



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023. Period start date To 31st March 2024

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 and internet• Access to photocopying and printing (fee charged)• Provision of out of hours groups; both for social/educational 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	The library has remained open to the public for its regular hours when book loans, printing, photocopying and public computers are all available, as well as being a source for local information. Our regular out of hours groups have continued to run successfully.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All library trustees (including the 3 new trustees) have provided written or verbal statements in regard to their awareness of the guidance issued by the Charity Commission on public benefit.

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	All of our library volunteers encompass a wide variety of roles, and without this commitment 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	<ul style="list-style-type: none"> • Combined meetings for the management team and trustees have continued to take place on a regular basis. Group leaders are also invited to all meetings in order to gain their input. • Advertising for volunteers is ongoing, and there has been some keen interest. One trustee has been appointed as a result of this advertising, and two others have registered their interest. • Our groups continue to be very popular: Digital Drop In on Wednesdays provides a useful service which is highly valued by the community. Busy Hands on alternate Fridays produces some very imaginative / colourful displays for inside and outside the library which are often praised by the general public. Wiggly Readers on Tuesdays continues to provide an excellent environment for pre- schoolers. The Board Games group on Tuesdays has increased in its popularity and now runs weekly rather than bi weekly. • The outdoor space in front of the library has become a focal point in the village; library volunteers tend the garden, and there is a continuous year long display from the Busy Hands group, as well as occasional displays produced by local schoolchildren. • The Book Club has continued to meet on a monthly basis. • The library is utilised as a meeting for a variety of agencies with their service users: Police Beat Surgery, Fox Connect .and Local Journal Publication. • Book sales / other sales are a popular event and the library continues to be recognised as a place for the whole community to visit, enjoy and to make good use of its facilities.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The Board Games group has become a successful addition alongside our other regular out of hours groups.</p> <p>The Summer Reading Challenge was held between 1st July - 2nd September; well attended and much valued by the whole community.</p> <p>A social event was held on 24th November to thank our volunteers and 'friends' of the library; this was much appreciated by all and helped to aid communication between all parties.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Books, plants and other sales held outside the library throughout the year helped to raise the profile of the library. A large generic Raffle event was held during the Autumn and all prizes were donated by local businesses. Money raised by raffles at the Library Quiz nights and Autumn Fayre was £1,030.</p> <p>The 'Friends of the Library' scheme continues to be well supported.</p>
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Stable position. As of 31 st March 2024, the library's current account held £5,321.00 in August 2023, the decision was made to transfer £9,000 from the library current account to its reserve account
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A level of reserve is held to ensure long term financial sustainability; fund raising and donations keeps the library in a strong financial position.
Amount of reserves held	Para 1.22	£30,395.00
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties.

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	LCC Grant (section 106) £520 was used to purchase items for the childrens' area and activities. : Library business (holds, fines, printing and photocopying raised £850.00). Donations received from the 'Friends' scheme and on our takings from our usual fund-raising activities: book / plant sales, quizzes and the Autumn Raffle raised £3,256.00 Fees raised from attendees of out of hours groups raised £1,340.00 A Grassroots grant from the Asda Foundation £400 (February 2024)
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	It was thought that the increase in energy bills may have a negative impact on library finances for several years; in October 2023 the monthly electric bill increased from £90 to £224. Lack of volunteers to take on management roles.
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 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	Reappointed 6.6.23 for one year	
2	Sarah Peck	Treasurer / Joint secretary	Reappointed 18.3.23 for one year	
3	Margaret Watkins	Charity Commission link / joint secretary	Reappointed 6.6.23 for one year	
4	Clinton Ingrams	Data Protection		
5	Sue Eley	Safeguarding	Appointed 6.3.23 for 3 years	
6	Jackie Kowalewski		Appointed 20.3.24 for 3 years	
7	Patricia Foster-Lutz		Resigned 23.10.23	
8				
9				
10	Lesley Hull		New appointment 22.5.24	
11	Julie Jordan Spence		New appointment 22.5.24	

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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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	Jackie Kowalewski
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Position (eg Secretary,
Chair, etc)

Chair	
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Date

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Receipts & Payments for the Financial Year Ended 31-Mar-24

	Current Financial Year, Apr'23-Mar'24			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
A1 - RECEIPTS				
Voluntary Income	1,171		1,171	2,336
Income Generation	3,890		3,890	4,387
Charitable Income	941	920	1,861	1,448
Other Receipts	0		0	240
	6,003	920	6,923	8,411
A1 - ASSETS & INVESTMENTS				
Sale of Investments	0		0	0
Sale of Assets	0		0	0
	0	0	0	0
TOTAL RECEIPTS	6,003	920	6,923	8,411
A3 - PAYMENTS				
Generating Funds	-724		-724	-749
Charitable Activities	0	0	0	0
Support Costs	-5,145		-5,145	-4,568
Othe Payments	-120		-120	-80
	-5,987	0	-5,987	-5,396
A4 - ASSETS & INVESTMENTS				
Purchase of Investments	0		0	0
Purchase of Assets	0		0	0
	0	0	0	0
TOTAL PAYMENTS	-5,987	0	-5,987	-5,396
NET OF RECEIPTS-PAYMENTS	-169	920	936	3,015
A5 - Transfers Between Funds	0	0	0	0
NET AFTER TRANSFERS	-169	920	936	3,015

Allocation of Actual Funds for the Financial Year To 31-Mar-24

	Current Financial Year,			Last Year
	Unrestr'd Funds £	Restricted Funds £	Total £	Total £
Actual Funds Brought Forward	34,781	-	34,781	31,766
Movement After Transfers	-169	920	751	3,015
Total Funds Carried Forward	34,612	920	35,532	34,781
Agency Funds (HMRC & NEST)	0		0	0
Total Cash Carried Forward	34,612	920	35,532	34,781

Movements in Actual Funds for the Financial Year To 31-Mar-24					
Cash Assets	Bt'Fwd at 01-Apr-23	Receipts in Period	Payments in Period	Transfers in Period	Cd'Fwd at 31-Mar-24
Cash at Bank & in Hand					
Bank, Current Account	0	0	0	0	0
Cash Account	13,571	6,737	-5,987	-9,000	5,321
PayPal Account	0	0	0	0	0
Bank, Deposit Account	21,210	0	0	9,185	30,395
Total Cash Held	34,781	6,737	-5,987	185	35,715
Cash held as agent	0	0	0		0
Current Cash Assets	34,781				35,715
Owed to Charity {Overdue Receipts}	0				0
Owed by Charity {Overdue Payments}	0				0
Net Cash Funds	34,781				35,715

Statement of Asset & Liabilities as at 31-Mar-24				
	Current Financial Year,			Last Year
	General Funds £	Restricted Funds £	Total £	Total £
B1 - Cash Assets				
General Fund	35,584			34,781
Net Payments in Advance	0			0
Designated Funds				
Set as required	0			0
Total Unrestricted Funds			35,584	34,781
Restricted Funds				
Set as required		0		0
Total Restricted Funds			0	0
Current Total Cash Assets			35,584	34,781
Money Held as Agent {eg: HMRC, NEST}			0	0
Current Charitable Cash Assets			35,584	34,781
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
Charitable Cash Assets {Net of Liabilities}			35,584	34,781
B3 - Investment assets				
	0		0	0
B4 - Assets retained for charity's own use.				
Fixed Assets	0		0	0
Stocks of Goods for Sale	0		0	0
Total Current Funds			35,584	34,781
Total Funds (net of liabilities)			35,584	34,781

