



Trustees' Annual Report for the period

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

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	Sarah Freeman	Chairperson		
2	Jennifer Hill	Treasurer	Retired- 23 August 2022	
3	Karen Freaks	Secretary	Retired - 23 August 2022	
4	Charlotte Bedder			
5	Jessica Barnes			
6	Theresa Duggan		Joined - 31 January 2023	
7	Helen Readwin		Joined - 21 March 2023	
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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
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
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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 have focussed on its constitution with the recruitment and induction of new trustees into the library to ensure succession of leadership, encourage the input of different ideas, skills and energy.

The risk assessment following the Covid-19 pandemic continued to be reviewed regularly for volunteer and customer safety. Relevant information and good practice has gradually been incorporated into the library's suite of risk assessments.

Working with the local GP network and social prescribing team, a weekly group has been established at Sileby Community Library for those in the community who have felt isolated, lonely and lack confidence to engage in social interaction especially following lock down and restricted access to family, friends and support networks. There has been positive feedback from attendees.

Section C	Objectives and activities
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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 continued to work hard throughout the year April 2022 to March 2023 to regain the position pre pandemic to maximise the library's use, encourage customers to return to the library and retain the volunteer base.

A promotional programme, which included a new library leaflet, community leaflet drop, updating the website and scheduled social media posts, was implemented.

Strong community links were established with the Public Health Community Team, Charnwood GP Network, the Police to use the library as a local venue for drop-in sessions and community health groups. The library registered as a 'Warm Welcome' haven for local residents to use if required during cold weather.

Regular volunteer involvement was maintained throughout the year to ensure volunteers were kept fully informed, given training opportunities and provided the opportunity for input and feedback.

During the period, the Trustees continued to consider 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. Increase in the number of trustees to the library
2. Maintained a sound base of volunteers in order to fulfil the library's service
3. Provision of a full programme of activities throughout the year to maximise the use of the library and encourage customers to visit the library
4. Reactive to the needs of the community recovering from the Covid-19 pandemic and in the current economic climate by establishing new community groups, facilitating the return of other groups/clubs and offering the library as a warm space
5. A significant increase in visitor figures during the year.

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 (£5,318) received during the period from Sileby Parish Council (5 year grant agreement in place).
- Additional income of £3,237 was raised during the period through library activities, room hire, fundraising events and donations.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

S. Freeman

T. Duggan

Full name(s)

SARAH FREEMAN

THELMA DUGGAN

Position (eg Secretary, Chair, etc)

CHAIR

TRUSTEE

Date

03.08.23

Receipts and payments accounts

For the period from	01-Apr-22	To	31-Mar-23
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Section A Receipts and payments

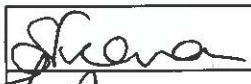
	Unrestricted funds to the nearest £	Restricted fund 4 (s.106) to the nearest £	to the nearest £	to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts						
Grants	5,318	-	-	-	5,318	6,296
Donations	867	-	-	-	867	502
Fundraising activities	711	-	-	-	711	695
Library income (e.g. book hire, fines, photocopying, printing fees)	563	-	-	-	563	343
Room hire	1,096	-	-	-	1,096	311
Sub total (Gross income for AP)	8,555	-	-	-	8,555	8,147
A2 Asset and investment sales, (see table).						
	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Total receipts	8,555	-	-	-	8,555	8,147
A3 Payments						
Fundraising activities	406	-	-	-	406	302
Advertising (including website)	511	-	-	-	511	329
Insurance	690	-	-	-	690	640
Library stationary, postage and sundry items	623	-	-	-	623	406
Cleaning supplies	58	-	-	-	58	63
Newspapers	-	-	-	-	-	-
Gas and Electricity	2,490	-	-	-	2,490	1,434
Water	747	-	-	-	747	560
Facilities maintenance	4,287	-	-	-	4,287	5,896
Accounting - independent review	120	-	-	-	120	120
Library equipment - grant funded	-	97	-	-	97	443
Library equipment	145	-	-	-	145	-
Sub total	10,077	97	-	-	10,174	10,194
A4 Asset and investment purchases, (see table)						
Capital investment in library (carpet/windows)	-	-	-	-	-	622
Replacement Benches	-	-	-	-	-	1,218
Sub total	-	-	-	-	-	1,840
Total payments	10,077	97	-	-	10,174	12,034
Net of receipts/(payments)	- 1,522	- 97	-	-	- 1,619	- 3,887
A5 Transfers between funds	-	-	-	-	-	-
A6 Cash funds last year end	43,351	97	-	-	43,447	47,334
Cash funds this year end	41,829	-	-	-	41,829	43,447

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

Categories	Details	Unrestricted funds	Restricted fund 4 (s.106)		
		to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash at bank (including cash float)	41,829	-	-	-
	Restricted fund 2 fully utilised in period ended 31 March 2020. Restricted fund 1 and 3 fully utilised in period ended 31 March 2022.	-	-	-	-
	Total cash funds	41,829	-	-	-
	(agree balances with receipts and payments account(s))			OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	to nearest £	to nearest £
		-	-	-	-
B3 Investment assets	Details	Fund to which asset belongs		Cost (optional)	Current value (optional)
		0	0	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	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)
		0	0	-

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

Signature	Print Name	Date of approval
	SARAH FREEMAN	03.08.23
	HELENA DUGGAN	05.08.23