

**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			
Day	Month	Year		Day	Month	Year	
From	1	April	2023	To	31	March	2024

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	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				
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)

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 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 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

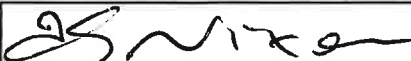
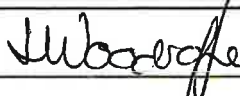
Future Plans

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

Signature(s)		
Full name(s)	Isobel Emmeline Nixon	Judith Ann Woodroffe
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	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 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	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
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,942	6,370	-	32,312	20,068
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,942	6,370	-	32,312	20,068
A3 Payments					
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
Sub total	14,036	5,370	-	19,406	22,374
A4 Asset and investment purchases, (see table)					
Vending machine	1,880	1,000	-	2,880	-
	-	-	-	-	-
Sub total	1,880	1,000	-	2,880	-
Total payments	15,916	6,370	-	22,286	22,374
Net of receipts/(payments)	10,026	-	-	10,026	(2,306)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	48,955	-	-	48,955	51,261
Cash funds this year end	58,981	-	-	58,981	48,955

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	58,981	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	58,981	-	-

(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		-	-
	Vending machine		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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

Ludly Woodroffe
Treasurer

20.12.24

12

J. S. Nixon
Chair

20.12.24