



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	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 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, trust deed , memorandum and articles of association etc.	Para 1.25	Constitution
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 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

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

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

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	18-1-24	

22/23 Final



CHARITY COMMISSION
FOR ENGLAND AND WALES

Dinas Powys Library and Activity Centre

CENTRE
DINAS POWYS LIBRARY+ACTIVITYA

No (if any)

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 £
A1 Receipts					
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
	-	-	-	-	-
Sub total (Gross income for AR)	32,226	-	-	32,226	16,852
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,226	-	-	32,226	16,852
A3 Payments					
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
	-	-	-	-	-
Sub total	22,908	-	-	22,908	16,750
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	22,908	-	-	22,908	16,750
Net of receipts/(payments)	9,318	-	-	9,318	102
A5 Transfers between funds					
A6 Cash funds last year end	32,460	-	-	32,460	-
Cash funds this year end	41,778	-	-	41,778	102

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	34,402	-	-
	Current Account	7,376	-	-
		-	-	-
	Total cash funds	41,778	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			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
DC Richardson	DC RICHARDSON	18/1/24
CP Franks	CP FRANKS	18/1/24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Dinas Powys Library and Activity Centre

On accounts for the year
ended

March 31st 2023

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:

D. Lloyd Thomas

Date: 9th 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

Section B**Disclosure**

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.