



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2022 Period start date To 31 March 2023 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	<b>Provision of a public library service for recreation and/or other activities, by the</b> <ul style="list-style-type: none"><li>• Provision of books (of all types)</li><li>• Access to reference material</li><li>• Free use of computers &amp; internet</li><li>• Access to photocopying &amp; printing</li><li>• Provision of out of hours groups, both for educational &amp; social purposes</li></ul>
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	<b>Library has remained open to the public for its regular hours, when book loans, printing and photocopying and public computers are all available, as well as being a source for local information. Our regular out of hours groups have continued running successfully.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The library trustees are aware of &amp; have regard to the Commissions Public Benefit Guidance in relation to their decision making.</b>

## 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	
		<b>Without all of our volunteers,</b>

Contribution made by volunteers	Para 1.38	<b>encompassing many different roles, the library service could not function.</b>
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><b>The management team and trustees continued to have combined meetings. We also invited group leaders to some of our meetings to gain their input. We were not able to recruit an Events Coordinator but despite this managed to continue running successful fundraising and social events. We would still however welcome an individual dedicated to this role. Although our advertising did not attract anyone to this position, we did manage to recruit more volunteers both to work in the library and also people interested in becoming a trustee.</b></p> <p><b>Our Digital Drop-in group continued to be very popular. The Busy Hands group continued to meet and produced some very imaginative and colourful displays for inside and outside the library. We are lucky to have some very skilled crafters. Wiggly Readers is now a well-established group for pre-schoolers and runs weekly. The adult Book Group met monthly and was soon oversubscribed. Towards the end of the year, a Board Games group was started. We value the outdoor space in front of the library which has become a focal point in the village. Volunteers tended the garden and we often had displays by local school children as well as by our own Busy Hands group.</b></p> <p><b>We found that the library is increasingly being used as a meeting place for various agencies with their service users. Various other agencies (e.g. Police Beat surgery) also asked if they could hold drop-in sessions for local people which we were happy to accommodate and advertise. Our outdoor book sales and other sales are popular, weather permitting.</b></p>

		<p>We are gradually becoming recognised as a place for the whole community to visit, to enjoy and make good use of the facilities.</p> <p>The new bench installed outside the library has been well used and much appreciated by the community.</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>In June 2022, the library started a <b>Wriggly Readers</b> group for pre-school children and their parents/carers. In the same month, a <b>Book Club</b> was also started.</p> <p>We started a regular <b>Board Games</b> group in February 2023.</p> <p>These have continued to run successfully alongside our other regular out of hours groups.</p> <p>We held a “Thank You” social afternoon in January 2023 for our volunteers &amp; “Friends” of the library. It was an opportunity for volunteers to meet one another and put “Names to Faces”. It was much appreciated.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Our books, plants &amp; other sales held outside continued to raise funds and raise the profile of the library. We held 2 “big” raffles selling between 600 &amp; 900 tickets (at £1 each). All the prizes being donated by local businesses.</p> <p>Our Friends (of the library) scheme continued to be supported.</p>
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	<b>The library was in a stable position as of 31<sup>st</sup> March 2023. The current account held £13,571.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The library maintains a level of reserves to ensure long-term financial sustainability. The library no longer receives (as of 31 March 2022) financial support from Leicestershire County</b>

		<b>Council (LCC) but in its first 'independent' year, fund-raising and donations kept the library in a strong financial position.</b>
Amount of reserves held	Para 1.22	<b>£21,210</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The library is in the fortunate position of having a healthy current account balance and sufficient reserves to support it, if needed, over the next five years.</b>

### **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><b>Fund-raising (profit) included monies from:</b>  <b>Summer 2022 Raffle - £823</b>  <b>Quiz Night Sept 2022 - £302</b>  <b>Winter 2022 Raffle - £586</b>  <b>Quiz Night March 2023 - £363</b></p> <p><b>In addition, the library received money raised from our Groups' session fees (e.g. £1 per attendee) - £687.</b></p> <p><b>The library received Section 106 grant money from LCC (£392). This was used to cover the start-up costs for the Wiggly Readers Group, e.g. purchase of sensory books; toys; toilet seat; infant tables and other equipment.</b></p> <p><b>The library received a £240 grant from Blaby District Council to purchase a SumUp® card reader (to facilitate cashless payments at the library counter).</b></p> <p><b>A £1000 donation was received from a former local resident.</b></p> <p><b>£500 was donated by ASDA as part of their Green Token Giving Programme charity scheme.</b></p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>Now that the charity has been in place for seven years, new trustees &amp; management team members are needed. There is currently a lack of volunteers willing to take on the "running" of the library.</b>

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Incorporated</b>
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	<b>Appointed by existing trustees following formal application</b>

### 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	<b>As a Community Managed Library (CML) we have a dedicated support team from Leicestershire County Council for the provision of a "living" library service.</b>
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 Rd 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		
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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)

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Full name(s)

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

Chair	Joint secretary
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Date

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**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Narborough and Littlethorpe Community Library

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1167677

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

17th June 2023

Name:

GRAHAM BARRETT

Relevant professional  
qualification(s) or body  
(if any):

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Address:

13 OAK ROAD  
LITTLETHORPE  
LEICESTER LE19 2HP