

# **Llyfrgell Gymunedol Cei Newydd/New Quay Community Library**

## **Report of the trustees for the period ending 31 May 2021**

The Trustees of New Quay Community Library present their annual report and audited accounts for the period ended 31 May 2021 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

### **OUR AIMS**

The Library was registered as a Charity by the Charity Commissioners for England and Wales on 16<sup>th</sup> October 2015 and operates under our Constitution dated 1 September 2015

### **OUR OBJECTIVES**

- To advance the education of the public in New Quay and its surrounding area by the provision of a lending library.
- The provision of facilities for the benefit of the inhabitants of New Quay and the surrounding area for recreation 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 the said inhabitants.

### **REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

New Quay Community Library runs the library service, using services from Ceredigion County Council, for the benefit of the local community. The Library operates from a small building owned by the County Council, which would have become disused if we did not use it.

Financial support is provided by New Quay Town Council for the running costs of the existing services. The Trustees are responsible for securing funding for any new services or initiatives they wish to introduce. The Trustees are also responsible for the management and administration of the finances of New Quay Community Library.

As a result of Guidelines in Wales, New Quay Community Library has been closed for most of 2020/21 and has only able to open for a limited Click and Collect Service during periods when lockdowns were not in place due to the lack of water at the library. This together with a majority of our members not wanting to be out and about during the day while the town is busy, has had a catastrophic effect on the usage of the library during the pandemic. The Trustees have therefore looked at the options for the library in consultation with Ceredigion County Council. The result is a move to a dedicated room at New Quay Memorial Hall which took place towards the end of 2021. There will now be a drive to bring our existing members back and to also attract new

members to use the library services. This will be helped by the fact that the Memorial Hall has a ramp to make access easier.

The 100 Club was not relaunched in 2021 as planned due to the pandemic.

## **FUTURE PLANS**

The trustees intend to continue to provide a library service to New Quay and its surrounding area. The Click and Collect service will remain an option for those who want it, but the move to the Memorial Hall does mean that the library can reopen for browsing. The Welsh Government has provided a grant to help achieve this. The Trustees will be looking at ways to increase footfall at the library during 2022, and also looking at events that could be help at the library to increase Community engagement. Our aim is to increase the number of people using the Library, with particular emphasis on increasing the number of young members, as the numbers continue to be disappointing.

The other main goal is to increase the number of volunteers working at the Library. The Trustees would like to attract more people to work as Librarians, but are also looking to recruit Trustees, and others with specialist skills to be involved in areas such as Social Media and Marketing.

Our future plans are financed primarily by the financial support provided by New Quay Town Council and from our reserves.

## **OUR FINANCES**

The financial statements show net income for the period of £1,934. £1,889 of this came from the Welsh Government in the form of a Covid Recovery Grant to enable the library to reopen. All our income is applied to the running of the Library. Our principal source of general income during the period has been from the sale of books. These funds will be used to improve the facilities at the Library. As a Charity we are entitled to 100% relief on our Business Rates.

## **ACCESS POLICY**

The Library facilities are open to anyone who lives in Ceredigion.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Constitution allows for 3 – 6 members for the Board of Trustees. The Board currently consists of 5 members. The Trustees are responsible for the overall management and control of the Library. The day to day management is undertaken by the voluntary Library Co-ordinator, and the Library is run by a group of Volunteers.

All trustees give their time freely and no remuneration or expenses were paid in the year.

## **CHARITY TRUSTEES**

The Charity Trustees of NEW QUAY COMMUNITY LIBRARY are appointed by the existing Board of Trustees. Due to the closure of the Service as a result of Covid, the existing Trustees have remained in post.

The current Trustees are:

Sharon Evans	Chair	
Vacant	Secretary	
Marie Spackman	Treasurer	
Bethan Jones	Trustee	Appointed by Volunteers
Julian Evans	Trustee	Appointed by New Quay Town Council

Llyfrgell Gymunedol Cei Newydd/New Quay Community Library  
Charity Number 1164011

New Quay Memorial Hall  
Towyn Road  
New Quay  
SA45 9QQ

Former address:  
Uplands Square  
New Quay  
SA45 9QH



Llyfrgell Gymunedol Cei Newydd/New Quay Community Library		116401		CC17a
Annual accounts for the period				
	01-Jun-20	31-May-21		

## Section A Statement of financial activities

Recommended categories by activity	Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>		-	-	-	-	-
Voluntary income	S01	82	1,889	-	1,971	132
Activities for generating funds	S02	-	-	-	-	-
Investment income	S03	-	-	-	-	-
<b>Incoming resources from charitable activities</b>	S04	-	-	-	-	-
<b>Other incoming resources</b>	S05	-	-	-	-	-
<b>Total incoming resources</b>	S06	82	1,889	-	1,971	132
<b>Resources expended (Notes 4-8)</b>						
<b>Costs of Generating Funds</b>		-	-	-	-	-
Costs of generating voluntary income	S07	-	-	-	-	19
Fundraising trading costs	S08	-	-	-	-	-
Investment management costs	S09	-	-	-	-	-
<b>Charitable activities</b>	S10	37	-	-	37	-
<b>Governance costs</b>	S11	-	-	-	-	-
<b>Other resources expended</b>	S12	-	-	-	-	-
<b>Total resources expended</b>	S13	37	-	-	37	19
<b>Net incoming/(outgoing) resources before transfers</b>	S14	45	1,889	-	1,934	113
<b>Gross transfers between funds</b>	S15	-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S16	45	1,889	-	1,934	113
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S17	-	-	-	-	-
Gains and losses on investment assets	S18	-	-	-	-	-
<b>Net movement in funds</b>	S19	45	1,889	-	1,934	211
<b>Total funds brought forward</b>	S20	1,023	801	-	1,824	699
<b>Total funds carried forward</b>	S21	1,068	2,690	-	3,758	1,711

## Section B

## Balance sheet

	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>						
<b>Tangible assets (Note 9)</b>	B01	-	-	-	-	-
	B02	-	-	-	-	-
<b>Investments (Note 10)</b>	B03	-	-	-	-	-
<b>Total fixed assets</b>	B04	-	-	-	-	-
<b>Current assets</b>						
<b>Stock and work in progress</b>	B05	-	-	-	-	-
<b>Debtors (Note 11)</b>	B06	-	-	-	-	-
<b>(Short term) investments</b>	B07	-	-	-	-	-
<b>Cash at bank and in hand</b>	B08	2,994	801	-	3,795	1,835
<b>Total current assets</b>	B09	2,994	801	-	3,795	1,835
<b>Creditors: amounts falling due within one year (Note 12)</b>	B10	37	-	-	37	11
<b>Net current assets/(liabilities)</b>	B11	2,957	801	-	3,758	1,824
<b>Total assets less current liabilities</b>	B12	2,957	801	-	3,758	1,824
<b>Creditors: amounts falling due after one year (Note 12)</b>	B13	-	-	-	-	-
<b>Provisions for liabilities and charges</b>	B14	-	-	-	-	-
<b>Net assets</b>	B15	2,957	801	-	3,758	1,824
<b>Funds of the Charity</b>						
<b>Unrestricted funds</b>	B16	1,068			1,068	1,023
	B17	-			-	-
<b>Restricted income funds (Note 13)</b>	B18		2,690		2,690	801
<b>Endowment funds (Note 13)</b>	B19			-	-	-
<b>Total funds</b>	B20	1,068	2,690	-	3,758	1,824
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval		

**Section C****Notes to the accounts****Note 1 Basis of preparation**

***This section should be completed by all charities .***

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

***Give details in this box if a different standard has been followed.***

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

***Give details in this box of any material changes that have been made.***

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

***Give details in this box of any material changes that have been made.***

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 2 Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES****Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

**Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

**Tax reclaims on donations and gifts**

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

**Contractual income and performance related grants**

This is only included in the SoFA once the related goods or services have been delivered.

**Gifts in kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

**Donated services and facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Investment income**

This is included in the accounts when receivable.

**Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES****Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

**Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**ASSETS****Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

**Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

**Stocks and work in progress**

These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

Note 3 Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Voluntary income	Donations/Quiz	82	132
	Covid Recovery Grant	1,889	-
		-	-
		-	-
		-	-
	Total	1,971	132
Activities for generating funds		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-
Investment income		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-
Incoming resources from charitable activities		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-



Section C	Notes to the accounts	(cont)
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**Note 4**                      **Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
<b>Costs of generating voluntary income</b>	Paint from 10k run fund	-	-
	100 Club Prizes	37	19
		-	-
		-	-
	<b>Total</b>	<b>37</b>	<b>19</b>
<b>Fundraising trading costs</b>		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Investment management costs</b>		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Charitable activities</b>		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Governance costs</b>	None - Trustees prepare and print reports at home	-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 5**                      **Support Costs**

*Please complete this note if the charity has analysed its expenses using activity categories and has support costs.*

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 6**                      **Details of certain items of expenditure**

**6.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

	This year	Last year
Number of trustees who were paid expenses	0	
Nature of the expenses		
Total amount paid	£	£

**6.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts	0	
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor		

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 7**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**7.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	N/A	-
Employer's National Insurance costs	-	-
Pension costs	-	-
<b>Total staff costs</b>	<b>-</b>	<b>-</b>

**7.2 Average number of full-time equivalent employees in the year**

	This year Number	Last year Number
The parts of the charity in which the employees work		
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

**7.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

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	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

**Note 8 Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**8.1 Total value of grants**

Purpose for which grants made	Grants to institutions	Grants to individuals
	Total amount £	Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**8.1 Grantmaking costs**

*If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.*

Support costs of grantmaking

£

**8.3 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 9**                      **Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**9.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**9.3 Net book value**

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

**9.4 Revaluation**

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

Section C	Notes to the accounts	(cont)
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**Note 10 Investment assets**

*Please complete this note if the charity has any investment assets.*

**10.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

**Analysis of investments**

	10.2 Market value at year end  £	10.3 Income from investments for the year  £
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**10.4 Material investment holdings**

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held	
Market Value	

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 11 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors**

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
<b>Total</b>	-	-	-

**Note 12 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**12.1 Analysis of creditors**

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
-	-	-	-
-	-	-	-
37	11	-	-
-	-	-	-
<b>Total</b>	37	11	-

**12.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 13**                      **Endowment and restricted income funds**  
*Please complete this section if the charity has any endowment or restricted income funds.*

**13.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
10k Run	EE	Library Redecoration
100 Club Prize Fund	EE	To provide prizes to the members of the 100 Club
100 Club Library Fund	EE	To be used to improve facilities at the Library

**13.2 Movements of major funds**

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
10K Run	52	-	-	-	-	52
100 Club Prize Fund	-	-	-	-	-	-
100 Club Library Fund	749	-	-	-	-	749
Covid Recovery Grant	-	1,889	-	-	-	1,889
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total Funds</b>	801	1,889	-	-	-	2,690

**13.3 Transfers between funds**

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount



<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 14**                      **Transactions with related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

**14.1 Remuneration and benefits**

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

**14.2 Loans**

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

**14.3 Other transaction(s) with trustees or related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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<b>Note 15</b>	<b>Additional Disclosures</b>
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The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.