



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2022		31	March	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

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	Annette Tweedie		1.11.21 to ongoing	
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, 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 receive advice regarding aspects of their work from 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.

The library also provides an additional popular independent lending section comprised of books purchased using its own funds supplemented by books donated by members of the public.

Poster displays created by volunteers on topical themes are regularly mounted.

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 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 2022-2023 the library continued its recovery from the disruption and restrictions resulting from the Covid-19 pandemic. It was open for four sessions per week, a total of 10 hours per week. All library services were provided to near pre-pandemic levels.

**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 covid disruption, we anticipated a reduction in the number of volunteers willing to return to the library. However, new volunteers have come forward. There have been about 20 active volunteers of whom more than 12 gave up their time on a regular basis, sufficient to maintain the overall 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

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.

Its users and volunteers benefit from measures brought in 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. Post-covid, there has been a gradual return of groups using the library for a variety of purposes such as sale of donated books, the library book group and social meetings. General lending activity has also returned to pre-pandemic levels.

The library continues to provide placements for Duke of Edinburgh students.

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 intended to ensure continuation of the library once the LCC operational grant support ceased in March 2022. With this reserve we anticipated maintaining the library until the current building lease expires in 2027 with modest fund raising, assuming stability of the current cost of services. However, post-covid rises in utility and other costs coupled with fall off in the library's ability to raise additional funds mean that the reserve is no longer sufficient to keep the library going until the end of the lease. The library trustees are seeking new funding support from Bottesford Parish Council and Bottesford Institute (referred to collectively as BPC below).

Details of any funds materially in deficit

Though we have begun to draw down the reserve fund, it remains sufficient to support the library during and beyond the financial year 2022-2023.

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.

Withdrawal of LCC financial support with regard to the renting of the library premises and the operational costs of providing the library service, the trustees started discussion with BPC and the LCC to explore ways to avoid closure when our reserve fund is exhausted, bearing in mind that public fund-raising would not be sufficient in itself to achieve this. An agreement was reached whereby LCC and BPC would share the cost of the rent. Discussions continue between the library and BPC regarding operational costs.

Section F

Other optional information

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Bottesford Community Library Association

1163997

Receipts and payments accounts

CC16a

For the period
from

4/1/2022

To

3/31/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	546	-	-	546	566
Library Operation Income	2,437	-	-	2,437	880
Grants	-	-	-	-	1,176
Misc	157	-	-	157	11
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,140	-	-	3,140	2,633
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,140	-	-	3,140	2,633
A3 Payments					
Rates and Water rates	1,032	-	-	1,032	229
Building related expenses	677	-	-	677	336
Energy and phone	5,179	-	-	5,179	2,791
Travel/Statioary/misc	765	-	-	765	261
It related expenses	25	-	-	25	75
Insurance	731	-	-	731	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	8,409	-	-	8,409	3,692
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,409	-	-	8,409	3,692
Net of receipts/(payments)	- 5,269	-	-	- 5,269	- 1,059
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,789	-	-	18,789	-
Cash funds this year end	13,520	-	-	13,520	- 1,059

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current	747	-	-
	Deposit	12,773	-	-
		-	-	-
	Total cash funds	13,520	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	anne daly	anne daly	11/20/2023	