



Trustees' Annual Report for the period

From
Period start date
To
Period end date

01
April
2020

31
March
2021

Section A

Reference and administration details

Charity name

Bottesford Community Library Association

Other names charity is known by

Registered charity number (if any)

1163997

Charity's principal address

The Old School

Grantham Road

Bottesford

Postcode
NG130DF

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

Anne Daly
Treasurer
15.10.15 to ongoing

2

Jane Bennett
Chair
4.10.17 to ongoing

3

Maureen Smith

26.11.19 to ongoing

6

Neil Fortey

26.11.19 to ongoing

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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution, signed on 15 October 2015

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Trustees are elected by the members at the Annual General Meeting and serve a three-year term, or at any time a new charity trustee may be appointed, provided that the limit of 12 will not be exceeded as a result.

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 are supported in their work by Voluntary Action Leicestershire, which provides support and guidance on a range of issues.

The constitution states that the Bottesford Parish Council can provide a trustee for the charity but it did not do so during this period.

The charity has policies to guide its work which include –

Safeguarding children and vulnerable adults’ policy and procedures.

Health and Safety policy and procedure.

Trustees Conflict of Interest policy (where appropriate for the organisation).

Data Protection policy and procedures.

Volunteer Management policies, including recruitment policy, complaints/disputes, and expenses policy.

Finance (including Asset Register).

Risk Management.

Library User Complaints and Compliments procedure.

Trustees consider major risks as part of the Strategic Planning process and contribute to monitor risks and update the risk register on an annual basis.

The Trustees hold regular Volunteers’ Meetings and an Annual General Meeting.

The library uses the Three-Rings secure volunteer management system to maintain a confidential online register of volunteers solely for the purpose of management and communication of library business.

Section C Objectives and activities

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

The objectives of the CIO are –

- a. The advancement of education for the public benefit in Bottesford in Leicestershire and the surrounding communities by the provision of a volunteer-run lending library and other facilities for education.
- b. To further or benefit the residents of Bottesford in Leicestershire and the surrounding communities, without distinction of sex, sexual orientation, race, or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents in particular, by –
 - i. providing community education and training;
 - ii. encouraging and promoting learning as a leisure activity and for personal development;
 - iii. providing information media, such as the internet, and an information centre.

In furtherance of these objectives, but not otherwise, the trustees shall have power to establish a community library and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a library for activities promoted by the charity in furtherance of the above objectives.

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)

The library continued to offer core services which were provided prior to the Library becoming a Community Library up to a maximum of two days per week during months when not forced to

close by Covid-19 restrictions. Additional regular and one-off activities were not able to take place, and the total number of visitors was reduced accordingly.

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.

The charity values the contribution made by its volunteers, including those who act as trustees and those who work at the library reception desk, and others who offer various services.

Section D

Achievements and performances

Summary of the main achievements of the charity during the year

.During the period covered by this report provision of library services has been significantly reduced by Covid-19 regulations and self-isolation by many of its trustees and volunteers.

The library adhered to the Grant Agreement with Leicestershire County Council to the extent possible under Covid-19 restrictions. Leicestershire County Council were fully informed of the limited level of service that was possible. During periods of lock-down the library was not able to open at all. However, during the summer months when restrictions were eased it resumed opening, at first one day per week then increasing to two days per week, following a Risk Assessment which was carried out and published. These openings were governed by requirements for limiting access numbers, face masks, ventilation, hand sanitization, safe stock management, closure of the public toilet and meeting/refreshment area, and withdrawal of access to public PCs.

In planning and delivering all these activities, and during the process of drawing up our business plan, the trustees have considered and have had regard to the public benefit guidance issued by the Charity Commission.

During the time when all its services were suspended a pop-up donated books stall was maintained in the porch of the village chapel, with appropriate safety measures.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have built up a reserve which will ensure continuation of the library once the LCC grant ceases in March 2027. With this reserve we can continue until the current building lease expires in 2027.

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.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Anne Daly

Full name(s)

Anne Daly

Treasurer

Position (eg Secretary, Chair, etc)

28.1.19

Date



Receipts and payments account

For the period from	Period start date	To
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Donations	566	-	-
Events	-	-	-
Library Operating Income	668	-	-
Grants	3,362	-	-
Misc	66	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	4,662	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	4,662	-	-
A3 Payments			
Coffee Machine	-	-	-
Insurance	1,140	-	-
Rates and water rates	171	-	-
Furniture	-	-	-
Cost of Events	-	-	-
Building Related Expenditure	150	-	-
Energy and Phone	2,411	-	-
Travel/stationary/misc	733	-	-
I T Expenses	-	-	-
Sub total	4,605	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	4,605	-	-
Net of receipts/(payments)	57	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	19,791	-	-
Cash funds this year end	19,848	-	-

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Current	1,840
	Deposit	18,008
		-
	Total cash funds	19,848
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

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

Signature

Print N

Anne Daly

Anne Elisak

o (if any)

ounts

Period end date

CC16a



Total funds to the nearest £	Last year to the nearest £
566	1,088
-	1,267
668	4,157
3,362	2,696
66	489
-	-
-	-
-	-
4,662	9,697
-	
-	-
-	-
4,662	9,697
-	491
1,140	736
171	241
-	1,438
-	432
150	934
2,411	2,860
733	2,416
-	89
4,605	9,637
-	
-	
-	-
4,605	9,637
57	60
-	-
19,791	19,731
19,848	19,791

the period

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

-	
-	
-	

lame	Date of approval
beth Daly	01/25/2022