

**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

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2022		31	March	2023

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		Appointed 25/08/22	
7	J Watson		Resigned 31/10/22	
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)	<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.

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. 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.

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.

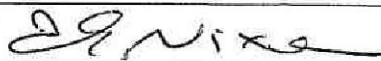
Wellbeing, both physical and mental, has never been more important. Our garden has continued to offer opportunities in this regard and for increasing attendance among all age groups. We will seek to extend the role it plays in our community.

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 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	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
Sub total (Gross income for AR)	20,068	-	-	20,068	15,027
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	20,068	-	-	20,068	15,027
A3 Payments					
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
Sub total	22,374	-	-	22,374	22,643
A4 Asset and investment purchases, (see table)					
Computer equipment	-	-	-	-	350
	-	-	-	-	-
Sub total	-	-	-	-	350
Total payments	22,374	-	-	22,374	22,993
Net of receipts/(payments)	(2,306)	-	-	(2,306)	(7,966)
A5 Transfers between funds					
A6 Cash funds last year end	51,261	-	-	51,261	59,227
Cash funds this year end	48,955	-	-	48,955	51,261

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	48,955	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	48,955	-	-
(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	2-11-23