



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	April	2022		05	April	2023

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

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)
1	Andrew Bryans	Chair of Trustees		
2	Corinne O'Grady			
3	Adrian Reeves			
4				

### 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

## Section B Structure, governance and management

### 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).
- 10 selected Core Group Members having a greater responsibility than Volunteers
- General Volunteers (25)
- 2 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 a community library Bostall Library. BLCG receives a grant (by way of seconded 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 district of West Heath 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 Jigsaws for adults and children both for recreation and education. We provide some Council services e.g Council Tax payments; Refuse applications; and offering advice and information on many others.

Our coffee shop 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; 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**

During the previous period the trustees agreed to a large expenditure of funds to build an extension (the Garden Room) onto the library. The main purpose of this room is to provide a dedicated area for various activities that would, ordinarily, take place in the junior section of the library restricting access.

During this period we engaged an architect and submitted plans to the Council's planning department for approval. This was achieved towards the end of the year and the groundworks began at the end of this financial period.

The van that we purchased the previous year, has been well utilized providing transportation for our elderly patrons to and from the library for events, delivery of collection of books and also for surplus food collections from local supermarkets for the Community Fridge. It was agreed however, that the diesel vehicle did not meet our needs, as it required expensive regular cleaning of the particulates filter. This was changed for a petrol version at the beginning of 2023 for a similar cost, that is much suited to our use of the vehicle.

Following on from the 'covid' years it was felt that things were getting back to normal. We held several community cinemas during the year and quizzes. Many other events were also well attended and provided useful opportunities for raising funds.

This included a popular and very well attended live event day showing the Platinum Jubilee of her Majesty Queen Elizabeth. A marvellous community gathering for all.

During the year signed up for the Warmer Save Space scheme allowing people a place to come to the library to sit, chat and have a cup of tea in a warm safe environment.

We also signed up to the Digital Champions scheme providing support for those needing help with online necessities.

## 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 of £58,000 and £40,000 reserves on deposit. We will continue maintain / increase reserves to be utilised for future projects and protect against possible 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 from the London Borough of Bexley. This consists solely as provision of seconded staff paid for by the Council.

Other primary sources of income are the Coffee Shop, Library Counter sales (printing, photocopying, book sales, fines, reservations 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, the hire of the library space, and the Bexley Lottery.

The income is spent on running costs of the buildings (utilities & maintenance), consumables for the Library and Coffee Shop, 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.

## Section F

## Other optional information

None

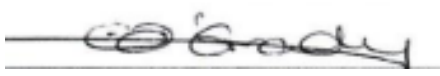
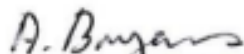
## Section G

## 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

06/12/2023



## Receipts and payments account

For the period from	4/6/2022	To
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
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#### A1 Receipts

##### Bostall Library

Grants	-	-	-
Counter Sales	2,319	-	-
Library Space Hire	5,515	-	-
Coffee Shop Sales	1,371	-	-
Fundraising	5,259	-	-
Donations	100	-	-
Miscellaneous	463	-	-
Online Book Sales	500	-	-

##### Bexley Village Library

Grants	-	-	-
Counter Sales	-	-	-
Library Space Hire	90	-	-
Coffee Shop Sales	-	-	-
Fundraising	-	-	-
Donations	-	-	-
Miscellaneous	0	-	-
Interest on Deposit Accounts	184	-	-

<b>Sub total</b> (Gross income for AR)	15,800	-	-
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#### A2 Asset and investment sales, (see table).

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

<b>Total receipts</b>	15,800	-	-
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#### A3 Payments

##### Bostall Library

Utilities	2,140	-	-
IT	8,031	-	-
Consumables and Stock	4,108	-	-
Insurance	519	-	-
Rates and Taxes	667	-	-
Bank Charges	39	-	-
Miscellaneous	1,329	-	-
Transport	2,220	-	-
Community Cinema	319	-	-
Maintenance / Building Works	17,936	-	-

##### Bexley Village Library

Utilities	338	-	-
IT	-	-	-
Consumables and Stock	-	-	-
Rates and Taxes	-	-	-
Bank Charges	37	-	-
Maintenance	-	-	-
Miscellaneous	-	-	-
<b>Sub total</b>	<b>37,682</b>	<b>-</b>	<b>-</b>

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

<b>Total payments</b>	<b>37,682</b>	<b>-</b>	<b>-</b>
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<b>Net of receipts/(payments)</b>	<b>- 21,882</b>	<b>-</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>120,122</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>98,240</b>	<b>-</b>	<b>-</b>

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



Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Current Account Bostall Library	57,536
	Current Account Bexley Village Library	0
	Paypal Account BLCG	248
	CAF Deposit Account BLCG	-
	Saffron Building Society BLCG	40,456
	<b>Total cash funds</b>	<b>98,240</b>
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
	Book Stock	unrestricted
	Computer Equipment	unrestricted
	Library Furniture and Shelving	unrestricted
	Library Vehicle	unrestricted



## B5 Liabilities

Details	Fund to which liability relates
Building Extension Works	Unrestricted

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

Signature		Print Name
		Adrian R. Brown
		Andrew L. Brown

## Notes to Reciepts and Payments Account

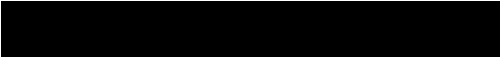
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ounts

4/5/2023

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Total funds

Last year

to the nearest £

to the nearest £

-	48,567
2,319	-
5,515	4,660
1,371	-
5,259	2,052
100	1,941
463	-
500	1,016

-	10,667
-	-
90	495
-	-
-	-
-	-
0	-
184	107
15,800	69,504

-	-
-	-

15,800	69,504
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2,140	4,040
8,031	4,145
4,108	5,511
519	640
667	584
39	97
1,329	2,584
2,220	15,242
319	-
17,936	7,286



Amount due (optional)	When due (optional)
30,000	June / July 2023

Name	Date of approval
Reeves	12/16/2023
Bryans	12/16/2023

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