



# Trustees' Annual Report for the period

Period start date			To	Period end date		
From	1st	December		30 <sup>th</sup>	November	2022
		2021				

## Section A Reference and administration details

Charity name

Newport Library Working Group

Other names charity is known by

Newport Community Library

Registered charity number (if any)

1167617

Charity's principal address

Canolfan Croeso

1-2 Bank Cottages, Long Street, Newport

Pembrokeshire

Postcode

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	Rosalind McGarry	Chair		Newport Library Working Group
2	Patricia Margaret Davies	Secretary		Newport Library Working Group
3	Bridget Ann Selwyn	Treasurer		Newport Library Working Group
4	Katherine Ann Benzinski	Publicity Officer		Newport Library Working Group
5	Jane Villiers			Newport Library Working Group
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**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

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

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## 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)	Appointed by Trustees

**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.

We work in partnership with Pembrokeshire County Council.

## Section C Objectives and activities

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

- 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.

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.

After reopening in April 2022, we have operated the library for the benefit of inhabitants of and visitors to Newport, and recruited new library members. We also recruited and trained new volunteers as several dropped out during the pandemic.

**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)**

**Additional details of objectives and activities (Optional information)**

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 eased the burden on the key volunteers.

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

The pandemic meant that we could not open for the full year. When we did reopen in April 2021, we had to bear in mind that we share the premises with Newport Information Centre, and introduced protocols to observe social distancing and hygiene measures.

The school was unable to come in during this year.

We continued to promote the library and, although user numbers were fewer after we reopened, their numbers gradually increased throughout the year, and we recruited new members.

A survey confirmed that users were very satisfied with all aspects of the library.

Two members of the public held a fundraising concert for us.

We put up posters seeking new volunteers.

The office in the building was made available again for local community groups to use.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

At the year end we held just under £15,000 cash at bank in unrestricted funds.

Before our move to new premises, we aimed to hold at least £6,000 in reserves to cover a year's operating costs. The costs in the new building are much lower, however we have not changed the amount held in reserve, to cover any unforeseen contingencies.

**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 source of funds is fundraising.

## 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)**

*P M Davies*

**Full name(s)**

Patricia Margaret Davies

**Position (eg Secretary, Chair, etc)**

Secretary

**Date**

10<sup>th</sup> September 2023



NEWPORT LIBRARY WORKING GROUP 2020-21

INCOME									EXPENDITURE								
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		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	IC & Time bank spend	Other	TOTAL		Balance
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
Dec-21		0.00	0.00	407.50	0.00	43.42	0.00	0.00	450.92		0.00	91.81	0.00	29.97	0.00	0.00	0.00	121.78		14761.94
Jan-22		0.00	0.00	0.00	0.00	53.92	0.00	0.00	53.92		0.00	102.85	0.00	0.00	0.00	0.00	0.00	102.85		14713.01
Feb-22		0.00	0.00	0.00	0.00	136.11	0.00	0.00	136.11		0.00	143.91	0.00	0.00	0.00	0.00	0.00	143.91		14705.21
Mar-22		0.00	0.00	0.00	0.00	151.04	0.00	0.00	151.04		0.00	200.32	349.74	183.00	0.00	161.32	0.00	894.38		13962.87
Apr-22		0.00	0.00	0.00	0.00	515.00	0.00	0.00	515.00		0.00	115.04	0.00	0.00	0.00	0.00	0.00	115.04		14361.83
May-22		0.00	0.00	0.00	0.00	88.35	0.00	0.00	88.35		0.00	92.00	36.69	0.00	0.00	0.00	0.00	128.69		14321.49
Jun-22		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	84.69	9.47	220.78	0.00	0.00	0.00	314.94		14006.55
Jul-22		0.00	0.00	0.00	645.00	30.33	0.00	0.00	675.33		260.52	60.65	0.00	0.00	0.00	0.00	0.00	321.17		14360.71
Aug-22		0.00	0.00	0.00	0.00	29.43	0.00	0.00	29.43		0.00	0.00	154.61	0.00	0.00	0.00	0.00	154.61		14235.53
Sep-22		0.00	0.00	0.00	0.00	68.52	0.00	0.00	68.52		0.00	6.91	24.62	42.50	0.00	0.00	0.00	74.03		14230.02
Oct-22		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	92.00	200.27	0.00	0.00	0.00	0.00	292.27		14003.03
Nov-22		0.00	0.00	0.00	0.00	112.01	0.00	75.00	187.01		0.00	0.00	102.17	0.00	0.00	0.00	0.00	102.17		14075.09
Total		0.00	0.00	407.50	645.00	1228.13	0.00	75.00	2355.63		260.52	990.18	877.57	476.25	0.00	161.32	0.00	2765.84		