

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 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

Period start date		Period end date			
Day	Month	Year	Day	Month	Year
From 1	April	2020	To 31	March	2021

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		
4	P Whelan			
5	J Woodroffe			
6	L Smith		26 November 2020 to 31 March 2021	
7				
8				
9				
10				
11				
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13				
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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
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)

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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)	<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
from

01-Apr-20

To

31-Mar-21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
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
	-	-	-	-	-
Sub total (Gross income for AR)	34,713	-	-	34,713	39,850
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	34,713	-	-	34,713	39,850
A3 Payments					
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
Sub total	13,573	-	-	13,573	43,102
A4 Asset and investment purchases, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,573	-	-	13,573	43,102
Net of receipts/(payments)	21,140	-	-	21,140	(3,252)
A5 Transfers between funds					
A6 Cash funds last year end	38,087	-	-	38,087	41,339
Cash funds this year end	59,227	-	-	59,227	38,087

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	59,227	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	59,227	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


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

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

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