



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 April 2020** Period start date To **31 March 2021** Period end date

Charity name: **NARBOROUGH AND LITTLETHORPE COMMUNITY LIBRARY**

Charity registration number: **1167677**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provision of a public library service for recreation and/or other leisure time activities, by the <ul style="list-style-type: none">• provision of books (of all types)• access to reference material• Free use of computers & internet• Access to photocopying & printing• Provision of out of hours groups, both for education & social purposes
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	Due to Covid-19 restrictions, the library was closed to the public for much of the year. However, a "Click & Collect" service was introduced once permitted in accordance with government & Leicestershire County Council (LCC) guidelines. Also, a personalised loan service was arranged by diverting phone calls to a volunteer.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees are aware of & have had regard to the Commissions Public Benefit Guidance in relation to their decision making

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	Without all of our volunteers in several different roles the library service would not function
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>Within Government & LCC guidelines for Covid-19 restrictions, the library has continued to provide as much of a service as has been possible (see previous paragraph).</p> <p>We have made improvements to the buildings (eg new outside lighting & hand washing facilities) and installed Covid-19 secure facilities inside the library itself.</p> <p>We were unable to have our twice-yearly gatherings with volunteers nor our social activities groups. However, we maintained contact with volunteers through newsletters & personal contact.</p> <p>The "Busy Hands" group members were active independently making many themed decorations for display outside the library, which were greatly admired & provided a real source of interest for local people, eg for VE day, Easter, Summer, Halloween and Christmas. Although we have inevitably lost some of our volunteer librarians, we have been able to recruit some new ones by local advertising.</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	Very little fund raising was possible, although we did have three outside table-top sales during local “walking market” events. This raised our profile, as well as raising cash.
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	The library was in a stable position as of 31st March 2021. The current account held £15,646. £5,000-10,000 could be transferred into reserves so that the library benefits from the interest rate there.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The library maintains a level of reserves to ensure long-term financial sustainability. We are aware, for instance, that the library's IT infrastructure will need to be renewed, which could require a substantial outlay of funds. The library has been fortunate in benefitting from some financial support from LCC to-date. This though is soon likely to come to an end or be reduced substantially.
Amount of reserves held	Para 1.22	£16,033
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

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	During this period, the library received: 1. LCC-provided Government, Retail, Hospitality and Leisure Grant of £10,000. 2. LCC (GCF) Running Costs Grant of £2,092
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	Not applicable
Other		A change of bank has been undertaken during this period. The library now uses the CAF Bank. This has enabled us to adopt on-line banking, which has proved useful.

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	Incorporated
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 existing trustees following formal application

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	As a Community Managed Library (CML) we have a dedicated support team from Leicestershire County Council for the provision of library services In this our 4th year, the co-opted members of the management committee fulfilled their agreement & stepped back. The library now has one, combined, committee of trustees & members
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Narborough & Littlethorpe Community Library
Other name the charity uses	
Registered charity number	1167677
Charity's principal address	Station Road Narborough Leicester LE19 2HR

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	Helen Huston	Chair		
2	Sarah Peck	Secretary/treasurer		
3	Clinton Ingrams	Data Protection		
4	Margaret Watkins			
5	Patricia Foster-Lutz	Safeguarding	Appointed 27-5-2021	
6	Kathryn Robinson		Resigned 27 5 2021	
7	Alan Hewerdine		Resigned 8-1- 2021	
8	Christopher Hudson		Resigned Jan 2021	
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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	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

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)	Margaret	Watkins
Full name(s)	Margaret Linda	Watkins
Position (eg Secretary, Chair, etc)	trustee	
Date	1-12-21	

Receipts & Payments for the Financial Year Ended 31-Mar-21

	Current Financial Year, Apr'20-Mar'21			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
A1 - RECEIPTS				
Voluntary Income	1,480		1,480	599
Income Generation	534		534	4,107
Charitable Income	13,276	0	13,276	8,842
Other Receipts	0		0	0
	15,290	0	15,290	13,548
A2 - ASSETS & INVESTMENTS				
Sale of Investments	0		0	0
Sale of Assets	0		0	0
	0	0	0	0
TOTAL RECEIPTS	15,290	0	15,290	13,548
A3 - PAYMENTS				
Generating Funds	-10		-10	-869
Charitable Activities	0	0	0	0
Support Costs	-3,933		-3,933	-12,239
Other Payments	-34		-34	0
	-3,977	0	-3,977	-13,108
A4 - ASSETS & INVESTMENTS				
Purchase of Investments	0		0	0
Purchase of Assets	0		0	0
	0	0	0	0
TOTAL PAYMENTS	-3,977	0	-3,977	-13,108
NET OF RECEIPTS-PAYMENTS	11,313	0	11,313	440
A5 - Transfers Between Funds	0	0	0	0
NET AFTER TRANSFERS	11,313	0	11,313	440

Allocation of Actual Funds for the Financial Year To 31-Mar-21

	Current Financial Year,			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
Actual Funds Brought Forward	20,080	-	20,080	19,641
Movement After Transfers	11,313	0	11,313	440
Total Funds Carried Forward	31,393	0	31,393	20,080

Movements in Actual Funds for the Financial Year To 31-Mar-21

Cash Assets	Bt'Fwd at 01-Apr-20	Receipts in Period	Payments in Period	Transfers in Period	Cd'Fwd at 31-Mar-21
Cash at Bank & in Hand					
Bank, Current Account	10,055	14,333	-3,220	-21,168	0
Cash Account	0	0	-315	315	0
CAF Bank ac	0	1,786	-986	14,853	15,652
Bank, Deposit Account	10,026	8	0	6,000	16,033
Actual Cash Assets	20,080	16,127	-4,522	0	31,685
Owed to Charity {Overdue Receipts}	0				0
Owed by Charity {Overdue Payments}	0				-6
Net Cash Assets	20,080				31,679

Statement of Asset & Liabilities as at 31-Mar-21

	Current Financial Year,			Last Year
	General Funds £	Restricted Funds £	Total £	Total £
B1 - Cash Assets				
General Fund	31,685			20,080
Net Payments in Advance	0			0
Designated Funds				
Total Unrestricted Funds			31,685	20,080
Restricted Funds				
Total Restricted Funds			0	0
Total Cash Funds			31,685	20,080
B2 - Money Owed to the Charity {Other Monetary Assets}				
Gift Aid claim			0	0
Other			0	0
			0	0
B5 - Money Owed by the Charity {Liabilities}				
Independent Examination Fee			0	0
Other			-6	0
			-6	0
Net Cash Assets			31,679	20,080
B3 - Investment assets	0	0	0	0
B4 - Assets retained for charity's own use.	0	0	0	0
Total Current Funds			31,685	20,080
Total Funds (net of liabilities)			31,679	20,080