

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



**Trustees' Annual Report
and Financial Statements
for the Period
01 April 2021 to 31 March 2022**

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 April 2022

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

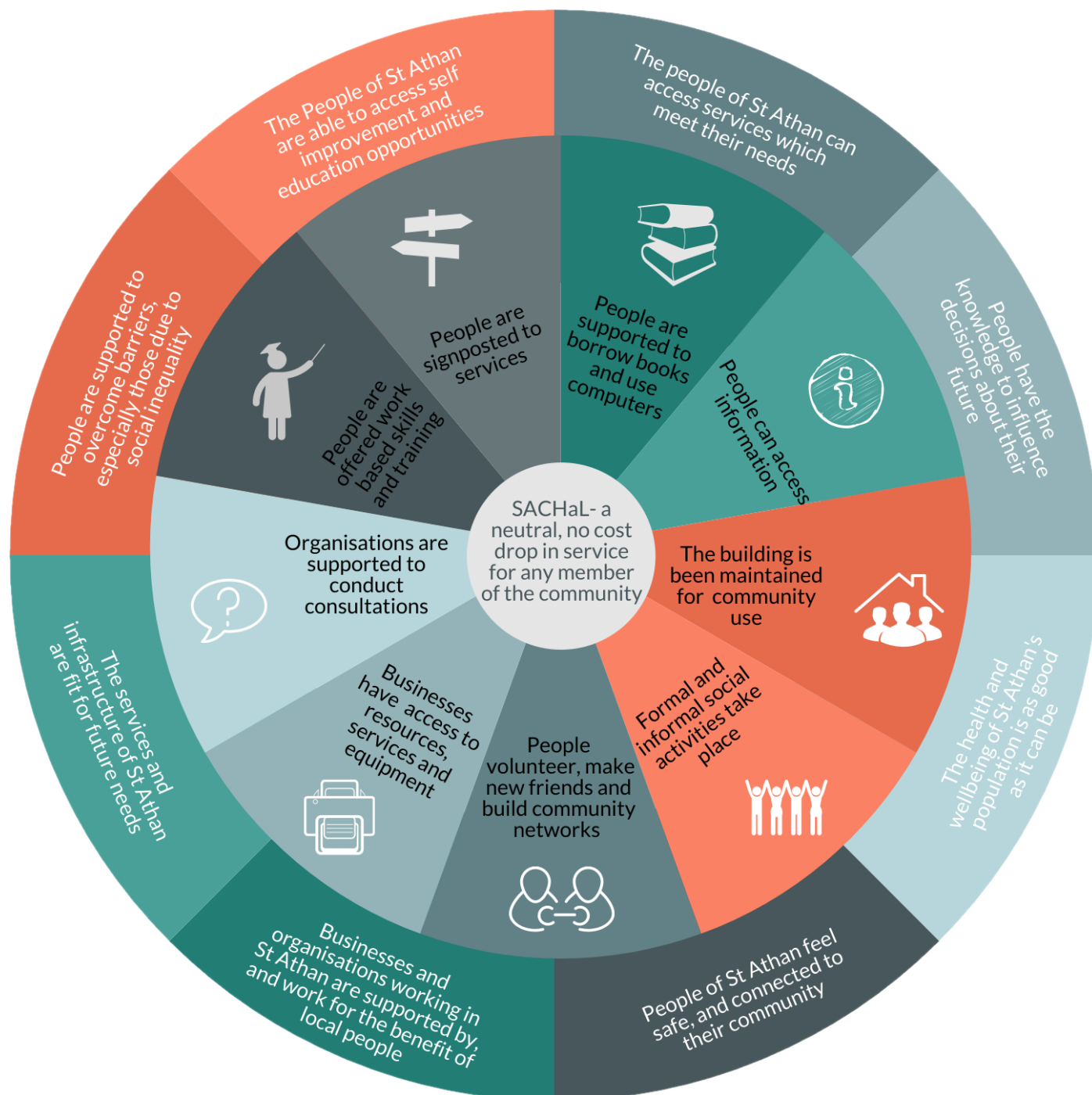
To further or benefit the residents of St Athan in the Vale of Glamorgan and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations 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 2022. It was also supplemented by a number of high level benefits for St Athan, the Vale of Glamorgan and the south central Wales region, that 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 2021, the library had received a Covid-19 grant for the Vale of Glamorgan Council that secured the running costs of the library for a number of years. Fixed costs were reduced by removing the need for a direct link burglar alarm to the police and, in discussion with the Vale of Glamorgan fire officer, removing the need for fire alarm system in the library,

The library continued to open for 3 sessions each week but the number of volunteers has reduced as some volunteers are still concerned about Covid-19. However, there are sufficient volunteers to maintain the current service level but steps will be taken to recruit more volunteers. The aim of the trustees is to offer longer opening hours and increase the use of the library.

Limited fund raising has been carried out as Covid-19 restrictions were lifted. Book and plant sales were successful and a stall was taken at the local fete to publicise the library.

The relationship between the trustees and the Community Council have not been good over the past year resulting in the Council withdrawing their representation on the board of trustees and declining to offer any financial assistance to the library in the current financial year. However, with a new council to be elected in May 2022 the trustees are confident that working relationships with the Community Council will be improved.

After the resignations of the previous retiring trustees new replacement trustees were sought. These Trustees' vacancies have as yet to be filled during this 2021/2022 financial year. Steps have been taken, in the form of advertising in the library and on social media, to rectify this.

Minor maintenance works have been carried out on the building, major works will await the outcome of discussions with the new Community Council on the joint use of premises.

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 11, through effective recruitment and replacement. There are now 7 lead or senior volunteers who collaborate to ensure that every shift is managed.
- Operated within our financial projections for the current accounting period (01 April 2021 to 31 March 2022)
- 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 quorum 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 April 2022, 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.

The Trustees are aware of the importance of designating reserves and this matter will be dealt with in the financial 2022/23. The current bank balances exceed the sum of fixed costs and six months operating costs which would normally be set aside as reserves.

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

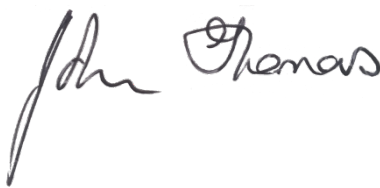
Position(s): Secretary

Head of Facilities and
Logistics

Date: 30 April 2022

30 April 2022

Signature(s):



Full Name(s): John Thomas

Position(s): Chair

Date: 30 April 2022



Charity Name	No (if any)
St Athan Community Hub and Library - 1168648	1168648

Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01.04.2021		31.03.2022

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
Donations	2,614	-	-	2,614	3,224
Bank Interest	2	-	-	2	1
Other Income	665	-	-	665	14
Recycle Bag Sales	434	-	-	434	218
Library Service Sales	72	-	-	72	44
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,787	-	-	3,787	16,015
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,787	-	-	3,787	16,015
A3 Payments					
Utility Bills - Electric & Water	1,264	-	-	1,264	1,177
Printing, Stationery & Postage	55	-	-	55	159
Public Liability Insurance	1,009	-	-	1,009	1,004
Bank Charges	96	-	-	96	69
Fire/Security Alarm/Building Maintenance	596	-	-	596	933
Event Expenses	30	-	-	30	20
Other Expenses	15	-	-	15	735
ICT Support/ Telephone	1,195	-	-	1,195	1,236
Recycle Bag Supplies	350	-	-	350	120
Sub total	4,610	-	-	4,610	5,453
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,610	-	-	4,610	5,453
Net of receipts/(payments)	- 823	-	-	- 823	10,562
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,983	-	-	13,983	3,421
Cash funds this year end	13,160	-	-	13,160	13,983

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	356	-	-
	Cash on Hand	72	-	-
	Bank Deposit Account	12,732	-	-
	Total cash funds	13,160	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

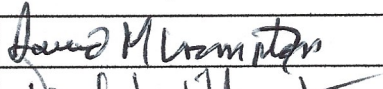
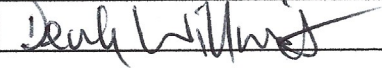
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	BT	Telephone	76	April, 2022
	VOG Council	Purchase Rec Bag	20	April, 2022
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	David Crompton	20/9/22
	Derek Willmot	20/9/22