

# DINAS POWYS LIBRARY AND ACTIVITY CENTRE

England & Wales · Charity number 1169059

## Details

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Other names	DPL&AC;
Status	Registered
Legal form	CIO
Registered	2016-09-06
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	9 Millbrook Heights Dinas Powys CF64 4JJ
Phone	07749825751
Email	<a href="mailto:info@dinaspowyslibrary.wales">info@dinaspowyslibrary.wales</a>
Website	<a href="http://www.dinaspowyslibrary.wales">www.dinaspowyslibrary.wales</a>

## Activities

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**Objects:** 1. TO ADVANCE THE EDUCATION OF THE PUBLIC IN DINAS POWYS AND THE SURROUNDING AREA BY OPERATING AND MANAGING A LENDING LIBRARY. 2. TO FURTHER OR BENEFIT THE RESIDENTS OF DINAS POWYS AND THE SURROUNDING AREA, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL 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:** The main activity of the charity is to maintain and operate the library for the residents of Dinas Powys. It is staffed by volunteers supported by a part-time librarian funded by the Vale of Glamorgan Council. As well as the provision of books, large print and audio, we offer computer access, dvds, photocopying, children's activities and a range of fund raising events.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Economic/community Development/employment, Recreation
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

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- Vale Of Glamorgan

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£43,001	£39,469	-	-
2024-03-31	£35,374	£29,580	-	-
2023-03-31	£32,226	£22,908	-	-
2022-03-31	£16,852	£16,750	-	-
2021-03-31	£17,617	£10,853	-	-

## Trustees

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Name	Role	Appointed
CHRIS FRANKS	Chair	2016-10-05
CLARE RICHARDSON		2016-10-05
KEITH HATTON		2016-10-05
MARIANNE COWPE		2016-10-05
MARY KATHLEEN TEMPLING		2016-10-05

**DINAS POWYS LIBRARY AND ACTIVITY CENTRE**

England & Wales - Charity number 1169059

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# Accounts

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**Trustees' annual report for the period:**

**From: 01-04-24**

**To: 31-3-2025**

**Charity name: Dinas Powys Library and Activity Centre**

**Charity registration number: 1169059**

**Company number: n/a**

**Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The stated purpose</b> of the charity in its constitution is to advance the education, social welfare, leisure and recreation time of the public in Dinas Powys and the surrounding area by operating and managing a public lending library.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Over the 9 years that the library has been run independently of the Vale of Glamorgan council, it has grown from a traditional lending library into a busy community hub. This transformation has been achieved through the creation of new facilities, services and activities.</p> <p>The core element of book lending remains, as well as library services such as photocopying, laminating, public access computers and council recycling bags and boxes. The addition of a large activity room and a café, funded by an EU grant in 2018, meant we have been able to offer a wide range of new free activities. Some of these are run by our volunteers and some instigated by the local community.</p> <p><b>Activities include:</b>            Weekly drop-in digital support            Family history sessions            Weekly craft club.            Weekly Scrabble Club            Monthly Book Club            Weekly Wellbeing Group            Weekly NHS Breast Feeding support group            Weekly Wellbeing craft and support</p> <p>For children there is a twice-weekly Lego Club, plus Saturday Story Time for younger ones. Special events for children take place during the school holidays. Children from</p>

the local primary school visit regularly, with a new class enrolled as library members every year.

**The activity room** is hired for classes such as Baby First Aid, yoga and seated yoga, arts and crafts and home-schooling. Local groups including the W.I., Ramblers, and the local Nature Group use the room for meetings, and income from these hires has become an important source of revenue.

Throughout the year there is a regular programme of art and photography exhibitions by local artists and groups, curated by our volunteer arts coordinator.

**Our café** has a 'bean to cup' coffee machine, with over 3000 cups of coffee made this year. We also sell a range of other drinks and snacks. As well as providing the greatest portion of our income (net income increased by 18% this year) the café is well used for socialising and meetings and has contributed greatly to the library becoming a busy, welcoming social hub.

**Other fund raising** continues to be successful. Our three annual Fayres have become established and well-attended events in the village – there are plant and craft sales and children's activities in May and September, which take advantage of our outside space, and Christmas crafts in December. These events are an important source of income and foster links with groups and individuals in the community.

24/25 was the third year we operated a Christmas card delivery scheme for Dinas Powys, and we were able to expand the delivery areas into neighbouring villages. Stamps cost only 40p and are delivered by our volunteers, raising funds and providing a useful service for residents.

We sell a range of general cards and Christmas cards, produced from photos and artwork supplied by our volunteers, which have proved very popular. We also raffle hampers at Easter and Christmas.

Regular donations from the 'Friends' of the Library and the monthly 100 Club draw provided further regular income.

**As an established focus for the community**, we operate the Vale of Glamorgan's Period Dignity scheme which

		<p>offers free period products, and we are a collection point for the local food bank. The library is also a collection point for goods donated to Ukraine and the local hospital.</p> <p>This year we have been in discussion with Keep Wales Tidy about becoming an official 'Litter Hub', which will be launched in 25/26. Litter picking equipment will be kept at the library and made available to local groups and individuals.</p> <p>We are a dementia friendly organisation. We carry out dementia awareness training with the volunteers, provide extra helpful signage and support the weekly 'Dwelling Place' well-being sessions.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are mindful of the Charity Commission's guidance on public benefit, which informs all decisions about the management, activities and development of the library.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	<p>The library and café are staffed by approximately 70 volunteers. It is managed by five volunteer trustees, plus volunteers in the roles of library manager and two deputies, café manager and deputy, health and safety officer, data protection officer and art events co-ordinator. The library has the vital support of a part-time peripatetic Library Officer, funded by the Vale of Glamorgan.</p> <p>As well as running the day to day work of the library, volunteers also take part in fundraising events, creating publicity material and displays, putting on children's activities and maintaining the outside area. Volunteers are supported by agreed policies and procedures.</p>
Other		

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## Achievements and performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Our main achievement has been to maintain and develop a successful self-funded, volunteer-run, library and community hub.</p> <p>Over the past nine years the library has become a well-established and thriving part of the community, as evidenced by the continuing increase in footfall (7.5% this year), and the growing use of the activity room and the café.</p> <p>Local people of all ages have taken advantage of the opportunity to enjoy the classes, talks, and events outlined above, which contribute to their social, educational and physical well-being.</p> <p>We continue to generate sufficient income to cover our running costs. As we are not dependent on seeking revenue grants, we have more financial security and are therefore more likely to survive in, and plan for, the long term.</p> <p>This year we successfully applied to the Welsh Church Act Fund for funding to replace the remaining old free-standing bookshelves with lower, more attractive and safer units. These shelves are on wheels, so we now have the advantage of being able to create additional inside space for the fayres and other activities.</p> <p>We received £1000 from the Vale of Glamorgan's Warm Welcome scheme, which was spent on free craft workshops, equipment and an exercise session for the Well Bring group and enhancements to the outside space.</p> <p>Our 70+ volunteers are fundamental to the success of the library, and their hard work and commitment have created an inclusive, imaginative and welcoming centre. Visitors often comment on the friendly atmosphere they create. Most of the volunteers are around or past retirement age. They benefit from the opportunity to learn new skills and make new friends and support networks, while making a positive contribution to the life of their community.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

### Financial review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Total gross income for the year shows an increase of £1191. This is due to an increase of gross income of £3472 from the café.</p> <p>Other areas of income (events, hires, general fundraising) show an overall decrease of £2281, although the three annual fayres continue to provide a key source of income, this year increasing by £503.</p> <p>In expenditure, there have been savings made in the cost of utilities and cleaning. There has been an increase of £376 in the cost of insurance, as well as admin costs. The latter is partly due to staff training in safeguarding and first aid. Café costs have increased due to a larger range of products being sold and higher stock costs. Despite this there has still been an increase in net profits of £1588.</p> <p>There is a large increase under premises and equipment costs. This is partly due to expenditure on rendering the side of the building, blocked drains, electrical repairs, a</p>
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		<p>new hand drier and repairs to the coffee machine. We have invested in gazebos to provide shelter for stallholders outside and extra folding tables to increase the number of stalls we can provide both inside and outside at the fayres. We have paid for these items without having to use funds from our reserves.</p> <p>The new low level book shelving cost £5809, mostly covered by a grant of £5000, as mentioned above.</p> <p>At the end of the year the cash reserve has increased from £47,564 to £51,117. We are mindful of the slight drop of income in some areas and are reviewing the possible causes. However, we are confident about the overall financial viability of the library and our ability to maintain it in the future.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our reserves policy is intended to ensure the long-term sustainability of the library. We believe it is prudent and necessary to work towards holding reserves reflecting six months basic operating costs in case of unforeseen problems/emergencies, plus funds to cover the replacement of the ageing central heating boiler and major repairs to the roof. This last element has been increased to reflect the rise in building costs over the last couple of years. Our coffee machine, which is crucial to café income, was purchased in 2018 and will eventually need replacing at a cost of approximately £3500. Any excess above the stated reserve in the deposit account means it may be possible for us to provide a contribution to grant applications, which can required by funding bodies.</p>
Amount of reserves held	Para 1.22	£40,000 unrestricted.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	<b>Para 1.24</b>	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>We are generally very confident about the future of the library. Over the nine years we have been operating we have benefitted from a very supportive local community who attend events, buy raffle tickets, donate funds etc. The use of our space by community groups had increased to the point where it can be difficult to take on new requests.</p> <p>We have taken steps to secure our financial sustainability which means we are not</p>

		<p>dependent on public funds or grants to cover our basic overheads.</p> <p>There has understandably been a shift in grants towards organisations working with those most impacted by the cost of living increases. This has resulted in more competition for grants that would fund new or enhanced activities and equipment. Cost of living rises also affect our users, and may be reflected in the drop in casual donations.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	See 1.21 above.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	
Other		

### Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association</a> etc.	Para 1.25	Constitution
How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The five trustees at 31/3/25 are all original members of the charity and volunteered to become trustees from the initial steering committee. In appointing new trustees, the current trustees will have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees are aware of the Commission's guidelines on this. The decision to appoint

		new trustees will be taken by a majority vote of the trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a full range of policies covering health and safety, safeguarding, data protection, equal opportunities, privacy, volunteering and grievances. There is a well-established interview, induction and training process for all volunteers, including DBS checks.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Trustee meetings are held every three months plus extra meetings when required. Management meetings are held every 3 months following the trustee meetings. Management meetings are attended by the trustees, volunteer library manager and deputy, café manager, health and safety officer, arts co-ordinator and the part-time peripatetic library support officer (funded by the local authority), who all report to the meeting. The library manager holds regular meetings with the volunteers, in which any concerns and issues can be discussed and reported back to the management meetings. A monthly newsletter is circulated to the volunteers by the Manager.  Social events are held so that volunteers from different shifts and new volunteers can meet each other.
Relationship with any related parties	Para 1.51	N/A
Other		

### Reference and administrative details

Charity name	Dinas Powys Library and Activity Centre
Other name the charity uses	DiPLAC
Registered charity number	1169059
Charity's principal address	Fairoaks, Dinas Powys, Vale of Glamorgan, CF644QU

**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	Marianne Cowpe			
2	Christopher Franks	Chair		
3	Keith Hatton			
4	Clare Richardson	Treasurer		
5	Mary Templing			
6				
7				
8				
9				
10				
11				
12				
13				

**Corporate trustees – names of the directors at the date the report was approved**

Director name	n/a

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year
	n/a

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

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

DINAS POWYS LIBRARY AND ACTIVITY CENTRE  
 TAR 2024/25

Type of adviser      Name      Address


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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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**Declarations**

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors (see separate sheet for signatures)

Signature(s)	D.C. Richardson	CP Franks
Full name(s)	Diana Clare Richardson	Christopher Paul Franks
Position (for example Secretary, Chair, etc)	Treasurer	Chair
Date	1-12-25	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**DINAS POWYS LIBRARY AND ACTIVITY CENTRE**

No (if any)  
**1169059**

## Receipts and payments accounts

**CC16a**

For the period from	01/04/2024	To	31/03/2025
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### 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 £
<b>A1 Receipts</b>					
Donations and 'Friends'	2 694	-	-	2 694	3 172
Events and 100 Club	8 757	-	-	8 757	9 548
Sundry sales (hires, photocopying etc)	5 010	-	-	5 010	6 022
Deposit account interest	1 060	-	-	1 060	890
Grants	6 258	-	-	6 258	622
Café sales	16 877	-	-	16 877	13 405
Recycling bags	2 345	-	-	2 345	1 715
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>43 001</b>	<b>-</b>	<b>-</b>	<b>43 001</b>	<b>35 374</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>43 001</b>	<b>-</b>	<b>-</b>	<b>43 001</b>	<b>35 374</b>
<b>A3 Payments</b>					
Utilities	5 490	-	-	5 490	6 665
Cleaning	2 614	-	-	2 614	2 869
Admin and office	2 710	-	-	2 710	1 668
Insurance	2 224	-	-	2 224	1 848
Events and 100 Club	2 049	-	-	2 049	2 677
Premises/repairs/equipment	15 519	-	-	15 519	6 340
Recycling bags	1 940	-	-	1 940	2 474
Café costs	6 923	-	-	6 923	5 039
	-	-	-	-	-
<b>Sub total</b>	<b>39 469</b>	<b>-</b>	<b>-</b>	<b>39 469</b>	<b>29 580</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>39 469</b>	<b>-</b>	<b>-</b>	<b>39 469</b>	<b>29 580</b>
<b>Net of receipts/(payments)</b>	<b>3 532</b>	<b>-</b>	<b>-</b>	<b>3 532</b>	<b>5 794</b>
<b>A5 Transfers between funds</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>47 564</b>	<b>-</b>	<b>-</b>	<b>47 564</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>51 117</b>	<b>-</b>	<b>-</b>	<b>51 117</b>	<b>5 794</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>	Deposit account	45 352	-	-
	Current account	5 742	-	-
	Petty cash	21	-	-
	<b>Total cash funds</b>	<b>51 115</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds 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>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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  Clare Richardson  Christopher Franks	Signature	Print Name	Date of approval

# DINAS POWYS LIBRARY AND ACTIVITY CENTRE ACCOUNTS 2024-25

	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>		-	
Details		-	
		-	
		-	
		-	

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

Clare Richardson

Christopher Franks

Signature	Print Name	Date of approval
<i>DC Richardson</i>	DC Richardson	1-12-25
<i>C Franks</i>	C FRANKS	1 12 25



**Report to the trustees/  
members of**

Dinas Powys Library and Activity Centre

**On accounts for the year  
ended**

March 2025

**Charity no  
(if any)**

1169059

**Set out on pages**

Page 1 only

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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 2011 Act and in carrying out my examination, I have followed the 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

04.12.25

**Name:**

Barry John Hawkins

**Relevant professional  
qualification(s) or body  
(if any):**

F.C.I.S

**Address:**

Catkins

8 St Teilo Close

Dinas Powys, CF644TY

**DINAS POWYS LIBRARY AND ACTIVITY CENTRE**

England & Wales - Charity number 1169059

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# Accounts

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**Trustees' annual report for the period:**

**From: 01-04-23**

**To: 31-3-2024**

**Charity name: Dinas Powys Library and Activity Centre**

**Charity registration number: 1169059**

**Company number: n/a**

**Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The stated purpose of the charity is to advance the education, social welfare and leisure and recreation time of the public in Dinas Powys and the surrounding area by operating and managing a public lending library.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The core activity of the charity is maintaining and enhancing the services provided by the library. Apart from the vital part-time support of a professional librarian provided by the Vale of Glamorgan Council, the library is staffed entirely by volunteers.</p> <p>As well as lending books, large print and audio books, we have 6 public access computers. We offer photocopying, printing and laminating, and local authority re-cycling bags and boxes. There is weekly drop-in digital support, weekly craft club and monthly help with family history research. A new venture this year was a successful monthly book club.</p> <p>For children there is a twice-weekly Lego Club, and a Saturday Story Time for younger ones, as well as special events during the school holidays. This year we have also hosted Story Babies and Rhyme and Sign sessions. Children from the local primary school visit regularly, with a new class enrolled as library members every year.</p> <p>Fund raising continues to be successful. In 23/24 we held Fun Days and Plant sales in May and September as well as a Christmas Fayre. These regular events include children's activities and craft stalls and are well attended. They are an important source of income and attract new families into the</p>

		<p>library. Other activities included two more visits from the popular children’s entertainer Mr Marvel, and a quiz at the Rugby Club.</p> <p>The activity room provides space for a wide range of activities such as yoga, a breastfeeding support group, scrabble club, craft /art workshops and a continuous programme of art and photography exhibitions. We developed a programme of Friday evening events, subjects included local history, a talk about poisons and concerts by local musicians. The room is available to hire and is an increasing source of income, as originally intended.</p> <p>23/24 was the second year we have operated a Christmas card delivery scheme for Dinas Powys. Stamps cost 40p and are delivered by our volunteers, raising funds and bringing new residents into the library to post their cards.</p> <p>We sell a range of general cards and Christmas cards, produced from photos and artwork supplied by our volunteers. These have proved very popular and sell well.</p> <p>Regular donations from the ‘Friends’ of the Library and the monthly 100 Club draw provide regular income.</p> <p>As a response to the cost of living crisis we again applied to the Vale of Glamorgan Warm Spaces scheme, which provided a free hot drink, a snack and somewhere warm to sit for those finding it hard to heat their homes during the day. This ran on Thursdays for six weeks. We also joined the Period Dignity scheme which offers free period products. This is on-going.</p> <p>We collaborated with Wild About Nature Dinas Powys on the installation of a bird nesting box with a camera on the building. Despite some technical problems we were able to show a live video feed of nesting blue tits during the Spring Fun Day.</p> <p>Our coffee shop has a ‘bean to cup’ coffee machine and sells a range of drinks and snacks. As well as providing the greatest portion of our income (net income increased by £2500 this year) the café is well used for socialising and meeting and has contributed greatly to the library becoming a busy social hub.</p>
Statement confirming whether the trustees have had regard to the guidance	Para 1.18	The Trustees are mindful of the Charity Commission’s guidance on public benefit, which informs all decisions about the

issued by the Charity Commission on public benefit		management, activities and development of the library.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	The library and café are staffed by approximately 70 volunteers. It is managed by five volunteer trustees, plus volunteers in the roles of library manager and deputy, café manager and deputy, health and safety officer and art events co-ordinator. Volunteers also take part in fundraising events, creating publicity material, running children's activities and maintaining the outside area. Volunteers are supported by agreed policies and structures.
Other		

**Achievements and performance**

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Our main achievement has been to continue to operate a successful self-funded library staffed by volunteers. Over the past eight years the library has become a well-established and busy part of the community, as evidenced by the increase in footfall, use of the activity room and other facilities and more customers in the café. People have taken advantage of the opportunities available to enjoy classes, talks, concerts and events which contribute to their social, educational and physical well being. We continue to generate the income needed to cover our running costs, and income from events, fundraising and the café has increased this year. As we are not dependent on grants, we have more
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		<p>financial security and are therefore more likely to survive in the long term.</p> <p>We are working towards being a dementia friendly organisation by carrying out dementia awareness training with the volunteers, providing extra helpful signage and supporting the weekly 'Dwelling Place' well-being sessions.</p> <p>Our 70+ volunteers are fundamental to the success of the library and their hard work and commitment have created a welcoming and efficient organisation. Most of the volunteers are around or past retirement age. They benefit from the opportunity to make new friends and support networks and learn new skills while contributing to the life of their community.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

**Financial review**

Review of the charity's financial position at the end of the period	Para 1.21	<p>Total income for the current year shows an increase of £1,839. However, the previous year's total includes £9,905 of grant income, (primarily for the Warm Spaces initiative and a scheme to enhance facilities for people working from home). Without this grant element the self-generated income for 23/24 shows an increase of £11,744, reflecting an</p>
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		<p>increase in fund raising and also increased usage of the library facilities.</p> <p>More activity also means increases in costs such as cleaning, water usage, heating etc and there have also been increases in the unit costs of some utilities. Despite this there has been a rise in the cash held at the end of this year to £47,562 from £41,770 for the previous year. Overall the financial position looks positive.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our reserves policy is intended to ensure the long-term sustainability of the library. We believe it is prudent and necessary to work towards holding reserves reflecting six months basic operating costs in case of unforeseen problems/emergencies, plus funds to cover the replacement of the old central heating boiler and major repairs to the roof. This last element has been increased to reflect the rise in building costs over the last couple of years. Our coffee machine, which is crucial to café income, was purchased in 2018 and will need replacing before too long at a cost of approx. £3500. Any excess above the stated reserve in the deposit account means it may be possible for us to provide a contribution to grant applications, which is sometimes encouraged or required by funders.</p>
Amount of reserves held	Para 1.22	£35,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	<b>Para 1.24</b>	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>We are generally confident about the future of the library. Over the nine years we have been operating we have benefitted from a very supportive local community who attend events, buy raffle tickets, donate funds etc. We have taken steps to secure our financial sustainability which means we are not dependent on public funds or grants to cover our basic overheads.</p> <p>There has understandably been a shift in grants towards organisations working with those most impacted by the cost of living increases. This has resulted in more competition for grants that would fund new or enhanced activities and equipment. Cost of living rises also affect our users, and although we have yet to see this reflected in our income, we do not take this support for granted.</p> <p>We have secured local authority Section 106 funding to replace and add to signage on the building. We also hope to extend the café into an outside area for use at warmer times</p>

		of year, and to remodel the front of the building which now looks tired and dated.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	See 1.21 above.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	
Other		

**Structure, governance and management**

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association etc.</a>	Para 1.25	Constitution
How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The five trustees at 31/3/23 are all original members of the charity and volunteered to become trustees from the initial steering committee. In appointing new trustees, the current trustees will have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees are aware of the Commission's guidelines on this. The decision to appoint new trustees will be taken by a majority vote of the trustees.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a full range of policies covering health and safety, safeguarding, data protection, equal opportunities, privacy, volunteering and grievances. There is a well-established induction and training process for all volunteers.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Management meetings are held every 3 months. These are attended by the trustees, volunteer library manager and deputy, café manager, health and safety officer, arts co-ordinator and the part-time local authority funded librarian, who report to the meeting. The library manager holds regular meetings with the volunteers, in which any concerns and issues can be discussed and reported back to the management meetings. A monthly newsletter is circulated to the volunteers by the Manager.  Social events are held so that volunteers from different shifts and new volunteers can meet each other.
Relationship with any related parties	Para 1.51	N/A
Other		

## Reference and administrative details

Charity name	Dinas Powys Library and Activity Centre
Other name the charity uses	DiPLAC
Registered charity number	1169059
Charity's principal address	Fairoaks, Dinas Powys, Vale of Glamorgan, CF644QU

## 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	Marianne Cowpe			
2	Christopher Franks	Chair		
3	Keith Hatton			
4	Clare Richardson	Treasurer		
5	Mary Templing			

6			
7			
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12			
13			

**Corporate trustees – names of the directors at the date the report was approved**

Director name	n/a

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year
	n/a

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

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

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors (see separate sheet for signatures)

<b>Signature(s)</b>		
<b>Full name(s)</b>	Diana Clare Richardson	Christopher Paul Franks
<b>Position (for example Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>		

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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### Declarations

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors (see separate sheet for signatures)

Signature(s)	DC Richardson	C.P. Franks
Full name(s)	Diana Clare Richardson	Christopher Paul Franks
Position (for example Secretary, Chair, etc)	Treasurer	Chair
Date	22-1-2025	

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**Receipts and payments accounts**

For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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**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 £
<b>A1 Receipts</b>					
DONATIONS AND 'FRIENDS'	3,172	-	-	3,172	2,925
EVENTS AND 100 CLUB	9,548	-	-	9,548	6,022
SUNDRY SALES	6,022	-	-	6,022	4,835
DEP. ACC. INTEREST	890	-	-	890	205
GRANTS	622	-	-	622	9,905
CAFÉ SALES	13,405	-	-	13,405	8,334
RECYCLING BAGS (22/23 in sundry sales)	1,715	-	-	1,715	-
<b>Sub total (Gross income for AR)</b>	<b>35,374</b>	<b>-</b>	<b>-</b>	<b>35,374</b>	<b>32,226</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>35,374</b>	<b>-</b>	<b>-</b>	<b>35,374</b>	<b>32,226</b>
<b>A3 Payments</b>					
UTILITIES	6,665	-	-	6,665	4,889
CLEANING	2,869	-	-	2,869	1,562
ADMIN AND OFFICE	1,668	-	-	1,668	1,424
INSURANCE	1,848	-	-	1,848	1,683
EVENTS AND 100 CLUB	2,677	-	-	2,677	1,234
PREMISES/REPAIRS/EQUIPMENT	6,340	-	-	6,340	8,155
RECYCLING BAGS	2,474	-	-	2,474	1,540
CAFÉ COSTS	5,039	-	-	5,039	2,421
	-	-	-	-	-
<b>Sub total</b>	<b>29,580</b>	<b>-</b>	<b>-</b>	<b>29,580</b>	<b>22,908</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>29,580</b>	<b>-</b>	<b>-</b>	<b>29,580</b>	<b>22,908</b>
<b>Net of receipts/(payments)</b>	<b>5,794</b>	<b>-</b>	<b>-</b>	<b>5,794</b>	<b>9,318</b>
<b>A5 Transfers between funds</b>	<b>- 33</b>	<b>-</b>	<b>-</b>	<b>- 33</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>41,803</b>	<b>-</b>	<b>-</b>	<b>41,803</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>47,564</b>	<b>-</b>	<b>-</b>	<b>47,564</b>	<b>9,318</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>	Deposit account	3,271	-	-
	Current account	44,292	-	-
		-	-	-
	<b>Total cash funds</b>	<b>47,563</b>	<b>-</b>	<b>-</b>


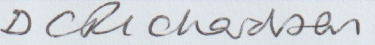
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	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>		-	
Details		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	C. P. FRANKS	22.1.25
	DIANA CLARE RICHARDSON	22-1-25



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Dinas Powys Library and Activity Centre

On accounts for the year ended

March 2024 Charity no (if any) 1169059

Set out on pages

PAGE 1 ONLY QIB 1-2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 2011 Act and in carrying out my examination, I have followed the 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed: [Signature] Date: 22.01.2025

Name: BARRY JOHN HAWKINS

Relevant professional qualification(s) or body (if any):

FCIS

Address:

CARLINS, 8 ST. TELLER CLOSE  
DINAS POWYS, VALE OF GLAMORGAN  
CF64 4TY

**DINAS POWYS LIBRARY AND ACTIVITY CENTRE**

England & Wales - Charity number 1169059

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# Accounts

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**Trustees' annual report for the period:**

**From: 01-04-22**

**To: 31-3-2023**

**Charity name: Dinas Powys Library and Activity Centre**

**Charity registration number: 1169059**

**Company number: n/a**

**Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the charity is to advance the education, social welfare, leisure and recreation time of the public in Dinas Powys and the surrounding area by operating and managing a public lending library.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The core activity of the charity is maintaining and enhancing the services provided by the library. Apart from the important part-time support of a professional librarian provided by the Vale of Glamorgan Council, the library is staffed entirely by volunteers.</p> <p>As well as lending books, large print and audio books, we have 6 public access computers. We offer photocopying, printing and laminating, and local authority re-cycling bags and boxes. There is weekly drop-in digital support and monthly family history advice.</p> <p>There is a twice-weekly Lego Club, and Saturday Story Time for younger children, as well as one-off events during the school holidays. Children from the local primary school visit regularly, with a new class enrolled as library members every year.</p> <p>In 22/23 we held Fun Days and Plant sales in May and September as well as a Christmas Fayre. These regular events include children's activities and craft stalls and are always well attended, raising funds and attracting new visitors into the Library. Other activities included two visits from the popular children's entertainer Mr Marvel, and a quiz at the Rugby Club.</p> <p>The activity room provides space for a wide range of activities such as yoga,</p>

		<p>breastfeeding and weaning groups, scrabble club, craft workshops and art and photography exhibitions. The room is available to hire and is an increasing source of income.</p> <p>Regular donations from the 'Friends' of the Library and the monthly 100 Club draw provide important regular income.</p> <p>During this year we applied for several grants to enable us to further fulfil our purposes: As a response to the cost of living crisis we were funded by the Vale of Glamorgan Warm Spaces scheme, which provided a hot drink, a snack and somewhere warm to sit for those finding it hard to heat their homes during the day. This ran for two days per week over the winter.</p> <p>We also received a Loneliness and Social Isolation grant from GVS. This allowed us to add to the equipment and events provided by two established groups, the Wellbeing Café and the Craft Club. These groups offer support and companionship to people experiencing loneliness and isolation, as well as giving people the chance to develop their skills in a welcoming, relaxed environment. Co-working Local (Town Square) provided funds to enhance the library as an alternative workspace for people working from home, and Newydd Housing funded tools and equipment to help with the maintenance and attractiveness of our outside space.</p> <p>Our coffee shop sells a range of drinks and snacks. As well as providing the greatest portion of our income, the café is well used for socialising and meeting, and has contributed greatly to the Library becoming a busy social hub.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are mindful of the Charity Commission's guidance on public benefit, which informs all decisions about the management, activities and development of the Library.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
		n/a

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The Library and café are staffed entirely by approximately 60 volunteers. Volunteers also take part in fundraising events, creating publicity material, running children's activities and maintaining the outside area. The Library is managed by five volunteer trustees, plus volunteers in the roles of library manager, café manager, health and safety officer and art events co-ordinator. Volunteers are supported by agreed policies and structures.
Other		

## Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In the previous year 2021/22, the library was still subject to Covid restrictions for part of the year, with a 'click and collect' system in operation until May '21 and the café closed until July and then closed again over Christmas and New Year. We were able to remain financially viable thanks to Covid related grants and the support of our users, which enabled us to build back the library services over the year. We attracted new volunteers to replace those who had, for a variety of reasons, not returned.</p> <p>In 2022/23 we have been able to build on this achievement and offer an increased and varied range of services and activities. We have successfully applied for grants totalling £9905 (as outlined above) which meant that we were able to increase our provision to people affected by the costs of living crisis, loneliness and social isolation. This year we ran a Christmas post service, which enabled residents to send their local post for a much reduced cost and also benefitted the library by raising funds and bringing in new visitors to drop off their cards.</p> <p>New developments in the current year 23/24 include monthly 'Friday talks' on a wide variety of subjects and a monthly book club.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

### Financial review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The figures for the year reflect the restoration of activities and visitors to the Library, with gross income from events up from £3451 to £6022, sales from £2357 to £4835 and café from £2610 to £8334. This demonstrates that the Library is providing a popular and beneficial service to local residents.</p> <p>The cash balance has increased from £32,461 to £41,778.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our reserves policy is intended to ensure the long-term sustainability of the Library. We believe it is prudent and necessary to hold reserves reflecting six months basic operating costs in case of unforeseen problems, plus funds to cover the replacement of the old central heating boiler and major repairs to the roof, which has been problematic in the past. Our coffee machine, which is crucial to café income, will need replacing at some point in the future and will cost approximately £3,000. The increase in year-end cash funds means it may be possible for us to provide a</p>

		contribution to grant applications, as is sometimes required by funders.
Amount of reserves held	Para 1.22	£30,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	<b>Para 1.24</b>	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>We are generally confident about the future of the library. Despite experiencing a drop in volunteer numbers after Covid, we have managed to recruit new volunteers and have been able to increase our opening hours. We are now open from 10 to 4.30 on weekdays and 10 to 12.30 on Saturdays. The café is still earning a substantial percentage of our income, and there has been a steady increase in the number of groups hiring the activity room. However we are being impacted by the rise in the cost of living and particularly fuel, which will increase when the current fixed terms with our gas and electricity providers expire. These increases and other price rises also affect our users, and although we have yet to see a drop in donations or those attending our events, we are not complacent that this will continue.</p> <p>Our long-term aim is to seek major capital funding to increase the size of the café, rationalise the current use of space and enhance the outside appearance of the library. It is possible that this will be more difficult to achieve due to pressure on available grants.</p>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	See 1.21 above.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	

Other		
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## Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association</a> etc.	Para 1.25	Constitution
How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The five trustees at 31/3/23 are all original members of the charity and volunteered to become trustees from the initial steering committee. In appointing new trustees, the current trustees will have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees are aware of the Commission's guidelines on this. The decision to appoint new trustees will be taken by a majority vote of the trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The trustees hold monthly management meetings. These are attended by the Volunteer Library Manager, Café Manager, Health and Safety officer and Arts Co-ordinator, who report to the meeting. They also raise issues brought up by the volunteers and report back, and are involved with the general running and development of the library. Social events are held where the volunteers from different shifts can meet each other and the trustees, and a monthly newsletter is circulated to the volunteers by the Manager. The Manager also arranges training and information sessions when necessary.
Relationship with any related parties	Para 1.51	N/A

Other		

## Reference and administrative details

Charity name	Dinas Powys Library and Activity Centre
Other name the charity uses	DiPLAC
Registered charity number	1169059
Charity's principal address	Fairoaks, Dinas Powys, Vale of Glamorgan, CF644QU

## 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	Marianne Cowpe			
2	Christopher Franks	Chair		
3	Keith Hatton			
4	Clare Richardson	Treasurer		
5	Mary Templing			
6				
7				
8				
9				
10				
11				
12				
13				

## Corporate trustees – names of the directors at the date the report was approved

Director name	n/a

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
	n/a


### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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### Declarations

The trustees declare that they have approved the trustees' report (including directors' report) above.

**Signed on behalf of the charity's trustees/directors (see separate sheet for signatures)**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Diana Clare Richardson	Christopher Paul Franks
<b>Position (for example Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>		

FOR TRUSTEES' ANNUAL REPORT - DINAS POWYS LIBRARY+ACTIVITY CENTRE

Signed on behalf of the charity's trustees/directors

Signature(s)	<i>DC Richardson</i>	<i>CP Franks</i>
Full name(s)	Diana Clare Richardson	Christopher Paul Franks
Position (for example Secretary, Chair, etc)	Treasurer	Chair
Date	18-1-24	

22/23 Final



CHARITY COMMISSION FOR ENGLAND AND WALES

Dinas Powys Library and Activity Centre

CENTRE No (if any)  
DINAS POWYS LIBRARY + ACTIVITY CENTRE 1169059

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/22		31/03/23

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 £
<b>A1 Receipts</b>					
Donations and 'Friends'	2,925	-	-	2,925	3,505
Events and 100 Club	6,022	-	-	6,022	3,451
Sundry Sales	4,835	-	-	4,835	2,357
Interest	205	-	-	205	5
Grants	9,905	-	-	9,905	590
Covid related grants	-	-	-	-	4,334
Café sales	8,334	-	-	8,334	2,610
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>32,226</b>	<b>-</b>	<b>-</b>	<b>32,226</b>	<b>16,852</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>32,226</b>	<b>-</b>	<b>-</b>	<b>32,226</b>	<b>16,852</b>
<b>A3 Payments</b>					
Utilities (elect, gas, water, phones)	4,889	-	-	4,889	3,563
Cleaning	1,562	-	-	1,562	804
Admin/stationery/office	1,424	-	-	1,424	1,667
Insurance	1,683	-	-	1,683	1,629
Event costs + 100 Club prizes	1,234	-	-	1,234	580
Premises/equipment	8,155	-	-	8,155	6,886
Recycling bags	1,540	-	-	1,540	800
Café costs	2,421	-	-	2,421	821
	-	-	-	-	-
<b>Sub total</b>	<b>22,908</b>	<b>-</b>	<b>-</b>	<b>22,908</b>	<b>16,750</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>22,908</b>	<b>-</b>	<b>-</b>	<b>22,908</b>	<b>16,750</b>
<b>Net of receipts/(payments)</b>	<b>9,318</b>	<b>-</b>	<b>-</b>	<b>9,318</b>	<b>102</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>32,460</b>	<b>-</b>	<b>-</b>	<b>32,460</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>41,778</b>	<b>-</b>	<b>-</b>	<b>41,778</b>	<b>102</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>	Deposit Account	34,402	-	-
	Current Account	7,376	-	-
		-	-	-
	<b>Total cash funds</b>	<b>41,778</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 £
				17/01/24

**B2 Other monetary assets**

None	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
None		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
None		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
None		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
<i>DC Richardson</i>	DC RICHARDSON	18/1/24
<i>CP Franks</i>	CP FRANKS	18/1/24



Section A Independent Examiner's Report

<b>Report to the trustees</b>	Dinas Powys Library and Activity Centre		
<b>On accounts for the year ended</b>	March 31 <sup>st</sup> 2023	<b>Charity no (if any)</b>	1169059
<b>Set out on pages</b>	1-2 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and basis of report**

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed: David Lloyd Thomas Date: 9<sup>th</sup> January 2023

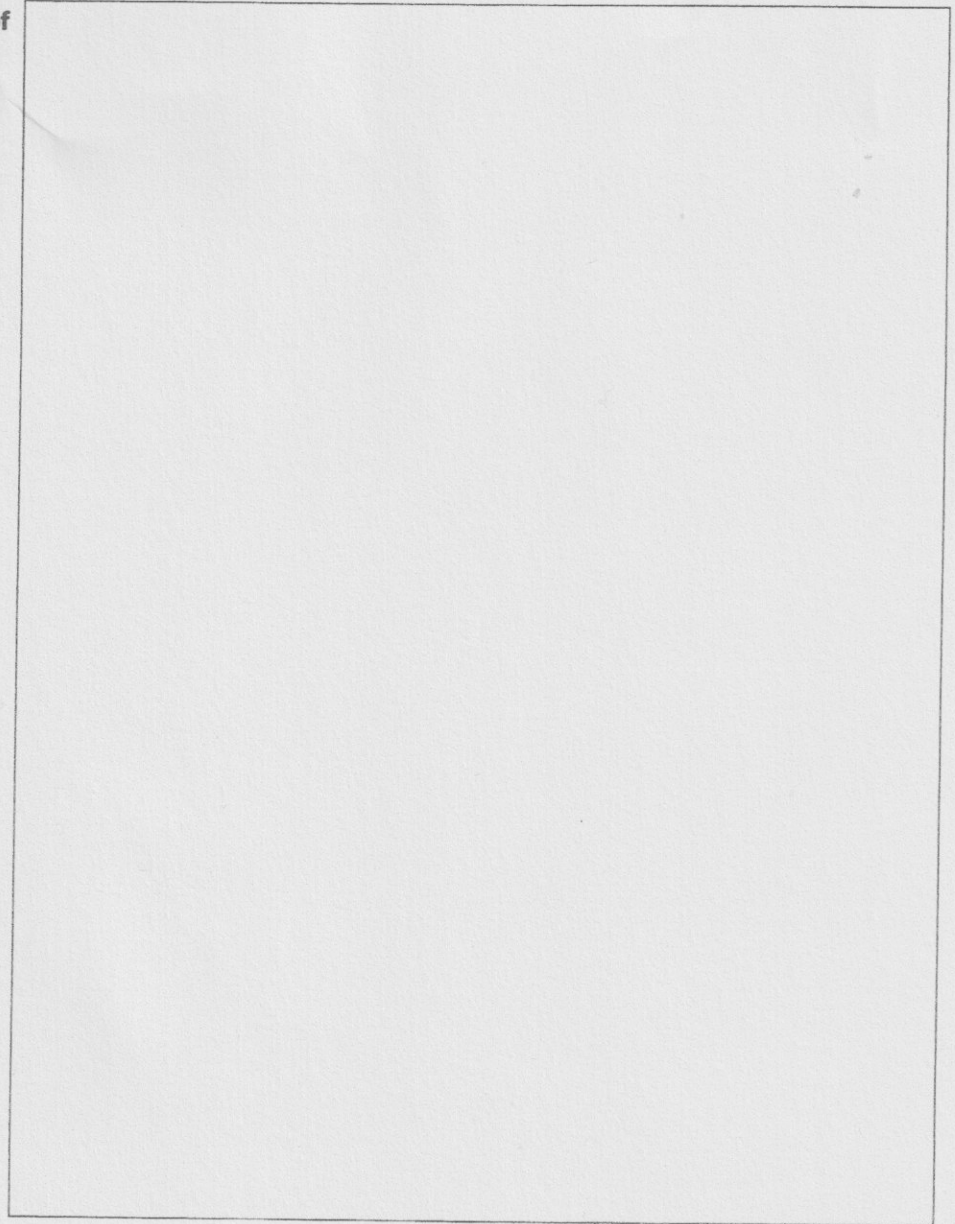
Name: David Lloyd Thomas

Relevant professional qualification(s) or body (if any): Institute of Chartered Accountants in England and Wales

Address: 53, Highwalls Avwnue,  
Dinas Powys, CF64 4AQ

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



**DINAS POWYS LIBRARY AND ACTIVITY CENTRE**

England & Wales - Charity number 1169059

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# Accounts

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**Trustees' annual report for the period:**

**From: 01-04-21**

**To: 31-3-2022**

**Charity name: Dinas Powys Library and Activity Centre**

**Charity registration number: 1169059**

**Company number: n/a**

**Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the charity is to advance the education, social welfare, leisure and recreation time of the public in Dinas Powys and the surrounding area by operating and managing a public lending library.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>By the beginning of the financial year 2021/22, the library had survived a year of closures and restrictions due to the Covid pandemic. After starting with a 'click and collect' system for book borrowing, in April 21 the library opened for pre-booked 'browsing' slots, and only returned to pre-Covid opening hours in mid May. The café, which had become a major source of income and a meeting place for local residents, remained closed for over a year until July '21, and was obliged to close again for another month in the Christmas /New Year 2021/22 period.</p> <p>Under normal circumstances the core activity of the charity is maintaining and operating the library, which (apart from the part-time support of a professional librarian provided by the Vale of Glamorgan Council) is staffed entirely by volunteers. Free membership is available to anyone who lives, works or studies in the Vale of Glamorgan. As well as lending books, large print and audio books, we have 6 public access computers. We offer photocopying, printing and laminating, and provide local authority re-cycling bags. We are a point of information about other services and groups in the area. The library provides children's activities such as Lego Club, and weekly Story Time for younger children. Children from the local primary school visit regularly, with a new class enrolled as library members</p>

		every year. Our new activity room is available to hire and as restrictions eased later in the year, meetings and classes began to take place again.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are mindful of the Charity Commission's guidance on public benefit, which informs all decisions about the management, activities and development of the Library.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	The Library and café are staffed by approximately 40 volunteers. Volunteers also take part in fundraising, creating publicity material, running children's activities and events etc. The Library is managed by five volunteer trustees plus a volunteer library manager, café manager and the newly created post of health and safety officer.
Other		

### Achievements and performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The main achievement of the charity during this difficult period has been to remain financially viable, while being flexible enough to provide as much of a library service as possible during the restrictions that continued into this year. Library users were very appreciative of our efforts to adapt and keep the service going as much as possible, as many people, particularly the elderly and more vulnerable, were still largely restricted to their homes.</p> <p>There was also the challenge of building the service back up – attracting customers back into the building and dealing with a reduction in volunteer numbers, some of whom who had new priorities and commitments. It was not possible to hold large indoor events for several months, so we put on two outside fun days and plant sales in May and September. These included craft sales, children's activities and stalls run by local groups. They were very well attended and raised vital funds. We were also able to offer again the children's Summer Reading Challenge, which was very popular. The first indoor event was a Christmas Craft Fayre in November '21. Those who attended these events expressed pleasure in the return to some 'normality' and the opportunity to mix with other people more. This was of particular benefit to older residents and those with young children who had experience long periods of isolation during the lockdowns. In the autumn a local health visitor started a weekly breastfeeding support group for new mothers (which is still going) and there was an exhibition of work created by the Creative Community Libraries initiative, an on-line group created during lockdown, which gave participants the chance to create, share and interact from home.</p> <p>This year we ran a Christmas post service, which enabled residents to send their local post for a much reduced cost and also benefitted the library by raising funds and bringing in new visitors to drop off their cards.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
--	------------------	--

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial review

Review of the charity's financial position at the end of the period	Para 1.21	<p>During the year we received Covid related grant aid totalling £4334 from the Vale of Glamorgan Council and the Welsh Government which enabled us to break even. The accounts for 21/22 show a cash balance of £32,461, demonstrating that we have been able to maintain our deposit funds. Income earned from activities, hires, donations, sales and the cafe rose from £4885 in 20/21 to £11,079, as we were able to hold events and welcome people back into the library again. We were grateful for the continued support from our regular donors and those taking part in the 100 Club who provide a consistent source of funds. During the year we received a grant of £570 from Glamorgan Voluntary Services for the purchase of a card reader and two tablets. Covid caused a decrease in the use of cash and the option to pay by card is welcomed by our customers and increases sales.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Funds deemed to be in reserve remain at £20,000.</p> <p>Our policy is to hold reserves reflecting six months operating costs in case of unforeseen problems, plus funds to cover the replacement of the old heating boiler and repairs to the roof, which has been problematic in the past. It is likely that this sum will be reviewed in the light of increased costs.</p>
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	n/a

Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>We are generally confident about the future of the library. Despite experiencing a drop in volunteer numbers after re-opening we have managed to recruit new volunteers and had had positive responses from volunteers to increasing our opening hours, specifically over lunchtimes. The café is still earning a substantial percentage of our income, and there has been a steady increase in the number of groups hiring the activity room. However we are being impacted by the rise in the cost of living and particularly fuel, which will increase when the current fixed terms with our gas and electricity providers expire. These increases also impact our users, and although we have yet to see a drop in donations or those attending our events, we are not complacent that this will continue. (We are contributing to local efforts to help with the cost of living crisis by being part of the County Council's Warm Spaces initiative as well as offering free period products, also provided by the Council.)</p> <p>Our long-term aim has to seek major capital funding to increase the size of the café and enhance the outside appearance of the library. It is possible that this will be more difficult to achieve due to pressure on the available grants.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	See 1.21 above.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association etc.</a>	Para 1.25	Constitution
How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The five trustees at 31/3/22 are all original members of the charity and volunteered to become trustees from the initial steering committee. One trustee resigned during the year as she was moving out of the area. In appointing new trustees, the current trustees will have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees are aware of the Commission's guidelines on this. The decision to appoint new trustees will be taken by a majority vote of the trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The trustees hold monthly management meetings. These are attended by the Volunteer Library Manager, Café Manager and Health and Safety officer, who report to the meeting. They also raise issues brought up by the volunteers and report back, and are involved with the general running and development of the library. Social events are held where the volunteers from different shifts can meet each other and the trustees, and a regular newsletter is circulated by the Manager.</p> <p>Minutes of the trustee meetings are available to all volunteers. These measures ensure that there is a two-way flow of information, so that the volunteers' concerns and suggestions are taken into account in planning and decision-making.</p>
		N/A

Relationship with any related parties	Para 1.51	
Other		

## Reference and administrative details

Charity name	Dinas Powys Library and Activity Centre
Other name the charity uses	DiPLAC
Registered charity number	1169059
Charity's principal address	Fairoaks, Dinas Powys, Vale of Glamorgan, CF644QU

## 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	Joan Andrews		April 21 – October 22	
2	Marianne Cowpe			
3	Christopher Franks	Chair		
4	Keith Hatton			
5	Clare Richardson	Treasurer		
6	Mary Templing			
7				
8				
9				
10				
11				
12				
13				

## Corporate trustees – names of the directors at the date the report was approved

Director name	n/a

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
	n/a


**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

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

Type of adviser	Name	Address
-----------------	------	---------


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

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

--

**Declarations**

The trustees declare that they have approved the trustees' report (including directors'

report) above.

**Signed on behalf of the charity's trustees/directors**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Diana Clare Richardson	Christopher Paul Franks
<b>Position (for example Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>		

report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)	<i>DC Richardson</i>	<i>CP Franks</i>
Full name(s)	Diana Clare Richardson	Christopher Paul Franks
Position (for example Secretary, Chair, etc)	Treasurer	Chair
Date	23/1/23	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
DINAS POWYS LIBRARY AND ACTIVRY C

No (if any)  
1169059

CC16  
a

## Receipts and payments accounts

For the period from	Period start	To	Period end date
	01/04/21		31/03/22

### Section A Receipts and payments

	Unrestrict ed funds to the nearest £	Restricted funds to the nearest £	Endowme nt funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	3,505	-	-	3,505	1,905
Events	3,451	-	-	3,451	2,337
Sundry sales	2,357	-	-	2,357	838
Interest	5	-	-	5	11
Vale of Glamorgan equipment	-	-	-	-	2,026
Other grants	590	-	-	590	500
Covid related grants	4,334	-	-	4,334	10,000
Café	2,610	-	-	2,610	-
<b>Sub total(Gross income for AR)</b>	<b>16,852</b>	<b>-</b>	<b>-</b>	<b>16,852</b>	<b>17,617</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>16,852</b>	<b>-</b>	<b>-</b>	<b>16,852</b>	<b>17,617</b>
<b>A3 Payments</b>					
Utilities	3,563	-	-	3,563	2,732
Repairs/cleaning	804	-	-	804	780
Stationery/admin/office	1,667	-	-	1,667	1,058
Insurance	1,629	-	-	1,629	1,581
Event costs	580	-	-	580	284
Premises/equipment	6,886	-	-	6,886	4,410
Café costs	821	-	-	821	8
R-cycling bags	800	-	-	800	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,750</b>	<b>-</b>	<b>-</b>	<b>16,750</b>	<b>10,853</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>16,750</b>	<b>-</b>	<b>-</b>	<b>16,750</b>	<b>10,853</b>
<b>Net of receipts/(payments)</b>	<b>102</b>	<b>-</b>	<b>-</b>	<b>102</b>	<b>6,764</b>
A5 Transfers between funds	-	-	-	-	25,595
A6 Cash funds last year end	32,359	-	-	32,359	-
<b>Cash funds this year end</b>	<b>32,461</b>	<b>-</b>	<b>-</b>	<b>32,461</b>	<b>32,359</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>	Deposit account	29,197	-	-
	Current account	3,264	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,461</b>	<b>-</b>	<b>-</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds 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>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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>DC Richardson</i>	DIANA CLARE RICHARDSON	27/1/23
<i>CP Franks</i>	CHRIS PAUL FRANKS	23/1/23



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Dinas Powys Library and Activity Centre

**On accounts for the year  
ended**

March 31<sup>st</sup> 2022

**Charity no  
(if any)**

1169059

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 2011 Act and in carrying out my examination, I have followed the 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*D. L. Thomas*

**Date:**

15<sup>th</sup> December 2022

**Name:**

David Lloyd Thomas

**Relevant professional  
qualification(s) or body  
(if any):**

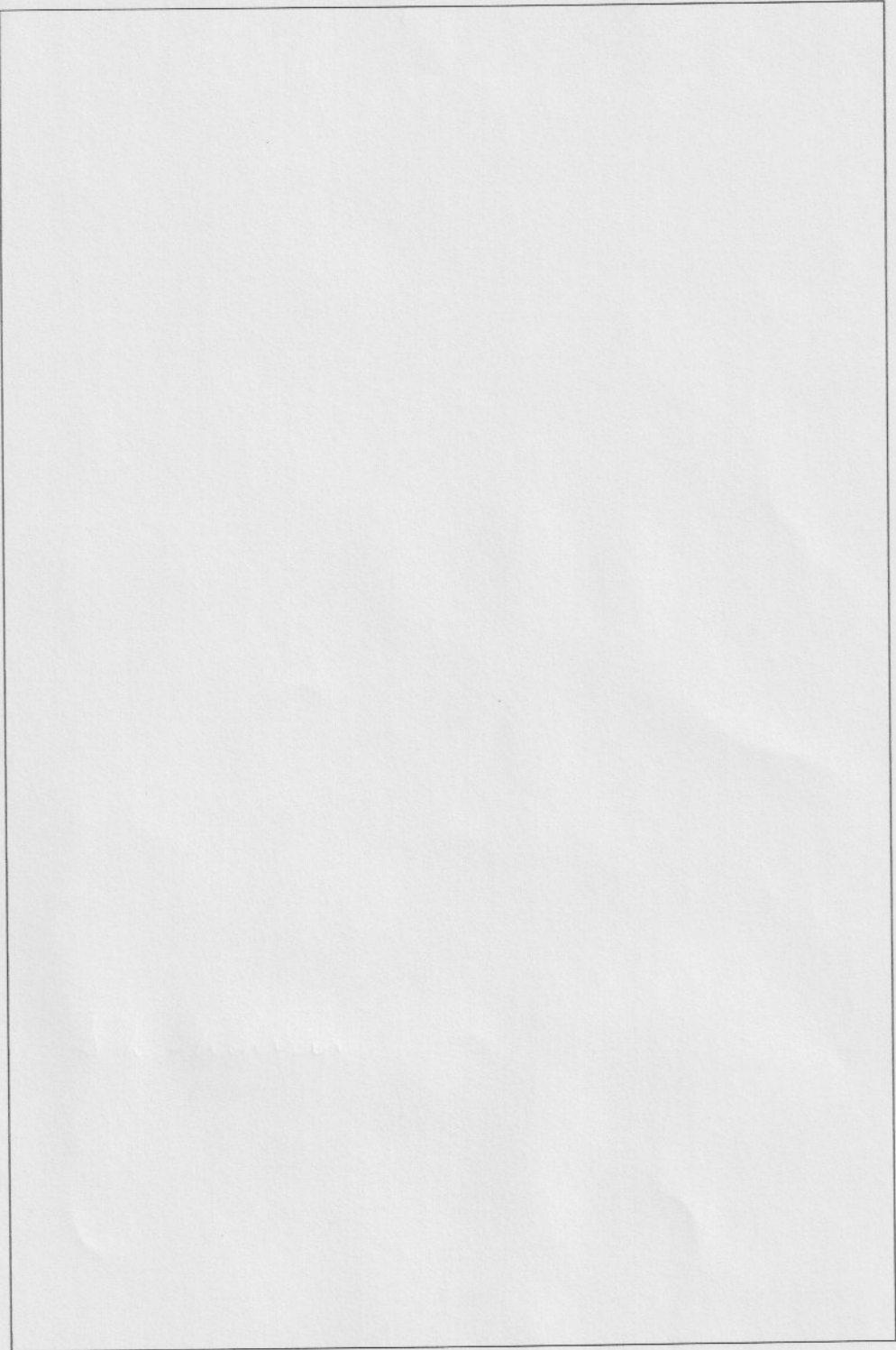
Institute of Chartered Accountants in England and Wales

**Address:**

53, Highwalls Avenue  
Dinas Powys, Cf64 4AQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



**DINAS POWYS LIBRARY AND ACTIVITY CENTRE**

England & Wales - Charity number 1169059

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# Accounts

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**Trustees' annual report for the period:**

**From: 01-04-20**

**To: 31-3-2021**

**Charity name: Dinas Powys Library and Activity Centre**

**Charity registration number: 1169059**

**Company number: n/a**

**Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the charity is to advance the education, social welfare, leisure and recreation time of the public in Dinas Powys and the surrounding area by operating and managing a public lending library.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>At the beginning of the financial year being reported on, 20/21, the Library had just been closed due to the first national Covid lockdown.</p> <p>Under normal circumstances the core activity of the charity is maintaining and operating the Library, which (apart from the part-time support of a professional librarian) is staffed by volunteers. Free membership is available to anyone who lives, works or studies in the Vale of Glamorgan. As well as lending books, dvds, large print and audio books, we have 8 public access computers. We provide photocopying, printing and laminating, daily newspapers and local authority re-cycling and waste bags. We are a point of information about other local services and activities. The Library provides free children's activities such as Lego Club and Code Club, and weekly Story Time for younger children. Children from the local primary schools visit regularly, with a new class enrolled as Library members every year.</p> <p>Up until lockdown our new activity room was attracting a range of meetings, events and classes and the new café was providing a valuable</p>

		<p>source of income as well as being a meeting place for local residents, particularly older people. Due to Covid restrictions fundraising events such as a quiz, concert and outdoor Fun Day were cancelled.</p> <p>As conditions eased we were able to offer a 'click and collect' service for book borrowing, with the library being open for this for one morning and two afternoons per week.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are mindful of the Charity Commission's guidance on public benefit, which informs all decisions about the management, activities and development of the Library.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	Normally the Library and café are staffed by approximately 40 volunteers. Volunteers also take part in fundraising, creating publicity material, running children's activities and events etc. The Library is managed by six volunteer trustees and a volunteer library manager and deputy.
Other		

## **Achievements and performance**

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The main achievement of the charity during this difficult period has been to continue to provide as much of a library service as possible during the periods of Covid lockdowns and restrictions that took place throughout the year. We carried out risk assessments and the Vale of Glamorgan Council provided screens, sanitiser, gloves etc as part of their provision for the County libraries. A system was devised to 'quarantine' returned books so that they could safely go back onto the shelves and the volunteers adapted their procedures for the new conditions. Residents were very appreciative that they were still able to borrow books during this time of limited access to resources.</p> <p>As a reaction to limited opportunities for fundraising, a group of volunteers started making fabric face masks. These were for sale at the library or delivered directly to people's home. Over £1000 was raised through this initiative, which is still on going. During this time improvements were made to the library, most of which were funded through grants from Vale of Glamorgan Section106 funds and Dwr Cymru/Welsh Water. These included a storage shed, CCTV for the exterior of the building, and new children's beanbags, chairs and tables. Trustees and volunteers continued to hold meetings via Zoom. A Zoom Book Club was started and the Community Libraries began an online Lockdown Art Group.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
	<p>Para 1.41</p>	

Investment performance against objectives		
Other		

## Financial review

Review of the charity's financial position at the end of the period	Para 1.21	The accounts for 20/21 show cash balance of £32,359. Due to the almost complete lack of fundraising events due to restrictions on people gathering, our income for the period decreased by over 75%. The café, which was a major source of income, remained closed for the whole year. Although there was also a decrease in expenditure we were grateful for a NDR related Covid grant from the Vale of Glamorgan Council of £10,000. As well as income from the sale of masks mentioned earlier, we also had the continued support of regular donations from the Friends of the Library (£1405). The 100 Club continued with a net income of £800. Many of the prize winners donated their winnings back to support the Library.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Funds deemed to be in reserve remain at £20,000 at 31/3/21. Our policy is to hold reserves reflecting six months operating costs in case of unforeseen problems, plus funds to cover the replacement of the old heating boiler and repairs to the roof, which has been problematic in the past.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	<b>Para 1.24</b>	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We are now ten months into the 21/22 financial year and are still not able to hold the range of fundraising activities we had pre-Covid, although we are hopeful we will be able to resume these soon and an outdoor Fun Day and plant sale is planned for May. The café was only able to open in July '21,

		<p>having remained closed for 16 months. We have been able to survive the ongoing lack of income due to our reserves policy and government Covid related support and are confident that the Library can remain financially viable. Last year the Library operated with a much-reduced pool of volunteers due to limited opening times and the closure of the café. There was concern that volunteers would not return due to getting out of the habit, gaining other responsibilities etc. This did happen to a certain extent but we have been able to recruit and train a number of new volunteers.</p> <p>The local community has been very supportive during this difficult year and we are looking forward to being able to develop new initiatives and expand our services as soon as circumstances allow.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	See above.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

### Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum</a>	Para 1.25	Constitution

and articles of association etc.		
How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The six trustees at 31-3-21 are all original members of the charity and volunteered to become trustees from the initial steering committee. In appointing new trustees, the current trustees will have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees are aware of the Commission's guidelines on this. The decision to appoint new trustees will be taken by a majority vote of the trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The trustees hold monthly management meetings. These are attended by the Volunteer Library Manager and her deputy. They raise issues brought up by the volunteers and are involved with the general running and development of the library. Social events are held where the volunteers from different shifts can meet each other and the trustees, and a monthly newsletter is circulated by the Volunteer manager.</p> <p>Minutes of the trustee meetings are made available to all volunteers. These measures ensure that there is a two-way flow of information, so that the volunteers' concerns and suggestions are taken into account in planning and decision-making.</p>
Relationship with any related parties	Para 1.51	N/A

Other		
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## Reference and administrative details

Charity name	Dinas Powys Library and Activity Centre
Other name the charity uses	DiPLAC
Registered charity number	1169059
Charity's principal address	Fairoaks, Dinas Powys, Vale of Glamorgan, CF644QU

## 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	Joan Andrews			
2	Marianne Cowpe			
3	Christopher Franks	Chair		
4	Keith Hatton			
5	Clare Richardson	Treasurer		
6	Mary Templing			
7				
8				
9				
10				
11				
12				
13				

Corporate trustees - names of the directors at the date the report was approved

Director name	n/a

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>
	<b>n/a</b>

### **Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### **Additional information (optional)**

#### **Names and addresses of advisers (optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
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#### **Name of chief executive or names of senior staff members (optional information)**

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### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

### **Other optional information**

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## Declarations

**The trustees declare that they have approved the trustees' report (including directors' report) above.**

**Signed on behalf of the charity's trustees/directors**

**Signature(s)**

--	--

**Full name(s)**

--	--

**Position (for example  
Secretary, Chair, etc)**

--	--

**Date**

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Dinas Powys Library and Activity Centre	No (if any) 1169059
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CC16a

## Receipts and payments accounts

For the period from	Period start date 01/04/20	To	Period end date 31/03/21
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### 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 £
<b>A1 Receipts</b>					
Donations	1,905	-	-	1,905	5,838
Events	2,337	-	-	2,337	7,300
Sundry Sales	838	-	-	838	12,831
Interest	11	-	-	11	15
Vale of Glamorgan equipment grant	2,026	-	-	2,026	6,250
Capital grant EU RDF re-modelling building	-	-	-	-	100,091
Other grants	500	-	-	500	-
Covid 19 Vale of Glamorgan NDR grant	10,000	-	-	10,000	-
<b>Sub total (Gross income for AR)</b>	<b>17,617</b>	<b>-</b>	<b>-</b>	<b>17,617</b>	<b>132,325</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>17,617</b>	<b>-</b>	<b>-</b>	<b>17,617</b>	<b>132,325</b>
<b>A3 Payments</b>					
Utilities	2,732	-	-	2,732	2,948
Repairs/cleaning	780	-	-	780	1,496
Stationery/admin/newspapers	1,058	-	-	1,058	4,189
Insurance	1,581	-	-	1,581	1,649
Event costs	284	-	-	284	3,203
Premises/equipment/professional fees	4,410	-	-	4,410	12,982
Café costs	8	-	-	8	1,712
Re-cycling bags	-	-	-	-	840
Capital refurbishment/remodelling	-	-	-	-	90,682
<b>Sub total</b>	<b>10,853</b>	<b>-</b>	<b>-</b>	<b>10,853</b>	<b>119,701</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>10,853</b>	<b>-</b>	<b>-</b>	<b>10,853</b>	<b>119,701</b>
<b>Net of receipts/(payments)</b>	<b>6,764</b>	<b>-</b>	<b>-</b>	<b>6,764</b>	<b>12,624</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,595	-	-	25,595	12,971
<b>Cash funds this year end</b>	<b>32,359</b>	<b>-</b>	<b>-</b>	<b>32,359</b>	<b>25,595</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>	Deposit account	30,192	-	-
	Current account	2,167	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,359</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

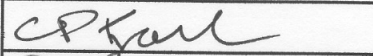
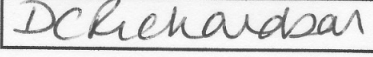
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	CHRISTOPHER PAUL FRANCIS	26.1.2022
	DIANA CLARE RICHARDSON	26.1.2022



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Dinas Powys Library and Activity Centre

On accounts for the year  
ended

March 31<sup>st</sup> 2021

Charity no  
(if any)

1169059

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

*David Lloyd Thomas*

Date:

8<sup>th</sup> January 2022

Name:

David Lloyd Thomas

Relevant professional  
qualification(s) or body  
(if any):

Institute of Chartered Accountants in England and Wales

Address:

53, Highwalls Avenue,  
Dinas Powys, CF64 4AQ

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

