



## **Trustees' Annual Report for the period**

**From**  
**Period start date**  
**To**  
**Period end date**

**01**  
**April**  
**2021**

**31**  
**March**  
**2022**

**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  
4.10.17 to ongoing

3

Maureen Smith  
8.10.19 to ongoing

6

Neil Fortey  
8.10.19 to ongoing

7

8

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**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 Incorporate 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 continues to offer all services which were provided prior to the Library becoming a Community Library managed by Trustees and volunteers. We provide a range of regular and one-off activities and events to support our charitable aims.

The library adheres to the Grant Agreement whereby it continues to provide the full range of services carried forward from when it was wholly operated by Leicestershire County Council.

Poster displays created by volunteers on topical themes are regularly mounted, and the library has been gifted use of a standalone digital display unit for access to the archives of our local history group.

We provide a comfortable space with tables and chairs which can be used by village groups for their activities, as well as a place where people can browse the books, use tablet-computers or drink a hot beverage.

We sell a wide range of donated books, DVDs and CDs to raise funds to help keep the charity sustainable.

We offer a printing, photocopying, and laminating service at heavily discounted rates.

The library provides transport and travel information as well as information on upcoming local events.

We assist the parish council by issuing clean-up bags to dog owners.

We have the only publicly accessible toilet in the village.

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 financial year 2021-2022 the Library emerged from the national lock-down imposed during the Covid-19 pandemic. Initially this was for only two sessions per week, a total of 6 hours per week, extending to three sessions, 9 hours per week. Within this limitation, all library services were re-established and the overall service was sufficient to meet our objectives while levels of usage recovered.

### **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.

The volunteers keep the library open session by session and their support ensures that we continue to provide a valuable community service. Following the lock-downs, we anticipated a reduction in the number of volunteers willing to return to the library. On re-opening, about 20 people remained registered as volunteers and of those more than 12 gave up their time on a regular basis, sufficient to provide a viable service.

We run a 'Friends of the Library' scheme, which enables residents to support the charity financially through regular donations. This provides us with valuable unrestricted funds, as well as demonstrating community support for our endeavours.

## **Section D**

## **Achievements and performances**

## Section D

## Achievements and performances

### Summary of the main achievements of the charity during the year

The library re-opened successfully to provide a its service for nine hours per week, sufficient to meet recovering demand following prolonged shut-downs during the Covid-19 pandemic.

Its users and volunteers benefited from pre-Covid improvement to enhance comfort and attractiveness of the premises, including installation of new central heating, double-glazed windows, de-stratification fans, new blinds, and chalkboards for shelving signage.

The library resumed its participation in the Summer Reading Challenge.

## 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 2022. With this reserve we anticipate maintaining the library until the current building lease expires in 2027 with modest fund raising, assuming stability of the current cost of services.

### 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)

A e Daly

Full name(s)

Anne E Daly

Position (eg Secretary, Chair, etc)

Treasurer

15/11/2022

**Date**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Bottesford Community Library Association</b>	No (if any)
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## 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>				
Donations	566	-	-	566
Library Operating Income	880	-	-	880
Grants	1,176	-	-	1,176
Misc	11	-	-	11
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	2,633	-	-	2,633
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	2,633	-	-	2,633
<b>A3 Payments</b>				
Insurance	-	-	-	-
rates and Water Rates	229	-	-	229
Building Related Expenses	336	-	-	336
Energy and Phone	2,791	-	-	2,791
Travel/Stationary?Misc	261	-	-	261
IT Related Expenses	75	-	-	75
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	3,692	-	-	3,692
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	3,692	-	-	3,692
<b>Net of receipts/(payments)</b>	- 1,059	-	-	- 1,059
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	19,848	-	-	19,848
<b>Cash funds this year end</b>	18,789	-	-	18,789

## 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>	Current	1,203	-
	Deposit	17,586	-
		-	-
	<b>Total cash funds</b>	<b>18,789</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>
			-
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees			
Signature		Print Name	
A e daly		Anne Daly	



CC16a



Last year  
to the nearest £

566
668
3,362
66
-
-
-
-
4,662

-
-

4,662
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1,140
171
150
2,411
733
-
-
-
-
4,605

-

4,605
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57
-
-
57



**Endowment  
funds**  
to nearest £

-
-
-
-

OK

**Endowment  
funds**  
to nearest £

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval

11/14/2022