

CASTLE DONINGTON COMMUNITY LIBRARY

England & Wales · Charity number 1166274

Details

Status Registered

Legal form CIO

Registered 2016-03-30

Register [View on the Charity Commission register](#)

Contact

Address The Community Hub
101 Bondgate
Castle Donington
Derby
DE74 2NR

Phone 01332805009

Email admin@castledoningtonlibrary.org

Website www.castledoningtonlibrary.org

Activities

Objects: TO PROMOTE FOR THE BENEFIT OF RESIDENTS OF CASTLE DONINGTONPARISH AND SURROUNDING AREA, THE PROVISION OF A PUBLIC LIBRARYFOR RECREATION AND OR OTHER LEISURE TIME OCCUPATION OFINDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIRYOUTH, AGE INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIALAND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THEINTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THECONDITION OF LIFE OF THE SAID RESIDENTS.TO ADVANCE THE EDUCATION OF THE PUBLIC OF CASTLE DONINGTONPARISH AND SURROUNDING AREA.

Activities: To Promote for the benefit of residents of Castle DoningtonParish and surrounding area, the provision of a public library.To advance the education of the public of Castle Donington Parish and surrounding area.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Recreation
- **Who:** The General Public/mankind

Geography

- Derbyshire
- Leicestershire
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-01	£8,098	£7,084	-	-
2024-04-01	£12,680	£9,018	-	-
2023-04-01	£5,398	£5,826	-	-
2022-04-01	£2,713	£3,558	-	-
2021-04-01	£12,925	£4,841	-	-

Trustees

Name	Role	Appointed
COLIN BURTON	Chair	2017-02-21
Fiona Palmer		2018-05-08
Kevin Bradley		2018-05-08
Leonora Cope		2022-04-01
Penny Burns		2023-01-10
STEPHANIE GARNETT		2017-02-21
Su Clement		2017-11-07
Susan Claire Kent		2023-01-10

CASTLE DONINGTON COMMUNITY LIBRARY

England & Wales - Charity number 1166274

Accounts

Castle Donington Community Library

Treasurer report 2024- 2025

During this financial year the library has managed to cover all running costs using existing funds. We have also secured grants and donations as follows

£2500 donation from NEXT which can be used towards running costs

£1000 from Parish Council (actually received £183 as the remainder was used to purchase a replacement laptop, for which we are currently waiting for S106 monies to cover this)

£250 from Love Castle Donington which was used to purchase a new banner and display board

£500 from the Co Op to use to purchase large print books

£7930.78 S106 money used to refurbish the childrens area, new end panels and furniture

We have also been actively fund raising, which consisted of 3 quizzes in April'24, Oct'24 and March'25, together with a stall at the May Market and the Christmas Cheer, and sales of knits and chocolates. The total profit from these events were £3143.25 which has been fantastic and we were delighted to receive funding of £760 from East Midlands Airport which covered the costs involved (we actually received the funds for this in the previous financial year.

Other income generated from day to day operations ie printing, fines, customer donations, fancy dress hire, jigsaw sales, book sales came to £1662.03

Our main expense is the utility bills which came to £4666.67 which is lower than the previous year as part way through the year, the Parish Council kindly reduced our quarterly bills to £1000. Other expenses of note were Insurances £584.21, phone costs £732.33

The annual figures are as follows

Total Income	£8097.73
Total Outgoings	£7084.43
Net Profit	£1013.30
Funds at year end	£21402.09

Accounts have been independently checked and verified and are ready for approval by the Trustees and submission to the Charities Commission Board

Alex Snowden, Treasurer, May 2025

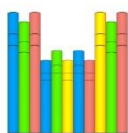
Statement of Activity by Month
Castle Donington Community Library
 April 1, 2024-March 31, 2025

	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	TOTAL
Income													
Donations and legacies	7.96	6.21		125.75			7.90	7.77	10.60	14.55	25.90	2,720.64	
Event Income	892.00	251.40		8.00			305.00	457.00	327.70	17.60	17.60	635.00	3,002.70
Fancy dress Income								35.00		8.00		111.00	162.00
Fines / holds	16.36	37.94		77.83			39.44	54.99	34.25	30.01		52.00	376.22
Grant	250.00							183.00				500.00	933.00
Jigsaw sales	6.00	2.50		25.50			7.00	23.50	15.50	13.80	10.50	10.50	109.80
Photocopies / printing	62.78	11.15		119.50			46.70	19.65	55.70	41.15	47.10	47.10	448.93
Sales	11.19	20.02		21.05			18.90	12.14	132.66	39.30		21.18	344.44
Total for Income	1,246.29	329.22	26.45	377.63	26.02	424.94	575.05	2,932.08	576.41	16.55	164.41	1,402.68	58,097.73
Cost of Sales													
Gross Profit	1,246.29	329.22	26.45	377.63	26.02	424.94	575.05	2,932.08	576.41	16.55	164.41	1,402.68	58,097.73
Expenses													
fancy dress				8.00			8.00			8.00		59.00	83.00
Insurances			584.21								8.00		584.21
Office/General Administrative Expenses	127.20	41.99	72.74	1.50				8.95		27.50		-20.00	259.88
Other Professional Services	120.00		150.00										320.00
Phone Costs	61.46	61.14	60.52	61.00						60.59	60.67	60.71	732.33
Printing, Postage and Stationery		9.42								5.99			15.41
Raising funds	141.04							51.80	21.45				359.35
Rent								2,666.67			2,000.00		4,666.67
Summer RC expenses							45.00						45.00
Uncategorised Expense							18.58						18.58
Total for Expenses	449.70	112.55	867.47	70.50	111.52	124.80	2,735.42	122.85	82.10	66.58	2,096.17	244.77	57,084.43
Net Operating Income	796.59	216.67	-841.02	307.13	-85.50	300.14	-2,160.37	2,809.23	494.31	-50.03	-1,931.76	1,157.91	51,013.30
Other Income													
S106 grant			6,344.62	1,586.16									7,930.78
Total for Other Income	0	0	6,344.62	1,586.16	0	0	0	0	0	0	0	0	7,930.78
Other Expenses													
Section 106 expenditure			7,930.78										7,930.78
Total for Other Expenses	0	0	7,930.78	0	0	0	0	0	0	0	0	0	7,930.78
Net Other Income	0	0	-1,586.16	1,586.16	0	0	0	0	0	0	0	0	0
Net Income	796.59	216.67	-2,427.18	1,893.29	-85.50	300.14	-2,160.37	2,809.23	494.31	-50.03	-1,931.76	1,157.91	51,013.30

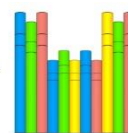
CASTLE DONINGTON COMMUNITY LIBRARY

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Castle Donington Community Library



Minutes of Trustees Meeting

Tuesday 11 July 2023

At 6.30 p.m. at The Hub

Present: Tony Saffell, Leonora Cope, Colin Burton, Fiona Palmer, Kevin Bradley, Stephanie Garnett, Sue Kent and Penny Burns

Colin Burton in the Chair

		Action
	<u>Apologies</u> – Apologies for absence were received from Su Clement. There were no declarations of interest.	
1.	<u>Charities Commission Report</u> – Penny confirmed that the report covering the period April 2021 to March 2022 had been submitted to the Charity Commission on 20 February 2023. Sue Kent agreed to put a copy of this report onto Three Rings.	Sue K
2.	<u>Update on Charities Commission information</u> – Penny has updated the information relating to the current trustees on the Charity Commission website.	
3.	<u>Policies</u> – All policies would need to be reviewed to enable them to be approved at the AGM. It was agreed that Sue Kent would send one policy to each trustee for amendment. Kevin asked that the Safeguarding document should be sent to him for review.	Sue K
4.	<u>Current Financial Update</u> – We currently have just over £15,000 in the bank. We have had a grant of £2,500 from the Parish Council and two quiz nights have raised £800 and £600. Our running costs are around £6,000 plus annual insurance and telephone. Steph outlined the flyer that had been put together with the help of Donington Life and circulated to all houses in the village. This had not generated as much interest as we had hoped. One idea was to circulate the leaflets again to the new estate houses, possibly using a young person to do this. A grant application is to be submitted to the National Lottery and other options would be explored e.g. the Airport and District Council. However, it was pointed out that most grants are offered for projects and not running costs. Measham Library seems to be better used than ours, but not sure why this should be. One suggestion was that Andrew Cope, local author, might come in for a reading session with the children. It would be nice if we could have a dedicated fund-raiser. Local companies could be approached to see if they could help as part of their corporate social responsibility. We need to write to HR departments in the first instance.	
5.	<u>Date of next Meeting</u> – The next meeting, which will be the AGM, was confirmed as Tuesday 9 January at 6.30 p.m. at The Hub.	

Castle Donington Community Library

Financial Activities

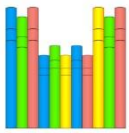
April 2023 - March 2024

	TOTAL
Income	
Donations and legacies	822.47
Event income	2,474.05
Fines / holds	328.49
Grant	8,305.00
Jigsaw sales	57.80
Library Friends	50.00
Photocopies / printing	395.48
Sales	246.77
Total Income	£12,680.06
TOTAL	£12,680.06
Expenditures	
Advertising/Promotional	60.83
Bank charges	42.68
Book purchases	157.99
Insurances	515.19
Office/General Administrative Expenses	228.82
Other Professional Services	105.00
Phone Costs	1,244.08
Printing, Postage and Stationery	53.14
Raising funds	606.56
Rent	5,971.72
Summer RC expenses	32.50
Total Expenditures	£9,018.51
NET OPERATING INCOME	£3,661.55
NET INCOME/(EXPENDITURE)	£3,661.55

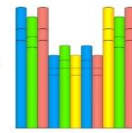
CASTLE DONINGTON COMMUNITY LIBRARY

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Castle Donington Community Library



Minutes of Trustees Meeting

Tuesday 10 January 2023

At 6.00 p.m. at The Hub

Present: Tony Saffell, Leonora Cope, Fiona Palmer, Kevin Bradley, Su Clement, Sue Kent and Penny Burns

Tony Saffell in the Chair

		Action
	<u>Apologies</u> – Apologies for absence were received from Colin Burton, Shaun Ambrose Jones and Stephanie Garnett. There were no declarations of interest.	
1.	<u>Election of Chairman</u> – Although not present due to illness, Colin Burton expressed his interest in becoming Chairman of the Trustees. His appointment was proposed by Kevin Bradley and seconded by Leonora Cope. His appointment was approved by all those present.	
2.	<u>Annual Statement of Accounts</u> – The annual statement of accounts for 2021/22 was received.	
3.	<u>Annual Charity Commission Report 2021/22</u> – Due to unforeseen circumstances, this had not yet been updated but would be available for submission to the Charity Commission by 21 January. Log in details would need to be transferred to Colin as the new Chairman.	Su C/Tony
4.	<u>Resignation/Retirement of Trustees</u> – The following trustees were resigning: Jackie Ward Jeanette Steward Stephanie Garnett Su Clement	
5.	<u>Appointment/Re-appointment of Trustees</u> – The following re-appointments were to be confirmed at the Management Committee Meeting: Stephanie Garnett Su Clement The following new appointments were to be confirmed at the Management Committee Meeting: Penny Burns Kevin Bradley Sue Kent	

6.	<u>Review of the Constitution of the Community Library</u> – It was agreed that there should be an AGM plus one meeting of the Trustees per year. Additional meetings could be convened if it was felt necessary by the Trustees.	
7.	<u>Confirmation of Delegation of Authorities</u> – Confirmation of the delegation of authorities was proposed by Su Clement and seconded by Kevin. All those present voted in favour.	
8.	<u>Confirmation of Policies</u> – Confirmation of the review of policies for the Community Library was proposed by Penny Burns and seconded by Fiona Palmer. All those present voted in favour. Copies of all policies can be found on Three Rings.	
9.	<u>Approval of Diary of Dates</u> – The date of the next meeting of the Trustees was fixed for Tuesday 11 July at 6.30 p.m. at The Hub. The AGM of the Trustees would be held on 11 January 2024 at 6.30 p.m. at The Hub.	

Castle Donington Community Managed Library

Annual Report

Date of transfer to community management: June 2016

Period being reviewed: April 2022 – March 2023

Date and time of annual review meeting: Tuesday 10th October 6PM

The requirement for an annual review is contained in the Grant Agreement Schedule 9.

The annual review meeting will take place approximate every 12 months and will be organised by the Community Managed Libraries Support Officer and will be attended by the Principal Manager (Chair) and the Support Officer (Notes)

Sections of this report relating to performance statistics have been completed by your Support Officer. Please contact them if you require assistance to complete any other elements of the report.

1.0 Executive Summary

Overview of key highlights and issues that arose in the period being reviewed to include update progress achieved against previous years' plans and evaluation of new areas of activity.

Saturday opening was reinstated following COVID

Opening hours reviewed, due to lack of volunteer availability it was agreed to close library at 4PM on Mondays. All other hours remain the same.

Additional volunteers were recruited to cover the shortfall following the pandemic.

Primary schools were contacted in Castle Donington. 90 children and staff from Orchard school visited the library for a story telling event. St Edwards school have commenced weekly visits to the library and many have now joined the library.

A local nursery school visited the library and enjoyed some story telling.

2.0 Library Performance

2.1 Issue, new joiner, active borrower and annual visitor statistics.

	<i>Previous Year</i>	<i>Review Year</i>	Difference
Issues	7,129	9,529	+34%
New Joiners	188	282	+50%
Active Borrowers	357	482	+35%
Annual Visitors			

2.2 Analysis of performance

There has been an increase in both new joiners and active borrowers due to;

1 Normal opening hours were resumed

2 School and nursery visits

3 Advertising library services on social media.

3.0 Community Managed Library Events and Activities

In the 3 tables below please provide an overview of events and activities undertaken (add rows as necessary).

3.1 Regularly scheduled events

Activity	Frequency	Average attendance per session	Average attendance per year
Primary school visits	Once weekly	30+4 staff	Term time only
Knit and natter	Once weekly	8	8
Friday club	Once weekly	6	5-6

Stay and play	Once weekly	10	8-12
Book club	Once monthly	6	4-6
Total Attendance		64	

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Keep safe training(no follow up provided)	25/5/22	2
Book sale	12/04/22	N/A
Easter egg hunt	5/04/22 -14/04/22	42
Nursery visit with storytelling	16/05/22	6 +3 staff
New shelving fitted	1/06/22	2
Quiz fund raising event	14/10/22	85
Primary school visit, storytelling	15/11/22	94+12 staff
Peppa pig visit with storytelling	13/07/22	Not recorded
Sale of chocolate orange covers	22/11/22 -23/12/22	65
Sale of knitted chicks to fill with crème eggs	17/03/22 14/04/22	40
Total Attendance		351

3.3 Events undertaken in the wider community

Activity	Date	Attendance
Unwanted donated books taken to local charity shop(Headway)	11/07/22	2
Monday opening hours changed, now close at 4pm instead of 6pm	10/10/22	N/A
Total Attendance		

4.0 Summer Reading Challenge (SRC)

	Starters	Finishers	% Finishers	Trend
Review Year	64	39	61%	↑
Previous Year	55	19	35%	

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
26 plus 6 trustees	2	3

6.0 Library User and Volunteer Feedback

One volunteer has had to leave due to illness.

Volunteers have been asking for more large print books.

6.1

Library User and Volunteer Comments

Memory box programme has had limited success. Used by Friday club, knit and natter and 1 primary school

Volunteers asking for more large print books as many users have read all that are available.

Discussions have been ongoing regarding the mobile shelving units and whether we can access something smaller

6.2

Library User and Volunteer Complaints

Some users have difficulty finding authors as sometimes they are shelved according to genre.

Leicestershire libraries do not always hold sets of books in a series.

7.0 Financial Viability and Sustainability

Summary overview of finances including as appendices:

7.1 Annual profit/loss accounts

7.2 Funding position including summary of grant applications and outcomes

7.3 Capital investment plans where applicable

7.4 5 year financial projection

Please see attached for financial reports

8.0 Progress Update on Current Plans and Future Plans for Development

Outline of future development plans including services to be provided and income c

Plan	Action Required	Progress	Risks
Funding requests	Apply to local and national companies in order to raise money for running costs	Some progress made but more companies to be approached for grants and/or sponsorship	
Mobile shelving units.	Look at replacing with smaller and lower units.. Lighting not good in these areas currently.Using S106 monies	Measurements taken, Anne King looking at suitable shelving	
Childrens picture book boxes	Looking at replacing using S106 monies	None to date	

8.1 Future Training Requirements

Annual Health and Safety training to include manual handling awareness as instructed in risk assessment.

Summer read training next summer.

9.0 Additional Information

Please use this section for any additional information you wish to provide.

10.0 Documentation Review

As part of the annual review process the Support Officer will review the following documents. These can be submitted electronically alongside your report or hard copies can be reviewed at the annual review meeting.

10.1 Insurance

Reviewed

10.2 Risk Log

Reviewed

10.3 Policies reviewed:

Safeguarding Children

Safeguarding Adults

Health and Safety

Trustee Conflict of Interest

Data Protection

Volunteer Management

Complaints Procedure

Equality and Diversity

Financial Management and Control

Library User Complaints and
Compliments

CASTLE DONINGTON COMMUNITY LIBRARY

England & Wales - Charity number 1166274

Accounts

Castle Donington Community Managed Library

Annual Report

Date of transfer to community management: June 2016

Period being reviewed: April 2021- March 2022

Date and time of annual review meeting: Wednesday 30th November 7pm

The requirement for an annual review is contained in the Grant Agreement Schedule 9.

The annual review meeting will take place approximate every 12 months and will be organised by the Community Managed Libraries Support Officer and will be attended by the Locality Manager (Chair) and the Support Officer (Notes)

Sections of this report relating to performance statistics have been completed by your Support Officer. Please contact them if you require assistance to complete any other elements of the report.

1.0 Executive Summary

Overview of key highlights and issues that arose in the period being reviewed to include update progress achieved against previous years' plans and evaluation of new areas of activity.

- Reactivation of the library following the Covid pandemic
- The library was opened to the public with Covid control measures in place on 15th May 2021. At this time the original opening hours were not followed until the library opened fully without covid controls.
- CDCL resumed original opening hours in March 2022.
- Some volunteers did not return to the library following the pandemic.
- The library struggled to reinstate Saturday opening as the Community Hub does not open every Saturday and we are situated inside a Parish Council building. The library now has a keyholder to allow Saturday opening.

2.0

2.1 Issue, new joiner, active borrower and annual visitor statistics.

	Previous Year Apr 20-Mar 21	Review Year Apr 21-Mar 22	Difference
Issues	1,704	7,129	+318%
New Joiners	53	188	+255%
Active Borrowers	128	357	+179%
Annual Visitors			

2.2 Analysis of performance

Obviously in 2021 there were covid measures in place any many of our elderly customers did not feel comfortable coming into the library so we did not 'bounce' back to pre covid visitor levels by March 2022.

Visitor numbers increased in early 2022 as Covid control measures were removed and the level of infection in the local area decreased.

3.0 Community Managed Library Events and Activities

In the 3 tables below please provide an overview of events and activities undertaken (add rows as necessary).

3.1 Regularly scheduled events

Activity	Frequency	Average attendance per session	Average attendance per year
Knit and natter	1 x week	6	Approx 40 weeks per

			year
Friday Club	1 x week	5	Approx 40 weeks per year
Total Attendance		11	

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Xmas 2021 an entertainer came in dressed as a Frozen character and read stories to the children and sang songs with them. She also entertained in the Hub main area as well.	Dec 2021	20 Children (plus parents)
Volunteers knitting Easter chicks to fill with crème eggs for sale in the library.	March 2022	
Total Attendance		

3.3 Events undertaken in the wider community

Activity	Date	Attendance
In 2021 one volunteer delivered books to 2 members of the Friday club who had not yet returned to the Hub	4 visits per person	8 Visits
Total Attendance		

4.0 Summer Reading Challenge (SRC)

The theme for this year's challenge was Wild World Heroes, whilst this was delivered in person in libraries the ongoing COVID pandemic still had an impact. Nationally over 7000,000 children took across the UK with 5,772 participating in Leicestershire.

	Starters	Finishers	% Finishers	Trend
Review Year	55	19	35%	
Previous Year	N/A	N/A	N/A	

NB: 2022 starters 64 Finishers 39 % Finishers 61%

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
34	9	4
Active volunteers 21		

6.0 Library User and Volunteer Feedback

6.1

Library User and Volunteer Comments
Library users were pleased that the library had reopened and they could choose books in person.
Library users asking for new large print books as they have read all of them in the library.

6.2

Library User and Volunteer Complaints

Volunteers complained that the library tables were being used as an extension of the café leaving food mess in the library. Also customers were carrying food and drink through the library on the way to the rear garden while customers were trying to use the library.

Volunteers complained that the large blue chairs at the rear of the library (by tables) blocked access to books.

Users complained that they had read all of the large print books in the library and wanted some new ones.

Users complained that we were not open on a Saturday which was the only day they could visit with their children.

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7.0 Financial Viability and Sustainability

Summary overview of finances including as appendices:

7.1 Annual profit/loss accounts

7.2 Funding position including summary of grant applications and outcomes

7.3 Capital investment plans where applicable

7.4 5 year financial projection

See details from Treasurer Jane Hancox

8.0 Progress Update on Current Plans and Future Plans for Development

Outline of future development plans including services to be provided and income generation.

Plan	Action Required	Progress	Risks
Use of S106 money to buy new books (esp large print)	Liaise with library support services on accessing large print books. Liaise with customers to identify popular authors and genres.	Ongoing	None
Use of S106 money to fund new bookcases and library furniture	Get quotes for bookcases and furniture in the library.	Ongoing	None
	Planning taking	Ongoing	None

Intending to hold a fundraising event later in the year (possibly a quiz)	place at the moment.		
CDPC requesting donation of library S106 money for activities / equipment etc, in the Hub (not in the library area).	Request needs to be put to the CDCL Management Committee and possibly Board of Trustees.	Ongoing	Unknown

8.1 **Future Training Requirements**

- Summer Read Training for volunteers from library services.
- Training on how to help customers access internet and carry out searches
- Training on suitable event planning in the library (especially for children)

9.0 **Additional Information**

Please use this section for any additional information you wish to provide.

- Friday club is now held in the Hub and library services are delivered on a trolley by Nick and Charlotte.
- The library is investing in new bookcases and will have spare rolling shelves to pass to other libraries.
- On going house building on Park Lane in Donington means that there will hopefully be more future users of the library.
- Need to advertise the existence of the library to new residents in the area by more effective means.
- Need to recruit volunteers who can use and put up social media content for the library.
- Intend to forge connections with local schools in 2022 during Summer Read.
- Intend to start story time reading to children in the library

10.0 Documentation Review

All Documents emailed to Anne King by SC

As part of the annual review process the Support Officer will review the following documents. These can be submitted electronically alongside your report or hard copies can be reviewed at the annual review meeting.

10.1 Insurance

Reviewed

10.2 Risk Log

Reviewed

10.3 Policies reviewed:

Safeguarding Children

Safeguarding Adults

Health and Safety

Trustee Conflict of Interest

Data Protection

Volunteer Management

Complaints Procedure

Equality and Diversity

Financial Management and Control

Library User Complaints and
Compliments

CASTLE DONINGTON COMMUNITY LIBRARY

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Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	31	March	2020		30	March	2021

Section A Reference and administration details

Charity name **CASTLE DONINGTON COMMUNITY LIBRARY**

Other names charity is known by **CDCL**

Registered charity number (if any) **1166274**

Charity's principal address **The Community Hub, 101 Bondgate**

Castle Donington

NW Leicestershire

Postcode DE74 2NR

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 Mr Colin Burton	Founder Trustee		Castle Donington Parish Council
2 Mrs Fiona Palmer	Founder Trustee		Castle Donington Parish Council
3 Mr Shaun Ambrose Jones			Castle Donington Parish Council
4 Ms Leonora Cope			Castle Donington Parish Council
5 Mr Tony Saffell			Castle Donington Parish Council
6 Vacant			Castle Donington Parish Council
7 Vacant			CDCL Volunteers
8 Stephanie Garnett			CDCL Volunteers
9 Su Clement			CDCL Volunteers
10 Vacant			CDCL Volunteers
11 Vacant			CDCL Volunteers
12 Vacant			CDCL Volunteers

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

Name	Dates acted if not for whole year
Nil	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Name	Office	Dates acted if not for whole year	
Fiona Palmer	Management Team Safeguarding Officer		Founding Trustee Safeguarding Officer
Colin Burton	Management Team		Trustee
Jeanette Steward	Management Team		
Tony Saffell	Management Team Chairman Council Liaison		Trustee
Jackie Ward	Management Team Rota Co-ord, Trainer		
Stephanie Garnett	Management Team Rota Co-ord & Trainer		Trustee
Su Clement	Management Team Event Co-ord Health and Safety Manager, Trainer		Trustee
Jane Hancox	Management Team Safeguarding Officer Trainer.		
Sue Kent	Management Team Secretary Events Co-ord		
Susan Wilson	Management Team, Friends of the CDCL		
Penny Burns	Management Team Treasurer		

Section B Structure, governance and management

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 (CIO)
Trustee selection methods (eg. appointed by, elected by)	Elected by volunteers (Members)

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.

- Trustees will be elected at the Annual General Meeting by Volunteers (Members) of the Castle Donington Community Library in accordance with the policy and procedures given in the Constitution. A copy of the constitution will be provided to each new trustee, as will a copy of the guidance issued by the Charity Commission on public benefit. Six out of the possible 12 Trustees are corporate trustees from the Castle Donington Parish Council.
- The Management Team will consist of trustees and members appointed to particular roles at monthly Management Team Meetings by consensus vote. Key appointments are Chairperson, Secretary and Treasurer who do not need to be Trustees.
- The Leicestershire County Council Library Services specify the rules for the operation of the library and provide the books and library management systems.
- The parish council provide support and access to their approved suppliers.
- Funding is the major risk, and the management team are developing suitable policies and procedures to minimise expenditure and increase income.

Section C Objectives and activities

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

To promote for the benefit of residents of Castle Donington Parish 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 the said residents. To advance the education of the public of Castle Donington Parish and surrounding area.

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)

The organisation will operate a community library in conjunction with Leicestershire County Council Library Services in order to prevent closure of the facilities.

The facilities will be available to people of all age groups and abilities who live in the Parish of Castle Donington and surrounding areas and to anyone who wishes to use the library services.

The Community Library will support any project that has similar objectives and that helps prevent isolation & loneliness, and which helps raise the educational standard and comprehension both social and technical of people live in the Parish of Castle Donington and surrounding areas.

Services offered will have regard to the guidance issued by the Charity Commission on public benefit, will be assessed through public consultation and identification of suitable affordable methods of implementation.

The organisation is not a grant making organisation.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making.
- policy programme related investment.
- contribution made by volunteers.

The Castle Donington Community Library is run by its volunteers for the benefit of the public and will initially consist of book lending and general library services. Under normal circumstances these services will operate initially:

Monday & Friday: 10am – 4pm

Tuesday, Wednesday & Thursday: 10am – 2pm

Saturday: 10am – 1pm

The global pandemic caused the library to be closed on 18th March 2020 following a government announcement. The library was reopened on Friday 7th August 2020 for “Click and Collect”. Orders were placed by telephone and people were expected to collect their orders at a pre-arranged time. The library was then closed on Wednesday 4th November 2020 because of the Pandemic Restrictions. The library reopened with slightly restricted opening hours on Monday 10th May 2021.

When all Government Covid restrictions are removed, there will be no restrictions on who can use the library, but book loans will only be possible to people who are members of the Leicestershire Library Services. No Volunteers or organisations will obtain any personal benefit for their support except where they have incurred an authorised expense on behalf of the Community Library.

Suitable policy documents have been produced to guide volunteers in the provision of the services, their behaviour to the public and in particular vulnerable people (Children and Elderly or the Infirm) and with the management of complaints and money. In particular a policy is developing to enable the inclusivity of all people as volunteers with special emphasis on potentially vulnerable people who could gain much from assisting with the operation of the library.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Castle Donington Community Library has:

- Recruited and trained Volunteers able to operate the Library system.
- Ran a successful Virtual Children's Book Reading Challenge over summer vacation.
- Sustain the library programme throughout the year with only expected closures, caused by the Covid Pandemic, having established a core of competent volunteers.
- Expanded the library services by providing enhanced book availability through the development of an "Honesty" library for books older than 6 years, but still in good condition. Also, by encouraging the donation of suitable books.
- Developed an income stream by:
 - Selling older or slightly damaged books and through the sale and return of Jigsaw puzzles.
 - Photocopying and printing service
 - Fines for late book loans
 - Charge for Reserving books or obtaining books from other libraries.
- Initiated an Outreach programme in which books are taken to local groups (especially elderly or infirm) to enable book loans for those without access to the library. The volunteers did some doorstep delivery of books during COVID to our "Friday group" members and other frail and elderly people who were shielding.
- Production of a regular planned programme of events or displays to encourage attendance at the library from all age groups.
- Obtained agreements with various public, community and business groups to provide grants or donations to the library to assist with development of the services.

Section E

Financial review

Brief statement of the charity's policy on reserves

The library has developed a reserve fund which is enough to cover a full year's utility and all other running costs.

Details of any funds materially in deficit

There are no funds in deficit, thanks to the efforts made to obtain grants for the various projects enabling operation of the library.

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 Castle Donington Community Library's principle sources of funding are from the Grants provided by:

- Leicestershire County Council who provided an Annual Grant.
- North West Leicestershire District Council who provided and Covid Support Grant.

Section F

Exemptions from disclosure

Nil

Section G

Funds held as custodian trustee on behalf of others.

Nil

Section H

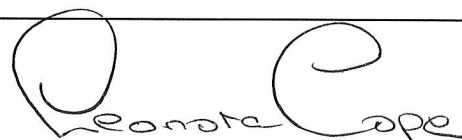
Other optional information

Section I Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Anthony Charles Saffell

Leonora Cope

Position (e.g. Secretary, Chair, etc)

Chairman, Trustee

Trustee

Date

31/01/2022

CD Community Library
 Monthly Totals Apr-20 to Mar-21

Income		Total
Start Balance		
Gr Grants		10,000.00
	LCC grant	2,708.00
	S 106 monies	
 <i>Library Operations</i>		
Pc Photocopier		5.26
Ho Holds		0.00
Fi Fines		4.90
Ji Jigsaw sales		2.50
Bk Book sales		
 <i>Fundraising</i>		
		0.00
Do Donations		64.00
Fr Fundraising		
LF Library Friends - membership		140.00
Ev Events		
Total Income		<u>12,924.66</u>
Ut Utilities / Hub costs		3,446.83
Eq Equipment		
Rf Refreshments		
Op Library Operations		964.84
Insurance		376.62
Cleaning materials		52.74
Total Expenditure		<u>4,841.03</u>
Surplus of income over expenditure		<u>8,083.63</u>
Starting balance		9,344.66
Income		12,924.66
Expenditure		-4,841.03
Balance carried forward		<u>17,428.29</u>
Represented by	Current account balance	17,389.08
	Petty cash balance	37.33
	Coin held	0.38
	Cash not yet banked	1.50
		<u>17,428.29</u>