



Trustees' Annual Report for the period

From

Period start date

To

Period end date

Day
31

Month
March

Year
2020

Day
30

Month
March

Year
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

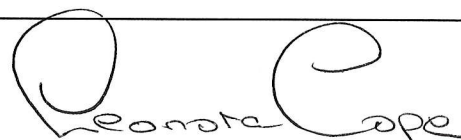
Other optional information

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

<i>Income</i>		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>