



## Trustees' Annual Report for the period

	<b>From</b>	<b>To</b>
Period start date		
Period end date		

06  
April  
2020

05  
April  
2021

Section A

Reference and administration details

**Charity name**

Bostall Library Community Group

**Other names charity is known by**

BLCG

**Registered charity number (if any)**

1165313

**Charity's principal address**

Bostall Library

115 King Harolds Way

Bexleyheath, Kent

**Postcode**

DA7 5RE

**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)**

Andrew Bryans  
Chair of Trustees

Corinne O'Grady

Adrian Reeves

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

**Name**

**Dates acted if not for whole year**

None

**Names and addresses of advisers (Optional information)**

**Type of adviser**

**Name**

**Address**

**Name of chief executive or names of senior staff members (Optional information)**

Kimberly Bryans – Director of Operations

## Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

Constitution adopted 26<sup>th</sup> January 2016

How the charity is  
constituted  
(eg. trust, association,  
company)

Charitable Incorporated Organisation

Trustee selection methods

(eg. appointed by, elected by)

Appointed by the Charity Trustees as and when required

## 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.

New Trustees:

- The charity trustees make available to each new charity trustee, on or before his or her first appointment:
  - (a) a copy of the current version of this constitution; and
  - (b) a copy of the BLCG's latest Trustees' Annual Report and statement of accounts.
- New Trustees are also encouraged to read the documents available on the gov.uk website relating to the Trustee role and board.

BLCG Organisational Structure:

- Three Trustees as stated.
- Director of Operations (unpaid).
- 6 selected Core Group Members having a greater responsibility than Volunteers
- General Volunteers (32)
- 3 part-time Staff in the employ of the London Borough of Bexley permanently seconded to BLCG

Related Parties:

- BLCG was selected by the London Borough of Bexley (LBB) to manage and run as community libraries Bostall and Bexley Village Libraries. BLCG receives a grant (cash & staff) from LBB to facilitate this and to undertake basic Council services as agreed in a Service Level Agreement whilst also allowing BLCG to maximise its fundraising potential. LBB continue to own the premises from which we operate under a lease agreement and negligible rent.

The Trustees, Director and Core Group members give their time on a voluntary basis and receive no remuneration or other benefit.





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

The advancement of education for the benefit of the public in the districts of Bostall & Bexley Village in the London Borough of Bexley and the surrounding areas by the provision of a community lending library, associated services, activities and facilities in the interest of social welfare, recreation and leisure time for improving the conditions of life for the residents.

**Summary of the main activities undertaken for the public benefit in relation to these objects**

BLCG’s main purpose is the loan of books, listening CD books and DVDs for adults and children both for recreation and education. We provide some Council services are available including but limited to: Blue Badge applications; Council Tax payments; Refuse applications; and offering advice and information on many others.

Our coffee shops provide hot and cold refreshments and home-made cakes and sundries. This enables Coffee mornings for groups of elderly patrons seeking companionship and friendship. We provide low-cost local space for hire by community groups and stakeholders and provide a venue for both Adult and Children’s events for all demographics of the local community. We continue to promote relationships with the local primary schools with regular class visits for story time and book lending. There are several regular activities for adults: reading clubs; computer tuition; knit ‘n natter; coffee mornings; Pilates; Yoga; Painting; and a community cinema.

Activities for children include: toddler time; Story Time; and many additional fun activities during school holidays.

Bostall Library is also a polling station when required.

We believe that our libraries are in fact, more social and community hubs providing a valuable benefit to the local population regardless of age, gender, faith, or personal circumstances.

**Additional details of objectives and activities (Optional information)**

We have many volunteers who spent a lot of their time to help us to be a success. Their involvement and dedication mean that we can achieve our goals whilst at the same time provide a welcoming, friendly and warm place to work and visit. We and the public appreciate the effort and time that is given, especially on the fundraising events we occasionally hold outside of normal working days/hours.

All monies raised surplus to the day-to-day running costs of the libraries are banked in an interest earning deposit account. We endeavour to use these funds to further improve the libraries.

**Summary of the main achievements of the charity during the year**

The libraries continued to be popular centres for the community. Film nights, quiz nights, music evenings, and seasonal events are always widely supported and appreciated, however, all these activities were severely curtailed due to the pandemic, social distancing, and lockdowns.

It was necessary to close the libraries to the public for several months during the height of lockdowns and for much of the other periods of restrictions.

From the beginning of the first lockdown in April 2020 it was decided that we would work behind the scenes at the libraries, to provide support for our elderly, vulnerable and shielding members. Initially this consisted of buying various essential foods and necessities and offering packs to whomever needed or required them.

Using our membership database, we were able to contact all the elderly members to determine whether they required support of any kind. This mostly involved delivering food and essential item packs, collection and delivery of medications from local chemists, and checking if they required further support. We were also able to provide them with a book loan home delivery service.

When things began to ease but the library doors were still shut, we started to provide a click and collect service, whereby any member could collect books requested at the door and drop off returns at a specified time.

We lost valuable revenue from events, hire of space, and day-to-day income from counter sales and coffee shop. But, with national and local government grants, and several successful grants / funds that had been applied for, the group was in a very good position to keep the libraries running well into the next financial year.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

At the end of this financial year the charity has cash funds more than £93,000 of which £40,000 are reserves on deposit. We will continue maintain / increase reserves to be utilised for future projects and protect against future grant cuts.

### 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.

The main source of funds to the Charity is an annual cash grant of £13,000 paid quarterly from the London Borough of Bexley.

Normally, other primary sources of income are the Coffee Shops, Library Counter sales (printing, photocopying, book sales, fines, reservations, recycling waste bags etc.), Friends of BLCG membership subscriptions, and loose change donations. We sell old stock, unwanted and donated books and other items to internet book-buying companies and on the eBay auction site.

Fundraising events are held periodically in the form of seasonal fairs, and entertainment evenings.

Additional funds are achieved through the community cinema and the hire of the library spaces, and the Bexley Lottery.

The income is spent on running costs of the buildings (utilities & maintenance), consumables for the Libraries and Coffee Shops, phone and broadband. We have an annual budget for purchasing new books to replace old stock.

Surplus funds are used for our reserves and future projects.

This financial year, nearly all income came from grants and funds awarded.

## Section F

## Other optional information

None

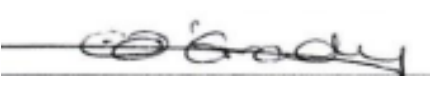
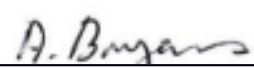
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Corinne O'Grady	Andrew Bryans
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Position (eg Secretary,  
Chair, etc)

Trustee	Chair
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Date

24/01/2022



## Receipts and pay

For the period  
from

04/06/2020

### Section A Receipts and payments

Unrestricted  
funds  
to the nearest £

Restricted  
funds  
to the nearest £

#### A1 Receipts

##### Bostall Library

Grants	25,209	2,500
Counter Sales	1,203	-
Library Space Hire	1,223	-
Coffee Shop Sales	-	-
Fundraising	888	-
Donations	6,000	-
Miscellaneous	-	-
Online Book Sales	1,046	-

##### Bexley Village Library

Grants	20,193	-
Counter Sales	138	-
Library Space Hire	435	-
Coffee Shop Sales	-	-
Fundraising	-	-
Donations	1,215	-
Miscellaneous	-	-
Interest on Deposit Account	174	-

**Sub total** (Gross income for AR)

57,724

2,500

#### A2 Asset and investment sales, (see table).

	-	-
<b>Sub total</b>	-	-

**Total receipts**

57,724

2,500

#### A3 Payments

##### Bostall Library

Utilities	2,903	-
IT	1,047	-
Consumables and Stock	2,879	-
Insurance	-	-
Rates and Taxes	147	-
Bank Charges	69	-
Miscellaneous	578	-
Transport	161	-
Covid Related (PPE etc.)	1,374	-
Maintenance	703	-

##### Bexley Village Library

Utilities	1,732	-
IT	-	-
Consumables and Stock	-	-
Rates and Taxes	82	-
Bank Charges	69	-
Maintenance	1,500	-
Miscellaneous	-	-
<b>Sub total</b>	<b>13,244</b>	<b>-</b>

<b>A4 Asset and investment purchases, (see table)</b>		
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>13,244</b>	<b>-</b>
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<b>Net of receipts/(payments)</b>	<b>44,480</b>	<b>2,500</b>
<b>A5 Transfers between funds</b>	-	-
<b>A6 Cash funds last year end</b>	<b>46,506</b>	-
<b>Cash funds this year end</b>	<b>90,986</b>	<b>2,500</b>

## Section B Statement of assets and liabilities a

Categories	Details	
<b>B1 Cash funds</b>	Current Account Bostall Library	
	Current Account Bexley Village Library	
	Paypal Account BLCG	
	CAF Deposit Account BLCG	
	Saffron Building Society BLCG	
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	
<b>B2 Other monetary assets</b>	<b>Details</b> <table><tr><td></td></tr></table>	
<b>B3 Investment assets</b>	<b>Details</b> <table><tr><td></td></tr></table>	
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b> Book Stock	
	Computer Equipment	
	Library Furniture and Shelving	
	<b>Details</b>	

**B5 Liabilities**


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

		Signature
		

**Notes to Reciepts and  
Payments Account**

	1165313	CC16a
ments accounts		
To	04/05/2021	



Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
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-	27,709	7,264
-	1,203	2,724
-	1,223	5,651
-	-	2,348
-	888	5,572
-	6,000	120
-	-	746
-	1,046	778

-	20,193	-
-	138	1,095
-	435	3,226
-	-	1,375
-	-	420
-	1,215	115
-	-	-
-	174	49
-	60,224	31,483

-	-	-
-	-	-

-	60,224	31,483
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-	2,903	3,743
-	1,047	1,850
-	2,879	4,688
-	-	649
-	147	1,898
-	69	60
-	578	2,345
-	161	-
-	1,374	-
-	703	16,495



-	1,732	2,447
-	-	190
-	-	-
-	82	80
-	69	60
-	1,500	1,200
-	-	328
-	13,244	36,033

-	-	
-	-	
-	-	-

-	13,244	36,033
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-	46,980	- 4,550
-	-	-
-	46,506	51,056
-	93,486	46,506

## at the end of the period

Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
28,197	2,500	-
22,011	-	-
605	-	-
9	-	-
40,166	-	-
90,986	2,500	-

OK

OK

OK

Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
-	-	-

Fund to which asset belongs	Cost (optional)	Current value (optional)
	-	-

Fund to which asset belongs	Cost (optional)	Current value (optional)
unrestricted	-	120,000
unrestricted	-	
unrestricted	-	18,000

Fund to which liability relates	Amount due (optional)	When due (optional)
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Print Name	Date of approval
Adrian Reeves	
Andrew Bryans	



## **Independent examiner's report to the trustees of Bostall Library Community Group (registered charity number 1165313)**

I report to the trustees on my examination of the accounts of the Bostall Library Community Group (the Group) for the period ended 5 April 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Group 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 Group's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Rob Geater

Relevant professional qualification or membership of professional bodies: CIMA member JR-157

Address: 2 Marlborough Road, Bexleyheath, Kent DA7 4UL

Date: 22 January 2022