

TRUSTEES MEETING
Thursday 10th April 2025 at 5pm in the Library

Charity Commission Number 1164252

Present: Mo Loft Chair, Mike Walker Treasurer, Wendy Walker, Robin O'Brien, Rosie Robinson, Jessica Ingram, Lynne Hemmings (taking the Minutes)

1. Apologies

Linda Freeman

2. Declaration of and personal/prejudicial or pecuniary interest

Rosie Robinson - on Payroll

3. Minutes of Previous Meeting

Minutes of the previous meeting were sent out by email to all Trustees. One copy printed out for the meeting to save on printing costs.

4. Matters arising from the Minutes

None

5. Treasurer's Report

Mike produced the following Draft End of Year Report for 2024-2025 and stated that he would hopefully be able to provide the final End of Year Report at the AGM on Wednesday 23rd April due to still waiting for final invoices etc to come in.

INCOME	
	Actual to March 2025
Cash Takings	£7,611.00
Card Takings	£8,622.00
Total Café Takings	£16,234.00
Lettings	£2,019.00
Donations	£1,494.00
Grants (LCC)	£285.00
Miscellaneous	£9,132.00
Warm Space	£1,500.00
Kitchen Sale	£400.00
	£14,830.00
Total Income	£31,064.00
EXPENDITURE	
Monthly Expenditure	£28,291.00

Total Expenditure	£28,291.00
Profit to March 2025 - Year End	£2,773.00

Please find the draft figures above up to the end of March 2025 which is Year End.

6. Roles and Responsibilities Document

Wendy produced the Roles and Responsibilities document and handed it out to all the Trustees to take away with them to read through between now and the next Trustees Meeting and agree and amend as necessary. Wendy asked that each Trustee send their relevant reports to Lynne by 2 days before every Trustees Meeting - so that they can be put together in the pack in time for each Trustees meeting.

7. Car Parking

There was a discussion about people getting blocked in the car park due to people double-parking and in one case triple parking - not by people using the library but picking up after school times and events going on in the Village Hall. It is understood that the Art Group will be moving to Groby from 3rd May. Rosie and Mo have agreed to pen a letter to the school and Mo is going to talk to Ozzy O'Shea about road markings.

8. Ice Cream Refrigerator

Robin stated that he has spoken to a Walls Designated Engineer about the broken Ice Cream Refrigerator. Mo has a got a quote of £88 or £125 for them to come and look and the Refrigerator. Robin agreed to talk to Midlands Appliance Services to see how much they would charge. It was suggested that maybe we should cut our losses and buy another one.

9. Dishwasher

Mike put new wheels on last week but they were generic wheels and not specific to our dishwasher and were smaller. Mike has now ordered some new ones for our make of dishwasher. There was a discussion around keeping a list of appliances when purchased and maybe get contingency to cover costs if we have to replace any appliances in the future.

10. Dogs

After discussion it was agreed that only Guide and Assistant dogs would be allowed in the library or garden at the back due to Health and Safety concerns. Rosie is going to look at getting some signage for No Smoking/No Vaping and about dogs in the library.

11. Volunteers Refreshments

There was a discussion about Volunteers and refreshments in the library - because there might be some misconception about what is allowed or not. It was agreed that a hot or cold drink is free while on shift but any food eaten or taken away is to be paid for. This will be discussed at the next Volunteers Meeting on Wednesday 23rd April. It was agreed that toast and soup would now be provided at a cost of £1.80 for everyone. Rosie and Wendy would compile a Newsletter on alternate months to the Volunteers Meeting to keep everyone updated on events and any other items of interest etc.

12. AGM - Wednesday 23rd April

The AGM will take place on Wednesday 23rd April at 6pm in the library and it was agreed to hold the Volunteers Meeting at 5pm on the same day as the AGM. Mo will put a note out to inform everyone.

13. Ratby Yard Sale - Monday 5th May

Rosie is going to register to have a stall at the library for that day - and it was agreed that we would be open from 10am to 3pm with Mike, Wendy and Lynne on shift that day (Lynne doing hot dogs as before). One or two other volunteers may be needed. Rosie is going to find out if we are also selling maps as we have done previously.

14. VE Celebration - Thursday 8th May

There was a discussion around the event and it was suggested to ask Mrs Perry the new Head of the Primary School and Ozzy O'Shea along. Steve Roche has offered to read poems. Rosie to organise the decorating, bunting, flags, napkins etc and Jessica/Mo to organise scones, jam and cream. Any photographs will have to include H & B Council logo and not forgetting to ask people's permission if we are allowed to take photos of them (it's a sensitive area).

15. Facilities Management Report

The kickboard is coming loose on the door in the toilet and needs glueing back on. There was a discussion about the various Reports needed to be reported on at each Trustees Meeting and emailed a couple of days before the Trustees Meeting and who is responsible for them. For clarity I have listed them below:

Facilities Management Report plus Health and Safety Report - Robin

Volunteers Co-ordinator's Report - Wendy

Grants Report plus Purchasing Report - Jessica

Events Co-ordinator's Report plus Safeguarding Report - Rosie

Librarian's Report - Linda

Any Other Issues Report - Mo

Items 16 to 19 covered above.

20. Any Other Business (AOB)

Mo said that it costs £326 per year for servicing the front door (attending twice per year). Mo is going to speak to Mandy on Monday whether MGS take it over or Proudcastle. Robin is going to email Mandy to inform her that the push-button has now been installed. Mo/Robin to discuss after consulting with Mandy.

Robin handed over a file to Wendy regarding the Volunteers References etc as she is now taking over the Volunteers Co-ordinator Role.

Rosie and Mike to look at opening the library for children's birthday parties with limited numbers and to draw up a specific contract for this.

It was noted that we are still waiting for the bins to arrive (but I can confirm they turned up on Friday morning after this meeting the evening before).

Rosie showed the Trustees a draft poster about the Lucky Dip Sweets - an ingredients page needs to be photographed from bags of sweets purchased.

There was a discussion around the 10th Anniversary of Ratby Library being run by volunteers which is next year – especially in light of some of Birmingham and Leicestershire Libraries now being up for closure due to lack of funds. Discussion around how we all pulled together to turn things around when we were so close to having to shut after the lock-down etc. that others might learn from. There was a suggestion of inviting Ady Dayman from Radio Leicester and Ozzy O'Shea and possibly local BBC News.

The next Trustees Meeting will be held on Thursday 15th May at 4.30pm.

The next Volunteers Meeting will be held on Wednesday 23rd April at 5pm - followed by the AGM at 6pm.

**Lynne Hemmings
Volunteer**

RATBY LIBRARY AND COMMUNITY GROUP EXPENDITURE 2024-2025

[illegible]

RATBY LIBRARY AND COMMUNITY GROUP SHOPPING 2024-2025

APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
11.04.24	£365.55	01.05.24	£24.80	05.06.24	£21.40	09.07.24	£11.20	08.08.24	£279.48	10.09.24	£113.59	02.10.24	£50.01	14.11.24	£5.96
16.04.24	£29.65	04.05.24	£7.30	11.06.24	£359.06	03.07.24	£8.43	13.08.24	£30.00	29.09.24	£229.20	08.10.24	£265.22	05.11.24	£431.91
30.04.24	£375.71	10.05.24	£5.50	12.06.24	£18.68	23.07.24	£394.25	25.08.24	£351.05			09.10.24	£34.00	06.11.24	£7.50
		11.05.24	£377.28	19.06.24	£38.85	21.07.24	£171.57					05.10.24	£15.00	09.11.24	£15.00
		11.05.24	£35.85	20.06.24	£338.53	30.07.24	£7.50					01.10.24	£627.91	15.11.24	£15.30
		13.05.24	£34.55	29.06.24	£19.18	31.07.24	£40.28							15.11.24	£30.02
		30.05.24	£399.20											20.11.24	£165.35
														20.11.24	£11.98
														20.11.24	£33.60
														23.11.24	£5.00
														23.11.24	£7.50
														28.11.24	£64.87
														29.11.24	£26.80
£770.91		£884.48		£795.70		£633.23		£660.53		£342.79		£992.14		£820.79	
						###		£3,744.85		£4,087.64					

DECEMBER		January 24		Feb-24		Mar-24	
5.12.24	£257.81	05.01.2025	£30.00	05.02.25	£33.00	06.03.25	£44.50
12.12.24	£10.00	06.01.25	£216.44	12.02.25	£22.50	13.03.25	£42.10
		16.01.25	£194.76	13.02.25	£164.47	17.03.25	£61.78
		23.01.25	£26.89	16.02.25	£39.00	20.03.25	£288.44
		25.01.25	£0.00	16.02.25	£66.00	20.03.25	£48.00
		30.01.25	£318.32	19.02.25	£16.00	26.03.25	£28.60
				26.02.25	£6.30	27.03.25	£230.02
				27.02.25	£147.15	21.03.25	-£61.78
							£169.87
£267.81		£786.41		£494.42		£851.53	
						£8,300.74	

RATBY LIBRARY AND COMMUNITY GROUP INCOME 2024-2025

[illegible]

Grants

RATBY LIBRARY AND COMMUNITY GROUP
GENERAL DONATIONS
2023-2024

Deposited	WR	Desk tin	Quiz	Gift Sh	Books	Uniform	Shops	Raffles	Book Club	Calendars	Misc*	Total	Banked	Mnthly total
04.04.24												£27.00	£27.00	£95.00 chicks and sheep
04.04.24												£3.50	£3.50	Name the bear
04.04.24					£13.70								£13.70	
11.04.24	£28.70				£0.77		£1.50					£12.00	£42.97	£190.00 Name the bear
20.04.24			£62.50	£10.00	£2.50								£75.00	£265.00
25.04.24	£28.18												£28.18	£310.00 £227.85
30.04.24				£10.00					£27.50				£37.50	£187.50
09.05.24	£51.26	£21.76		£3.00					£2.50			£4.00	£82.52	£555.00
16.05.23	£31.40		£57.50	£3.50	£12.40								£104.80	£309.00
23.05.23	£26.49			£3.50									£29.99	£270.00
30.05.24	£21.80				£6.05								£27.85	£135.00 £245.16 £473.01
12.06.24	£31.43								£25.00				£56.43	£615.00
19.06.24	£26.67		£50.00		£10.62			£46.70	£2.50				£136.49	£330.00 £192.92 £665.93
04.07.24	£39.50	£13.56		£7.00					£10.00				£70.06	£235.00
12.07.24	£57.31			£10.00									£67.31	£346.00
25.07.24		£12.97				£57.60							£70.57	£220.00
31.07.24	£16.21	£9.28	£75.10		£13.20	£21.85							£135.64	£267.00 £343.58
09.08.24	£46.12			£3.00		£21.35			£15.00			£21.00	£106.47	£256.00 Tbear picnic
14.08.24		£8.60			£0.05	£25.00							£33.65	£120.00
28.08.24	£42.80		£72.50		£4.25	£54.55							£174.10	£513.00 £314.22
05.09.24		£5.60		£18.50	£10.10	£5.00			£30.00				£69.20	£205.70
11.09.24	£8.85	£8.65								£63.00			£80.50	£250.55
27.09.24	£72.48	£12.61	£88.50	£3.00	£5.50					£56.00			£238.09	£738.00 £387.79
09.10.24	£26.28	£11.30			£0.67				£17.50	£14.00	£32.00	£101.75	£451.80	poppy £16.00
17.10.24	£41.37				£4.10		£7.50		£2.50	£7.00	£20.00	£82.47	£230.00	Poppy£10.00
31.10.24	£51.99		£57.50							£7.00	£14.00	£130.49	£390.00	£314.71 Poppy £7.00
07.11.24	£24.10			£3.00	£4.39				£7.50		£73.71	£112.70	£263.00	Poppy £9.50 ,
14.11.24	£32.91				£2.62					£7.00	£20.00	£62.53	£355.00	Poppy10.00
21.11.24	£26.35		£97.50	£9.99	£3.85			£20.00			£60.00	£217.69	£350.00	Poppy 30
28.11.24	£29.80											£29.80	£188.00	£422.72
5.12.24	£37.63								£23.00	£28.00	£120.00	£208.63	£512.00	
Dec	£49.65		£112.50	£22.00				£46.00				£230.15	£615.00	£438.78

09.01.25	£26.16	£13.70					£27.50			£67.36	£135.00	
16.01.25	£21.46	£3.09								£24.55	£241.00	Chr. Shop
23.01.25	£16.64		£40.00	£17.00					£61.02	£134.66	£297.00	
30.01.25	£25.98	£10.87		£2.00			£2.50		£9.09	£50.44	£165.00	£277.01 Xmas Raffle
13.02.25	£47.21	£4.55					£15.00			£66.76	£493.00	
27.02.25	£48.42		£40.00	£8.00	£14.00					£110.42	£331.00	£177.18
06.03.25	17.63			16	11.57	3		15	2	1.86	£67.06	£165.00
13.03.25	32.66				20				4		£56.66	£176.00
20.03.25	27.07		67.55		9.02						£103.64	£437.00
27.03.25	26.53			90.24	2.26					3.28	£122.31	£350.00
												£349.67

£1,139.04 £136.54 £821.15 £239.73 £151.62 £188.35 £9.00 £115.20 £220.50 £188.00 £482.46 £3,691.59 £12,557.55

Easter*

Book club

Lit Pick

Craft

£1,009.51

£1,323.73

£1,711.52

)

£2,026.23

/ Hween

£2,448.95

£2,887.73

£3,164.74

£3,341.92

£3,691.59

RATBY LIBRARY AND COMMUNITY GROUP

SUMUP 2023-2024

SUM UP

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
	£182.71	£270.12	£130.27	£172.99	£107.75	£122.30	£157.16	£195.37	£400.66	£105.10	£89.56	£147.29	
	£53.77	£154.40	£196.22	£393.71	£112.97	£175.07	£162.49	£231.48	£159.31	£155.21	£138.76	£185.58	
	£194.74	£37.34	£183.41	£175.81	£103.76	£159.97	£187.73	£161.60	£234.39	£60.00	£118.47	£296.69	
	£179.48	£166.80	£10.80	£118.73	£101.44	£206.14	£98.16	£199.94	£96.93		£87.06	£253.83	
	£221.75	£158.74	£176.32			288.21						143.79	
TOTAL	£832.45	£787.40	£697.02	£861.24	£425.92	£951.69	£605.54	£788.39	£891.29	£320.31	£433.85	£1,027.18	£8,622.28
									£6,840.94	£7,161.25	£7,595.10		

RATBY LIBRARY AND COMMUNITY GROUP					
LETTINGS 24-25					
Inv No.	Company	Date of hire	Cost	Date of Inv.	Date of Pay.
141	Chair Yoga	12.03.24	£15.00	27.03.24	09.04.24
142	Chair Yoga	19.03.24	£15.00	27.03.24	09.04.24
143	Chair Yoga	26.03.24	£15.00	27.03.24	09.04.24
144	Craft Club	04.03.24	£18.00	07.04.24	07.04.24
145	Craft Club	11.03.24	£18.00	07.04.24	07.04.24
146	Craft Club	18.03.24	£18.00	07.04.24	07.04.24
147	Craft Club	25.03.24	£18.00	07.04.24	07.04.24
148	Craft Club	01.04.24	£18.00	08.04.24	29.04.24
149	Craft Club	08.01.24	£18.00	08.04.24	29.04.24
150	Craft Club	15.04.24	£18.00	08.04.24	29.04.24
151	Craft Club	22.04.24	£18.00	08.04.24	29.04.24
152	Chair Yoga	09.04.24	£15.00	14.04.24	06.06.24
153	Chair Yoga	16.04.24	£15.00	14.04.24	06.06.24
154	Chair Yoga	23.04.24	£15.00	12.06.24	06.06.24
155	Chair Yoga	30.04.24	£15.00	12.06.24	06.06.24
156	Chair Yoga	07.05.24	£15.00	12.06.24	
157	Chair Yoga	14.04.24	£15.00	12.06.24	
158	Chair Yoga	21.04.24	£15.00	12.06.24	
159	Chair Yoga	04.06.25	£15.00	12.06.24	
160	Chair Yoga	11.06.24	£15.00	12.06.24	
161	Craft Club	29.04.24	£18.00	19.06.24	19.06.24
162	Craft Club	06.05.24	£18.00	19.06.24	19.06.24
163	Craft Club	13.05.24	£18.00	19.06.24	19.06.24
164	Craft Club	20.05.24	£18.00	19.06.24	19.06.24
165	Craft Club	03.06.24	£18.00	19.06.24	19.06.24
166	Craft Club	10.06.24	£18.00	19.06.24	19.06.24
167	Craft Club	17.06.24	£18.00	19.06.24	19.06.24
168	Craft Club	24.06.24	£18.00	6/20/2024	
169	Craft Club	01.07.24	£18.00	6/20/2024	
170	Craft Club	08.07.24	£18.00	6/20/2024	
171	Halalmeat Joint	15.07.2024	£400.00	6/15/2024	
172	Chair Yoga	06.08.24	£15.00	11/6/2024	
173	Chair Yoga	13.08.24	£15.00	11/6/2024	
174	Chair Yoga	20.08.24	£15.00	11/6/2024	
175	Chair Yoga	27.08.24	£15.00	11/6/2024	
176	Chair Yoga	10.09.24	£15.00	11/6/2024	
177	Chair Yoga	17.09.24	£15.00	11/6/2024	
178	Chair Yoga	24.09.24	£15.00	11/6/2024	
179	Chair Yoga	01.10.24	£15.00	11/6/2024	
180	Chair Yoga	08.10.24	£15.00	11/6/2024	
181	Chair Yoga	15.10.24	£15.00	11/6/2024	
182	Chair Yoga	22.10.24	£15.00	11/6/2024	
183	Craft Club	9/9/2024	£24.00	11/6/2024	
184	Craft Club	9/16/2024	£24.00	11/6/2024	
185	Craft Club	9/23/2024	£24.00	11/6/2024	
186	Craft Club	9/30/2024	£24.00	11/6/2024	

187	Craft Club	10/7/2024	£24.00	11/6/2024	
188	Craft Club	10/14/2024	£24.00	11/6/2024	
189	Whistle Tot Lane	9/11/2024	£39.00	11/6/2024	
190	Whistle Tot Lane	10/9/2024	£39.00	11/6/2024	
191	Whistle Tot Lane	11/13/2024	£39.00	11/6/2024	
192	Ratby Co-operative Band	Various	£450.00	12/4/2024	
193	The Community Orchard Group	Nov	£24.00	12/4/2024	
194	Craft Club	11/4/2024	£24.00	1/3/2025	
195	Craft Club	11/18/2024	£24.00	1/3/2025	
196	Craft Club	11/25/2024	£24.00	1/3/2025	
197	Craft Club	12/2/2024	£24.00	1/3/2025	
198	Craft Club	12/9/2024	£24.00	1/3/2025	
199	Craft Club	12/16/2024	£24.00	1/3/2025	
200	Chair Yoga	11/5/2024	£15.00	1/5/2025	
201	Chair Yoga	11/12/2024	£15.00	1/5/2025	
202	Chair Yoga	11/19/2024	£15.00	1/5/2025	
203	Chair Yoga	11/26/2024	£15.00	1/5/2025	
204	Chair Yoga	12/3/2024	£15.00	1/5/2025	
205	Chair Yoga	12/10/2024	£15.00	1/5/2025	
206	Chair Yoga	1/7/2025	£15.00	3/7/2025	
207	Chair Yoga	1/14/2025	£15.00	3/7/2025	
208	Chair Yoga	1/21/2025	£15.00	3/7/2025	
209	Chair Yoga	1/28/2025	£15.00	3/7/2025	
210	Chair Yoga	2/4/2025	£15.00	3/7/2025	
211	Chair Yoga	2/18/2025	£15.00	3/7/2025	
212	Chair Yoga	2/25/2025	£15.00	3/7/2025	
213	Craft Club	1/13/2025	£24.00	3/8/2025	
214	Craft Club	1/20/2025	£24.00	3/8/2025	
215	Craft Club	2/3/2025	£24.00	3/8/2025	
216	Craft Club	2/10/2025	£24.00	3/8/2025	
217	Craft Club	2/24/2025	£24.00	3/8/2025	
218	Craft Club	3/3/2025	£24.00	3/8/2025	
219					
220					
221					
222					
223					
224					
225					
226					
227					
228					
229					
230					
231					
232					
233					

Bank Account

Opening Balance 1st April 24

28531.85 Opening Balance

Income

£31,596.16 Income

Expenditure

£37,924.84 Expenditure

Balance

£22,203.17 Balance

Actual

£22,203.17 Actual

£0.00

Bank

Income

£31,596.16

1500

Poppies

-£82.50

Lettings to invoice

Ratby Band

-£450.00

£31,063.66

Expenditure

£37,924.84

Security Light

£132.00

Insurance Acc

-1000

Proudcastle

Total grant £10,000.00

-8765.93 Less Exp For Grants

£28,290.91

Profit / Loss

£2,772.75

RATBY LIBRARY AND COMMUNITY GROUP
TREASURERS REPORT FOR TRUSTEES
31st March 2025
Accounts 24-25

INCOME

	Actual Mar-25	
Cash takings	£7,611	
Card takings	£8,622	
Total Café Takings	£16,234	
Lettings	£2,019	
Donations	£1,494	
Grant	£285	
Miscellaneous	£9,132	
Warn space	£1,500	
Kitchen Sale	£400	
	£14,830	
Total Income		£31,064

EXPENDITURE

Monthly Expenditure	£28,291
Contingency @10%	
Total Expenditure	£28,291

Profit to March 2025 £2,773

Estimated to year end

Please find the figures above up to the end of March 2025.

Mike Walker
4/9/2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Ratby Library and Community Group

**On accounts for the year
ended**

31st March 2025

**Charity no
(if any)**

1154252

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 10/07/2025

Name: Carrie Betts FCCA ATT

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:

5 Harwood Close, Ratby

Leicester

LE6 0PT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.