

# NEWBY AND SCALBY LIBRARY AND INFORMATION CENTRE

England & Wales · Charity number 1168661

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2016-08-08

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 450 Scalby Road  
Scalby  
Scarborough  
YO12 6EE

**Phone** 01609 534059

**Email** [snltrustees@gmail.com](mailto:snltrustees@gmail.com)

**Website** [www.newbyandscalbylibrary.co.uk](http://www.newbyandscalbylibrary.co.uk)

## Activities

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**Objects:** THE OBJECT OF THE CIO IS: TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF NEWBY AND SCALBY PARISH, TO THE NORTH OF SCARBOROUGH IN NORTH YORKSHIRE, AND THE SURROUNDING AREA, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE STATUTORY AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS.

**Activities:** Our charity was formed to run our local library and information centre. We are a community library and in addition to lending books, audio books and DVDs, we also provided computer and internet access. Our library is used as a venue for educational purposes by the LEA, and running courses and activities for all ages. We are self- funding.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- North Yorkshire

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £28,568 | £25,135     | -      | -         |
| 2024-03-31 | £32,312 | £22,286     | -      | -         |
| 2023-03-31 | £20,068 | £22,374     | -      | -         |
| 2022-03-31 | £15,027 | £22,993     | -      | -         |
| 2021-03-31 | £34,713 | £13,573     | -      | -         |

## Trustees

| Name                      | Role  | Appointed  |
|---------------------------|-------|------------|
| <b>MRS I. E. NIXON MA</b> | Chair | 2016-08-05 |
| Christine Stephenson      |       | 2022-08-25 |
| Dr Gillian Furze          |       | 2024-10-17 |
| Janet Kathryn Merritt     |       | 2024-01-01 |
| MRS J. WOODROFFE MBCHB    |       | 2016-08-05 |
| MRS L. NEWTON BA          |       | 2016-08-05 |
| Penelope Lynne Lobb       |       | 2025-07-24 |
| Sharon Jane Coman         |       | 2023-11-01 |

**NEWBY AND SCALBY LIBRARY AND INFORMATION CENTRE**

England & Wales - Charity number 1168661

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# Accounts

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**Independent Examiner's Report to the Trustees of Newby and Scalby  
Library and Information Centre  
Registered Charity Number 1168661**

I report to the charity trustees on my examination of the accounts of the Newby and Scalby Library and Information Centre (the CIO) for the year ended 31 March 2025 set out in pages 2 to 12.

**Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with those records.

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

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Luke Taylor FCA  
Smailes Goldie Watson Limited  
Units 7 – 8 Manor Court  
Manor Garth  
Eastfield  
Scarborough  
North Yorkshire  
YO11 3TU

15 December 2025

**Newby and Scalby Library and Information Centre  
Chairman's Statement  
Accounts for the year ending 31 March 2025**

**Introduction**

We are pleased to report that the library continues to thrive with attendance at events at record levels.

We are pleased that our overall position continues to be secure and that fundraising has been successful again this year, with great support from both individuals and organisations within the community. Our greatest asset is our body of volunteers whose dedication is steadfast and inspiring.

**Results**

The accounts show receipts of £28,568, payments of £25,135 leading to a surplus for the year of £3,433. The accounts show a healthy balance held at 31 March 2025 of £62,414 with no significant contingent liabilities.

**Future**

As ever, we continually seek to develop our support for the local community and extend our offer to people of all ages. Continued rapid social change means that the library is increasingly seen as a valued resource. Our challenge is to ensure financial stability to maintain and improve the service we offer.



# Trustees' Annual Report for the period

|      |                   |       |      |    |                 |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
| From | Period start date |       |      | To | Period end date |       |      |
|      | Day               | Month | Year |    | Day             | Month | Year |
|      | 1                 | April | 2024 |    | 31              | March | 2025 |

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

|                 |          |
|-----------------|----------|
| 450 Scalby Road |          |
| Scarborough     |          |
|                 |          |
| <b>Postcode</b> | YO12 6EE |

### 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  | I Nixon      | Chair           |                                   |   |
| 2  | L Newton     | Secretary       |                                   |   |
| 3  | P Whelan     | Treasurer       | From 01/04/2024 – 30/06/2024      |   |
| 4  | J Woodroffe  | Treasurer       | From 01/07/2024 – 02/02/2025      |   |
| 5  | G Furze      | Treasurer       | Appointed 03/02/2025              |   |
| 6  | L Smith      |                 |                                   |   |
| 7  | C Stephenson |                 |                                   |   |
| 8  | S Coman      |                 |                                   |   |
| 9  | J Merritt    |                 | Appointed 01/01/2024              |   |
| 10 |              |                 |                                   |   |
| 11 |              |                 |                                   |   |
| 12 |              |                 |                                   |   |
| 13 |              |                 |                                   |   |
| 14 |              |                 |                                   |   |
| 15 |              |                 |                                   |   |
| 16 |              |                 |                                   |   |
| 17 |              |                 |                                   |   |
| 18 |              |                 |                                   |   |
| 19 |              |                 |                                   |   |
| 20 |              |                 |                                   |   |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name                  | Address  |
|-----------------|-----------------------|--|
| Bankers         | Santander             | Bridle Road, Bootle, Merseyside, L30 4GB   |
| Accountant      | Smailes Goldie Watson | Unit 7 – 8 Manor Court, Manor Garth, Eastfield, Scarborough, North Yorkshire, YO11 3TU |
|                 |                       |  |
|                 |                       |  |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Section B Structure, governance and management**

**Description of the charity's trusts**

|                                |  |
|--------------------------------|--|
| Type of governing document     | Constitution   |
| How the charity is constituted | Charitable Incorporated Organisation   |
| Trustee selection methods      | <p>The Constitution outlines the procedure for the appointment of Trustees and the management of the Charity. Six Trustees are currently responsible for the management of the Charity. The Constitution requires a minimum of three. It also requires that at every AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. Therefore, at this AGM, two Trustees will retire. They are eligible for re-appointment if they so wish.</p> <p>The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees are serving at any one time.</p> <p>The management committee may include other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees.</p> |

## Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To guide the Trustees in exercising their duty of care to members and users of the library, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy and Privacy Statement

Copies of these policies are made available to all Volunteers and to library users on request.

The Trustees also work within the requirements of the Service Level Agreement which exists with North Yorkshire Council as the basis of the Library's operation. These requirements include training for volunteers and acceptance of NYC policies.

Insurance – The library is insured with respect to contents and damage to glazing by Hiscox Insurance (£50,000 cover). It is insured with the same company with respect to, public liability (£10m), employers' liability (£5m), legal assistance and personal accident.

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

Further precautions are undertaken with regard to buildings:

- A building condition survey is undertaken at five yearly intervals by NYC;
- Gas appliances and portable electrical appliances are tested by qualified personnel annually;
- The mains electrical installation is checked by a qualified engineer every five years;
- A Fire Safety Risk Assessment is updated annually;
- Fire fighting appliances are inspected annually under contract with the supplier;
- A member of the management committee carries out other regular maintenance checks as required.

## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote for the inhabitants of Newby and Scalby Parish, to the north of Scarborough in North Yorkshire, and the surrounding area, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The objects are met in the following ways:

- i. The provision of a modern reading service within the Community for all ages and in all formats in order to extend and promote the pleasures and benefits of reading for everyone and especially children and young people.
- ii. The facilitation or provision of, in liaison with other agencies, an information service to support people in vital areas, including national and local government online information and services, careers and job seeking, health, personal financial information and benefits. The library will contribute to the promotion of good health and well-being through key health partnerships, for example, doctors' surgeries, NHS and health charities.
- iii. A contribution towards, alongside other relevant agencies, the opportunities for lifelong learning within the community. This will include the provision of digital services which underpin all other aspects of the Library's aims and objectives.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year. The principal activity of the Charity is to operate a library. The library is normally open on five days a week including Saturday until 1.30pm.

## Additional details of objectives and activities (Optional information)

The library operation is run entirely by volunteers, including cleaning the library, gardening and some maintenance. A team of around 60 volunteers operate the library while it is open. This includes six Trustees, the library assistants, cleaners, gardeners and Home Library volunteers. We are pleased to report that volunteer numbers have remained buoyant throughout the period.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The year to 31 March 2025 was busy as usual and we took the decision to seek funding to support some additional prizes for the Summer Reading Challenge. As a result, we were delighted that a record number of children signed up for the challenge and over 20 different free events were held within the 6-week period of the school Summer holidays.

We continue to benefit from considerable financial and other support from our local community, both from individuals and organisations and we are particularly grateful to the Proudfoot's Making a Difference Locally scheme which has offered continued support since we became a Community Library. This kind of support means we are able to offer additional benefits and continued improvements within the library.

We continually look for ways to support the local community in all its aspects, whether that be hosting litter picking events, local clubs or student placements. IT support, which we reported on last year, continues to be an important service, particularly for our older customers. The pace of change continues to accelerate, and the percentage of customers helped has grown every year, thanks to the dedication of our volunteers.

Throughout the year, we offer placements to students who are pursuing the Duke of Edinburgh Award or seeking work experience through the Sixth Form College. This year we have offered placements to 10 students, one of whom completed the Gold Award. In addition, for the first time, we were delighted to offer placements to two students from Springhead School who successfully completed their Bronze Award; a huge achievement for them.

The highlight of the year was the announcement in November 2024 that the Library Trustees and Volunteers had been nominated for the King's Award for Voluntary Service. This was a great surprise and a huge honour, culminating in March with an official presentation of the Award at the Library by the Lord Lieutenant of North Yorkshire, Johanna Ropner. The fact that the nomination is made by members of the community, meant a great deal to us and confirmed that the library is perceived as a great local asset.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has maintained a prudent and cautious approach to budgeting.

As a principle, it is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. It is, therefore, pleasing to once again, report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a similar level.

The Trustees are responsible for the maintenance of the community library and from time to time this may involve major works in excess of cash reserves held. On identifying such works, fundraising will be undertaken with the object of meeting the costs in full. Such funds would be restricted.

### Details of any funds materially in deficit

N/a

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

### Future Plans

Buildings and utilities continue to absorb the greater proportion of our income. We have taken steps to reduce the impact of utilities by practical improvements to the fabric of the building and by reducing consumption. We will continue to operate both ethically and as energy efficiently as possible whilst pursuing our policy of offering a warm and hospitable community hub for our customers.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                       |             |
|-------------------------------------|-----------------------|-------------|
| Signature(s)                        | JUDITH WOODROFFE      | J Woodroffe |
| Full name(s)                        | Isobel Emmeline Nixon | Is. Nixon   |
| Position (eg Secretary, Chair, etc) | Chair                 |             |
| Date                                | 26/11/25              |             |

## Receipts and payments accounts

CC16a

|                     |            |    |            |
|---------------------|------------|----|------------|
| For the period from | 21/03/2016 | To | 21/03/2017 |
|---------------------|------------|----|------------|


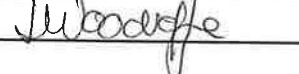
### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |                               |
| Fees for charitable activities                        | 18,149                                    |                                      | -                                   | 18,149                          | 17,099                        |
| Fundraising events                                    | 3,114                                     |                                      | -                                   | 3,114                           | 2,956                         |
| Donations and grants                                  | 4,873                                     | 1,808                                | -                                   | 6,681                           | 11,687                        |
| Members' subscriptions                                | 624                                       |                                      | -                                   | 624                             | 570                           |
|   |   |                                      | -                                   | -                               | -                             |
|   |   |                                      | -                                   | -                               | -                             |
|   |   |                                      | -                                   | -                               | -                             |
|   |   |                                      | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>26,760</b>                             | <b>1,808</b>                         | <b>-</b>                            | <b>28,568</b>                   | <b>32,312</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>26,760</b>                             | <b>1,808</b>                         | <b>-</b>                            | <b>28,568</b>                   | <b>32,312</b>                 |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |                               |
| Utilities   | 5,467                                     |                                      | -                                   | 5,467                           | 6,224                         |
| Insurance   | 568                                       |                                      | -                                   | 568                             | 557                           |
| Consumables   | 1,400                                     |                                      | -                                   | 1,400                           | 1,209                         |
| Repairs and maintenance                               | 4,312                                     |                                      | -                                   | 4,312                           | 3,024                         |
| Equipment costs                                       | 366                                       | 108                                  | -                                   | 474                             | 1,088                         |
| Printing, postage and stationery                      | 382                                       |                                      | -                                   | 382                             | 301                           |
| Goods for resale                                      | 2,390                                     |                                      | -                                   | 2,390                           | 1,735                         |
| Volunteer expenses                                    | 220                                       |                                      | -                                   | 220                             | 80                            |
| Miscellaneous expenses                                | 528                                       |                                      | -                                   | 528                             | 271                           |
| Accountancy   | 1,620                                     |                                      | -                                   | 1,620                           | 900                           |
| Legal and professional fees                           | 340                                       |                                      | -                                   | 340                             | -                             |
| Lego Club expenditure                                 |   |                                      | -                                   | -                               | 477                           |
| Summer Reading Challenge expenditure                  | 5,165                                     | 1,000                                | -                                   | 6,165                           | 1,960                         |
| Cost of fundraising events                            | 1,269                                     |                                      | -                                   | 1,269                           | 1,580                         |
|   |   |                                      | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>24,027</b>                             | <b>1,108</b>                         | <b>-</b>                            | <b>25,135</b>                   | <b>19,406</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |   |                                      |                                     |                                 |                               |
| Vending machine                                       |   |                                      | -                                   | -                               | 2,880                         |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>2,880</b>                  |
| <b>Total payments</b>                                 | <b>24,027</b>                             | <b>1,108</b>                         | <b>-</b>                            | <b>25,135</b>                   | <b>22,286</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>2,733</b>                              | <b>700</b>                           | <b>-</b>                            | <b>3,433</b>                    | <b>10,026</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>58,981</b>                             | <b>-</b>                             | <b>-</b>                            | <b>58,981</b>                   | <b>48,955</b>                 |
| <b>Cash funds this year end</b>                       | <b>61,714</b>                             | <b>700</b>                           | <b>-</b>                            | <b>62,414</b>                   | <b>58,981</b>                 |

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

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                | Cash at bank and in hand                               | 61,714                             | 700                              | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   | <b>Total cash funds</b>                                | <b>61,714</b>                      | <b>700</b>                       | <b>-</b>                        |
|   | (agree balances with receipts and payments account(s)) |                                    |                                  |                                 |
| <b>B2 Other monetary assets</b>                     | Details  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                         | Details  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b> | Details  | -                                  | -                                | -                               |
|   | Computer equipment                                     | -                                  | -                                | -                               |
|   | Vending machine  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B5 Liabilities</b>                               | Details  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |

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

| Signature   | Print Name       | Date of approval |
|---|------------------|------------------|
|  | I E NIXON        | 23/10/25         |
|  | JUDITH WOODROFFE | 23/10/25         |

**NEWBY AND SCALBY LIBRARY AND INFORMATION CENTRE**

England & Wales - Charity number 1168661

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# Accounts

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**Independent Examiner's Report to the Trustees of Newby and Scalby  
Library and Information Centre  
Registered Charity Number 1168661**

I report to the charity trustees on my examination of the accounts of the Newby and Scalby Library and Information Centre (the CIO) for the year ended 31 March 2024 set out in pages 2 to 12.

**Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with those records.

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

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Luke Taylor FCA  
Smailes Goldie Watson Limited  
12 Alma Square  
Scarborough  
North Yorkshire  
YO11 1JU

20 December 2024

**Newby and Scalby Library and Information Centre  
Chairman's Statement  
Accounts for the year ending 31 March 2024**

**Introduction**

We are pleased to report that the growth in visitors we saw last year has continued and our community groups continue to thrive.

Last year, we were anxious about the increase in utility bills and were concerned about the impact on our budget. In response, I reported that we were continuing to look for funding sources to meet this challenge. As the Treasurer has reported we have exceeded expectations and have achieved a surplus of £10,026.

So, we continue to be financially secure and are grateful for the continued support of local people and organisations. Once again, we pay tribute to the volunteers whose contribution is essential to the continued success of the library.

**Results**

The accounts show receipts of £32,312, payments of £22,286 leading to a surplus for the year of £10,026. The accounts show a healthy balance held at 31 March 2024 of £58,981 with no significant contingent liabilities.

**Future**

Whilst utility bills have stopped rising at the alarming rate of the previous year, of course, they still remain high and one of the highest costs we have to meet. We will continue to seek financial support where we can, and it is to be hoped that we will be equally successful in that regard in the coming year.



# Trustees' Annual Report for the period

| Period start date |     |       | Period end date |    |     |       |      |
|-------------------|-----|-------|-----------------|----|-----|-------|------|
| From              | Day | Month | Year            | To | Day | Month | Year |
|                   | 1   | April | 2023            |    | 31  | March | 2024 |

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**   
  
  
**Postcode**

### 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  | I Nixon      | Chair           |                                   |   |
| 2  | L Newton     | Secretary       |                                   |   |
| 3  | P Whelan     | Treasurer       |                                   |   |
| 4  | J Woodroffe  |                 |                                   |   |
| 5  | L Smith      |                 |                                   |   |
| 6  | C Stephenson |                 |                                   |   |
| 7  | S Coman      |                 | Appointed 01/11/2023              |   |
| 8  | J Merritt    |                 | Appointed 01/01/2024              |   |
| 9  |              |                 |                                   |   |
| 10 |              |                 |                                   |   |
| 11 |              |                 |                                   |   |
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| 18 |              |                 |                                   |   |
| 19 |              |                 |                                   |   |
| 20 |              |                 |                                   |   |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser   | Name                     | Address   |
|-------------------|--------------------------|---|
| <b>Bankers</b>    | Santander                | Bridle Road, Bootle, Merseyside, L30 4GB                  |
| <b>Accountant</b> | Smailes Goldie<br>Watson | 12 Alma Square, Scarborough, North Yorkshire, YO11<br>1JU |
|                   |                          |   |
|                   |                          |   |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Section B Structure, governance and management**

**Description of the charity's trusts**

|  |  |
|--|--|
| Type of governing document<br><small>(eg. trust deed, constitution)</small>        | Constitution   |
| How the charity is constituted<br><small>(eg. trust, association, company)</small> | Charitable Incorporated Organisation   |
| Trustee selection methods<br><small>(eg. appointed by, elected by)</small>         | <p>The Constitution outlines the procedure for the appointment of Trustees and the management of the Charity. Six Trustees are currently responsible for the management of the Charity. The Constitution requires a minimum of three. It also requires that at every AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. Therefore, at this AGM, two Trustees will retire. They are eligible for re-appointment if they so wish.</p> <p>The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees are serving at any one time.</p> <p>The management committee may include other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees.</p> |

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To guide the Trustees in exercising their duty of care to members and users of the library, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy and Privacy Statement

Copies of these policies are made available to all Volunteers and to library users on request.

The Trustees also work within the requirements of the Service Level Agreement which exists with North Yorkshire Council as the basis of the Library's operation. These requirements include training for volunteers and acceptance of NYC policies.

Insurance – The library is insured with respect to contents and damage to glazing by Hiscox Insurance (£50,000 cover). It is insured with the same company with respect to, public liability (£10m), employers' liability (£5m), legal assistance and personal accident.

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

Further precautions are undertaken with regard to buildings:

- A building condition survey is undertaken at five yearly intervals by NYC;
- Gas appliances and portable electrical appliances are tested by qualified personnel annually;
- The mains electrical installation is checked by a qualified engineer every five years;
- A Fire Safety Risk Assessment is updated annually;
- Fire fighting appliances are inspected annually under contract with the supplier;
- A member of the management committee carries out other regular maintenance checks as required.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To promote for the inhabitants of Newby and Scalby Parish, to the north of Scarborough in North Yorkshire, and the surrounding area, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

The objects are met in the following ways:

i. The provision of a modern reading service within the Community for all ages and in all formats in order to extend and promote the pleasures and benefits of reading for everyone and especially children and young people.

ii. The facilitation or provision of, in liaison with other agencies, an information service to support people in vital areas, including national and local government online information and services, careers and job seeking, health, personal financial information and benefits. The library will contribute to the promotion of good health and well-being through key health partnerships, for example, doctors' surgeries, NHS and health charities.

iii. A contribution towards, alongside other relevant agencies, the opportunities for lifelong learning within the community. This will include the provision of digital services which underpin all other aspects of the Library's aims and objectives.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year. The principal activity of the Charity is to operate a library. The library is normally open on five days a week including Saturday until 1.30pm.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

## Additional details of objectives and activities (Optional information)

The library operation is run entirely by volunteers, including cleaning the library, gardening and some maintenance. A team of around 60 volunteers operate the library while it is open. This includes six Trustees, the library assistants, cleaners, gardeners and Home Library volunteers. We are pleased to report that volunteer numbers have remained buoyant throughout the period.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The year to 31 March 2024 saw the library move closer to pre-Covid levels of activity. We were able to return to a full programme of Summer events surrounding the annual Summer Reading challenge supported again by our local County Councillor, Subash Sharma who granted us £1,000. This money enabled us to present a high quality, well attended programme of free events for local children. As usual, the very popular Zoo Lab sessions were amongst the favourite. In addition, we had some excellent craft and Lego sessions as well as music for Under Fives with Harminis.

We were very pleased this year to finally recruit an IT buddy to the library and this valuable service is much appreciated by customers increasingly confused by the speed of change in technology. Whilst many of our volunteers are able to assist with printing documents from a mobile phone or assisting with using emails, applications for passports, blue badges and bus passes require more expertise and more time. Therefore, an appointment system allows customers one-to-one assistance and is greatly appreciated. By March, we had two IT buddies, and their appointment sheets are full. We are very grateful to them for providing this service.

Our community work continues to thrive, and all our groups are well attended, providing valuable social contact for many. In an average month we provide over 40 different events and activities with over 500 people attending. We personally assist approximately 150 people a month with specific queries or problems which may include anything from finding a book to finding a long lost relative. Volunteer hours over a month, average 900 hours. This represents a fantastic collective achievement.

The financial report demonstrates the continuous efforts to maintain the buildings and library provision at the highest standard. The visitor statistics and other numbers demonstrate the human endeavour and collaboration which make the whole enterprise a resounding success.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has maintained a prudent and cautious approach to budgeting.

As a principle, it is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. It is, therefore, pleasing to once again, report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a similar level.

The Trustees are responsible for the maintenance of the community library and from time to time this may involve major works in excess of cash reserves held. On identifying such works, fundraising will be undertaken with the object of meeting the costs in full. Such funds would be restricted.

### Details of any funds materially in deficit

N/a

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

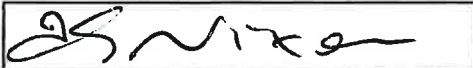
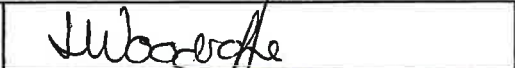
### Future Plans

The last three years have shown both the fragility and the resilience of society in the face of considerable threat and disruption. We are pleased that the library has played its part in supporting the community in many ways and that its financial health ensures its ongoing contribution to both the intellectual and social needs of its customers. Maintaining our current offer requires constant effort and attention but we seek constantly to improve and develop in response to rapid change. The establishment of our two IT buddies and our efforts to grow links with local schools are two indicators of future plans.

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|  |   |  |
|--|---|--|
| <b>Signature(s)</b>                        |  |  |
| <b>Full name(s)</b>                        | Isobel Emmeline Nixon   | Judith Ann Woodroffe   |
| <b>Position (eg Secretary, Chair, etc)</b> | Chair   | Treasurer  |
| <b>Date</b>                                | 20.12.24  |  |



## Receipts and payments accounts

CC16a

For the period  
from

01 April 2023

To

31 March 2024

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Fees for charitable activities                        | 17,099                                       | -                                       | -                                      | 17,099                          | 12,612                        |
| Fundraising events                                    | 2,956  | -                                       | -                                      | 2,956                           | 1,878                         |
| Donations and grants                                  | 5,317  | 6,370                                   | -                                      | 11,687                          | 5,033                         |
| Members' subscriptions                                | 570  | -                                       | -                                      | 570                             | 545                           |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>25,942</b>                                | <b>6,370</b>                            | <b>-</b>                               | <b>32,312</b>                   | <b>20,068</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>25,942</b>                                | <b>6,370</b>                            | <b>-</b>                               | <b>32,312</b>                   | <b>20,068</b>                 |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| Utilities   | 2,224  | 4,000                                   | -                                      | 6,224                           | 6,329                         |
| Insurance   | 557  | -                                       | -                                      | 557                             | 458                           |
| Consumables   | 1,209  | -                                       | -                                      | 1,209                           | 859                           |
| Repairs and maintenance                               | 3,024  | -                                       | -                                      | 3,024                           | 4,856                         |
| Equipment costs                                       | 1,088  | -                                       | -                                      | 1,088                           | 736                           |
| Printing, postage and stationery                      | 301  | -                                       | -                                      | 301                             | 320                           |
| Goods for resale                                      | 1,735  | -                                       | -                                      | 1,735                           | 1,142                         |
| Volunteer expenses                                    | 80   | -                                       | -                                      | 80                              | 603                           |
| Miscellaneous expenses                                | 271  | -                                       | -                                      | 271                             | 392                           |
| Accountancy   | 900  | -                                       | -                                      | 900                             | 780                           |
| Legal and professional fees                           | -  | -                                       | -                                      | -                               | 250                           |
| Lego Club expenditure                                 | 107  | 370                                     | -                                      | 477                             | -                             |
| Summer Reading Challenge expenditure                  | 960  | 1,000                                   | -                                      | 1,960                           | 3,401                         |
| Cost of fundraising events                            | 1,580  | -                                       | -                                      | 1,580                           | 1,749                         |
| Schools project expenditure                           | -  | -                                       | -                                      | -                               | 499                           |
| <b>Sub total</b>                                      | <b>14,036</b>                                | <b>5,370</b>                            | <b>-</b>                               | <b>19,406</b>                   | <b>22,374</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |  |   |  |                                 |                               |
| Vending machine                                       | 1,880  | 1,000                                   | -                                      | 2,880                           | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>1,880</b>                                 | <b>1,000</b>                            | <b>-</b>                               | <b>2,880</b>                    | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>15,916</b>                                | <b>6,370</b>                            | <b>-</b>                               | <b>22,286</b>                   | <b>22,374</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>10,026</b>                                | <b>-</b>                                | <b>-</b>                               | <b>10,026</b>                   | <b>(2,306)</b>                |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>48,955</b>                                | <b>-</b>                                | <b>-</b>                               | <b>48,955</b>                   | <b>51,261</b>                 |
| <b>Cash funds this year end</b>                       | <b>58,981</b>                                | <b>-</b>                                | <b>-</b>                               | <b>58,981</b>                   | <b>48,955</b>                 |

# 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 £ |
|----------------------|--------------------------|---------------------------------|-------------------------------|------------------------------|
| <b>B1 Cash funds</b> | Cash at bank and in hand | 58,981                          | -                             | -                            |
|                      |                          | -                               | -                             | -                            |
|                      |                          | -                               | -                             | -                            |
|                      | <b>Total cash funds</b>  | <b>58,981</b>                   | <b>-</b>                      | <b>-</b>                     |

(agree balances with receipts and payments account(s))

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------|---------------------------------|-------------------------------|------------------------------|
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

| Details            | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--------------------|-----------------------------|-----------------|--------------------------|
| Computer equipment |                             | -               | -                        |
| Vending machine    |                             | -               | -                        |
|                    |                             | -               | -                        |
|                    |                             | -               | -                        |
|                    |                             | -               | -                        |
|                    |                             | -               | -                        |
|                    |                             | -               | -                        |
|                    |                             | -               | -                        |

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---------|---------------------------------|-----------------------|---------------------|
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

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

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
|           |            |                  |
|           |            |                  |

*Ludly Woodroffe*  
Treasurer  
20.12.24

*[Signature]*  
Chair  
20.12.24

**NEWBY AND SCALBY LIBRARY AND INFORMATION CENTRE**

England & Wales - Charity number 1168661

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# Accounts

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**Newby and Scalby Library and Information Centre  
Chairman's Statement  
Accounts for the year ending 31 March 2023**

**Introduction**

We are pleased to report that despite ongoing uncertainty in the operating environment and financial pressures, the library continues to thrive. The gradual growth in customer numbers has continued and, according to NYCC statistics, we have the highest number of adult fiction borrowers of all the community libraries in the county.

The doubling of utility bills has created an ongoing challenge in terms of our income, and we have continued to look for funding opportunities to fill the gap. Looking for funding sources and making bids for funds absorbs considerable amounts of Trustee time.

However, we continue to be financially secure and are grateful for the significant support we receive from customers and particularly our volunteers. Their contribution is greatly appreciated and vital to the future of the library.

We are pleased to report that our various groups continue to thrive, and new ones have been set up. With everything from book groups to Lego and mahjong to art, (not forgetting the Norman Bear craft and story groups) there is something for everyone. We are mindful that, as a community library, our role is not solely to supply books; it is about supporting the health and wellbeing of our local community in the broadest terms.

**Results**

The accounts show receipts of £20,068, payments of £22,374 leading to a managed, budgeted deficit for the year of £2,306. The accounts show a healthy balance held at 31 March 2023 of £48,955 with no significant contingent liabilities.

**Future**

As last year, utility bills are a key focus of our attention. However, our fundraising has been successful in supporting many of our activities and our reserves continue to be healthy. Our fundraising is key to the provision of our many services and we are dedicated to maintaining our efforts in an increasingly competitive space.



## Trustees' Annual Report for the period

|  |                   |                |              |                 |                |              |
|--|-------------------|----------------|--------------|-----------------|----------------|--------------|
|  | Period start date |                |              | Period end date |                |              |
|  | Day<br>1          | Month<br>April | Year<br>2022 | Day<br>31       | Month<br>March | Year<br>2023 |

**From**

**To**

### Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

**Postcode**

**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  | I Nixon      | Chair           |                                   |   |
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| 3  | P Whelan     | Treasurer       |                                   |   |
| 4  | J Woodroffe  |                 |                                   |   |
| 5  | L Smith      |                 |                                   |   |
| 6  | C Stephenson |                 | Appointed 25/08/22                |   |
| 7  | J Watson     |                 | Resigned 31/10/22                 |   |
| 8  |              |                 |                                   |   |
| 9  |              |                 |                                   |   |
| 10 |              |                 |                                   |   |
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| 16 |              |                 |                                   |   |
| 17 |              |                 |                                   |   |
| 18 |              |                 |                                   |   |
| 19 |              |                 |                                   |   |
| 20 |              |                 |                                   |   |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name                  | Address  |
|-----------------|-----------------------|--|
| Bankers         | Santander             | Bridle Road, Bootle, Merseyside, L30 4GB               |
| Accountant      | Smailes Goldie Watson | 12 Alma Square, Scarborough, North Yorkshire, YO11 1JU |
|                 |                       |  |
|                 |                       |  |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Section B Structure, governance and management**

**Description of the charity's trusts**

|   |  |
|---|--|
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| Trustee selection methods<br>(eg. appointed by, elected by)         | <p>The Constitution outlines the procedure for the appointment of Trustees and the management of the Charity. Six Trustees are currently responsible for the management of the Charity. The Constitution requires a minimum of three. It also requires that at every AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. Therefore, at this AGM, two Trustees will retire. They are eligible for re-appointment if they so wish.</p> <p>The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees are serving at any one time.</p> <p>The management committee may include other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees.</p> |

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## Section C

## Objectives and activities

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You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The year to 1 April 2023 proved to be a significant improvement on the unsettling period of Covid. Customer numbers rose gradually through the year reflecting an understandable caution. The Summer of 2022 saw us run weekly events throughout the school holidays which were well attended and appreciated by hard-pressed parents. We were immensely grateful to our local councillors' Locality Fund which supported these very popular, free events.

Through most of the year we continued to host meetings which supported Ukrainian refugees. These helped the refugees to keep connected and ensured that representatives from different organisations were available to assist. The fact that these meetings ultimately became superfluous is a testament to their success.

The library also continues to provide a venue for Employment Support and Individual Tutoring for students unable to attend school and the computer suite is a vital resource for people needing support. This is particularly the case for those who qualified for the government's Household Support vouchers. Our volunteers were on hand to assist people in claiming them.

Extending the supporting role of the library within the community is our mission and we were particularly pleased to welcome back visits from local schools after a hiatus of two years. Children from Newby & Scalby, Barrowcliff, St Peter's and Northstead were able to visit, join the library and borrow books. This ran alongside our continued School Project working with disadvantaged children in local schools. We committed to this for two years and this was scheduled to complete in July 2023.

Another example of our community out-reach work was a very successful garden party for our Home Library customers in July 2022. A major effort was made to transport our normally housebound users to our garden to enjoy a lovely tea and some live music.

Our clubs and groups continue to be popular and support and companionship for both pre-school children and our older customers.

Our fundraising has continued to be generally successful with grants and donations from a range of mainly local bodies. We have been particularly grateful to our local councillors who have always supported our activities.

We are also pleased that our second-hand book sales continue to provide an important source of funding via direct sales in the library and internet sales. As ever, the challenge is finding funds for running costs rather than specific projects.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has maintained a prudent and cautious approach to budgeting.

As a principle, it is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. It is, therefore, pleasing to once again, report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a similar level.

The Trustees are responsible for the maintenance of the community library and from time to time this may involve major works in excess of cash reserves held. On identifying such works, fundraising will be undertaken with the object of meeting the costs in full. Such funds would be restricted.

### Details of any funds materially in deficit

N/a

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

### Future Plans

After 6 years of operation, including the difficulties of Covid and fuel crisis, we now look forward to regaining our momentum. Against a background of increasing costs, fund raising will have an even higher profile than before.

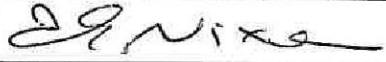
Wellbeing, both physical and mental, has never been more important. Our garden has continued to offer opportunities in this regard and for increasing attendance among all age groups. We will seek to extend the role it plays in our community.

We have a well-established body of volunteers who have remained constant over the last two, difficult years. Developing their confidence and skills, as well as reinforcing previous training will be a priority. A nascent programme of social events for volunteers will be developed further to support their wellbeing.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                       |   |
|-------------------------------------|-----------------------|---|
| Signature(s)                        |                       |   |
| Full name(s)                        | Isobel Emmeline Nixon |  |
| Position (eg Secretary, Chair, etc) | Chair                 |   |
| Date                                | 2. Nov 2023.          |   |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Newby and Scalby Library and Information Centre

1168661

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-22

To

31-Mar-23

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Fees for charitable activities                        | 12,612                                       | -                                       | -                                      | 12,612                          | 9,829                         |
| Fundraising events                                    | 1,878  | -                                       | -                                      | 1,878                           | 1,085                         |
| Donations and grants                                  | 5,033  | -                                       | -                                      | 5,033                           | 3,619                         |
| Members' subscriptions                                | 545  | -                                       | -                                      | 545                             | 494                           |
|   |  |   |  |                                 |                               |
|   |  |   |  |                                 |                               |
| <b>Sub total (Gross income for AR)</b>                | <b>20,068</b>                                | <b>-</b>                                | <b>-</b>                               | <b>20,068</b>                   | <b>15,027</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |  |   |  |                                 |                               |
|   |  |   |  |                                 |                               |
|   |  |   |  |                                 |                               |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>20,068</b>                                | <b>-</b>                                | <b>-</b>                               | <b>20,068</b>                   | <b>15,027</b>                 |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| Utilities   | 6,329  | -                                       | -                                      | 6,329                           | 2,858                         |
| Insurance   | 458  | -                                       | -                                      | 458                             | 437                           |
| Consumables   | 859  | -                                       | -                                      | 859                             | 663                           |
| Repairs and maintenance                               | 4,856  | -                                       | -                                      | 4,856                           | 4,660                         |
| Equipment costs                                       | 736  | -                                       | -                                      | 736                             | 3,188                         |
| Printing, postage and stationery                      | 320  | -                                       | -                                      | 320                             | 213                           |
| Goods for resale                                      | 1,142  | -                                       | -                                      | 1,142                           | 536                           |
| Volunteer expenses                                    | 603  | -                                       | -                                      | 603                             | 329                           |
| Miscellaneous expenses                                | 392  | -                                       | -                                      | 392                             | 316                           |
| Accountancy   | 780  | -                                       | -                                      | 780                             | 1,200                         |
| Legal and professional fees                           | 250  | -                                       | -                                      | 250                             | -                             |
| Schools project expenditure                           | 499  | -                                       | -                                      | 499                             | 3,386                         |
| Cost of fundraising events                            | 5,150  | -                                       | -                                      | 5,150                           | 4,857                         |
| <b>Sub total</b>                                      | <b>22,374</b>                                | <b>-</b>                                | <b>-</b>                               | <b>22,374</b>                   | <b>22,643</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |  |   |  |                                 |                               |
| Computer equipment                                    | -  | -                                       | -                                      | -                               | 350                           |
|   |  |   |  |                                 |                               |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>350</b>                    |
| <b>Total payments</b>                                 | <b>22,374</b>                                | <b>-</b>                                | <b>-</b>                               | <b>22,374</b>                   | <b>22,993</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>(2,306)</b>                               | <b>-</b>                                | <b>-</b>                               | <b>(2,306)</b>                  | <b>(7,966)</b>                |
| <b>A5 Transfers between funds</b>                     |  |   |  |                                 |                               |
| <b>A6 Cash funds last year end</b>                    | <b>51,261</b>                                | <b>-</b>                                | <b>-</b>                               | <b>51,261</b>                   | <b>59,227</b>                 |
| <b>Cash funds this year end</b>                       | <b>48,955</b>                                | <b>-</b>                                | <b>-</b>                               | <b>48,955</b>                   | <b>51,261</b>                 |

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

| Categories           | Details                  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Cash at bank and in hand | 48,955                             | -                                | -                               |
|                      |                          | -                                  | -                                | -                               |
|                      |                          | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>  | <b>48,955</b>                      | -                                | -                               |

(agree balances with receipts and payments account(s))


| Categories                      | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories  | Details            | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|--------------------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> | Computer equipment | Unrestricted                | 350             | 350                      |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |

| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

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

| Signature   | Print Name | Date of approval |
|---|------------|------------------|
|  | IE NIXON   | 2-11-23          |

**NEWBY AND SCALBY LIBRARY AND INFORMATION CENTRE**

England & Wales - Charity number 1168661

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# Accounts

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**Newby and Scalby Library and Information Centre**  
**Chairman's Statement**  
**Accounts for the year ending 31 March 2022**

**Introduction**

As we mark the end of five years as a community library, we have much to be proud of. The library is still open; it has developed in many ways, has a thriving community of customers, and continues to be financially secure. This is a real tribute to our committed and conscientious team of volunteers who look after the books, the garden, and the building and who support all initiatives wholeheartedly.

However, the recovery from the pandemic has been a gradual one with customer numbers still somewhat below where they were in 2020 before the first lockdown. As we began the new financial year on 1 April 2022, we had little idea of the impact the rise in gas prices would have on our situation and were looking forward to regaining our momentum with a range of new clubs and activities. We are pleased to report that these have been successful and have encouraged people of all ages to visit the library.

As promised in the last report, we have used funds to support local children through our Schools Project and held pop-up library sessions throughout the last academic year.

**Results**

The accounts show receipts of £15,027, payments of £22,993 leading to a managed deficit for the year of £7,966. The accounts show a healthy balance held at 31 March 2022 of £51,261 with no significant contingent liabilities.

**Future**

Utility bills are a key focus of our attention and hitherto, the library has not benefitted from a cap on these. We await with interest what the promised government assistance will be. At the end of last year's report I wrote, "Our operating environment remains uncertain". This is even more the case this year. However, we certainly have sufficient reserves to fund the library through the coming winter and forward into the medium term. We will continue to raise funds where we can and we are looking carefully at economies in our operations, but we are also conscious that libraries have been identified as "warm places" for those unable to heat their own homes during the day.



# Trustees' Annual Report for the period

|             |                   |                |              |           |                 |                |              |
|-------------|-------------------|----------------|--------------|-----------|-----------------|----------------|--------------|
| <b>From</b> | Period start date |                |              | <b>To</b> | Period end date |                |              |
|             | Day<br>1          | Month<br>April | Year<br>2021 |           | Day<br>31       | Month<br>March | Year<br>2022 |

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

**Postcode**

### 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  | I Nixon      | Chair                             |                                   |   |
| 2  | L Newton     | Secretary                         |                                   |   |
| 3  | J Watson     | Treasurer<br>(resigned 04/01/22)  |                                   |   |
| 4  | P Whelan     | Treasurer<br>(appointed 04/01/22) |                                   |   |
| 5  | J Woodroffe  |                                   |                                   |   |
| 6  | L Smith      |                                   |                                   |   |
| 7  |              |                                   |                                   |   |
| 8  |              |                                   |                                   |   |
| 9  |              |                                   |                                   |   |
| 10 |              |                                   |                                   |   |
| 11 |              |                                   |                                   |   |
| 12 |              |                                   |                                   |   |
| 13 |              |                                   |                                   |   |
| 14 |              |                                   |                                   |   |
| 15 |              |                                   |                                   |   |
| 16 |              |                                   |                                   |   |
| 17 |              |                                   |                                   |   |
| 18 |              |                                   |                                   |   |
| 19 |              |                                   |                                   |   |
| 20 |              |                                   |                                   |   |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name                  | Address  |
|-----------------|-----------------------|--|
| Bankers         | Santander             | Bridle Road, Bootle, Merseyside, L30 4GB               |
| Accountant      | Smailes Goldie Watson | 12 Alma Square, Scarborough, North Yorkshire, YO11 1JU |
|                 |                       |  |
|                 |                       |  |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

The Constitution outlines the procedure for the appointment of Trustees and the management of the Charity. Six Trustees are currently responsible for the management of the Charity. The Constitution requires a minimum of three. It also requires that at every AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. Therefore, at this AGM, two Trustees will retire. They are eligible for re-appointment if they so wish.

The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees are serving at any one time.

The management committee may include other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To guide the Trustees in exercising their duty of care to members and users of the library, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy and Privacy Statement

Copies of these policies are made available to all Volunteers and to library users on request.

The Trustees also work within the requirements of the Service Level Agreement which exists with North Yorkshire County Council as the basis of the Library's operation. These requirements include training for volunteers and acceptance of NYCC policies.

Insurance – The library is insured with respect to contents and damage to glazing by Hiscox Insurance (£50,000 cover). It is insured with the same company with respect to, public liability (£10m), employers' liability (£5m), legal assistance and personal accident.

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

Further precautions are undertaken with regard to buildings:

- A building condition survey is undertaken at five yearly intervals by NYCC;
- Gas appliances and portable electrical appliances are tested by qualified personnel annually;
- The mains electrical installation is checked by a qualified engineer every five years;
- A Fire Safety Risk Assessment is updated annually;
- Fire fighting appliances are inspected annually under contract with the supplier;
- A member of the management committee carries out other regular maintenance checks as required.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To promote for the inhabitants of Newby and Scalby Parish, to the north of Scarborough in North Yorkshire, and the surrounding area, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

**Summary of the main activities undertaken for the public benefit in relation to these objects (Include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The objects are met in the following ways:

- i. The provision of a modern reading service within the Community for all ages and in all formats in order to extend and promote the pleasures and benefits of reading for everyone and especially children and young people.
- ii. The facilitation or provision of, in liaison with other agencies, an information service to support people in vital areas, including national and local government online information and services, careers and job seeking, health, personal financial information and benefits. The library will contribute to the promotion of good health and well-being through key health partnerships, for example, doctors' surgeries, NHS and health charities.
- iii. A contribution towards, alongside other relevant agencies, the opportunities for lifelong learning within the community. This will include the provision of digital services which underpin all other aspects of the Library's aims and objectives.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year. The principal activity of the Charity is to operate a library. The library is normally open on five days a week including Saturday until 1.30pm.

The 2021-22 year saw a welcome continued relaxation of the Covid restrictions but the return to business as usual has been slow and income levels have been affected.

### Additional details of objectives and activities (Optional information)

The library operation is run entirely by volunteers including cleaning the library, gardening and some maintenance. In normal times, a team of around 60 volunteers operate the library while it is open. This includes the team of Trustees, the library assistants, cleaners, gardeners and Home Library volunteers. We are pleased to report that volunteers numbers have remained buoyant throughout the period.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Our main focus in the year to 1 April 2022 was to manage the gradual reopening of the library taking into account the sensitivities of our volunteers and customers. Initially in April 2021 we were open for restricted hours, and it wasn't until June 2021 that some activities began again. The Summer Reading Challenge was a much reduced affair, and our normal clubs and activities did not recommence until October 2021. It is hard to recall that by December 2021 there were further fears about yet another cancelled Christmas. However, we regard it as a major achievement that the library has continued to operate despite this backdrop; our volunteers continued to deliver books to our Home Library customers, our activities did start again, and the attendance began to rebuild.

In the Summer of 2021, the Trustees agreed to invest significant time and money into a Schools Project which saw us working with Newby Primary School to support literacy amongst their most vulnerable children. Initially, we supplied all the pupil premium children with a brand new book to keep, paid for by the library. We then established up a 'pop-up' library on a termly basis in the school taking library books for children to choose from. This has been supported enthusiastically by North Yorkshire's Library Service and we are grateful to the team of volunteers who gave up extra time to run the sessions.

We fulfilled our intention to set up a more effective library office in the room formerly occupied by the Parish Council and this is now equipped with a laptop dedicated for library use and provides a more private space for interviews and quiet working.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has maintained a prudent and cautious approach to budgeting.

As a principle, it is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. It is, therefore, pleasing to once again, report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a similar level.

The Trustees are responsible for the maintenance of the community library and from time to time this may involve major works in excess of cash reserves held. On identifying such works, fundraising will be undertaken with the object of meeting the costs in full. Such funds would be restricted.

### Details of any funds materially in deficit

N/a

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

### Future Plans

We continue to focus on the basics of providing an efficient and friendly library service which maintains a professional standard regardless of the fact that the library is run by unpaid volunteers.

Our current financial position is secure though income levels are still not back to pre-Covid levels and our operating environment is uncertain. NYCC have confirmed their intention to provide a 10-year lease and we are hopeful that we can continue to fulfil that.

We will continue to seek ways to support the local community and increase the footfall in the library through activities and events which are relevant, enjoyable and which extend the understanding and intellectual development of our customers, whatever their age or background.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                        |  |
|-------------------------------------|------------------------|--|
| Signature(s)                        | <i>Is. Nixon</i>       |  |
| Full name(s)                        | Isobel Emmeline Nixon  |  |
| Position (eg Secretary, Chair, etc) | Chair                  |  |
| Date                                | <i>20 October 2022</i> |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Newby and Scoby Library and Information Centre 169961

## Receipts and payments accounts

CC16a

|                     |          |    |           |
|---------------------|----------|----|-----------|
| For the period from | 1-Apr-21 | To | 31-Mar-22 |
|---------------------|----------|----|-----------|

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Fees for charitable activities                        | 9,829                                  | -                                    | -                                   | 9,829                           | 3,214                         |
| Fundraising events                                    | 1,085                                  | -                                    | -                                   | 1,085                           | -                             |
| Donations and grants                                  | 3,619                                  | -                                    | -                                   | 3,619                           | 31,429                        |
| Members' subscriptions                                | 494                                    | -                                    | -                                   | 494                             | 70                            |
|   |  |                                      |                                     |                                 |                               |
| <b>Sub total (Gross income for AR)</b>                | <b>15,027</b>                          | <b>-</b>                             | <b>-</b>                            | <b>15,027</b>                   | <b>34,713</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   |  |                                      |                                     |                                 |                               |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>15,027</b>                          | <b>-</b>                             | <b>-</b>                            | <b>15,027</b>                   | <b>34,713</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Utilities   | 2,858                                  | -                                    | -                                   | 2,858                           | 2,476                         |
| Insurance   | 437                                    | -                                    | -                                   | 437                             | 425                           |
| Consumables   | 663                                    | -                                    | -                                   | 663                             | 476                           |
| Repairs and maintenance                               | 4,660                                  | -                                    | -                                   | 4,660                           | 3,113                         |
| Equipment costs                                       | 3,188                                  | -                                    | -                                   | 3,188                           | 2,420                         |
| Printing, postage and stationery                      | 213                                    | -                                    | -                                   | 213                             | 145                           |
| Advertising and marketing                             | -                                      | -                                    | -                                   | -                               | 35                            |
| Goods for resale                                      | 536                                    | -                                    | -                                   | 536                             | -                             |
| Volunteer expenses                                    | 329                                    | -                                    | -                                   | 329                             | 208                           |
| Miscellaneous expenses                                | 316                                    | -                                    | -                                   | 316                             | 159                           |
| Accountancy   | 1,200                                  | -                                    | -                                   | 1,200                           | 1,440                         |
| Schools project expenditure                           | 3,386                                  | -                                    | -                                   | 3,386                           | -                             |
| New entrance expenditure                              | -                                      | -                                    | -                                   | -                               | 2,676                         |
| Cost of fundraising events                            | 4,857                                  | -                                    | -                                   | 4,857                           | -                             |
| <b>Sub total</b>                                      | <b>22,643</b>                          | <b>-</b>                             | <b>-</b>                            | <b>22,643</b>                   | <b>13,573</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |  |                                      |                                     |                                 |                               |
| Computer equipment                                    | 350                                    | -                                    | -                                   | 350                             | -                             |
|   |  |                                      |                                     |                                 |                               |
| <b>Sub total</b>                                      | <b>350</b>                             | <b>-</b>                             | <b>-</b>                            | <b>350</b>                      | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>22,993</b>                          | <b>-</b>                             | <b>-</b>                            | <b>22,993</b>                   | <b>13,573</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>(7,966)</b>                         | <b>-</b>                             | <b>-</b>                            | <b>(7,966)</b>                  | <b>21,140</b>                 |
| <b>A5 Transfers between funds</b>                     |  |                                      |                                     |                                 |                               |
| <b>A6 Cash funds last year end</b>                    | <b>59,227</b>                          | <b>-</b>                             | <b>-</b>                            | <b>59,227</b>                   | <b>38,087</b>                 |
| <b>Cash funds this year end</b>                       | <b>51,261</b>                          | <b>-</b>                             | <b>-</b>                            | <b>51,261</b>                   | <b>59,227</b>                 |

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

| Categories           | Details                  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Cash at bank and in hand | 51,261                             | -                                | -                               |
|                      |                          | -                                  | -                                | -                               |
|                      |                          | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>  | <b>51,261</b>                      | <b>-</b>                         | <b>-</b>                        |

(agree balances with receipts and payments account(s))

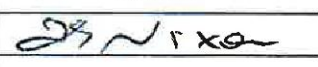
| Categories                      | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories  | Details            | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|--------------------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> | Computer equipment | Unrestricted                | 350             | 350                      |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |
|   |                    |                             | -               | -                        |

| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

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

| Signature   | Print Name | Date of approval |
|---|------------|------------------|
|  | I E NIXON  | 20/10/22         |

**NEWBY AND SCALBY LIBRARY AND INFORMATION CENTRE**

England & Wales - Charity number 1168661

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# Accounts

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## **Independent Examiner's Report to the Trustees of Newby and Scalby Library and Information Centre (Registered Charity Number 1168661)**

I report to the charity trustees on my examination of the accounts of the Newby and Scalby Library and Information Centre (the Trust) for the year ended 31 March 2021 set out in pages 2 to 12.

### **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 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with those records.

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

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Sarah-Jane Sargent FCA  
Moore  
Chartered Accountants  
12 Alma Square  
Scarborough  
North Yorkshire  
YO11 1JU

7 October 2021

**Newby and Scalby Library and Information Centre  
Chairman's Statement  
Accounts for the year ending 31 March 2021**

**Introduction**

Newby and Scalby Library was established as a Charitable Incorporated Organisation on 4 August 2016 and governance is in accordance with its Constitution. The library was due for closure on 1 April 2017 and the building is owned by North Yorkshire County Council. It is leased to Newby and Scalby Library on a five year lease which expires in 2022.

The lease requires that, although no rent is payable, the library Trustees are responsible for keeping the premises in good repair and condition. This means all areas other than structural external repairs to the walls and roof.

The commencement of the financial year in 2020 coincided with the first national lockdown because of the Covid-19 pandemic. The library closed completely, and it would be 4 months before we were able to offer any service at all. Income sources ceased whilst utility and maintenance costs, though reduced, continued. Fortunately, the library's sound financial position ensured that there were no immediate fears for the future in that regard. A support grant of £10,000 was received and ensured that we achieved our financial objective of retaining a secure balance in the bank.

The library has re-opened and is back to its usual opening hours. Services to housebound users are back and a programme of events has begun. The garden has been a great asset since re-opening and has been used, as intended, by all age groups. It has also allowed us to undertake children's events in safety, outdoors.

**Results**

The accounts show receipts of £34,713, payments of £13,573 leading to a surplus for the year of £21,140. The accounts show a healthy balance held at 31 March 2021 of £59,227 with no significant contingent liabilities

**Future**

We remain cautious about the future. Visitor numbers are not back to their pre-Covid levels and some precautions are still being taken. However, weekly groups will be recommencing in September and we are optimistic that we can return to normal in the coming months.

In view of our charitable objects, we plan to use some reserve funds to support our two closest primary schools. Children's literacy has been badly affected over the pandemic and no more so than amongst the poorest families. We will be engaging in a schools project to distribute books and to hold pop-up libraries in schools as a means of encouraging greater participation in library visits.

Our operating environment remains uncertain and therefore, we will be keeping the financial position under constant review. We are fortunate that our funds should be sufficient to weather the current storm.



# Trustees' Annual Report for the period

|             |                   |       |      |           |                 |       |      |
|-------------|-------------------|-------|------|-----------|-----------------|-------|------|
| <b>From</b> | Period start date |       |      | <b>To</b> | Period end date |       |      |
|             | Day               | Month | Year |           | Day             | Month | Year |
|             | 1                 | April | 2020 |           | 31              | March | 2021 |

## Section A Reference and administration details

**Charity name** Newby and Scalby Library and Information Centre

**Other names charity is known by**

**Registered charity number (if any)** 1168661

**Charity's principal address** 450 Scalby Road

Scarborough

**Postcode** YO12 6EE

### 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  | I Nixon      | Chair           |                                   |   |
| 2  | L Newton     | Secretary       |                                   |   |
| 3  | J Watson     | Treasurer       |                                   |   |
| 4  | P Whelan     |                 |                                   |   |
| 5  | J Woodroffe  |                 |                                   |   |
| 6  | L Smith      |                 | 26 November 2020 to 31 March 2021 |   |
| 7  |              |                 |                                   |   |
| 8  |              |                 |                                   |   |
| 9  |              |                 |                                   |   |
| 10 |              |                 |                                   |   |
| 11 |              |                 |                                   |   |
| 12 |              |                 |                                   |   |
| 13 |              |                 |                                   |   |
| 14 |              |                 |                                   |   |
| 15 |              |                 |                                   |   |
| 16 |              |                 |                                   |   |
| 17 |              |                 |                                   |   |
| 18 |              |                 |                                   |   |
| 19 |              |                 |                                   |   |
| 20 |              |                 |                                   |   |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser      | Name               | Address  |
|----------------------|--------------------|--|
| Independent Examiner | Sarah-Jane Sargent | 12 Alma Square, Scarborough, North Yorkshire, YO11 1JU |
| Bankers              | Santander          | Bridle Road, Bootle, Merseyside, L30 4GB               |
| Accountant           | Moore              | 12 Alma Square, Scarborough, North Yorkshire, YO11 1JU |
|                      |                    |  |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Section B Structure, governance and management**

**Description of the charity's trusts**

|  |  |
|--|--|
| Type of governing document<br><i>(eg. trust deed, constitution)</i>        | Constitution   |
| How the charity is constituted<br><i>(eg. trust, association, company)</i> | Charitable Incorporated Organisation   |
| Trustee selection methods<br><i>(eg. appointed by, elected by)</i>         | <p>The Constitution outlines the procedure for the appointment of Trustees and the management of the Charity. Six Trustees are currently responsible for the management of the Charity. The Constitution requires a minimum of three. It also requires that at every AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. Therefore, at this AGM, two Trustees will retire. They are eligible for re-appointment if they so wish.</p> <p>The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees are serving at any one time.</p> <p>The management committee may include other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees.</p> |

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To guide the Trustees in exercising their duty of care to members and users of the library, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy and Privacy Statement

Copies of these policies are made available to all Volunteers and to library users on request.

The Trustees also work within the requirements of the Service Level Agreement which exists with North Yorkshire County Council as the basis of the Library's operation. These requirements include training for volunteers and acceptance of NYCC policies.

Insurance – The library is insured with respect to contents and damage to glazing by Hiscox Insurance (£50,000 cover). It is insured with the same company with respect to, public liability (£10m), employers' liability (£5m), legal assistance and personal accident.

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

Further precautions are undertaken with regard to buildings:

- A building condition survey is undertaken at five yearly intervals by NYCC;
- Gas appliances and portable electrical appliances are tested by qualified personnel annually;
- The mains electrical installation is checked by a qualified engineer every five years;
- A Fire Safety Risk Assessment is updated annually;
- Fire fighting appliances are inspected annually under contract with the supplier;
- A member of the management committee carries out other regular maintenance checks as required.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To promote for the inhabitants of Newby and Scalby Parish, to the north of Scarborough in North Yorkshire, and the surrounding area, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The objects are met in the following ways:

- i. The provision of a modern reading service within the Community for all ages and in all formats in order to extend and promote the pleasures and benefits of reading for everyone and especially children and young people.
- ii. The facilitation or provision of, in liaison with other agencies, an information service to support people in vital areas, including national and local government online information and services, careers and job seeking, health, personal financial information and benefits. The library will contribute to the promotion of good health and well-being through key health partnerships, for example, doctors' surgeries, NHS and health charities.
- iii. A contribution towards, alongside other relevant agencies, the opportunities for lifelong learning within the community. This will include the provision of digital services which underpin all other aspects of the Library's aims and objectives.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year. The principal activity of the Charity is to operate a library. The library is normally open on five days a week including Saturday until 1.30pm. However, the 2020-21 year has posed unique challenges in pursuing our objectives because of the Covid-19 pandemic.

The library closed on 20 March and remained closed for the next four months, re-opening on a limited basis on 4 July. The library closed again on 4 November for a month before re-opening again for two weeks before Christmas. The library did not open again for customers until 12 April 2021. This means that out of the 12 months, the library was only open to the public for 4. For a further 4 months, we operated a limited 'click and collect' system and re-established the Home Library delivery service from January 2021.

The library closure and later limited offering was based on Government legislation and local NYCC guidance as well as risk assessments carried out by the Trustees. This included the fact that the library is run entirely by unpaid volunteers, most of whom are in the most vulnerable age category.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The library operation is run entirely by volunteers including cleaning the library, gardening and some maintenance. In normal times, a team of around 50 volunteers operate the library while it is open. A further team of around 8 volunteers runs the Home Library Service Our volunteers are largely retired and therefore fell into the 'at risk' categories for Covid-19. During phased re-opening we operated on a much reduced complement who gave freely of their time in difficult circumstances. It is a tribute to all that when the proposed re-opening in April 2021 took place, virtually everyone was ready to recommence. This had been a particular concern and was raised as an issue in the Future Plans of the 2019-2020 Accounts.

**Summary of the main achievements of the charity during the year**

As one might expect, the report for 2020-2021 is very different this year. We were completely closed for 4 months and operated on a very limited basis for the remaining 8 months. No group activities could take place and even when members of the public were allowed in, numbers and browsing were limited. We operated a successful click and collect service whereby customers could order specific books or book bundles online or by phone; these were then prepared for collection at a later date. They proved popular. NYCC saw numbers of online users increase significantly during this period. From January 2021, a limited Home Library service was reintroduced.

We used the opportunity of having the library closed to upgrade the sinks in the public and staff toilets to provide more hygienic taps. We also replaced the operating mechanisms for the sliding doors at the entrance as these had become obsolete and unreliable. Further improvements were made to security and other lighting in the outside areas of the library. In order to maintain some income, we explored the potential of online sales of second hand books and this has become a permanent and lucrative income stream.

The financial position of the library has remained encouraging despite the inevitable loss of income during the months of closure. NYCC made a contribution to our repair costs, which we are very grateful for given that our lease requires us to pay for all repairs. Secondly, we received a marvellous £5,000 from Proudfoot's Making A Difference Locally scheme. Their Trustees have awarded us the money from their Heart of the Community Fund. Along with other funds received from the Co-op and the Business Support Grant, it means the library is financially in surprisingly good shape as the new financial year opens.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has maintained a prudent and cautious approach to budgeting.

As a principle, it is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. It is, therefore, pleasing to once again, report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a similar level.

The Trustees are responsible for the maintenance of the community library and from time to time this may involve major works in excess of cash reserves held. On identifying such works, fundraising will be undertaken with the object of meeting the costs in full. Such funds would be restricted.

### Details of any funds materially in deficit

N/a

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

### Future Plans


We continue to focus on the basics of providing an efficient and friendly library service which maintains a professional standard regardless of the fact that the library is run by unpaid volunteers. We also wish to maintain a secure financial status. Looking back at our plans a year ago, I am pleased to say that we have fulfilled our ambition to re-open and restore our services as far as possible to pre-Covid levels. This year we must work hard to build up our customer numbers and re-instate all the groups and especially for our more vulnerable ones. The Trustees agreed to invest significant time and money into a Schools Project which will see us working with our two closest Primary Schools to support literacy amongst their most vulnerable children. In addition to regular class visits, we aim to set up a 'pop-up' library on a termly basis in the schools and provide good quality new books to the children, both on loan via the library service and as gifts to create and build a love of books.

A further intention is to set up a more effective library office in the room formerly occupied by the Parish Council, which we expect to become available in August 2021. This office will be equipped with a laptop dedicated for library use and will provide a more private space for interviews and quiet working.

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                       |  |
|-------------------------------------|-----------------------|--|
| Signature(s)                        |                       |  |
| Full name(s)                        | Isobel Emmeline Nixon |  |
| Position (eg Secretary, Chair, etc) | Chair                 |  |
| Date                                | 7 October 2021        |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Newby and Scalby Library and Information Centre

1168661

## Receipts and payments accounts

CC16a

|                        |           |    |           |
|------------------------|-----------|----|-----------|
| For the period<br>from | 01-Apr-20 | To | 31-Mar-21 |
|------------------------|-----------|----|-----------|

### Section A Receipts and payments

|  | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                     |   |   |  |                                 |                               |
| Fees for charitable activities                         | 3,214                                     | -                                       | -                                      | 3,214                           | 13,391                        |
| Fundraising events                                     | -   | -                                       | -                                      | -                               | 2,732                         |
| Donations and grants                                   | 31,429                                    | -                                       | -                                      | 31,429                          | 4,362                         |
| Members' subscriptions                                 | 70  | -                                       | -                                      | 70                              | 465                           |
| Lottery funding  | -   | -                                       | -                                      | -                               | 18,900                        |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                 | <b>34,713</b>                             | <b>-</b>                                | <b>-</b>                               | <b>34,713</b>                   | <b>39,850</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>     |   |   |  |                                 |                               |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                       | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                  | <b>34,713</b>                             | <b>-</b>                                | <b>-</b>                               | <b>34,713</b>                   | <b>39,850</b>                 |
| <b>A3 Payments</b>                                     |   |   |  |                                 |                               |
| Utilities  | 2,476                                     | -                                       | -                                      | 2,476                           | 3,087                         |
| Insurance  | 425                                       | -                                       | -                                      | 425                             | 434                           |
| Consumables  | 476                                       | -                                       | -                                      | 476                             | 513                           |
| Repairs and maintenance                                | 3,113                                     | -                                       | -                                      | 3,113                           | 5,569                         |
| Equipment costs  | 2,420                                     | -                                       | -                                      | 2,420                           | 408                           |
| Printing, postage and stationery                       | 145                                       | -                                       | -                                      | 145                             | 311                           |
| Advertising and marketing                              | 35  | -                                       | -                                      | 35                              | 34                            |
| Goods for resale                                       | -   | -                                       | -                                      | -                               | 691                           |
| Volunteer expenses                                     | 208                                       | -                                       | -                                      | 208                             | 1,215                         |
| Miscellaneous expenses                                 | 159                                       | -                                       | -                                      | 159                             | 489                           |
| Accountancy  | 1,440                                     | -                                       | -                                      | 1,440                           | -                             |
| New entrance expenditure                               | 2,676                                     | -                                       | -                                      | 2,676                           | -                             |
| Garage expenditure                                     | -   | -                                       | -                                      | -                               | 5,803                         |
| Garden expenditure                                     | -   | -                                       | -                                      | -                               | 22,250                        |
| Cost of fundraising events                             | -   | -                                       | -                                      | -                               | 2,298                         |
| <b>Sub total</b>                                       | <b>13,573</b>                             | <b>-</b>                                | <b>-</b>                               | <b>13,573</b>                   | <b>43,102</b>                 |
| <b>A4 Asset and investment purchases. (see table).</b> |   |   |  |                                 |                               |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                       | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                  | <b>13,573</b>                             | <b>-</b>                                | <b>-</b>                               | <b>13,573</b>                   | <b>43,102</b>                 |
| <b>Net of receipts/(payments)</b>                      | <b>21,140</b>                             | <b>-</b>                                | <b>-</b>                               | <b>21,140</b>                   | <b>(3,252)</b>                |
| A5 Transfers between funds                             | -   | -                                       | -                                      | -                               | -                             |
| A6 Cash funds last year end                            | 38,087                                    | -                                       | -                                      | 38,087                          | 41,339                        |
| <b>Cash funds this year end</b>                        | <b>59,227</b>                             | <b>-</b>                                | <b>-</b>                               | <b>59,227</b>                   | <b>38,087</b>                 |

**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 £ |
|----------------------|--------------------------|---------------------------------|-------------------------------|------------------------------|
| <b>B1 Cash funds</b> | Cash at bank and in hand | 59,227                          | -                             | -                            |
|                      |                          | -                               | -                             | -                            |
|                      |                          | -                               | -                             | -                            |
|                      | <b>Total cash funds</b>  | <b>59,227</b>                   | <b>-</b>                      | <b>-</b>                     |

(agree balances with receipts and payments account(s))

OK OK OK


|                                 | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|---------|---------------------------------|-------------------------------|------------------------------|
| <b>B2 Other monetary assets</b> |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |

|                             | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

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

|                       | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

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

| Signature   | Print Name | Date of approval |
|---|------------|------------------|
|  | I E NIXON  | 7/10/21          |
|   |            |                  |