

**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

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2021		31	March	2022

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 (resigned 04/01/22)		
4	P Whelan	Treasurer (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)

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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.

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)

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 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.

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)

Is. Nixon

Full name(s)

Isobel Emmeline Nixon

Position (eg Secretary, Chair,
etc)

Chair

Date

20 October 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Newby and Seaby Library and Information Centre

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Receipts and payments accounts

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For the period
from

1-Apr-21

To

31-Mar-22

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
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
Sub total (Gross income for AR)	15,027	-	-	15,027	34,713
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	15,027	-	-	15,027	34,713
A3 Payments					
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	-
Sub total	22,643	-	-	22,643	13,573
A4 Asset and investment purchases, (see table)					
Computer equipment	350	-	-	350	-
	-	-	-	-	-
Sub total	350	-	-	350	-
Total payments	22,993	-	-	22,993	13,573
Net of receipts/(payments)	(7,966)	-	-	(7,966)	21,140
A5 Transfers between funds					
A6 Cash funds last year end	59,227	-	-	59,227	38,087
Cash funds this year end	51,261	-	-	51,261	59,227

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	51,261	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	51,261	-	-
(agree balances with receipts and payments account(s))				

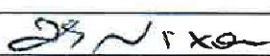
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	Computer equipment	Unrestricted	350	350
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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
	IE NIXON	20/10/22