



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1 April 2021 Period start date To: 31 March 2022 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 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 educational & 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 part of the year, However, when restrictions were lifted the service was restarted in line with Government & Leicestershire County (LCC) guidelines. Our out-of-hours groups were restarted when safe & possible to do so.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The library trustees are aware of & have 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, encompassing many different roles, the library service could 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 the Government & Leicestershire County Council (LCC) guidelines for Covid 19 restrictions the library has continued to provide as much of a service as possible. The full service provision (as pre Covid) was to be resumed from beginning of April 2022.</p> <p>At the beginning of October 2021 we held an afternoon event "Thank you"& "Birthday" to welcome back & reconnect our volunteers with each other & some of our stake holders e.g. Parish & District Councils, WI, LCC support officers as well as the trustees. This was well attended & received by all.</p> <p>The Busy Hands & Minds Group continued to meet, when possible, but independently when not. Beautiful hand-made displays for all the main calendar events, including a Santa on his sleigh leading up to Christmas followed by a relaxing Santa on a deck chair afterwards! The group members derive much pleasure from their activities & local people greatly admire their work.</p>

		<p>Also, summer & Christmas displays in the trees outside the library with items made by the local nursery children.</p> <p>We have had visits from local nurseries.</p> <p>We also held a cluster meeting (partly by Zoom), which involved members of other local community-run libraries.</p> <p>This was a useful exercise for all - sharing knowledge & experience.</p> <p>Again, we have lost a few volunteer librarians over the year, but recently been able to recruit some new ones.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Again, we have been limited in our fund raising by the Covid-19 pandemic.</p> <p>We held a few outdoor book sales when the weather was appropriate.</p> <p>Also, a Winter Fayre & successful Raffle took place at the end of November.</p> <p>We have been trying to promote our 'Friends' Scheme, to ensure regular income.</p>
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	Not applicable
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 2022. The current account held £10,667.
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 since it became a community managed library, to assist with running costs. This regular funding came to an end on 31 March 2022.
Amount of reserves held	Para 1.22	£21,098
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	<p>The library is in the fortunate position of having a healthy current account balance and sufficient reserves to support the library, if needed, over the next five years.</p> <p>The library will assess the impact of the expiry of the LCC Running Costs grant.</p>

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	<p>The library received a £1,160 Running Costs grant from LCC (= £290 per quarter).</p> <p>The library received Section 106 grant monies from LCC during this year to purchase a metal shed and an external covered noticeboard (£1,760) and display shelving for inside the library (£144).</p> <p>The library sits within the Blaby District. In August 2021, Blaby District Council provided the library with a one-off Voluntary and Community Sector (VCS) Restart Grant of £250 (ref Covid-19</p>
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		<p>pandemic). This was used to purchase items to assist with making the library as Covid-safe as possible, e.g. clear plastic Perspex sheets to go between the public computer workstations; face masks; keyboard covers. The library also used some of the grant to commission a deep clean of the library.</p> <p>The library applied for Gift Aid from HMRC for those donations from the 'Friends of the Library' scheme where the donors had specified that Charities Gift Aid could be sought. As a result, £206.15 was received from HMRC on 30 March 2022.</p> <p>In November 2021, the library's Winter Fayre and accompanying raffle raised £304.</p>
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	
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	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 a "living" library service.
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	1167677

number	
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	Treasurer/Joint Secretary		
3	Clinton Ingrams	Data Protection		
4	Margaret Watkins	Joint Secretary		
5	Patricia Foster-Lutz	Safeguarding	Appointed 27-5-2021	
6	Kathryn Robinson		Resigned 27-5-2021	
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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	
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	year	

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)

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Full name(s)

Helen J Huston	Margaret Linda Watkins
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Position (eg
Secretary, Chair, etc)

Chair	Joint secretary
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Date

16 10 2022

Narborough and Littlethorpe Community Library
Accounts Summary 2021-2022

Receipts & Payments for the Financial Year Ended 31-Mar-22				
	Current Financial Year, Apr'21-Mar'22			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
A1 - RECEIPTS				
Voluntary Income	1,230		1,230	1,480
Income Generation	619		619	535
Charitable Income	4,694	0	4,694	13,276
Other Receipts	0		0	0
	<u>6,543</u>	<u>0</u>	<u>6,543</u>	<u>15,291</u>
A2 - ASSETS & INVESTMENTS				
Sale of Investments	0		0	0
Sale of Assets	0		0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL RECEIPTS	<u>6,543</u>	<u>0</u>	<u>6,543</u>	<u>15,291</u>
A3 - PAYMENTS				
Generating Funds	-185		-185	-10
Charitable Activities	0	0	0	0
Support Costs	-6,178		-6,178	-7,072
Othe Payments	-102		-102	0
	<u>-6,464</u>	<u>0</u>	<u>-6,464</u>	<u>-7,082</u>
A4 - ASSETS & INVESTMENTS				
Purchase of Investments	0		0	0
Purchase of Assets	0		0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL PAYMENTS	<u>-6,464</u>	<u>0</u>	<u>-6,464</u>	<u>-7,082</u>
NET OF RECEIPTS-PAYMENTS	<u>79</u>	<u>0</u>	<u>79</u>	<u>8,209</u>
A5 - Transfers Between Funds	0	0	0	0
NET AFTER TRANSFERS	<u>79</u>	<u>0</u>	<u>79</u>	<u>8,209</u>

Allocation of Actual Funds for the Financial Year To 31-Mar-22				
	Current Financial Year,			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
Actual Funds Brought Forward	31,686	-	31,686	-8,209
Movement After Transfers	79	0	79	8,209
Total Funds Carried Forward	31,765	0	31,765	0

*Narborough and Littlethorpe Community Library
Accounts Summary 2021-2022*

Movements in Actual Funds for the Financial Year To 31-Mar-22					
Cash Assets	Bt'Fwd at 01-Apr-21	Receipts in Period	Payments in Period	Transfers in Period	Cd'Fwd at 31-Mar-22
Cash at Bank & in Hand					
1-CAF Cash Account	15,652	6,479	-6,464	-5,000	10,667
2-Library Card	0	0	0	0	0
3-Not Used	0	0	0	0	0
4-Reserve Account	16,034	65	0	5,000	21,098
Actual Cash Assets	31,686	6,543	-6,464	0	31,765
Owed to Charity {Overdue Receipts}	0				0
Owed by Charity {Overdue Payments}	0				0
Net Cash Assets	31,686				31,765

Statement of Asset & Liabilities as at 31-Mar-22				
	Current Financial Year,			Last Year
	General Funds £	Restricted Funds £	Total £	Total £
B1 - Cash Assets				
General Fund	31,765			31,686
Net Payments in Advance	0			0
Designated Funds				
Set as Required	0			0
Total Unrestricted Funds			31,765	31,686
Restricted Funds				
RF-Set as required		0		0
Total Restricted Funds			0	0
Total Cash Funds			31,765	31,686
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			0	0
			0	0
Net Cash Assets			31,765	31,686
B3 - Investment assets				
	0	0	0	0
B4 - Assets retained for charity's own use.				
	0	0	0	0
Total Current Funds			31,765	31,686
Total Funds (net of liabilities)			31,765	31,686