



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 To 31st March 2024

Charity name: Leicester Forest East Community Library

Charity registration number: 1163963

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote for the benefit of the residents of Leicester Forest East and the surrounding areas and communities the provision of a community library service for recreation 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
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of a Lending Library Service on behalf of Leicestershire County Council. Hire of library and other income generation activities that will allow the volunteers, members, and trustees of the Community Library in Leicester Forest East to afford to operate and continue to provide a lending library service in Leicester Forest East.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the guidance issued by the Charity Commission on public benefit and have taken it into account when making decisions where the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable.

Contribution made by volunteers	Para 1.38	The library is completely dependent on its volunteers, who carry out all necessary tasks to keep the library operational. The Charity is extremely grateful for their commitment of time, help and support. We currently have a total of 37 volunteers having gained 11 new volunteers in the year, whilst losing just 4.
Other		Not applicable.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Achievements of the Charity over the last year: • The library continues to be open to the public for 21 hours each week. A library for the community run by the community. • The total of books issued in year was 10,426, an increase on the previous year total of 9,144. Total number of new library joiners in year: 340. Number of active borrowers has increased from 1,725 to 1,846. • Regular activities during the year for the benefit of the community – Coffee and Chat once a week especially popular with the older age group; Craft group; Knitting group; Coffee morning first Saturday each month; new Book Club established. • Library and meeting rooms hired on a regular basis generating income for the library – LE3 Ladies group, Knit and Natter group, Tuesday Teapot club and the Goldie group. • Other successful events have included Diwali celebrations, two Quiz nights and two Bingo nights, three successful Craft Fairs and a Volunteers Social. • Regular class visits from the local school coming into the library, particularly from the younger age groups. These have been very successful, often bringing their parents in to join them as a direct result of their visits.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against	Para 1.41	Our ongoing objective is to expand on the existing levels of service and availability of the library service and its facilities to the
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objectives set		local community.
Performance of fundraising activities against objectives set	Para 1.41	More fundraising activities were organised during the year but we still feel that we are not attracting the wider community, particularly working class families with younger children. This is despite working hard to increase our social media presence where possible.
Investment performance against objectives	Para 1.41	The Library aims to maximise returns on surplus capital in safe, non-speculative investments.
Other		Not applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity remains in a very strong financial position as at the end of March 2024.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We are a not-for-profit organisation and all funds received or generated directly support the purposes of the Charity and sustainability of the library. Surpluses are carried forward towards future running costs and we seek to retain sufficient reserves to cover events or situations that may occur.
Amount of reserves held	Para 1.22	£95,151
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Apart from the receipt of various grants the library derives its income from fundraising events, coffee meetings, sales of refreshments, individual donations, room hire and other organised groups that make use of the library facilities.
Investment policy and objectives including any social investment policy adopted	Para 1.46	All funds are invested back into the library and directly support our key objectives and provision of library services.

A description of the principal risks facing the charity	Para 1.46	We are fortunate to have built up a healthy financial reserve along the way but cannot afford to be complacent, continually thinking of new ways and ideas to generate much needed income to cover the ever growing costs and expenditure for energy bills, repairs, insurance and refurbishments etc.
Other		Not applicable.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	A trustee must be appointed by a resolution passed at a properly convened meeting of the Charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Continued training by LCC staff for new volunteers, and ongoing for existing members of staff. Refresher training is always beneficial for all staff.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a Trustee Committee of 7 members who manage the library. Leicestershire County Council have appointed an officer to support all Community Managed Libraries in the county.
Relationship with any related parties	Para 1.51	We are a member of a CML cluster group who have quarterly meetings to discuss and assist each other with problems that arise. We continue to appreciate the cheerful and willing support that we receive from our Hub at Wigston, as well as the regular visits from our Support Officer and Trainer.
Other		Not applicable.

Reference and Administrative details

Charity name	Leicester Forest East Community Library
Other name the charity uses	No other names
Registered charity number	1163963
Charity's principal address	76 Rushmere Walk Leicester Forest East Leicester. LE3 3PD

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	Lynn Ashton			
2	Tara Pankhania			
3	Marilyn Pile			
4	Teresa Robinson	Secretary		
5	Georgina Robson	Volunteer Co-ordinator		
6	Martyn Luczka	Treasurer		
7	Paul Turner			
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Corporate trustees – names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	Not applicable	

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Other optional information

Not applicable

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Georgina Rob —	T. Robinson
Full name(s)	GEORGINA ROSSON	TERESA ROBINSON
Position (eg Secretary, Chair, etc)	CHAIR / TRUSTEE	SECRETARY / TRUSTEE
Date	25.09.24	

LEICESTER FOREST EAST COMMUNITY LIBRARY

INCOME AND EXPENDITURE ACCOUNT FOR THE 12 MONTHS ENDING 31ST MARCH 2024

	<u>12 months</u> <u>to</u> <u>31.03.2024</u>	<u>12 months</u> <u>to</u> <u>31.03.2023</u>
	£	£
<u>INCOME</u>		
General Sales	2,366.87	1,565.17
Clubs, Societies	3,771.90	3,299.59
Room Hire	2,745.00	2,175.26
Donations	825.11	602.66
100 Club	1,003.00	844.00
Fundraising Events	2,334.92	3,037.66
Miscellaneous	39.01	37.75
LCC Support Grant	-	-
LCC s106	3,954.01	5,349.51
LFE Parish Council Grant	1,523.20	-
Blaby DC Grant	-	-
Bank Interest	1,619.06	469.22
	<u>20,182.08</u>	<u>17,380.82</u>
<u>EXPENDITURE</u>		
General Running Costs	1,096.28	496.60
Electricity	2,571.65	1,859.73
Gas	2,548.46	1,275.73
Telephone	437.14	491.72
Water	679.09	620.45
Insurance	736.99	728.04
Cleaning	1,023.71	951.94
Waste Collection	412.88	843.36
PPS	421.97	438.50
100 Club	461.50	427.00
Fundraising Events	278.70	244.12
Miscellaneous	995.79	636.48
Repairs & Renewals	2,612.99	4,219.22
Capital Expenditure	7,800.00	-
	<u>22,077.15</u>	<u>13,232.89</u>
Deficit/Surplus for the Year	<u>- 1,895.07</u>	<u>4,147.93</u>

BALANCE SHEET AS AT 31ST MARCH 2024

Represented by:

HSBC Current Account	-
Co-operative Bank	30,759.10
Cambridge & Counties Bank 95 Days	20,000.00
Hampshire Trust Bank 1 Year Bond	45,719.22
Cash Banked After Year-End	497.32
Till Float	35.00
Coffe Morning Float	35.00

Balance Brought Forward at 1st April 2023	97,045.64	<u><u>97,045.64</u></u>
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Deficit/Surplus for the Year - 1,895.07 Represented by:

HSBC Current Account	-
Co-operative Bank	27,601.35
Cambridge and Counties 95 Days	40,819.95
Hampshire Trust Bank 1 Year Bond	26,504.27
Cash Banked After Year-End	160.00
Till Float	35.00
Coffe Morning Float	30.00

95,150.57

95,150.57

The Accounts have been prepared on a cash basis. The following is for information only:

Outstanding Creditors at Year-End

Opus Gas	-
Opus Electricity	-
	<u>-</u>

Outstanding s106 Monies	Expiry Day	
Enhancement of Library Facilities	06.06.23	-
Library Stock	06.06.23	-
Library Stock	09.01.24	-
		<u>-</u>

The above Income and Expenditure Account and Balance Sheet, has been prepared from the accounting records of the Leicester Forest East Community Libray, supplied to me by the Treasurer. In my opinion they are in accordance with these records.

Signed: Paul Eadie FCA

Date: 19.04.24

Membership number 7741236

39 Warren Lane, Leicester Forest East, Leicester LE3 3LW