

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2020		Day 31	Month 03	Year 2021

Section A Reference and administration details

Charity name

Rothley Community Library

Other names charity is known by

Registered charity number (if any)

1163508

Charity's principal address

Mountsorrel Lane

Rothley

Leicestershire

Postcode

LE77PS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Steve Mitchell	Trustee		
2	Sandra Webster	Treasurer		
3	Jill Williams	Secretary		
4	Sue Barnes	Trustee		
5	Carol Timson	Trustee		
6	Michelle Stephenson	Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO Association
Trustee selection methods (eg. appointed by, elected by)	Elected as per constitution and co-opted as appropriate when vacancies arise

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Trustees have prepared a Covid-19 risk assessment which has been updated during the course of the pandemic.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The provision of a public library in Rothley and surrounding area. To advance education of the public in Rothley by operating and managing a lending library. To promote for the benefit of the residents of Rothley and the surrounding area the provision of a public library for recreation and / or other leisure time.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

During this year of national lockdowns and local restrictions, the activities of the library have been limited .

During the first national lockdown, there was a review of premises and a risk assessment carried out. Measures were undertaken to ensure that the premises were 'Covid secure' eg the reconfiguration of library layout, signage, the installation of a counter screen, set-up of a sanitation table and the introduction of a barrier to the counter area and a book quarantine.

In addition a planned new carpet and flooring and improved emergency lighting were installed.

A call and collect service for books was developed requiring volunteer support for 2 hours per week.

When national lockdown was lifted in the summer of 2020 we were able to offer limited opening hours of 8 per week for the core activities of library lending and providing information and with limited public computer use.

During the periods of national lockdown and local restrictions in the Autumn of 2020 and in January to March 2021, only the call and collect service was again operated

A draft road map for reopening was drawn up in March 2021

All activities have been undertaken by the trustees with regard to the guidance issued by the Charity Commission on public benefit and in accordance with Covid 19 regulations.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During periods of lockdown restrictions we have been able to operate a call and collect service staffed by volunteers for 2 hours per week. We have developed links with the Rothley Good Neighbours Scheme to enable book deliveries if required.

During the summer of 2020 we were able to partially reopen with limited hours and visitor numbers, in a 'Covid secure' environment.

We have maintained our Trustee meetings by Zoom. Communications with volunteers have been kept up via team newsletters, including the measures we have taken to be safe and for volunteers to feel confident in returning.

Communications with the public and library members have continued to be important to keep the library in people's minds, and let them know about our services.

The website and Facebook page have been kept up to date .

We have received donations of books and CDs from the public . Where possible these have been traded online.

The library has participated in the Charnwood Borough Council lottery scheme as a way of raising some additional funds and supporting other good causes in Charnwood.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not have a formal Reserves policy.

The charity has received one off Government grant funding support of £24,836.

The Trustees are grateful for this funding and recognise that this will be required to keep the library open in the short term in the likely absence of income generating events and meetings.

There was £33,699 of unallocated reserve at year end. This level of reserves is considered to be adequate to cope with the loss of income resulting from closure and the cessation of events and the end of Leicestershire County Council revenue funding.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Rothley Community Library's principal sources of funds for this year have been :

Leicestershire County Council Revenue grant £2589
Leicestershire County Council one off support grant £1301

Business support grant first national lockdown £10,000
Local Business support grant (tier 4 Charnwood) £1,501
Discretionary business support grant Charnwood £2,500
Business support grant second national lockdown £6,239
Discretionary business support grant Charnwood £ 2,500
Local restrictions support grant Charnwood £ 2,096

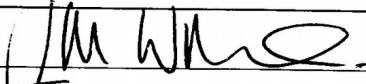
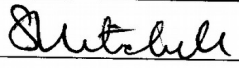
Leicestershire County Council has provided the lease of the building at a peppercorn rent

Section F

Other optional information

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Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JILL WILLIAMS	STEVE MITCHELL
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
Date	5.5.2021	



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				
Leicestershire County Council Section 106 Developer Funding		6,525		6,525
Leicestershire County Council CML Revenue grant 20-21		2,380		2,380
CO-OP Grant				
Donations	48			48
Gift Aid HMRC	27			27
Book sales (of donated books)	193			193
Library takings	-			-
Room hire	-			-
Events	-			-
Film Club takings	-			-
Insurance settlement				-
Charnwood Lottery	673			673
Other	29			29
Leicestershire County Council Covid support grant	1,310			1,310
Business support grant national lockdown 1	10,000			10,000
Local Business support grant (tier 4)	1,501			1,501
Discretionary business support grant Charnwood BC	2,500			2,500
Business support grant national lockdown 2	6,239			6,239
Discretionary business support grant Charnwood BC	2,500			2,500
Local restrictions support grant	2,096			2,096
				-
				-
				-
Sub total (Gross income for AR)	27,116	8,905	-	36,021
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	27,116	8,905	-	36,021
A3 Payments				
Running costs	2,861	2,380		5,241
Consumables	383			383
Film club costs	-			-
Events	-			-
CO-OP Grant-book boxes	-			-
s106 Expenditure		6,525		6,525
IT costs	1,550			1,550
				-
				-
Sub total	4,794	8,905	-	13,699
A4 Asset and investment purchases, (see table)				
	-	-	-	-

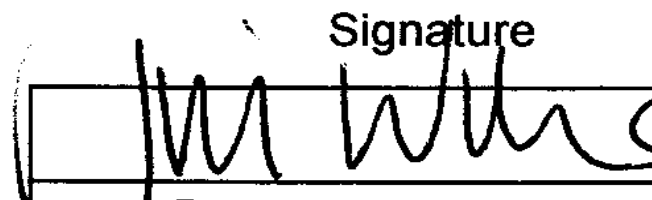
	-	-	-	
Sub total	-	-	-	-
Total payments	4,794	8,905	-	13,699
Net of receipts/(payments)	22,322	-	-	22,322
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	11,377	200	-	11,577
Cash funds this year end	33,699	200	-	33,899

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	33,699	
	CO-OP Grant		200
		-	-
	Total cash funds	33,699	200
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
			-
	Building alterations -counter, heaters , cabling		16,358
	Furniture		2,000
	Childrens area equipment		1,294
	Fixtures & fittings transferred from Council at nil value		-
	IT project		10,133
	Counters& cupboards & lighting		7,805
	Kitchen refurbishment		4,561
	Counter Sneeze screen		545
	Carpet & flooring		5,980
			-
	B5 Liabilities	Details	Fund to which liability relates
			-
			-
			-
			-

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

Signature

x 

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

CCXX R3 accounts (SS)

x

x

Signature

Mr W. H. C.
Smith

CC16a

Last year

to the nearest £

237
2,589
1,040
660
177
1,044
910
565
1,049
1,950
-
556
42
-
-
-
-
-
-
-
-
-
-
10,818

-
-
-

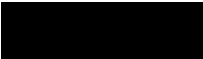
10,818

6,586
1,744
1,200
581
840
237
2,360
-
-
13,548

-

13,548

-	2,730
	-
	14,307
	11,577



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

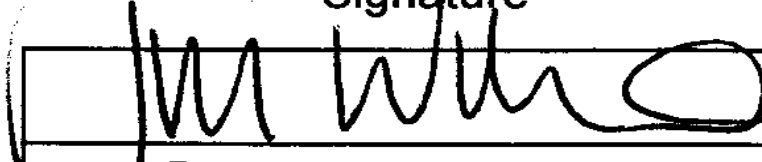
**Current value
(optional)**

-
-
-
-
-
-
-
-
-
-
-

**When due
(optional)**

s on
Signature

Print Name

x 



s on

Signature

Print Name

x

x

Jill Willard
Smith

3

Jill Willard
Steve Willard



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Rothley Community Library

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1163508

Set out on pages

1- 3

(remember to include the page numbers of additional sheets)

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

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

J Appleby

Date:

05 May 2021

Name:

Jackie Appleby

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

Member of the Institute of Chartered Accountants in England & Wales

Address:

11 Windmill End

Rothley

Leicester, LE7 7RP