



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/12/2020
31/11/2021

Period start date To
Period end date

Charity name:Newport library working group

Charity registration number:1167617

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	a) To advance education of the public in the town of Newport Pembrokeshire and surrounding areas, in particular, but not exclusively by the running and management of a community library facility for the benefit of the public.(b) To promote for the benefit of the inhabitants of the town of Newport, Pembrokeshire and the surrounding area and for visitors to the town the provision of facilities for education, recreation or other leisure time occupation of individuals who have need of such facilities by reason of the 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 inhabitants and visitors.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services	Para 1.17 and 1.19	During the year we have operated the library for a limited amount of time due to COVID restrictions for the benefit of inhabitants of and

identified in the accounts.		visitors to Newport.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. We were however constrained by COVID

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Volunteer numbers were diminished during COVID but a few key volunteers kept the library ticking over. The Management Group held a successful volunteer recruitment drive over winter 2021/22 which has eased the burden on the key volunteers.
Other		

Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	In line with government guidance the library was available for use by the general public on a vastly reduced basis. It was an important tool for many of the local inhabitants in their steps to overcome the isolation that COVID had necessitated. If the charity can recruit and train a few more volunteers, we hope to increase our opening hours.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We achieved 4 of 7 objectives set for 2020/21. The 3 not achieved were impacted by COVID and inability to fundraise during the pandemic.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising was not an option during COVID
Investment performance against objectives	Para 1.41	
Other		We continue to receive very good user feedback.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Government COVID grant of £5000 meant that our financial position was healthy at the end of the period; sufficient to cover another year of bills
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Money is required for energy and water bills, rent, insurance, redecoration etc
Amount of reserves held	Para 1.22	£14432.80
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	£5000 COVID grant from Government
Investment policy and objectives including any social investment policy adopted	Para 1.46	None
A description of the principal risks facing the charity	Para 1.46	Inability to continue to recruit new volunteers as current volunteers retire or move away.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Library Management Group meets regularly and reviews performance, finances, and any other issues arising. The Chair and Secretary meet twice a year with Pembrokeshire County Council, with whom we have an SLA, and who provide staff, equipment, books, software and hardware, and telephone. Building is shared with Newport Information Centre and the respective Chairs meet to resolve common issues.
Relationship with any related parties	Para 1.51	All amenity bills are shared equally by the 2 groups. Newport Town Council leases the building under a long lease, and sublets to the 2 groups. The Library Group sends its AGM minutes to the Town Council for information.
Other		

Reference and Administrative details

Charity name	Newport Library Working Group
Other name the charity uses	
Registered charity number	1167617
Charity's principal address	Bank Cottages, Long Street, Newport, Pembrokeshire. SA42 0TN

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	Patricia Davies	Secretary		Newport Library Working Group
2	Rosalind McGarry	Chair		
3	Bridget Selwyn	Treasurer		
4	Katherine Benzinski			
5	Jane Villiers			
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Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Bridget Ann Selwyn

Bridget Ann Selwyn	
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Position (eg
Secretary, Chair, etc)

Treasurer

Treasurer	
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Date

19/08/2022

19/08/2022

Expenses

Receipt
Cash out
Bank out

For:

1	10/12/20 EDF electricity 4
2	10/12/20 EDF gas 6
3	10/12/20 Yvette cleaning
4	
5	
6	
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1	Jan 11 EDF gas
2	EDF elect
3	
4	
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14	
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Sub-total Jan 21		0.00	56.12
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02/21

1	Feb 03 EDF gas	205		51.00
2	02/21 EDF gas	205		69.24
3	EDF elect	212		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Sub-total Feb 21			0.00	120.24

01/03/2021 MAR 21

1	11/3/21 Water bill	214		51.98
2	9/3/21 EDF gas	215		94.89
3	4/3/21 EDF elec			16.71
4	25/3/21 PAVS			30.00
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20				

Sub-total Mar 21		0.00	193.58
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04/21

1	14/4/21 EDF elec?			101.90
2	14/4/21 EDF gas?			2.31
3	25/4/21 NIC chairs	216		77.50
4	26/4/21 Trade waste	217		35.00
5				
6				
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15				
	Sub-total Apr 21		0.00	216.71

05/21

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	Sub-total May 21		0.00	0.00

06/21

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07/21

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[illegible]

08/21

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- 3
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[illegible]

[illegible]

0.00	0.00
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[illegible]

0.00	0.00
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[illegible]

Trade waste

			0.00	111.60	51.98	30.00	0.00	0.00
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	y	OK		101.90				
	y	OK		2.31				
	Y	OK			77.50			
	Y	OK			35.00			
		OK						
		OK						
		OK						
		OK						
		OK						
		OK						
			0.00	104.21	112.50	0.00	0.00	0.00

		OK						
		OK						
		OK						
		OK						
			0.00	0.00	0.00	0.00	0.00	0.00

		OK						
		OK						
		OK						

		OK						
		OK	0.00	0.00	0.00	0.00	0.00	0.00

		OK						
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		OK						
		OK						
		OK						
			0.00	0.00	0.00	0.00	0.00	0.00

			0.00	443.26	174.48	30.00	0.00	0.00
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0.00	193.58
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	101.90
	2.31
	77.50
	35.00
0.00	216.71

0.00	0.00

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0.00	0.00

0.00	0.00

0.00	647.74
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NEWPORT LIBRARY WORKING GROUP

2019-20

Income									Expenditure									Balance
	Annual donations	Single donations	Local organisations	Fundraising	IC half payments	Grants*	Other	TOTALS	Rent & buildings insurance	Electricity, Gas and water	Bills & other expenses	Admin & prof. services	Fundraising expenses	IIC & Time bank spend	Other	TOTAL		
Brought forwards	0.00	0.01	0.00	570.00	1251.24	570.00	1700.00	4091.25	209.56	1213.06	727.87	44.98	0.00	299.02	0.00	2494.49	10787.80	
12/20	0.00	0.00	0.00	0.00	6.84	0.00	0.00	6.84	0.00	51.09	10.00	0.00	0.00	0.00	0.00	61.09	10733.55	
01/21	0.00	0.00	0.00	0.00	3.30	0.00	0.00	3.30	0.00	56.12	0.00	0.00	0.00	0.00	0.00	56.12	10680.73	
02/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.24	0.00	0.00	0.00	0.00	0.00	120.24	10560.49	
03/21	0.00	0.00	0.00	0.00	278.84	5000.00	0.00	5278.84	0.00	111.60	51.98	30.00	0.00	0.00	0.00	193.58	15645.75	
04/21	0.00	0.00	0.00	0.00	60.46	0.00	0.00	60.46	0.00	104.21	112.50	0.00	0.00	0.00	0.00	216.71	0.00	
05/21	0.00	0.00	0.00	0.00	70.21	0.00	0.00	70.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
06/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
07/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
08/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total	0.00	0.00	0.00	0.00	419.65	5000.00	0.00	5419.65	0.00	443.26	174.48	30.00	0.00	0.00	0.00	647.74		

* NB: Grants are for specific projects (IIC & Time Banking), not for general funds

Carers day budget		£1000 grant	received	
		Planned		
Room rent		40		Room rent
Trave / respite expenses				Respite
		320		
Speakers costs				Speakers
		75		
				Activities
Activities costs		240		
Food		200		Food
Postage/stationary		105		Postage
Printing		20		printing
Total		1000		
Shortfall				

		Actual totals		
		40	paid	
Hafal xroads	61.92		paid	
Francine arts	40			No invoice?
Bogusia/elspeth	125	226.92	paid	
Jo Swift	30		paid	
Julie Marsdon	30	60	paid	
Head & arm Suzi Lynas	70		paid	
Gilly	70		paid	
Sue Naylor	70	210	paid	
	203.97	203.97	paid	
Preseli practice	58		paid	
EL Jones	24		paid	
Stationary/ink	37.85	119.85	paid	
		860.74		
		139.26		

NEWPORT LIBRARY WORKING GROUP

11/20	0	20	0	0	0
	£20 notes	£10 notes	£5 notes	£2 coins	£1
12/20	0.00	20.00	0.00	0.00	0.00
01/21	0.00	20.00	0.00	0.00	0.00
02/21					
03/21					
04/21					
05/21					
06/21					
07/21					
08/21					
09/21					
10/21					
11/21					

1	0.2	1.2	0.8	0	0.08
50p	20p	10p	5p	2p	1p
1.00	0.20	1.20	0.80	0.00	0.08
1.00	0.20	1.20	0.80	0.00	0.08

23.28

23.28

23.28

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

NEWPORT LIBRARY WORKING GROUP									
	Date	From:	Receipt						Income sou
				Cash in	Bank in	Cleared		IC half bills	Annual donations
	12/20								
1	2/12/20	NIC gas and elect			6.84	y	OK	6.84	
2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
8							OK		
9							OK		
10							OK		
11							OK		
12							OK		
13							OK		
14							OK		
15							OK		
16							OK		
17							OK		
18							OK		
19							OK		
20							OK		
							OK		

		Sub total Dec 20		0.00	6.84			6.84	0.00
	01/21								
1	Jan 08	NIC energy			3.30	y	OK	3.30	
2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
8							OK		
9							OK		
10							OK		
11							OK		
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15							OK		
16							OK		
17							OK		
18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Jan 21		0.00	3.30			3.30	0.00
	02/21								
1							OK		

2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
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14							OK		
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16							OK		
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18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Feb 21		0.00	0.00			0.00	0.00
	03/21								
1	Mar 11	Energy			107.57y		OK	107.57	
2	03/11/2021	Energy, difference			102.15y		OK	102.15	
3	03/11/2021	Trade waste			43.13y		OK	43.13	
4	03/31/2021	Grant half			5000.00y		OK		
5	03/31/2021	NIC water			25.99y		OK	25.99	
6							OK		

7							OK		
8							OK		
9							OK		
10							OK		
11							OK		
12							OK		
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14							OK		
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16							OK		
17							OK		
18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Mar 21		0.00	5278.84		OK	278.84	0.00
	04/21								
1	04/22/2021	NIC g and E			60.46	y	OK	60.46	
2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
8							OK		
9							OK		
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15							OK		
16							OK		
17							OK		
18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Apr 21		0.00	60.46		OK	60.46	0.00
	05/21								
1	May 05	nic g AND e			52.71	Y	OK	52.71	
2	May 05	TRADE WASTE			17.50	Y	OK	17.50	
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
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		Sub-total May 21		0.00	70.21		OK	70.21	0.00
	06/21								
1							OK		
2							OK		
3							OK		
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5							OK		
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19							OK		
20							OK		
							OK		

		Sub-total June 21		0.00	0.00		OK	0.00	0.00
							OK		
	07/21						OK		
							OK		
1							OK		
2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
8							OK		
9							OK		
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16							OK		
17							OK		
18							OK		
19							OK		
20							OK		
							OK		
		Sub-total July 21		0.00	0.00		OK		0.00
	08/21								
1							OK		

2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
8							OK		
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17							OK		
18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Aug 21		0.00	0.00		OK		0.00
	09/21								
1							OK		
2							OK		
3							OK		
4							OK		
5							OK		

6							OK		
7							OK		
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16							OK		
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18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Sept 21		0.00	0.00		OK		0.00
	10/21								
1							OK		
2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
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16							OK		
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18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Oct 21		0.00	0.00		OK	0.00	0.00
							OK		
	11/21						OK		
							OK		
1							OK		
2							OK		
3							OK		
4							OK		
5							OK		
6							OK		
7							OK		
8							OK		
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16							OK		
17							OK		
18							OK		
19							OK		
20							OK		
							OK		
		Sub-total Nov 21		0.00	0.00		OK		0.00
		INCOME: Year to date total		0.00	5419.65				0.00
									-

[illegible]

0.00	0.00	0.00	0.00	0.00	6.84		
					-		
					3.30		
0.00	0.00	0.00	0.00	0.00	3.30		

0.00	0.00	0.00	0.00	0.00	0.00		
					107.57		
					102.15		
					43.13		
			<u>5000.00</u>		5000.00		
					25.99		

0.00	0.00	0.00	5000.00	0.00	5278.84		
					60.46		

0.00	0.00	0.00	0.00	0.00	0.00		

0.00	0.00	0.00	0.00	0.00	0.00		
0.00	0.00	0.00	5000.00	0.00	5419.65		

NEWPORT LIBRARY WORKING GROUP

	Bank	Cash
04/16	2490	
05/16	3325	#NAME?
06/16	4484.22	#NAME?
07/16	9911.22	#NAME?
08/16	9235.81	#NAME?
09/16		

Month	Brought forwards	December	January
BOOKS:			
Brought Forwards		10787.80	10733.55
cash receipts		0.00	0.00
cash payments		0.00	0.00
delta cash		0.00	0.00
Bank receipts		6.84	3.30
Bank Payments		61.09	56.12
delta bank		-54.25	-52.82
BOOK TOTAL		-54.25	-52.82
BANK & CASH:			
<i>EOM bank should be</i>		10710.27	10657.45
<i>oops?</i>		OK	OK
<i>EOM cash should be</i>		23.28	23.28
<i>oops?</i>		OK	OK
End Of Month Balances			
Current AC	10764.52	10,710.27	10,657.45
Cash	23.28	23.28	23.28
Credits left to clear	0.00		
Debits left to clear	0.00		
RECONCILED TOTAL		10733.55	10680.73

CASH ANALYSIS

cash at start

cash in

cash out

Δ cash

theoretical cash at end
truly counted cash at end

What was in
the tin was:

Action:

Total

#NAME?

#NAME?

#NAME?

#NAME? Short end Aug - add £24.44 town trail final cash to sort out?

February	March	April	May	June	July	
10680.73	10560.49	15645.75		0	0	0
0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00		0.00	0.00	0.00
0.00	5278.84	60.46		70.21	0.00	0.00
120.24	193.58	216.71		0.00	0.00	0.00
-120.24	5085.26	-156.25		70.21	0.00	0.00
-120.24	5085.26	-156.25		70.21	0.00	0.00
10537.21	15622.47	15466.22		70.21	0.00	0.00
OK	OK	!!!	!!!	OK	OK	OK
23.28	23.28	23.28		0.00	0.00	0.00
OK	OK	!!!	OK	OK	OK	OK
10,537.21	15622.47					
23.28	23.28	0.00		0.00	0.00	0.00
10560.49	15645.75	0.00		0.00	0.00	0.00

August	September	October	November
0	0	0	0
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
OK	OK	OK	OK
0.00	0.00	0.00	0.00
OK	OK	OK	OK
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00

	Budget	Spend to date	% of year
Rent & buildings insurance	4000	0.00	0%
Utilities	200	443.26	222%
Bills & other expenses	1,278	174.48	14%
Admin & prof. services	260	30.00	12%
Fundraising expenses	45	0.00	0%
IIC spend	420	0.00	0%
TOTAL	6203	647.74	

TIME BANK

Total grant

04/18 Julie Campbell expenses claim

Total spend

1	Apr 08 Tescos	0.75
2	Mar 27 Aldi (kettle)	9.99
3	Mar 26 Angel house (r	0.65
4	Apr 09 Angel house (s	3.2
5	Apr 09 Pharmacy	3
6	Apr 09 Spar	1

Remaining

Total

18.59

09/18 Julie Campbell expenses claim

7	Hall booking	12
8	Teas etc	7.49
9	Travel cups	2
10	Chalk pens	10
11	marker pens	3
12	Milk x 2	1.2

total

35.69

06/19 Julie Campbell expenses claim

13	Books	102.67
14	Games hire	15

total

117.67

400

171.95

228.05

Gas and electricity bills, Canolfan Croeso

Bills

[illegible]

Total

Owed by CC - 50%

0	0	0
0	0	0

Payments received from Info Centre

[illegible]

0	0
0	0

0	0	0
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