



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From            Period start date 1<sup>st</sup> December 2022 To  
Period end date 30<sup>th</sup> November 2023

**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          | <p>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.</p> <p>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.</p> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | We operate the library for the benefit of inhabitants of and visitors to Newport, and recruit new library members. We also recruit and train new volunteers. We also open on Friday afternoons during term time specifically for the local primary school to visit.  |
| 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.   |

**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      | Volunteers provide 6 opening hours a week, plus Friday opening for the primary school pupils, who would not otherwise be able to visit a library. Volunteers help with fundraising and planning and organising events; preparing monthly financial reports, and drawing up a rota. In September 2023 many of them took part in a parade through the town to commemorate the centenary of the Memorial Hall, and funded a large banner which is now used to advertise the library when it is open. |
| Other  |                |   |

## Achievements and Performance

|   | SORP reference |  |
|---|----------------|--|
| 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      | <p>Volunteers continued to promote the library and, user numbers increased throughout the year, and we recruited new members.</p> <p>A survey confirmed that users were very satisfied with all aspects of the library.</p> <p>Two of our young volunteers were nominated for a Pembrokeshire Association of Voluntary Services award, and were runners up in the category of young volunteers. One left soon afterwards, having successfully applied for a job, which she said was due to volunteering with us, which gave her greater confidence in dealing with people.</p> <p>The school headteacher is very pleased that the primary school pupils are able to access the library on Fridays. One of our volunteers is also a volunteer at the school, helping pupils with their reading, and knows from experience that the regular visits are beneficial to their progress.</p> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |           |   |
|--|-----------|---|
| Achievements against objectives set                          | Para 1.41 |   |
| Performance of fundraising activities against objectives set | Para 1.41 | We held one fundraising event which raised £654, and also received a grant of £5000. These helped to boost our bank balance which had been affected during Covid. |
| Investment performance against objectives                    | Para 1.41 |   |
| Other  |           |   |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | At the year end we held just over £18,000 cash at bank in unrestricted funds.   |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | 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. |
| Amount of reserves held  | Para 1.22 | £6000   |
| 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 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |                                      |
|---|-----------|--------------------------------------|
| Description of charity's trusts:  |           |                                      |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution                         |
| How is the charity constituted?<br>(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 |   |
| Relationship with any related parties   | Para 1.51 | We work in partnership with Pembrokeshire County Council. |
| Other   |           |   |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Newport Library Working Group  |
| Other name the charity uses | Newport Community Library  |
| Registered charity number   | 1167617  |
| Charity's principal address | 1-2 Bank Cottages<br>Long Street<br>Newport<br>Pembrokeshire<br>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  | Lady Mary Alethea Hallinan |                   | 6 <sup>th</sup> June 2023 to 30 <sup>th</sup> November 2023 | Newport Library Working Group                                 |
| 6  |                            |                   |   |   |
| 7  |                            |                   |   |   |
| 8  |                            |                   |   |   |
| 9  |                            |                   |   |   |
| 10 |                            |                   |   |   |
| 11 |                            |                   |   |   |
| 12 |                            |                   |   |   |
| 13 |                            |                   |   |   |
| 14 |                            |                   |   |   |
| 15 |                            |                   |   |   |
| 16 |                            |                   |   |   |
| 17 |                            |                   |   |   |
| 18 |                            |                   |   |   |
| 19 |                            |                   |   |   |
| 20 |                            |                   |   |   |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|  |  |  |
|--|--|--|
| Signature(s)                           |  |  |
| Full name(s)                           |  |  |
| Position (eg Secretary,<br>Chair, etc) |  |  |
| Date                                   |  |  |



# NEWPORT LIBRARY WORKING GROUP

2022-23

## Income

|                         | Annual<br>donations | Single<br>donations | Local<br>organisations | Fundraising | IC half<br>payments | Grants* | Other |
|-------------------------|---------------------|---------------------|------------------------|-------------|---------------------|---------|-------|
| <b>Brought forwards</b> |                     |                     |                        |             |                     |         |       |
| Dec-22                  | 0.00                | 0.00                | 0.00                   | 0.00        | 121.79              | 0.00    | 0.00  |
| Jan-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 0.00                | 0.00    | 0.00  |
| Feb-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 0.00                | 0.00    | 0.00  |
| Mar-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 151.93              | 5000.00 | 0.00  |
| Apr-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 215.09              | 0.00    | 0.00  |
| May-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 0.00                | 0.00    | 0.00  |
| Jun-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 49.67               | 0.00    | 0.00  |
| Jul-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 30.47               | 0.00    | 0.00  |
| Aug-23                  | 95.00               | 0.00                | 0.00                   | 0.00        | 34.70               | 0.00    | 0.00  |
| Sep-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 80.91               | 0.00    | 0.00  |
| Oct-23                  | 0.00                | 0.00                | 0.00                   | 654.00      | 81.43               | 0.00    | 0.00  |
| Nov-23                  | 0.00                | 0.00                | 0.00                   | 0.00        | 0.00                | 0.00    | 0.00  |
| <b>Total</b>            | 95.00               | 0.00                | 0.00                   | 654.00      | 765.99              | 5000.00 | 0.00  |

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

|                       |       |      |      |        |         |
|-----------------------|-------|------|------|--------|---------|
| Check - total from S1 | 95.00 | 0.00 | 0.00 | 654.00 | 5000.00 |
| Difference?           | OK    | OK   | OK   | OK     | OK      |

Expenditure

TOTALS

Rent & buildings insurance  
Electricity, Gas and water half  
Bills & other expenses  
Admin & prof. services  
Fundraising expenses  
Grant half utilities and others  
Other

|         |  |      |        |        |       |      |         |      |
|---------|--|------|--------|--------|-------|------|---------|------|
| 121.79  |  | 0.00 | 33.08  | 79.00  | 0.00  | 0.00 | 33.09   | 0.00 |
| 0.00    |  | 0.00 | 85.89  | 0.00   | 0.00  | 0.00 | 85.89   | 0.00 |
| 0.00    |  | 0.00 | 74.26  | 0.00   | 0.00  | 0.00 | 74.27   | 0.00 |
| 5151.93 |  | 0.00 | 93.04  | 264.75 | 49.75 | 0.00 | 93.07   | 0.00 |
| 215.09  |  | 0.00 | 68.89  | 228.96 | 0.00  | 0.00 | 95.29   | 0.00 |
| 0.00    |  | 0.00 | 76.31  | 0.00   | 0.00  | 0.00 | 56.33   | 0.00 |
| 49.67   |  | 0.00 | 49.97  | 0.00   | 0.00  | 0.00 | 270.73  | 0.00 |
| 30.47   |  | 0.00 | 30.47  | 24.78  | 0.00  | 0.00 | 343.09  | 0.00 |
| 129.70  |  | 0.00 | 25.34  | 0.00   | 0.00  | 0.00 | 25.34   | 0.00 |
| 80.91   |  | 0.00 | 77.89  | 0.00   | 0.00  | 0.00 | 77.88   | 0.00 |
| 735.43  |  | 0.00 | 44.36  | 78.85  | 0.00  | 0.00 | 44.37   | 0.00 |
| 0.00    |  | 0.00 | 0.00   | 0.00   | 0.00  | 0.00 | 0.00    | 0.00 |
| 6514.99 |  | 0.00 | 659.50 | 676.34 | 49.75 | 0.00 | 1199.35 | 0.00 |

inds

6674.99  
FALSE

0  
OK

659.5  
OK

676.34  
OK

49.75  
OK

0  
OK

TOTAL

Balance

|        |          |
|--------|----------|
| 145.17 | 13995.93 |
| 171.78 | 13824.15 |
| 148.53 | 13675.62 |
| 500.61 | 18429.81 |
| 393.14 | 18251.76 |
| 132.64 | 18199.12 |
| 320.70 | 17928.09 |
| 398.34 | 17560.22 |
| 50.68  | 17639.24 |
| 155.77 | 17564.38 |
| 167.58 | 18132.23 |
| 0.00   |          |

2584.94

1199.35  
OK