



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**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**

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 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:

Achievements against objectives set	Para 1.41	
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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	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.
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. 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.
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? <a href="#">for example 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)

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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**

<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)	DC Richardson	CP Franks
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

## Receipts and payments accounts

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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>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,595</b>
<b>A6 Cash funds last year end</b>	<b>32,359</b>	<b>-</b>	<b>-</b>	<b>32,359</b>	<b>-</b>
<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))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
DC Richardson	DIANA CLARE RICHARDSON	27/1/23
CP Franks	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.