

SAPCOTE COMMUNITY LIBRARY

England & Wales · Charity number 1167496

Details

Other names SCL

Status Registered

Legal form CIO

Registered 2016-06-06

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

Contact

Address Sapcote Community Library
Church Street
Sapcote
Leicestershire
LE9 4FG

Phone 07818222691

Email SAPCOTECOMMUNITYLIBRARY@GMAIL.COM

Activities

Objects: 1. TO ADVANCE THE EDUCATION OF THE PUBLIC IN SAPCOTE AND THE SURROUNDING AREA, BY OPERATING AND MANAGING A LENDING LIBRARY.2. TO PROMOTE FOR THE BENEFIT OF THE RESIDENTS OF SAPCOTE AND THE SURROUNDING AREA, THE PROVISION OF A PUBLIC LENDING 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 THE LIFE OF THE SAID RESIDENTS.

Activities: Volunteers manage and operate the library service for the residents of Sapcote, Sharnford and the wider community with additional services being encouraged to make the facility into a broader educational and social resource to benefit residents of all ages.

Classification

- **How:** Provides Services
- **What:** Education/training, Recreation, Other Charitable Purposes
- **Who:** The General Public/mankind

Geography

- Leicestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£6,221	£6,428	-	-
2024-07-31	£7,405	£6,882	-	-
2023-07-31	£6,875	£5,849	-	-
2022-07-31	£6,996	£8,464	-	-
2021-07-31	£17,463	£9,229	-	-

Trustees

Name	Role	Appointed
Carolyn Watson-Senior	Chair	2025-11-20
Alfie Stallard		2026-05-14
Carol Lowdon		2025-11-20
Jean Kirkland		2025-11-20
Joanne Bouchard		2026-05-14
Julia Porter		2025-11-20
Linda Abahams		2021-11-08
Michelle Joanne Jenkins		2025-11-20
Sara Shave		2025-11-20
Susan Jenkins		2024-12-18

SAPCOTE COMMUNITY LIBRARY

England & Wales - Charity number 1167496

Accounts

CHAIRWOMANS' REPORT 2025

Ladies & Gentlemen,

I am very pleased to welcome you all to our AGM this evening and to see so many of you here.

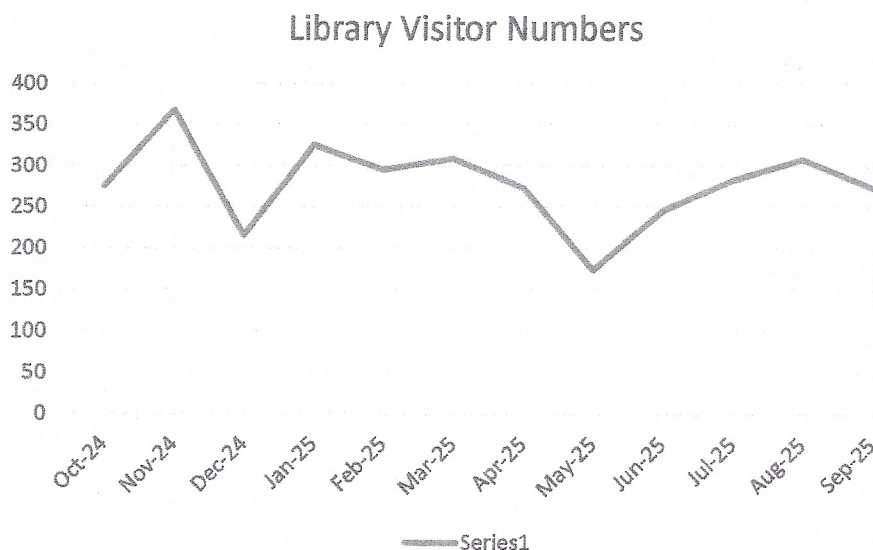
Opening Hours & Footfall

We are still opening in our usual shift pattern, Monday, Tuesday and Saturday mornings, Thursday and Friday afternoons.

We have had another challenging year. Over the last Christmas period we decided to close the library to give us chance to re-organise the book shelving, we were closed for a total of 8 days including 2 bank holidays, which has impacted our footfall. Once again, our footfall fell over the summer period, in line with other libraries. Also, the Coffee Zone numbers have fallen. As we organise more events, we are expecting to see those numbers increase again. We have still had to close the library or restrict the hours we are open but this has got better month on month and as more volunteers come on board and are trained, we will hopefully get back to being able to fulfil our contracted hours.

We are hoping to continue with our Lunchtime Talks on Wednesdays, looking forward, it is likely they will be on an ad-hoc basis.

I have included a graph in the report which gives you a visual of visitor numbers so that you can see how we are progressing. The graph is for the year Oct 24 to Sept 25.



Grants & Fund Raising

Earlier this year, to cover the coldest months, we were lucky enough to be awarded a government grant to become a 'Warm Space', which was a great help in helping us pay some of our energy bills. The Parish Council has continued with their support in paying for the ground maintenance costs. I would like to acknowledge and thank the Parish Council for their continued support.

This year we continued with the Blaby Lottery, and we now have a regular number of tickets sold every week where a percentage of the money comes directly to the library, we are receiving on average £15 per month as a source of income, unfortunately considerably less than last year.

We rent out the library space to individuals for educational and well-being purposes, which brings us some welcome revenue.

We still rent gazebos (which we have obtained through grants) and tables to individuals or groups within the village.

We have restarted our Friends Membership Scheme (which has been on hold for a couple of years), we continue to sell donated books which has always proved very popular with our customers, so this continues to be a good revenue stream for us.

We have continued to build on the fund-raising methods that we use, we usually sell vegetables donated from local allotment holders and this year we have had a lot of fruit donated by villagers. Any donated books that we cannot sell because of their condition we sell for a small fee to World of Books, which this year has become an even smaller fee, we still continue to sell to a company called WeBuyBooks, which gives us a better price for some of the other books we receive. We continue to use some of our donated books for 'A Blind Date with a Book', this is not an all-year project but has proved to be very popular. All of these bring in small amounts but nevertheless they will help us to continue running the library.

This year has seen the Christmas Wreath and Easter Wreath making evenings, the children's Easter event bring in some welcome revenue as does the Monday afternoon Knitting Group. Unfortunately, our new Lego Club has lain dormant for a few months but we are hoping to restart this in the near future. Thanks to all of you that take part.

Susan as our treasurer will confirm later what our current financial status is.

Building

This year we have been successful in getting LCC to pay and replace our front door and its surrounds, the new door style is to be a sliding door. The new front door should be fitted sometime in the new year. The style of our new front door may mean that we will have to change our other exit door in the kitchen, this door has no outside locks, which will need to be rectified. We will need to get quotes and may have to apply for a grant to enable us to do this. You will have noticed that yet again, the inside layout of the library has changed, our final phase of change took place over the Christmas closure, as previously stated. We have spent quite a lot of money on electrical checks and general upkeep of the library which have been necessary to comply with Health & Safety Regulations. Our 10-year lease with LCC is up for renewal in July 2026.

Marketing

As you know we decided to discontinue the library website, which saved us money that we could spend on other things. We were hoping to be able to set-up a new website for free, we are still hoping to do so, watch this space! We still advertise in the Sharnford News, the Sapcote Star, the Co-op, local hair dressers, the library and on Facebook.

Events

Summer Reading Challenge – this year's numbers were slightly better than last year but still very low with 29 taking part but only 14 children completing the challenge (48%), last years was 40%. It may be that it coincided with other events taking place in the village, the Committee did plan on attending the school assembly to promote it, as other libraries do, we did manage to contact some nurseries and hopefully next year we will get the chance to attend the school assembly to try and encourage an increase in the number of children participating.

Christmas Wreath and Easter Wreath making evenings, the children's Easter event were all well attended. The Valentines 'Date with a Book' event which was ongoing through February.

Volunteers

I am pleased that we have managed to recruit 7 new volunteers this year and that we have some others in the pipeline. I would like to welcome them all to the team. Unfortunately, our 9th birthday celebration in July didn't take place due to a communication problem, please make a note in your diary for next year, it should take place around 26th July. This year as last, we have been trying to get all volunteers up to date with their training needs. As the law changes and to meet the requirements of our insurance policy, all volunteers are required to do this. In this last year volunteers have now been required to complete online courses that they can do at home or at the library. Proof of completion is required. Help is on hand if needed. Our new library operations system came online in January, which meant everyone needed training, thank you to my fellow trainers, Carol and Pat for taking the time to do this. We also have one Duke of Edinburgh student volunteer who completed his bronze and silver award with us and has now moved on to a bigger library to complete his gold award, we have another D of E student who has completed her bronze award and is continuing with us to complete her silver. Thank you, Carol for your efforts to cover all shifts and recruiting new volunteers, and for bringing in new ideas.

A couple of other special mentions, firstly to Carolyn Watson-Senior, who covered empty shifts this year, some at very short notice. To Jean Kirkland who has taken on the role of Bookings Officer, to Michelle Jenkins who has taken on the role of Buildings and Maintenance Officer.

The past year has seen many changes again, new committee members and reorganisation of the library, which is now completed. I would like to reassure you that these are not changes for changes sake. Our management committee is trying to make the library processes more streamline and ensure that everyone is trained to a high level, hopefully this will make each one of you more comfortable with what we are asking you to do. Changes to the library layout have been made so that we can fully comply with the Disability Act and adhere to Health and Safety Regulations.

I want to take some time to acknowledge all our volunteers who help in so many ways – whether that's behind the scenes, behind the counter, cleaning, sorting books, coffee morning, and events. As a committee we are so appreciative of what you all do. The continued success of this library is a great achievement and a real credit to you all and when we work well together, things can only get better. You should all take great personal pride and enjoyment in what we are achieving.

So finally, for all of you whether you are volunteers and/or Friends of the Library we are very grateful for your continued support, and the comments and suggestions that encourage us to keep running the library service and to continually keep reviewing and adding new activities and events.

MJ Chapman

Marlene Chapman
November 2025



Sapcote Community Library

Registered Charity Number: 1167496
Church Street, Sapcote, Leicestershire, LE9 4FG
Tel: 0116 3053674 (opening hours only)
www.sapcotecommunitylibrary@gmail.com

Financial Report for End of July 2025

This is the Financial Report for Sapcote Community Library for the period up to
31st July 2025

INCOME

Blaby District Council Warm Spaces Grant	£ 500.00
TOTAL GRANTS FROM PUBLIC SECTOR	£ 500.00
Blaby Lottery	£ 296.50
World of Books	£ 42.97
Revival Books	£ 194.64
Donations	£ 525.85
Knit & Nat	£ 343.50
Talks	£ 160.00
Sales Invoices	£ 216.00
Misc	£ 74.61
Raffle	£ 54.00
Bank Interest	£ 1,870.61
TOTAL	£ 4,278.68

DESK TAKINGS

Reservations	£	53.60
Fines	£	60.34
Refreshments	£	405.75
Photo Copier	£	46.75
Book Sales	£	407.85
Veg/Plant Sales	£	5.50
Donations	£	106.34
Heritage Group	£	17.90
Lego Club	£	6.00
Talk/Wreath Making	£	725.00
Raffle/Easter	£	104.20
Printer Voucher	£	3.50
TOTAL	£	1,942.73
GRAND TOTAL	£	6,221.41



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Financial Report for End of July 2025

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31st July 2025

EXPENDITURE

Volunteer Expenses	£ 828.34
Electricity	£ 915.18
Gas	£ 692.66
Water	£ 462.43
Cleaning	£ 188.80
Talks	£ 510.00
Security	£ 138.00
Misc:	
ASHWELLS	£ 96.00
PROUDCSTLE	£ 840.00
MIDLAND FIRE	£ 650.00
WOODWARD	£ 528.00
RIDDLE	£ 500.00
TAYLOR ROOM RETURN	£ 24.00
Cash Payments:	
Monthly Cleaning	£ 52.49
Milk	£ 1.45
GRAND TOTAL	£ 6,427.97



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SUMMARY

INCOME	£ 6,221.41
EXPENDITURE	£(6,427.97)
NET PROFIT	£ (206.56)
BANK BALANCE AS AT 31.07.24 (CURRNT ACCOUNTT)	£ 654.93
(SAVINGS ACCOUNT)	£ 10,043.51
(FIXED TERM SAVINGS)	£ 35,000.00
DESK TAKINGS	£ 143.52
CHARITY BOX	£ 24.82
TOTAL 2024	£ 45,866.78
BANK BALANCE AS AT 31.07.25 (CURRENT ACCOUNT)	£ 396.36
(SAVINGS ACCOUNT)	£ 10,064.12
(FIXES TERM SAVINGS)	£ 35,000.00
DESK TAKINGS	£ 199.74
TOTA 2025	£ 45,660.22

TOTAL SUMMARY

YEAR END 2023-2024

£45,866.78

YEAR END 2024-2025

£45,660.22

LOSS 2025

£ (206.56)

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CHAIRWOMANS' REPORT 2024

Ladies & Gentlemen,

I am very pleased to welcome you all to our AGM meeting this evening and to see so many of you here.

Opening Hours & Footfall

We are still opening in our usual shift pattern, Monday, Tuesday and Saturday mornings, Thursday and Friday afternoons.

We have had another challenging year. Over the last Christmas period we wanted to check what our footfall would be, we could only open-up for a couple of days, because of how the Bank holidays fell. Unfortunately, our footfall didn't increase by much. Our footfall fell over the summer period, in line with other libraries, probably because of the World Cup matches. Also, the Coffee Zone numbers have fallen, due to the Dementia Hub not meeting on Mondays anymore. In spite of this slight downturn, our overall footfall figures have increased from last year. As we organise more events, we are expecting to see those numbers increase again. We have still had to close the library or restrict the hours we are open but this has got better month on month and as more volunteers come on board and are trained, we will hopefully get back to being able to fulfil our contracted hours. We said last year that we were hoping to be able to change the times we open, we still wish to do this, once we have a reasonable level of active volunteers in place. Nothing can happen without proper consultation with our users and permission from LCC.

We are continuing with our Lunchtime Talks on Wednesdays, we've had 3 since last October, looking forward, it is likely they will be on an ad-hoc basis.

I have included a graph in the report which gives you a visual of visitor numbers so that you can see how we are progressing. The graph is for the year Oct 23 to Sept 24.



Grants & Fund Raising

Earlier this year, to cover the coldest months, we were lucky enough to be awarded a government grant to become a 'Warm Space', which was a great help in helping us pay some of our energy bills, we have applied again for a grant, hoping it will be awarded. The Parish Council has continued with their support in paying for the ground maintenance costs. I would like to acknowledge and thank the Parish Council for their continued support.

This year we continued with the Blaby Lottery and we now have a regular number of tickets sold every week where a percentage of the money comes directly to the library, we are receiving an average £35 per month as a source of income, unfortunately a little less than last year.

We rent out the library space to individuals for educational and well-being purposes, which brings us some welcome revenue, we are in the process of reviewing our pricing structure for this space to bring us into line with other venues in the village.

We still rent gazebos (which we have obtained through grants) and tables to individuals or groups within the village. We are also reviewing this pricing structure.

We are hoping to restart our Friends Membership Scheme (which has been on hold for a couple of years), we continue to sell donated books which has always proved very popular with our customers, so this continues to be a good revenue stream for us.

We have continued to build on the fund-raising methods that we use, we usually sell vegetables donated from the local allotment holders, but due to the very wet weather this year there hasn't been a lot of produce. Any donated books that we cannot sell because of their condition we sell for a small fee to World of Books, we have also identified another source of income from a company called WeBuyBooks, which gives us a better price for some of the larger books we receive. We continue to use some of our donated books for 'A Blind Date with a Book', this is not an all-year project but has proved to be very popular. All of these bring in small amounts but nevertheless they will help us to continue running the library.

The Monday morning 'Coffee Zone' brings in some revenue as does the Monday afternoon Knitting Group. Our new Lego Club is in its infancy but we have high hopes for the future. We had a stall at the village Carnival, which brought in a small amount. Thanks to all of you that take part.

Susan as our treasurer will confirm later what our current financial status is.

Building

This year (as last) we are still looking to replace our front door and its surrounds, hopefully we will be able to get LCC to do this for us, as their building inspector pointed out its sad state of repair! We would like the new door style to be a sliding door, which will mean that we will have to change our other exit door in the kitchen. That door has no outside locks, which will need to be rectified. We will need to get quotes and may have to apply for a grant to enable us to do this. You will have noticed that yet again, the inside layout of the library has changed, our final phase of change will take place over the Christmas closure. Please come and visit us in the new year to see what we have done.

Marketing

As you know we decided to discontinue the library website, which saved us money that we could spend on other things. We may now be able to set-up a new website for free, if this is the case we will hopefully have it up and running shortly. We still advertise in the Sharnford News, the Sapcote Star, the Co-op, the library and on Facebook.

Last year we sent out a questionnaire to Sapcote and Sharnford residents asking what they wanted from their library. Unfortunately, when the replies were analysed, most of what was wanted we couldn't supply, either due to suitability of the venue, opening times and/or cost. We did get a couple of volunteers though!

Events

Summer Reading Challenge – this year's numbers were slightly better than last year but still very low with 20 taking part but only 8 children completing the challenge (40%), last years was 31%. It may be that it coincided with other events taking place in the village, the Committee did plan on attending the school assembly to promote it, as other libraries do, but unfortunately there was sad incident at the school which prevented us from doing this,

hopefully next year we will get the chance to attend the school assembly to try and encourage an increase in the number of children participating. We have reached out to our local primary school to discuss how we can support with delivery of the curriculum, especially for pupil premium learners. We have staff with enhanced DBS that can support with this. We have a Lego club, once a month which has been well attended.

We had a stall at the village Carnival in July, which brought in a new volunteer.

Volunteers

I am pleased that we have managed to recruit 7 new volunteers this year and that we have some others in the pipeline. I would like to welcome them all to the team. Our 8th birthday celebration in July was a 'faith supper' style affair, with all bringing something for everyone to eat. It was well attended but it would have been nice to see many more, please make a note in your diary for next year. This year we have been trying to get all volunteers up to date with their training needs. As the law changes and to meet the requirements of our insurance policy, all volunteers are required to do this. In this last year it has been difficult to get volunteers to attend training sessions that have been put on for them. We have now been able to source some online courses that they can do at home or at the library. Proof of completion is required. Help is on hand if needed. We have a new library operations system coming online in January, which means everyone will need training. We also have one Duke of Edinburgh student volunteer who completed his bronze award with us and is continuing with us to complete his silver, he has also volunteered over the summer holidays, he enjoyed it so much! I would like to acknowledge and thank Mel Lancley, our out-going Volunteer Co-ordinator, for setting-up most of this.

Carol Lowden our new in-coming Volunteer Co-ordinator, has recruited another D of E student who is to start her bronze award, both students will be with us for a 3-6-month placement. Thank you, Carol for your efforts to cover all shifts and recruiting new volunteers, and for bringing in new ideas.

A couple of other special mentions, firstly to Jean Kirkland, who has been a godsend for covering shifts this year, some at very short notice. Once again to Carol Lowden who deep cleans the library as well as now taking on the Volunteer Co-ordinators job.

Thanks to our out-going Secretary Steve Greaves, and Welcome to our in-coming Secretary Carolyn Watson-Senior. Thanks also to our outgoing Treasurer Sharon Pattison and welcome back to our in-coming Treasurer Susan Jenkins. Thanks to Margaret, Sue and Diana who run the Coffee Zone every Monday, and last but by no means least, to Vic Howell, who has decided to step down after 8 years with us, thank you so much for all you have done.

I also want to say a special thank you to Lorraine Jackson for all her help this year, it has been invaluable.

The past year has seen many changes again, new committee members and reorganisation of the library, which will hopefully be completed by the end of this year. I would like to reassure you that these are not changes for changes sake. Our management committee is trying to make the library processes more streamline and ensure that everyone is trained to a high level, hopefully this will make each one of you more comfortable with what we are asking you to do. Changes to the library layout have been made so that we can fully comply with the Disability Act and adhere to Health and Safety Regulations. On 1st January 2024 we saw our new Dog Policy activated, which meant that No dogs except Assistance dogs were allowed in the library. This seems to be working well, although I'm sure that one dog has suddenly become an assistance dog, who said you couldn't teach an old dog new tricks!

I want to take some time to acknowledge all our volunteers who help in so many ways – whether that's behind the counter, cleaning, sorting books, coffee morning, and events. As a committee we are so appreciative of what you all do.

The continued success of this library is a great achievement and a real credit to you all and when we work well together, things can only get better. You should all take great personal pride and enjoyment in what we are achieving.

So finally, for all of you whether you are volunteers and/or Friends of the Library we are very grateful for your continued support, and the comments and suggestions that encourage us to keep running the library service and to continually keep reviewing and adding new activities and events.

Marlene Chapman
November 2024



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Tel: 0116 3053674 (opening hours only)
www.sapcotecommunitylibrary.org.uk

Financial Report for the END OF July 2024

This is the Financial Report for Sapcote Community Library for the period up to

31st July 2024

INCOME

Leicester County Council Warm Spaces Grant	£ 750.00
Sapcote Parish Council Ground Maintenance	£ 1,595.00
Membership Fees from Friends of the Library	£ 0.00
Donations	£ 50.58
Blaby Lottery	£ 436.50
Savings Bank Interest	£ 1,196.82
World of Books	£ 52.85
Gazebo Hire	£ 130.00
Charity Tub	£ 24.82
Library room Hire	£ 78.00
Knitting Group	£ 373.50
Book Sales	£ 439.40
Veg/Plant Sales	£ 13.50
Library Talks	£ 290.00
Coffee Morning	£ 953.53
Library Book Holds	£ 65.50
Photocopier	£ 77.25
Library Fines	£ 82.05
Blind Books	£ 112.00
LCC Payment	£ 679.64
Lego	£ 4.50
TOTAL INCOME	£ 7,405.44



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EXPENDITURE

Operating Costs

Insurance	£ 157.00
Electricity	£ 906.15
Gas	£ 667.71
Water	£ 475.46
Garden Maintenance	£ 1,595.00
Cleaning/Supplies	£ 267.11
Waste Collection Blaby	£ 222.04
Security Alarms	£ 69.00
Proudcastle Fire Alarms	£ 144.00 (should be £288.00)
Expenses For Refreshments	£ 504.90
Web Site	£ 0.00
Window Cleaning	£ 64.63
Three Rings	£ 162.00
Initial Toilets	£ 57.50
Misc Stationary/various	£ 1,280.56
Boiler Service	£ 0.00
Donation to Bloom Group	£ 40.00
Premises Repairs	£ 147.50
Card Machine Fees	£ 1.49
Talk Fees	£ 120.00
<u>TOTAL EXPENDITURE</u>	£ 6,882.05



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SUMMARY

INCOME	£ 7,405.44
EXPENDITURE	£ 6882.05
NET PROFIT	£ <u>523.39</u>
BANK BALANCE AS AT 31.07.23 (Treasurer Account)	£ 1403.49
(Online Saver)	£ 8857.41
(Fixed Term opened 01/08/22)	£ 35000.00
DESK TAKINGS	£ 99.45
TOTAL	£ 45360.35
BANK BALANCE AS AT 31.07 24 (Treasurer Account)	£ 654.93
(Online Saver)	£ 10,043.51
(Fixed Term opened 01/08/2022)	£ 35,000.00
DESK TAKINGS	£ 143.52
CHARITY BOX	£ 24.82
TOTAL 2024	£ 45,866.78

Date 19/09/24

M CHAPMAN

S PATTISON

Chair

Treasurer

Signed:-

MJChapman



Date:-

21/11/24

4/10/24

Audit:

S JENKINS

Signed:-

S Jenkin

Date:-

21/11/24



Financial Report Month ending 2023/2024

It has been a challenging year for the Library, with changes to volunteer personnel, including a new Volunteer Co-ordinator (and changes to that role), the resignation of the Secretary and an emergency meeting being held with LCC to try to 'steady the ship'.

Financially the library achieved a profit for the year of **£523.39** (should have been £379.39 as one Proudcastle invoice was missed and not paid until after 31st July). This is significantly down on last year when profit totalled £1025.59.

We moved our utilities in April 2024 from Smartest Gas and EON (Electric) to Yu Energy. We have signed a three year contract and are hoping this will keep these costs under control for the foreseeable future. Our Buildings insurance costs remained the same, as did our First 4 Fire and Proudcastle service costs.

We have invested in a few new tables and a new noticeboard this year to improve the facilities at the Library, as well as purchasing some Lego as an investment into the provision of a Lego Club.

We received a Warm Spaces Grant from LCC totalling £750.00 this year which has helped with gas and electric costs. Blaby Lottery donations gave us an income of £436.50 which is down on the £544.50 generated last year and could do with being promoted further to maximise this revenue stream. Book sales totalled £439.40 plus Blind Book income of £112.00.

The Coffee Zone is well attended, with the Dementia Group now visiting regularly, and generated an income of £953.53. Refreshment costs were £504.90 so this gives a profit of £448.63 for the group which is a much needed community service. The Knitting Group also remains popular and gave an income of £373.50 (slightly down on last year). Room Hire income was down from £376.00 last year to just £78.00 this year, may want to look into the reasons for this.

Bank interest rates have been good this year and we received interest payments of £1,196.82 which made a really significant impact on the figures for the year. Without this, the Library would have made a considerable loss so this needs to be considered in the future should any large capital investment plans be made.

I would like to thank Vic Howell for all his support during my time as Treasurer.

Regards

Sharon Pattison

Sharon Pattison
Treasurer



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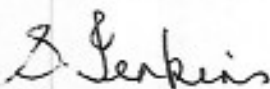
Audit Report August 2023 to July 2024

1. Summary of accounts is £16.96 difference.
2. There has been limited record keeping for Income & Expenditure.
3. Charity Box Income has not been shown clearly on Payments into Bank Account.
4. Receipt Book has been used when making external expenditure. The receipt book should only be used when receiving income.

It has taken several months trying to correct the accounts.

Without correct paperwork I have not been able to reconcile the accounts but as there is only a £16.96 difference I propose we write this off.

We must set up correct accounting procedures that are clear and understandable for all Volunteers in the future.


S Jenkins

SAPCOTE COMMUNITY LIBRARY

England & Wales - Charity number 1167496

Accounts

CHAIRWOMANS' REPORT 2023

Ladies & Gentlemen,

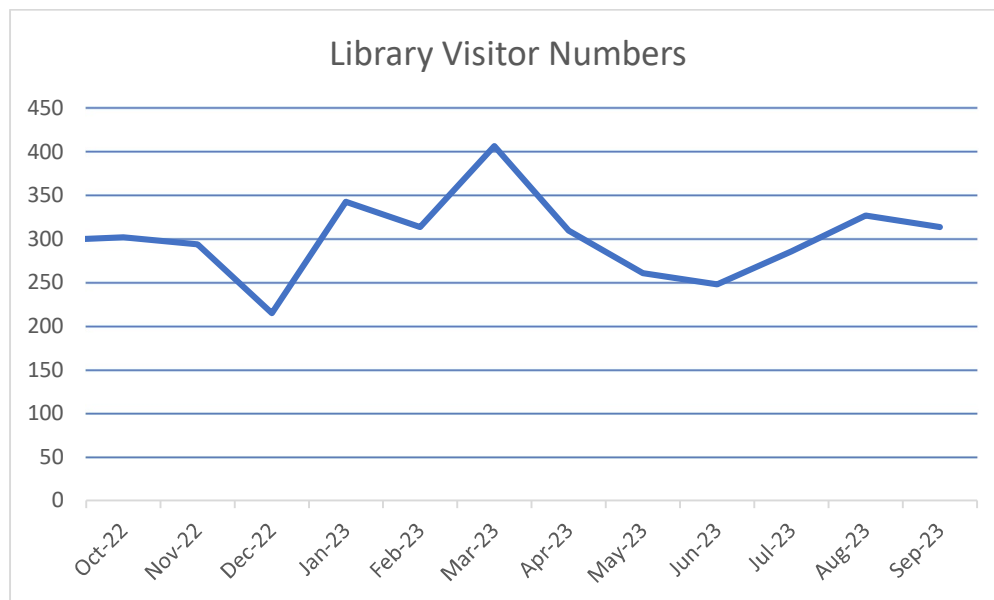
I am very pleased to welcome you all to our AGM meeting this evening and to see so many of you here.

Opening Hours & Footfall

We are now mostly opening in our usual shift pattern, Monday, Tuesday and Saturday mornings, Thursday and Friday afternoons.

The first half of this year was very challenging. We had difficulty keeping the library open due to the inability of recruiting and keeping volunteers. Over the Christmas period we were closed for nearly 2 weeks. The second half has seen us fare much better. We have still had to close the library or restrict the hours we are open but this has got better month on month and as more volunteers come on board and are trained, we will hopefully get back to being able to fulfil our contracted hours. We are in the process of reviewing those hours, which may cause us to make a couple of minor changes. We are planning on keeping the library open over the Christmas week, excepting 25th, 26th December 2023 and 1st January 2024. Fortunately, despite the first half of the year, we have seen our footfall increase from last year and as we organise more events, we are expecting to see those numbers increase again.

This year we have been able to re-start our quarterly Lunchtime Talks on Wednesdays, our last one in October, named 'The Real CSI' was a real winner and we had 45 visitors attend. I have included a graph in the report which gives you a visual of visitor numbers so that you can see how we are progressing. As the graph is for the year Oct 22 to Sept 23 the October talk has not been included.



Grants & Fund Raising

Earlier this year, to cover the coldest months, we were lucky enough to be awarded a government grant to become a 'Warm Space', which was a great help in helping us pay some of our energy bills, we have applied again for this grant, hoping it will be awarded. The

Parish Council has continued with their support in paying for the ground maintenance costs. I would like to acknowledge and thank the Parish Council for their continued support.

This year we continued with the Blaby Lottery and we now have a regular number of tickets sold every week where a percentage of the money comes directly to the library, we are receiving an average £46 per month as a source of income, the same as last year.

We continue to rent the library to LCC for Panel Group meetings which brings us some revenue.

In addition to our Friends Membership (let me just remind you all, your subs are due soon!), we continue to sell donated books which has always proved very popular with our customers, so this continues to be a good revenue stream for us.

We have continued to build on the fund-raising methods that we use. We still rent gazebos (which we have obtained through grants) and tables to individuals or groups within the village, we sell vegetables donated from the local allotment holders. Any donated books that we cannot sell either because of their condition or just haven't sold we sell for a small fee to World of Books. We also have another use for our donated books, thanks to one of our creative volunteers, Ellie, we now have 'A Blind Date with a Book', this is not an all-year project but has proved to be very popular. All of these bring in small amounts but nevertheless they will help us to continue running the library.

The Monday morning 'Coffee Zone' brings in welcomed revenue as does the Monday afternoon Knitting Group. Thank you to all of you that take part.

Vic as our interim treasurer will confirm later what the current financial status is.

Building

This year we have been looking to replace the front door and its surrounds, we have had a few quotations to look at. The money to buy would have been taken from grant money we already have and from a further grant we were hoping to get. As the new door style would have been a sliding door, we have been reconsidering this in the light of the recent power cuts and the problem our local Co-op had when their door locked shut with customers inside. We may still replace the door and its surround but on a like for like basis. Watch this space! You will have noticed that the inside layout of the library has changed, which means we now need some extra shelving, we should be able to pay for this out the grant money we already have.

We now have a new Defibrillator located on the outside wall of the library, in All Saints Close.

Marketing

Last year we decided to discontinue with the library website as we believed that most of our customers either came into the library or would find us on social media such as Facebook. This seems to have been the right decision, we have therefore saved ourselves money that can be spent on other things.

The committee decided to send out a questionnaire to Sapcote and Sharnford residents, these were sent out with SPC's 'Sapcote Star', unfortunately we missed the deadline for the September edition of the 'Sharnford News', so it will be included in the December edition. We've had a good response and at least 1 new volunteer from this, let's hope that when Sharnford respond it will be just as encouraging.

Events

Summer Reading Challenge – this year's numbers were a disappointment with 17 taking part but only 5 children completing the challenge. It may be that it coincided with a lot of change in the library but the Committee will look at doing something different with the school next year to try and encourage an increase in the number of children participating.

We have reached out to our local primary school to discuss how we can support with delivery of the curriculum, especially for pupil premium learners. We have staff with enhanced DBS that can support with this. We are looking at providing a Lego club, once trialed it will determine future activities. We will be taking part and have a 'Blind Date' book stall at our local primary school PTFA Christmas Market.

Volunteers

Several of our volunteers have still not returned to volunteering with us since COVID and it is now unlikely that they will do so, but I am pleased that we have managed to recruit 7 new volunteers this year and would like to welcome them all to the team. It was also encouraging that when we had our 7th birthday celebration in July that so many attended. It was a lovely evening, the food being prepared by our own Sue Woodward, who gave us a wonderful buffet, it was good to see so many volunteers attending, on a very wet and windy night. We are in the process of working with local secondary schools by offering work experience placements for year 10 and year 12 learners. We also have a Duke of Edinburgh student volunteering with us for a 12- week placement. I would like to acknowledge and thank Mel Lancley, our new Volunteer Co-ordinator, for her continued efforts to cover all shifts and bring new volunteers on board.

A couple of other special mentions, firstly to Jean Kirkland for cleaning the library and to Carol Lowden who has taken over this task, to Steve Greaves who has taken on the job of Secretary, to Margaret, Sue and Ellie who run the Coffee Zone every Monday, to Sharon Pattison who has taken on the role of Treasurer and last but by no means least, to Vic Howell who has stepped up to the plate when needed, so thank you all.

I also want to say thank you to Susan Jenkins and Dot Dutton for their past contribution to the library.

The past few months have seen many changes, new committee members and reorganisation of the library, which is still ongoing. I would like to reassure you that these are not changes for changes sake. Our management committee is trying to make the library processes more streamline and ensure that everyone is trained to a high level, hopefully this will make each one of you more comfortable with what we are asking you to do. Changes to the library layout have been made so that we can fully comply with the Disability Act and adhere to Health and Safety Regulations. With that in mind, I would like to advise you that as of 1st January 2024, the library will be operating a NO dogs policy excepting Assistance dogs. The management committee have had to make this decision due to recent happenings in the library. The policy will be reviewed at the same time as all other policies concerning the library. Your help with this is much appreciated.

I want to take some time to acknowledge all our volunteers who help in so many ways – whether that's behind the counter, cleaning, books, coffee morning – so many of these things just happen now, but as a committee we are so appreciative of what you all do.

The continued success of this library is a great achievement and a real credit to you all and the work you put into keeping the library going. You all take a great personal pride and enjoyment in what we are achieving.

As you know I am now the new chair of the library, having served on the library committee for more than a year before this change. I would like to thank you for the support you've given me since I started and hope that going forward, we are going to do great things together.

I would like to take this opportunity to thank Lorraine Jackson for her many years guiding the library team.

So finally, for all of you whether you are volunteers and/or Friends of the Library we are very grateful for your continued support, and the comments and suggestions that encourage us to keep running the library service and to continually keep reviewing and adding new activities and events.

Marlene Chapman
November 2023

SAPCOTE COMMUNITY LIBRARY

England & Wales - Charity number 1167496

Accounts



Sapcote Community Library

Registered Charity Number: 1167496
Church Street, Sapcote, Leicestershire, LE9 4FG
Tel: 0116 3053674
sapcotecommunitylibrary@gmail.com

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT 7p.m. ON THURSDAY 17th NOVEMBER 2022

Present : , Susan Jenkins (Treasurer) Dot Dutton (Volunteer Co-Ordinator) Vic Howell, David Allinson, Derek Nurse, Linda Abrahams, Mike Woodier (acting Secretary) Margaret Thomas, Gwynne Jones, Sue Woodward, Ellie Grimsley, Malcolm Lambert, Glen Carter, Jean Kirkland,

1. Vic Howell welcomed everyone to this 2022 Annual General Meeting
2. **Apologies:** Berindina Williams, Dorothy Barnes, Anne Nurse, Derek Nurse, Jane Jones, Estelle Rowley, Marlene Chapman, Janet Sparrow, Lorraine Jackson
3. Lorraine Jackson resigned as a Trustee and member of the Committee. Mike Woodier resigned as Secretary, Trustee, and member of the Committee. David Allinson resigned as Trustee and member of the Committee

4. Minutes of the 2021 AGM

The Minutes were approved and signed by the acting Chairman

5. Presentation of the Annual report

Report read out by Vic Howell on behalf of Lorraine Jackson.

6. Adoption of Annual Report

Proposed: Vic Howell Seconded: Linda Abrahams

7. Presentation of the Accounts

Susan Jenkins presented the accounts up to 31st July 2022 which are filed with these Minutes

8. Adoption of the Accounts

Proposed : Vic Howell Seconded : Linda Abrahams

9. Election of Trustees

Janet Sparrow - Secretary, Trustee, and member of the Committee
Proposed: Lorraine Jackson Seconded: Vic Howell

Marlene Chapman – Trustee and member of the Committee
Proposed: Lorraine Jackson Seconded: Vic Howell

Elinor Grimsley – Trustee and member of the Committee
Proposed: Vic Howell Seconded: Sue Jenkins

10. Resolutions

No resolutions were received

11. Any other business

- I. Warm Spaces: Need to evaluate provision based on footfall discussed.
- II. Photocopier: Costs discussed. LCC still haven't decided on potential charges, but they would need to be less than income generated to make it worthwhile.
- III. Funding: End of funding by LCC discussed. They will continue to support library operations but not automatically financially. There will be grants that can be applied for, especially for emergencies with building for example.
- IV. Talks: discussed. Excellent so far but low numbers in audience but hopefully will pick up especially with continued advertising.

12. Closing remarks

Vic Howell thanked Lorraine Jackson and David Allinson for their hard work and commitment over time. Also thanked Sue and Margaret for their work with the Coffee Morning. And Jean and Marlene for their efforts too. And all the volunteers without which the library could not operate. And thanks to all those that attended the meeting.

Meeting closed at 7.40 p.m



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www.sapcotecommunitylibrary.org.uk

Financial Report for 2022 Annual General Meeting

This is the Financial Report for Sapcote Community Library for the period up to

31st July 2022

INCOME

Leicester County Council Quarterly Contract Grant	£ 768.00
Sapcote Parish Council Jubilee Grant	£ 600.00
Sapcote Parish Council Ground Maintenance	£ 1,595.00
TOTAL GRANTS FROM PUBLIC SECTOR	£ 2,963.00
Membership Fees from Friends of the Library	£ 175.00
Donation Friends & Members	£ 30.00
Blaby Lottery	£ 551.00
Red Charity Bucket	£ 86.27
Savings Bank Interest	£ 4.41
World of Books	£ 92.70
Desk Takings	£ 1,313.00
Balance of Desk Takings	£ 42.88
Gazebo Hire	£ 50.00
Amazon Europe	£ 10.55
Library Invoices	£ 48.00
Knitting Group	£ 299.25
Book Sales	£ 180.00
Veg/Plant Sales	£ 5.40
Trans from Savings	£ 1,000.00
Refund Expenses	£ 144.95
TOTAL	£ 4,033.41

GRAND PROFIT

£ 6,996.41



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EXPENDITURE

Operating Costs

Web Site	£ 505.20
Insurance	£ 777.07
Electricity	£ 717.61
Gas	£ 526.12
Water	£ 530.91
Garden Maintenance	£ 1,595.00
Cleaning LCC	£ 326.05
Security	£ 138.00
Expenses by Committee	£ 1,040.22
Misc	£ 1,299.23
Trans to Savings	£ 1,000.00
Stationery	£ 8.80

TOTAL EXPENDITURE

£ 8,464.21



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SUMMARY

GROSS PROFIT	£ 6,996.41
EXPENDITURE	£ 8,464.21
NET PROFIT	£ -1,467.80
BANK BALANCE AS AT 31.07.21 (CURRENT)	£ 2,164.19
(SAVINGS)	£43,612.93
DESK TAKINGS	£ 25.44
TOTAL	£ 45,802.56
BANK BALANCE AS AT 31.07 22 (CURRENT)	£ 649.10
(SAVINGS)	£ 43,617.34
DESK TAKINGS	£ 68.32
TOTAL 2022	£ 44,334.76

**Date
Jenkins**

2022

L Jackson

S

Chair

Treasurer

Signed:-

Date:-

Audit:

S Warren

Signed:-

Date:-

SAPCOTE COMMUNITY LIBRARY

England & Wales - Charity number 1167496

Accounts



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MINUTES OF THE ANNUAL GENERAL MEETING HELD AT 7p.m. ON THURSDAY 18th NOVEMBER 2021

Present : Lorraine Jackson (Chairperson), Susan Jenkins (Treasurer) Anne Nurse (Secretary) Dot Dutton (Volunteer Co-Ordinator) Vic Howell, David Allinson, Derek Nurse, Linda Abrahams, Mike Woodier, Glen Carter, Jude Howell, Margaret Thomas, Gwynne Jones, Sue Woodward

1. Lorraine Jackson welcomed everyone to this the 4th/5th Annual General Meeting
2. **Apologies:** Teresa Lee, Berendina Williams, Dorothy & Mike Barnes, Joy Sparks, Barbara Lakin, Frances Hemming, Jean Kirkland, Jane Jones
3. Lorraine Jackson resigned as Chairwoman but will continue as a Trustee and member of the Committee. Anne Nurse resigned as Secretary.

4. Minutes of the 2019 AGM

The Minutes were approved and signed by the Chairwoman

5. Presentation of the Annual report

Lorraine Jackson presented her annual report which is filed with these minutes (Attachment 1)
She concluded by thanking the volunteers for their hard work, support and suggestions especially during the difficult times over the past 12/18months.

6. Adoption of Annual Report

Proposed: Vic Howell Seconded: Susan Jenkins

7. Presentation of the Accounts

Susan Jenkins presented the accounts up to 31 July 2021 which are filed with these Minutes (Attachment 2)

8. Adoption of the Accounts

Proposed : Lorraine Jackson Seconded : Anne Nurse

9. Election of Trustees

Mike Woodier as Secretary and Trustee;, Linda Abrahams - Trustee, and Jude Howell - Trustee

10. Resolutions

No resolutions were received

11. Any other business

- (i) It was agreed that the Christmas Social would be postponed until the Spring when it would be held in the garden.
- (ii) Carol Singers have offered to sing on the 13th December at the coffee morning
- (iii) Age UK may wish to meet in the Library to assist with the completion of forms for elderly residents.

12. Closing remarks

Lorraine thanked everyone for attending and for all the support and hard work over the past 18 months.

Meeting closed at 7.45p.m



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Financial Report for 2021 Annual General Meeting

This is the Financial Report for Sapcote Community Library for the period up to

31st July 2021

INCOME

Leicester County Council Quarterly Contract Grant	£ 2,075.00
Blaby Council Summer Fayre Grant	£ 0.00
Sapcote Parish Council Donation	£ 0.00
Sapcote Parish Council Ground Maintenance	£ 1,500.00
Leicester County Council Covid 19 Grant	£ 12,586.00
Blaby Council Covid 19 Grant	£ 0.00

TOTAL GRANTS FROM PUBLIC SECTOR **£ 16,161.00**

Membership Fees from Friends of the Library	£ 245.00
Business Membership	£ 0.00
Donation Friends & Members	£ 185.39
Blaby Lottery	£ 625.00
Charity Bucket	£ 73.40
World of Books	£ 24.70
Desk Takings	£ 48.37
Balance of Desk Takings	£ 25.44
Library Invoices	£ 35.15
Knitting Group	£ 30.00
Amazon Europe	£ 5.00
BANK INTEREST	£ 4.85
TOTAL	£ 1,302.30

GRAND PROFIT

£ 17,463.30



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EXPENDITURE

Operating Costs

Web Site	£ 544.80
Insurance	£ 589.76
Electricity	£ 468.41
Gas	£ 393.32
Water	£ 276.75
Garden Maintenance	£ 1,500.00
Cleaning LCC	£ 197.38
Security	£ 273.79
Expenses by Committee	£ 276.63
Talks Pre 19 & Current 20	£ 0.00
Misc	£ 4,708.32

TOTAL EXPENDITURE

£9,229.16



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SUMMARY

GROSS PROFIT	£ 17,463.30
EXPENDITURE	£ 9,229.16
NET PROFIT	£ 8,234.14
BANK BALANCE AS AT 31.07.19	£ 37,568.42
TOTAL	£ 45,802.56
BANK BALANCE AS AT 31.07 21 (CURRENT)	£ 2,164.19
(SAVINGS)	£ 43,612.93
Balance Desk Takings	£ 25.44
BANK TOTAL 2021	£ 45,802.56

Signed:-

Date
Jenkins

2020

L Jackson

S

Chair

Treasurer

Audit:

S Warren