

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	10	2020		30	9	2021

Section A Reference and administration details

Charity name Friends of Rock Road Library

Other names charity is known by

Registered charity number (if any) 1166498

Charity's principal address Rock Road Library

69 Rock Road

Cambridge

Postcode CB1 7UG

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	Peter Axe	Deputy Chair		
2	James Berry	Treasurer		
3	Nigel Blackmore	Membership Officer		
4	Stephanie Boyd	Education lead		
5	Peter Chamberlain	Collection boxes		
6	Iain Cross		26 April 2021 to 30 September 2021	
7	Alec Dyson	Chair		
8	Brenda Purkiss	Arts & Culture lead		
10	Jill Trend	Meeting Secretary		
9				
10				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Banker	Lloyds Bank	76-80 Cherry Hinton Road, Cambridge, CB1 7UH
Independent examiner	Adrian Burns	79 Hills Avenue, Cambridge, CB1 7UZ

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

--

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
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the Board of Trustees and this is confirmed at the next Annual General Meeting

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.

--

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

The object of the charity is the advancement of education for the public benefit in the area served by Rock Road Library, in particular but not exclusively by:

- supporting and promoting library services;
- facilitating educational, cultural and community courses, events and exhibitions in both the library and its garden;
- fostering links to educational, cultural and community organisations.

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 trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The benefits to the public are:

- The availability of a local library which is well cared for and partly staffed by volunteers, and which without financial and practical support from the Friends of Rock Road Library might have been closed by now.
- An attractive community garden in an area without much public open space, which is safe and secure and particularly valued by families and children.
- The provision of a community room and kitchen, which is an ideal space for courses, events and exhibitions.

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.

Summary of the main achievements of the charity during the year

The library was closed for much of the year, due to COVID restrictions. Even when the library was open, there were severe limitations on numbers. Unfortunately, we had to cancel our programme of regular events, including the Christmas Party, the Film Club, the Textile Group, the Lego Group, the Children's Halloween, and Rhyme and Story-Times for young children.

As a result, we decided to concentrate on outdoor activities, which were permitted under COVID regulations, even when the library was closed.

The project to improve the library frontage and gardens continued throughout the year, with the work being done by volunteers and using Friends funds and donations. The work included lots of planting, painting the original railings (which date from 1935), oil to freshen up the library doors, replacement turf, a "roof" garden on the brick meter box and a raised bed. As a result, both gardens are now more attractive and colourful than ever and have attracted many compliments.

We commissioned Rowan - an art centre and charity for adults with learning disabilities - to produce a new notice board, which was installed in April 2022.

To brighten winter days, the residents of Rock Road organised a street Advent Calendar for the month of December. We were keen to participate. Mary Trend created a magical window and we enhanced the front garden with three splendidly illuminated Christmas trees.

In January, during an hour of chilly, out-of-doors, socially distanced bird-watching in the library garden, very few feather friends were observed.

In May, we organised our fifth Plant Sale, which was well-attended and raised £369.

One sunny afternoon in June, a Friendly Café for a small number of invited local residents took place in the garden and was enjoyed by all.

Our members pay a £10 annual subscription, although many more make an additional donation. We waived membership subscriptions for 2020-2021, but a number of members generously continued to make voluntary donations totalling £812.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's policy is to (a) ensure that restricted reserves fully cover future spending commitments and (b) maintain an unrestricted reserve of at least £1,000 in order to meet fluctuations in receipts and payments. At 30 September 2021 total reserves were £7,302. The extended library closure meant deferring planned expenditure into the following year, which artificially inflated our reserves. In response, we waived membership subscriptions for the financial year 2020-2021 and prepared expenditure plans for when the library fully reopened.

Details of any funds materially in deficit

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.

Our principal sources of funds are grants, fundraising, membership subscriptions and donations.

Over the years, much of our expenditure has "seeded" substantial grants which have transformed community facilities in both the library and its garden.

Our day-to day expenditure funds:

- Library events (e.g. Film Club, Open Studios, Children's Writing Competition)
- The provision of newspapers (no longer provided by the County Council)
- Equipment for the library and garden

Section F

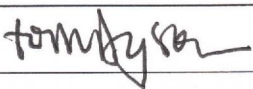
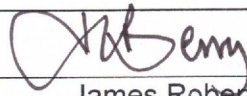
Other optional information

Section G

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)	Alec William Thomas Dyson	James Robert Berry
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	28 May 2022	



Friends of Rock Road Library		No 1166498	CC16a
Receipts and payments accounts			
For the period from	1 October 2020	To	30 September 2021

Section A Receipts and payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Last year £
A1 Receipts					
Collection boxes	17			17	152
Donations	592			592	962
Film club receipts					410
Gift aid	206			206	1,059
Fundraising and events	369			369	875
Membership subscriptions	220			220	1,265
Total receipts	1,404			1,404	4,723

A3 Payments					
Community garden	8			8	
Film club expenses	120			120	425
Fundraising and events	769			769	897
Library equipment					191
Library frontage project	319			319	587
Miscellaneous	186			186	262
Newspapers					376
Publicity	118			118	449
Total payments	1,520			1,520	3,187



Net of receipts/(payments)

A5 Transfers between funds	(116)			(116)	1,536
A6 Cash funds last year end	7,418			7,418	5,882
Cash funds this period end	7,302			7,302	7,418

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Lloyds Bank	7,302		
	Total cash funds	7,302		
	(agree balances with receipts and payments account(s))			
		#REF!	#REF!	#REF!
B2 Other monetary assets				
	Details			
B3 Investment assets				
	Details			
B4 Assets retained for the charity's own use				
	Details			
B5 Liabilities				
	Details			

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

Signature	Print Name	Date of approval
	Alec William Thomas Dyson	28.5.22
	James Robert Berry	28.5.22

Friends of Rock Road Library
Treasurer's Report for year ending 30 September 2021

Summary

This has been a very quiet financial year, due to COVID-19 restrictions and the fact that the Community Room has been unavailable for events. Income was £1,404, payments came to £1,520 and the deficit was £116. We have £7,302 in our accounts with Lloyds Bank.

Receipts

Donations We received £592 from members who generously decided to pay more than the standard subscription rate.

Fundraising and events Income of £369 included the Plant Sale, which raised £323, and the Booksale (£47).

Gift Aid reclaims were £206.

Membership Subscriptions for 2021-2022 paid before the start of the year came to £220.

Payments

Payments totalling £625 related to previous years, with long delayed invoices being received months or years in arrears.

Film Club expenses were £120 for the licence fee for *The Party*, which was shown in the previous financial year. Picturehouse Entertainment waited 7 months before invoicing us, presumably because of COVID-19 delays.

Fundraising and events spending of £769 included Christmas trees and lights (£214), the Open Studios £50 fee and the cost of three Open Studios weekends in 2018 (£505). Cambridgeshire County Council took nearly 3 years to invoice us for the latter and they still haven't invoiced us for 2019.

Library frontage project spend of £319 included black paint for the railings, oil to freshen up the library doors, replacement turf, a "roof" garden on the brick meter box and a raised bed. All the work was carried out by volunteers.

Miscellaneous expenditure of £186 was for the newsletter to members, membership cards, leaflets and postage.

Publicity expenses of £118 comprised Apple Day posters and flyers.

James Berry
5 October 2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Friends of Rock Road Library

**On accounts for the year
ended**

30 September 2021

**Charity no
(if any)**

1166498

Set out on pages

1 - 2

(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 30/09/2021

**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 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.

Signed:

R. A. Burns

Date:

01 December 2021

Name:

R A Burns

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

Address:

79 Hills Avenue, Cambridge, CB1 7UZ