

**St Athan Community
Hub and Library
(SACHaL)
Charity Number:
1168648**



**Trustees' Annual Report
and Financial Statements
for the Period
01 April 2020 to 31 March 2021**

Board of Trustees:

John W Thomas (Chair)

David Crompton (Secretary)

Derek Willmot (Head of Facilities and Logistics),

Amanda Sarll (ex officio trustee representing Vale of Glamorgan County Council)

Andrea Lewis (Treasurer)

30 November 2021

Reference & Administration Details

Charity name: St Athan Community Hub and Library
 Other names charity is known by: SACHaL

Charity number: 1168648

Operating address: St Athan Library, Church Lane, St Athan, Barry, CF62 4PL

Names of the Charity Trustees who Manage the Charity *(Add extra rows as required)*

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1	Graham Mallaghan	Chair		01.06.2020
2	David Crompton	Secretary		
3	Derek Willmot	Head of Facilities and Logistics		
4	Alison Haden	Head of Development		01.06.2020
5	John Thomas	Chair	01.06.2020	
6	Amanda Sarll	Ex officio trustee	Appointed by SACHaL Trustees, represents Vale of Glamorgan Council Library Service	

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is Constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Local advertising, interview, appointment by vote of board (simple majority at a quorate meeting)

How New Trustees are Inducted and Trained: Each new trustee receives a pack which fully outlines the objectives of the charity, the services it provides, and a full account of its charitable benefits. Each new trustee job-shadows the others to learn their roles and also undertakes library training and on-the-job training in all policies and standard operating procedures. This training is carried out by other trustees and also by one of Vale of Glamorgan Council's Peripatetic Library Support Officers. Trustees also attend the training that the Vale of Glamorgan Council provides for its library service staff (appropriate to role) and courses put on by Glamorgan Voluntary Services, the Welsh Council for Voluntary Action, and other training providers as required. These cover all aspects of governing and running a charity, delivering library services, and operating a building and grounds for usage by community groups.

Objectives & Activities

Summary of the Objects of the Charity as set out in its Governing Document

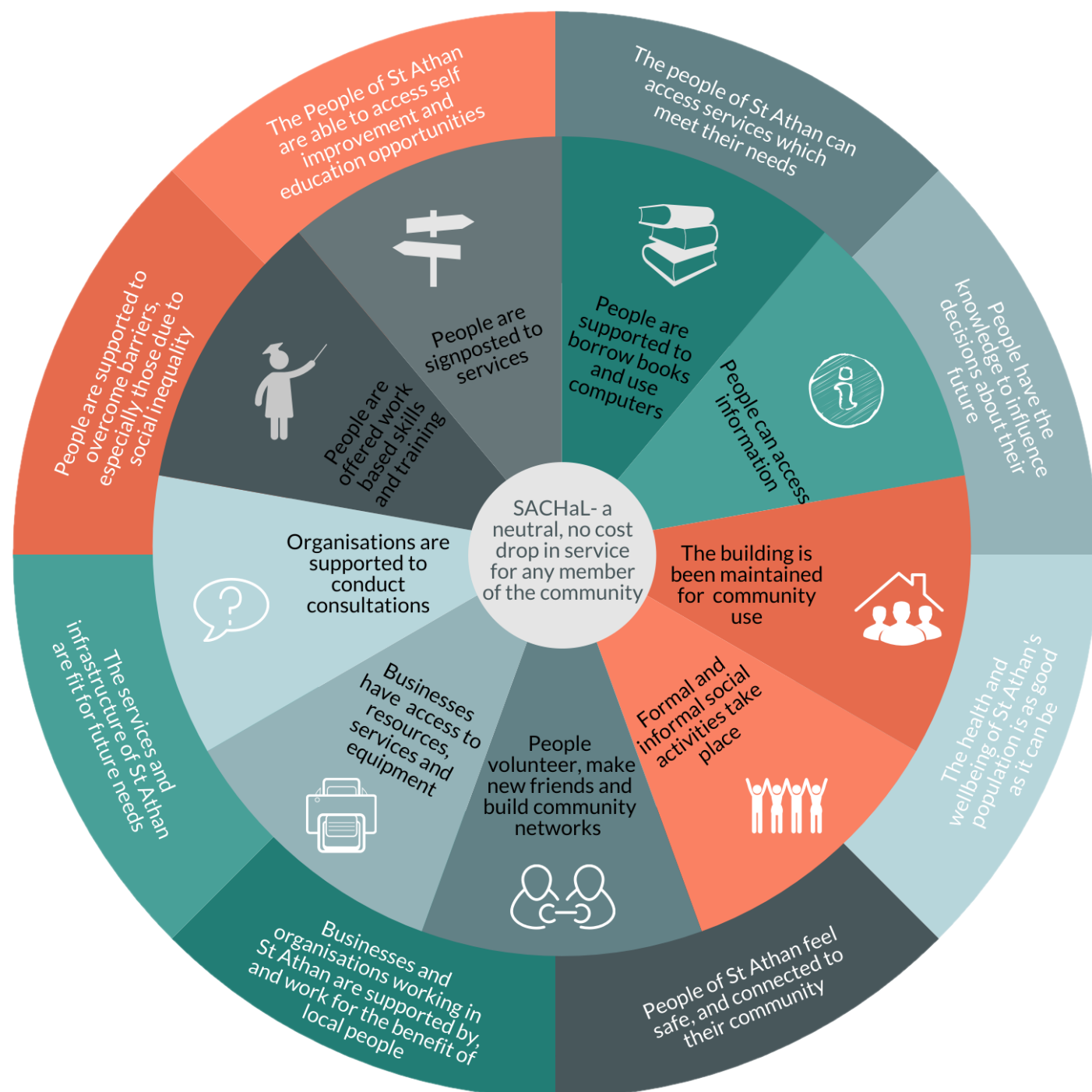
To further or benefit the residents of St Athan in the Vale of Glamorgan and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To assist in the running of the Library and Community Centre in St Athan and to maintain, develop or manage or co-operate with any statutory authority in the maintenance, development and management of such a centre for activities promoted by the charity in furtherance of the above objectives.

Summary of the Main Activities Undertaken for the Public Benefit in Relation to the Charity's Objects

Our main public benefit activities, and their effects on the ward and village of St Athan, are shown in the following diagram, which is based on our charitable objectives and also rooted in our service level agreement for the provision of library services:



The diagram also accurately reflects our activities since the community asset transfer took place on 2 December 2016, and remains the basis of our activities programme in 2020. It was also supplemented by a number of high level benefits for St Athan, the Vale of Glamorgan and the south central Wales region, which relate directly to our charitable objects and to which the work of SACHaL contributes. These have been removed from around the outer edge of the diagram and listed below for clarity:

- The diverse needs of local people are met through the provision of customer focused, accessible services and information

- "People of all ages are actively engaged in life in the Vale and have the capacity and confidence to identify their own needs as individuals and within communities"
- Health inequalities are reduced and residents are able to access the necessary services, information and advice to improve their wellbeing and quality of life
- Residents and visitors are safe and feel safe and the Vale is recognised as a low crime area
- The Vale maximises the potential of its position within the region working with neighbours for the benefit of local people and businesses, attracting visitors, residents and investment
- Vale residents and organisations respect the local environment and work together to meet the challenge of climate change
- The underlying causes of deprivation are tackled and the regeneration of the Vale continues, opportunities for individuals and businesses are developed and the quality of the built and natural environment is protected and enhanced
- Older people are valued and empowered to remain independent, healthy and active. They have equality of opportunity and receive high quality services to meet their diverse needs.
- Children and young people in the Vale are well informed and supported to access a broad range of quality services that enable them to take full advantage of the life opportunities available in their local communities and beyond
- People of all ages are able to access coordinated learning opportunities and have the necessary skills to reach their full potential, helping to remove barriers to employment

Achievements & Performance

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

At the start of the financial year 2020, we were already in the first Covid-19 lockdown. Concern for the library's future was uppermost in the Trustees and treasurer's mind. A small grant was procured from the Welsh Government to cover our monthly fixed costs for the first six months. After the 1st lockdown the library opened once a week to operate a Click & Collect service for our library customers and to support the book reservations service throughout the Vale of Glamorgan. During the summer, with a limited number of volunteers, because of their vulnerability, we extended the service and opened twice a week for browsing. Entertainment was also laid on for children during the school holidays. During the autumn we were able to open three times a week having managed to recruit younger volunteers to assist with the opening hours. Finance was at the top of the list come the New Year. A mailshot was sent around the village to raise funds and some villagers gave a one-off payment. Others made regular bank payments and a Facebook Giving Fund was set up. A further Covid grant was secured from the Vale of Glamorgan Council. The trustees having secured finance to continue the library service for the village, they then looked at managing the monthly fixed costs and going forward are in the process of reducing fixed costs.

Summary of the Main Achievements of the Charity for the Year

- Unfailingly provided the statutory library service, IT services, community information, and various retail services (reprographics, recycling materials) as required by our service level agreement with the Vale of Glamorgan Council (Subject to Covid-19 restrictions)
- Utilised the library for fundraising activities in aid of our charity, such as craft sessions for children, a promotional event on World Book Day, and a Book Club (with refreshments)

- Stabilised the number of our volunteers at 13, through effective recruitment and replacement. There are now 7 lead or senior volunteers who collaborate to ensure that every shift is managed.
- We are working with the county council to transform one volunteer's role into a pathway to employment placement.
- Operated within our financial projections for the current accounting period (01 April 2020 to 31 March 2021)
- Established a programme of ongoing community fundraising
- Continued working within the projections and requirements of our Theory of Change model and made a start on medium to large grant and award funding applications (ongoing)
- Ensured that all our volunteers have received training as Volunteer Library Assistants and have achieved competency by working for at least 750 hours in the role. New volunteers are being brought up to this level - where they can single-handedly run the library if required.
- Established a set of policies, standard operating procedures, risk management protocols, and quality assurance systems
- Trained all the trustees to run the library in case of volunteer shortfall
- Established a well-stocked ongoing book sale to generate regular unrestricted income
- Raised awareness of our charity (and also funds) with a stand at events
- Trustees have attended conferences and training provided by Glamorgan Voluntary Services and the Wales Council for Voluntary Action
- Extended the reference section of St Athan Library with a collection of local history books now owned by our charity, rather than by the Council Library Service. These were donated.
- Increased library membership

Financial Review

Brief Statement of the Charity's Policy on Reserves

Reserves will be used for the areas of greatest need at the discretion of the Trustees, as decided by a simple majority at a quorate meeting. This applies to the usage of reserves for non-emergency situations such as meeting a shortfall in operating costs, improving facilities, or work on the library building or grounds where these have become necessary but cannot be met by grant funding or unrestricted funds in the current account or annual fund.

If access to reserves is needed to meet the immediate costs of an emergency then this vote can be held by email, telephone, or instant messaging and if a quorum is not possible (at least 5 of the Trustees to vote) then the treasurer and one other trustee may authorise access to financial reserves. This will apply to any situation which any reasonable person would recognise as an emergency, such as storm damage to the library building, flood, fire, or burglary.

At time of writing, 30 November 2021, this policy has not yet come into force as all monies in our bank accounts are working capital to be utilised as required for all routine or extraordinary expenditure, at the discretion of the trustees.

Details of Any Funds Materially in Deficit

Not applicable

Further Financial Review Details

Not applicable

Statutory Notes to the Accounts

Particulars of Any Outstanding Guarantee Given by the CIO

Not applicable

Particulars of Any Outstanding Debt

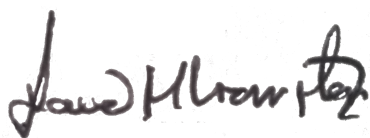
Not applicable

Declaration

The Trustees declare that they have approved the Trustees' Report above.

Signed by the Charity Trustees (not including the ex-officio and nominated trustee as they are not empowered to make such a declaration):

Signature(s):



Full Name(s): David Crompton

Derek Willmot

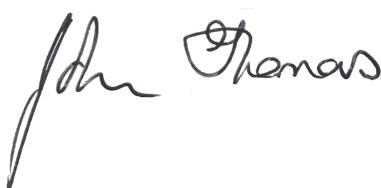
Position(s): Secretary

Head of Facilities and
Logistics

Date: 30 November 2021

30 November 2021

Signature(s):



Full Name(s): John Thomas

Position(s): Chair

Date: 30 November 2021



Receipts and payments accounts

CC16a

For the period
from

01.04.2020

To

31.03.2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	12,514	-	-	12,514	1,500
Donations	3,224	-	-	3,224	1,114
Bank Interest	1	-	-	1	5
Other Income	14	-	-	14	61
Recycle Bag Sales	218	-	-	218	306
Library Service Sales	44	-	-	44	166
Raffle Ticket Sales	-	-	-	-	565
	-	-	-	-	-
Sub total (Gross income for AR)	16,015	-	-	16,015	3,717
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,015	-	-	16,015	3,717
A3 Payments					
Utility Bills - Electric/Water/Heating	1,177	-	-	1,177	940
Printing, Stationery & Postage	159	-	-	159	8
Public Liability Insurance	1,004	-	-	1,004	936
Bank Charges	69	-	-	69	60
Fire/Security Alarm/Building Maintenance	933	-	-	933	996
Event Expenses	20	-	-	20	133
Other Expenses	735	-	-	735	63
ICT Support/Telephone	1,236	-	-	1,236	1,373
Recycle Bag Supplies	120	-	-	120	240
	-	-	-	-	-
Sub total	5,453	-	-	5,453	4,749
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,453	-	-	5,453	4,749
Net of receipts/(payments)	10,562	-	-	10,562	- 1,032
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,421	-	-	3,421	4,453
Cash funds this year end	13,983	-	-	13,983	3,421

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	134	-	-
	Cash on Hand	45	-	-
	Bank Deposit Account	13,804	-	-
	Total cash funds	13,983	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

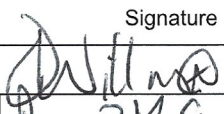
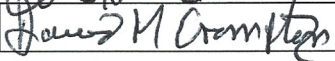
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
Details			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
Details			
BT Business	Cash Funds	84	April, 2021
Vale of Glamorgan Council	Cash Funds	100	April, 2021
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	D. WILLMOTT	25/1/2022
	D. IREMPTON	25/1/2027