as at 31<sup>st</sup> March 2022</b>	<b>£0.00</b>
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<b>Capital Investments Plans</b>	<b>None</b>
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<b>Staffing</b>	<b>0 Employees</b>
<b>Financial Position</b>	<b>Excellent</b>
<b>Grants from LCC</b>	<b>£1 648</b>
<b>Grant from NWLDC</b>	<b>£2 667</b>
<b>Kegworth Parish Council</b>	<b>£0.00</b>
<b>North West Leicestershire District Council charges waived</b>	<b>All Council Tax</b>

**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
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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 £
<b>A1 Receipts</b>				
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
<b>Sub total</b> (Gross income for AR)	6,545	-	-	6,545
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	6,545	-	-	6,545
<b>A3 Payments</b>				
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
<b>Sub total</b>	9,225	-	-	9,225
<b>A4 Asset and investment purchases, (see table)</b>				
<b>All Assets</b>	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	9,225	-	-	9,225
<b>Net of receipts/(payments)</b>	- 2,316	-	-	- 2,316
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	27,259			27,259
<b>Cash funds this year end</b>	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 £
<b>B1 Cash funds</b>		-	-
		-	-
		-	-
	<b>Total cash funds</b>	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>			-
			-
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>			-
			-
			-
			-
			-
			-
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 £**

<b>2,644</b>
-
-
<b>125</b>
-
<b>16</b>
<b>85</b>
<b>1,330</b>
<b>4,200</b>

-
-
-

<b>4,200</b>
--------------

-
<b>615</b>
<b>334</b>
<b>85</b>
<b>1,567</b>
<b>280</b>
<b>1,060</b>
<b>5</b>
-
-
<b>566</b>
<b>4,512</b>

-
-
-

<b>4,512</b>
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-	<b>312</b>
-	
<b>27,571</b>	
<b>27,259</b>	





**Endowment  
funds**

to nearest £

-
-
-
-

OK

**Endowment  
funds**

to nearest £

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval
