



CHARITY COMMISSION
FOR ENGLAND AND WALES

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. |
|--|--|--|

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 | <p>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.</p> <p>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.</p> <p>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</p> |
|---|-----------|--|

| | | |
|--|--|---|
| | | <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> |
|--|--|---|

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> |
|---|-----------|--|

| | | |
|--|------------------|--|
| | | <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 | 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. 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. |
|--|--|--|

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, 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 | 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 | | | | |
| 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 (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 | | |

| |
|--|
| |
|--|

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 (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 | |

TAR



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 | Period start date 01/04/2023 | To | Period end date 31/03/2024 |
|------------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|--|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| 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 | - |
| Sub total (Gross income for AR) | 35,374 | - | - | 35,374 | 32,226 |

| | | | | | |
|--|----------|----------|----------|----------|----------|
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |

| | | | | | |
|-----------------------|---------------|----------|----------|---------------|---------------|
| Total receipts | 35,374 | - | - | 35,374 | 32,226 |
|-----------------------|---------------|----------|----------|---------------|---------------|

A3 Payments

| | | | | | |
|----------------------------|---------------|----------|----------|---------------|---------------|
| 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 |
| | - | - | - | - | - |
| Sub total | 29,580 | - | - | 29,580 | 22,908 |

A4 Asset and investment purchases, (see table)

| | | | | | |
|------------------|----------|----------|----------|----------|----------|
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |

| | | | | | |
|-----------------------|---------------|----------|----------|---------------|---------------|
| Total payments | 29,580 | - | - | 29,580 | 22,908 |
|-----------------------|---------------|----------|----------|---------------|---------------|

| | | | | | |
|------------------------------------|---------------|----------|----------|---------------|--------------|
| Net of receipts/(payments) | 5,794 | - | - | 5,794 | 9,318 |
| A5 Transfers between funds | - 33 | - | - | - 33 | - |
| A6 Cash funds last year end | 41,803 | - | - | 41,803 | - |
| Cash funds this year end | 47,564 | - | - | 47,564 | 9,318 |

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 | 3,271 | - | - |
| | Current account | 44,292 | - | - |
| | | - | - | - |
| | Total cash funds | 47,563 | - | - |

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) |
|---------|--------------------------------|-----------------|-----------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

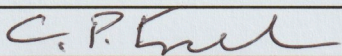
B4 Assets retained for the charity's own use

| 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 |
|---|------------------------|------------------|
|  | C. P. FRANKS | 22.1.25 |
| D Richardson | 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 Q13

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:

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