



CHARITY COMMISSION
FOR ENGLAND AND WALES

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

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>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:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
	Para 1.41	

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	Para 1.24	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 on-going 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, trust deed , memorandum	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

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

Signature(s)	<table border="1"><tr><td></td><td></td></tr></table>		

Full name(s)	<table border="1"><tr><td></td><td></td></tr></table>		

Position (for example Secretary, Chair, etc)	<table border="1"><tr><td></td><td></td></tr></table>		

Date	<table border="1"><tr><td></td></tr></table>	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Dinas Powys Library and Activity Centre

No (if any)
1169059

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/20		31/03/21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
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	-
Sub total (Gross income for AR)	17,617	-	-	17,617	132,325
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,617	-	-	17,617	132,325
A3 Payments					
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
Sub total	10,853	-	-	10,853	119,701
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,853	-	-	10,853	119,701
Net of receipts/(payments)	6,764	-	-	6,764	12,624
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,595	-	-	25,595	12,971
Cash funds this year end	32,359	-	-	32,359	25,595

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Deposit account	30,192	-	-
	Current account	2,167	-	-
		-	-	-
	Total cash funds	32,359	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>CP Paul</i>	CHRISTOPHER PAUL FRANCIS	26.1.2022
<i>DC Richardson</i>	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 31st 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:

Date:

8th 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.