



Trustees' Annual Report for the period						
		Period start date			Period end date	
From	01	April	2021	To	31	March 2022

Section A Reference and administration details

Charity name Sileby Community Library

Other names charity is known by

Registered charity number (if any) 1164002

Charity's principal address

Sileby Community Library,	
Cossington Road, Sileby	
Loughborough, Leicestershire	
Postcode	LE12 7RS

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	Mrs Sarah Freeman	Chairperson		
2	Mrs Sally Illsley		Resigned – 14 September 2021	
3	Miss Jennifer Hill	Treasurer		
4	Ms Karen Freaks	Secretary		
5	Charlotte Bedder		Joined – 8 March 2022	
6	Jessica Barnes		Joined – 8 March 2022	
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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
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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)	Charitable Incorporated Organisation - Foundation
Trustee selection methods (eg. appointed by, elected by)	Appointment by existing Trustees

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.

During this period the Trustees continued to follow guidance from the Government and Leicestershire County Council in relation to the Covid-19 pandemic to gradually return to its usual activities.

The library was allowed to re-open fully to the public from April 2021. All re-opening policies and processes were devised in line with government and local government guidance to ensure volunteer and customer safety whilst returning the library to its normal services. A risk assessment was carried out and reviewed regularly throughout the year as guidance changed. The risk assessment and processes were conveyed to the volunteer team through 1-2-1 training.

Section C Objectives and activities

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

The object of the Sileby Community Library CIO (SCL CIO) is:

To promote, for the benefit of the residents of Sileby and surrounding area, the provision of a public library 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 said residents.

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)

SCL CIO has strived to work towards the objectives as far as possible to recover from the effects of the Covid-19 pandemic and return to the library's usual services.

- SCL CIO has focused during the period on the safe re-opening of the library for its volunteers (having due regard to the Covid-19 pandemic), and to encourage customers to visit the library and the recovery of the library's services.
- SCL CIO trustees and management committee have regularly met during the year, either virtually or in person as regulations allowed to ensure strategic and operational matters have been undertaken to gradually restore the library and its services to full re-opening.
- During the year, SCL CIO have been able to organise events and activities for the community as Covid-19 regulations eased e.g. children's summer activities, family village story trail, book sales, IT one-to-one workshop. Local community groups have also restarted meeting in the library e.g. book club, as well as a new group for those from the community who are socially isolated.
- During the period, the Trustees considered the Charity Commission's guidance on public benefit when undertaking the charity's work.

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.

Not applicable.

Summary of the main achievements of the charity during the year

The main achievements of the CIO during the year are:

1. Provision of a library service for the community in a safe way during the pandemic, ensuring a safe environment for volunteers and customers.
2. Recovery plan for the re-opening of the library and the full re-start of its services with risk assessment, policies and processes in place.
3. Maintaining contact with volunteers throughout the year to provide progress updates, training opportunities and ensure a safe return to volunteering.
4. Provision of appropriate training to volunteer team to ensure a risk assessed and safe return to the library and volunteering.
5. Agreement of extended funding commitment from Sileby Parish Council, for a further 5 years.

Section E Financial review

Brief statement of the charity's policy on reserves

No reserves policy.

Details of any funds materially in deficit

Not applicable

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.

- Unrestricted grant income received during the period from Sileby Parish Council (£5,318) and Leicestershire County Council (£978).
- Additional income of £1,850 was raised during the period through library activities, room hire, fundraising events and donations.
- The grant agreement (in relation to funding) with the Leicestershire County Council expired at 31 March 2022.
- The grant agreement with Sileby Parish Council also expired in December 2021, but following negotiations this has been extended for a further 5 years.

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)	<i>S Freeman</i>	<i>K Freaks</i>
Full name(s)	SARAH FREEMAN	KAREN FREAKS
Position (eg Secretary, Chair, etc)	CHAIR	TRUSTEE
Date	01.07.2022.	

Sileby Community Library		No. 1164002		CC16a
Receipts and payments accounts				
For the period from	01-Apr-21	To	31-Mar-22	

Section A Receipts and payments

	Unrestricted funds	Restricted fund 1 (LCC transition fund)	Restricted fund 3 (Library refurbishment grant fund)	Restricted fund 4 (s.106)	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts						
Grants	6,298	-	-	-	6,298	23,163
Donations	502	-	-	-	502	-
Fundraising activities	695	-	-	-	695	105
Library income (e.g. book hire, fines, photocopying, printing fees)	343	-	-	-	343	-
Room hire	311	-	-	-	311	420
Sub total (Gross income for AR)	8,147	-	-	-	8,147	23,688
A2 Asset and investment sales, (see table).						
	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Total receipts	8,147	-	-	-	8,147	23,688
A3 Payments						
Fundraising activities	302	-	-	-	302	-
Advertising (including website)	329	-	-	-	329	43
Insurance	640	-	-	-	640	607
Library stationary, postage and sundry items	408	-	-	-	408	128
Cleaning supplies	63	-	-	-	63	60
Newspapers	-	-	-	-	-	3
Gas and Electricity	1,434	-	-	-	1,434	869
Water	560	-	-	-	560	401
Facilities maintenance	5,896	-	-	-	5,896	3,967
Accounting - independent review	120	-	-	-	120	120
Library equipment - grant funded	-	-	82	361	443	2,044
Sub total	9,750	-	82	361	10,194	8,242
A4 Asset and investment purchases, (see table)						
s.106 investment in library (shelving units/display racks/storage)	-	-	-	-	-	2,246
Capital investment in library (carpet/windows)	-	-	262	360	622	-
Replacement Benches	1,218	-	-	-	1,218	-
Sub total	1,218	-	262	360	1,840	2,246
Total payments	10,968	-	344	721	12,034	10,488
Net of receipts/(payments)	- 2,822	-	- 344	- 721	- 3,887	13,199
A5 Transfers between funds	345	- 345	-	-	-	-
A6 Cash funds last year end	45,828	345	344	818	47,334	34,135
Cash funds this year end	43,351	-	-	97	43,447	47,334

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

Categories	Details	Unrestricted funds	Restricted fund 1 (LCC transition fund)	Restricted fund 3 (Library refurbishment grant fund)	Restricted fund 4 (s.106)
		to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash at bank (including cash float)	43,351	-	-	97
	[LCC confirmed that the restricted fund 1 (transition fund) was no longer restricted.]	-	-	-	-
	[Restricted fund 2 was fully utilised in 2019/2020 period]	-	-	-	-
	Total cash funds	43,351	-	-	97
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-	-
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)
	Lease of Sileby Community Library property including fixtures and fitting, and use of Leicestershire County Council book loan stock	Unrestricted fund		-	-
	Capital investment in kitchen sink and unit plus LED light fitting (Feb 2017)	Restricted fund 2		3,782	-
	Capital investment in Library furniture (July 2017)	Restricted fund 2		1,524	-
	Capital investment in Library Refurbishment (new shelving/ book stands, carpets, furniture) (2018/19)	Restricted fund 3		16,435	-
	Capital investment in Library Refurbishment (IT) (2018/19)	Restricted fund 3		1,598	-
	Capital investment in Library Refurbishment (book cabinet, signage, tables) (2019/20)	Restricted fund 3		730	-
	s 106 capital investment in library (installation of shelving units, display racks, indoor/outdoor storage) (2020/21)	Restricted fund 4		2,246	-
	Replacement outdoor benches (2021/22)	Unrestricted fund		1,218	-
	Capital investment in Library Refurbishment - carpet (2021/22)	Restricted fund 3		262	-
	s 106 capital investment in library (Window) (2021/22)	Restricted fund 4		360	-
B5 Liabilities	Details	Fund to which liability relates		Amount due (optional)	When due (optional)
	Restricted grant income from Leicestershire County Council with regards to initial transition to CIO, payable on demand	Restricted fund 1	Confirmation provided by Leicestershire County Council that this fund (£345) is no longer restricted and should now form part of 'unrestricted funds'	-	
	Restricted s.106 funding from LCC	Restricted fund 4		97	

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

Signature	Print Name	Date of approval
	JENNIFER HILL	1/7/22
	SARAH FREEMAN	1/7/22

Independent Examiner's Report to the Trustees of Sileby Community Library

I report on the accounts of the charity for the year ended 31st March 2022

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Commission and have prepared the records on a receipts and payment basis.

Basis of independent examiner's statement

My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

During my examination, I have noted 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.



Name: Kellie Chetwynd

Relevant Professional qualification/professional body: MAAT QQB

Address: 5 High Street, Sileby, LE12 7RX

Date: 14/06/2022

