

NORTON COMMUNITY LIBRARY AND HUB

England & Wales · Charity number 1169524

Details

Status Registered

Legal form CIO

Registered 2016-10-06

Register [View on the Charity Commission register](#)

Contact

Address 86 Commercial Street
Norton
Norton on Derwent
Malton
North Yorkshire

Phone 01609534552

Email nortoncommunitylibrary@gmail.com

Website <https://www.facebook.com/nortoncommunitylibrary>

Activities

Objects: TO FURTHER OR BENEFIT THE RESIDENTS OF NORTON-ON-DERWENT AND THE SURROUNDING AREAS, 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 LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS. IN FURTHERANCE OF THESE OBJECTS BUT NOT OTHERWISE, THE TRUSTEES SHALL HAVE POWER: TO ASSIST IN THE RUNNING OF THE LIBRARY AND COMMUNITY CENTRE IN NORTON-ON-DERWENT AND TO MAINTAIN, DEVELOP OR MANAGE OR CO-OPERATE WITH ANY STATUTORY AUTHORITY IN THE MAINTENANCE, DEVELOPMENT AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE CHARITY IN FURTHERANCE OF THE ABOVE OBJECTS.

Activities: Operation of a library & community hub to further or benefit the residents of Norton on Derwent & surrounding areas to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Recreation
- **Who:** The General Public/mankind

Geography

- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£122,588	£115,939	-	-
2023-12-31	£23,586	£28,193	-	-
2022-12-31	£18,977	£17,521	-	-
2021-12-31	£24,407	£22,177	-	-
2020-12-31	£24,407	£22,177	-	-

Trustees

Name	Role	Appointed
Judi Elizabeth Watkinson	Chair	2026-01-26
Anthony Shaw Kingston		2020-09-01
Carol Susan Dulson		2019-12-01
Geoffrey Alan Powers		2023-10-01
Michael Colin Gwilliam		2024-03-26
Steven Gregory		2025-02-24

NORTON COMMUNITY LIBRARY AND HUB

England & Wales - Charity number 1169524

Accounts



86 Commercial Street, Norton-on-Derwent,
North Yorkshire. YO17 9ES

NORTON COMMUNITY LIBRARY & HUB

A CHARITABLE INCORPORATED ORGSNISATION (CIO)

(CHARITY NUMBER 1169524)

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDING 31ST DECEMBER 2024

Norton Community Library and Hub

(Charity Number 1169524)

CONTENTS

LEGAL INFORMATION	2
BOARD OF TRUSTEES	3
CHAIR'S REPORT	4
TREASURER'S REPORT	7
FORWARD PLAN	8
STATEMENT OF FINANCIAL ACTIVITIES	10
BALANCE SHEET	11
NOTES TO THE ACCOUNTS	12
INDEPENDENT EXAMINER'S REPORT	14

**Norton Hive Library and
Community Hub**

(Charity Number
1169524)

Legal Information

Registered Charity Number - 1169524

Principal Address and Registered Office -

Norton Hive Library and Community Hub
86 Commercial Street
Norton-on-Derwent
Malton
YO17 9ES

Bankers -

Co-operative Bank - Business
Business Customer Services
P O Box 250
Skelmersdale
WN8 6WT

Independent Examiner - Martyn Herring

2 Sutton Farm
Langton Road
YO17 9PU

BOARD OF TRUSTEES

Joshua Vale
February 2024

2024

Trustee from

CHAIR April

Judi Watkinson
March 2022

Trustee from
VICE-CHAIR April 2024

Carol Dulson
December 2019
until May 2020

Trustee from

SECRETARY

from May 2020

Geoff Powers
October 2023

Trustee from

TREASURER

since Oct 2023

David Hurley
October 2019

Trustee from

Tony Kingston
September 2020

Trustee from

Mike Gwillam
March 2024

Trustee from

1) **Constitution**

Norton Community Library and Hub is a Charitable Incorporated Organisation which was registered with the Charity Commission on 6 October 2016

2) **Basis of preparation**

The accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice – and applicable accounting standards. The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

3) **Accounting Policies**

Restricted Funds

Restricted Funds are subject to specific conditions by donors as to how they may be used.

Unrestricted Funds

Unrestricted Funds are funds that can be used in accordance with the objects of the charity at the discretion of the Trustees.

Governance Costs

Governance costs consist of the reimbursement of Trustees' expenses incurred in carrying out their statutory responsibilities.

4) **Lease**

The Charity has entered into a lease with the North Yorkshire County Council for the occupation of the Library and Hub. The lease is extended up to 1 April 2032 at a peppercorn rent, if charged.

5) **Service Agreement**

The Charity has entered into a Service Agreement with the North Yorkshire County Council for the operation of the Library and Hub, which includes setting out the obligations of both the Council and the Charity. The Agreement is extended to run with the lease until April 2032

6) **Grants**

Restricted Grants for 2024 (Note 6)

Decarbonisation

Groundwork UK (Roof) £45,948.00

Groundwork UK (ASHP) £21,409.72

Westend Electrical £3,685.00

NB Electrical (Solar) £11,960.32

NYCC (Double Glazing) £11,177

Rymer Alarms £216

Amco Asbestos (Survey) £594

(Groundwork UK (Gas Supply Removal) £314.88

Other

North Yorkshire CC £500 (Children's Area)

Fitzwilliam Estate £2,500

Rotary Trust £649 (Fridge/Freezer £199, First Aid Course £450)

York Racecourse £1000

Projects Expenditure (Note 7)

Community Fund £3972.30

Community Gardens £243.41

Harminis £2170

Junior Area £780.04

Pop-Up Libraries £119.98

De-Carbonisation £96753.77

Fridge £229

First Aid Course £450

Restricted Funds @ 01.01.2024 £5377 (Note 8)

Received during the year £100,012

Expenditure during year £105,439

(Balance -£-50, hence transfer from Unrestricted £50)

Restricted Funds @ 31.12.2024 £0 (None)

NORTON HIVE COMMUNITY HUB

INCOME AND EXPENSES FOR THE YEAR ENDED 31 ST DECEMBER 2024

		2024	2024	2024	2023
INCOMING RESOURCES:	Notes	Unrestricted Funds	Restricted Funds	Total	
		£	£	£	£
Decarbonisation			95305	95305	
Grants			4707	4707	8500
Office Rents		8575		8575	3400
Room Hire		5743		5743	3629
Events (net)		781		781	2652
Library Receipts		826		826	4019
Donations		577		577	839
Gift Aid Donations		306		306	112
Gift Aid Recoverable				0	129
Other (not incl above)		5768		5768	307
TOTAL INCOMING RESOURCES		22576	100012	122588	23586
RESOURCES EXPENDED:					
Charitable activities:					
Decarbonisation			96754	96754	
Projects			7992	7992	11539
Services (Gas, Electric, Water)		6929		6929	8840
Repairs and Maintenance		478		478	2244
Cleaning		1660		1660	1659
Health and Safety			450	450	912
Insurance		470		470	450
Legal		0		0	0
Office equipment, fixtures etc.		39		39	164
General		358		358	1032
Gardens			243	243	285
IT		531		531	840
Travel		0		0	135
Bank Charges		35		35	93
TOTAL RESOURCES EXPENDED		10499	105439	115939	28193
NET INCOMING RESOURCES		12076	-5427	6649	-4607
FUNDS BROUGHT FORWARD		6284	5377	11661	16268
TRANSFER BETWEEN FUNDS		<u>-50</u>	<u>50</u>		
FUNDS CARRIED FORWARD		<u>18310</u>	<u>0</u>	<u>18310</u>	<u>11661</u>

These financial statements were examined and approved by the independent examiner on



Date: 27th May 2025

Independent examiner's report to the trustees of the Norton Community Library and Hub

I report on the accounts for the Norton Community Library and Hub for the year ending **31st December 2024**, as set out in the attached documents.

Respective responsibilities of the Trustees and Examiner.

The Charity's Trustees are responsible for the maintenance of appropriate financial records and preparation of the accounts.

The Charity's Trustees consider that an audit is not required for this year under the provisions of section 144(2) of the Charities Act 2011 and that an Independent Examination is required.

It is therefore my responsibility to:

1. Examine the accounts under section 145 of the Charities Act 2011
2. To follow the procedures as laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the act, and
3. To state whether any particular matters have come to my attention.

Basis of this Report

My examination was carried out in accordance with the general directives given by the Charities Commission. The examination included a review of the accounting records maintained by the Charity and a comparison of those records to accounts presented by the Charity. The review includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with the examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- . to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - . to prepare accounts which accord with the accounting records and comply with requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Martyn M. Herring

CIMA

27th May.2025

NORTON COMMUNITY LIBRARY AND HUB

England & Wales - Charity number 1169524

Accounts



**Norton Community
Library & Hub**



36 Commercial Street,
Norton-on-Derwent,
North Yorkshire. YO17 9ES

NORTON COMMUNITY LIBRARY & HUB

A CHARITABLE INCORPORATED ORGANISATION (CIO)

(CHARITY NUMBER 1169524)

ANNUAL REPORT AND FINANCIAL STATEMENTS

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CONTENTS

LEGAL INFORMATION	3
BOARD OF TRUSTEES	4
CHAIR'S REPORT	5
TREASURER'S REPORT	7
FORWARD PLAN	8
STATEMENT OF FINANCIAL ACTIVITIES	9
BALANCE SHEET	10
NOTES TO THE ACCOUNTS	11
INDEPENDENT EXAMINER'S REPORT	13

Norton Hive Library and Community Hub

(Charity Number 1169524)

Legal Information

Registered Charity Number - 1169524

Principal Address and Registered Office -

Norton Community Library and Hub
86 Commercial Street
Norton-on-Derwent
Malton
YO17 9ES

Bankers - Yorkshire Bank
(Virgin Money UK PLC)
46 Coney Street
York
YO1 9NQ

Independent Examiner – Martyn Herring
2 Sutton Farm
Langton
YO17 9PU

Note: Co-Operative bank account opened but not actively used until January 2024

BOARD OF TRUSTEES

Shirley Wilde	Trustee from 2018 Vice-Chair until March 2023 Chair from March 2023
Carol Dulson	Trustee from December 2019 SECRETARY from May 2020
Geoff Powers	Trustee from October 2023 TREASURER since Oct 2023
David Ponton-Brown	Trustee from 2017 Chair from 2018 Vice-Chair until May 2020
Gill Wannell	Trustee from 2017 Treasurer from 2017 Resigned August 2023
David Hurley	Trustee from October 2019
Ray King	Trustee from July 2020
Tony Kingston	Trustee from September 2020
Sue Pacey	Trustee from 2022 Resigned December 2023
Judi Watkinson	Trustee from March 2022
Nicholas Messenger	Trustee from June 2023

CHAIR'S REPORT 2023

Unfortunately this year had a wobbly start as no-one had come forward to be nominated for the position of Chair. Following an Emergency Meeting of the Trustees the situation was resolved and Shirley Wilde agreed to Chair meetings and responsibilities for the smooth running of the library were discussed and trustees allocated to various tasks. A planning sub-group was formed alongside marketing and events sub-group. One of the main items on the planning sub-group was the suggestion of installing solar panels. The project would need to be funded by a grant and also would need the approval from NYC. The current lease is due to be renewed in 2027.

May saw the coronation of King Charles III and an event -"morning cuppa"- was arranged and children were encouraged to bring small baked items and plant sunflower seeds in the library's garden. Also in May Radio York made a broadcast from Norton Library and David Ponton-Brown was interviewed. This we feel raised the profile of the library. Proposal to revamp the children's area was raised and a small working group appointed to investigate any available grants and to look as possible layout and refurbishments. A grant of £5,000 was granted from NYC and with the hard work of the volunteers and support from Rotary Club the children's area has now been completed and is much appreciated by the children and their parents.

In August Gill Wannell retired from the post of Treasurer having joined the newly formed Community Library in 2017. She worked diligently to seek grants and funding to benefit the library and the Norton community. We wish her well in her retirement.

The Pop-up Library Service to outlying schools continues to be well received by schools and parents. The summer reading challenge was also well supported and children found the activities interesting and invigorating. Thanks to the Marketing and Events sub-group and the efforts of the volunteers the events have provided some much needed revenue for the library. This group now has a representative from Sight Support which has proved beneficial to both charities.

We are well supported by regular groups, ie Knit & Natter, Book Club and Spinning Group where local people can get together to enjoy and share their interests. We also have a dedicated gardening group who keep the outside area in good condition despite problems with vandalism.

The volunteers have worked hard to raise the profile of the facilities and activities available at the library eg. Summer reading challenge was well supported. Events during the year have provided addition income and appreciation for the variety of activities. These included the annual bingo held at Ryedale community centre and the Christmas Fair went very well and raised over £1,000 for the library funds so thanks to all those who booked a table and all who enjoyed this event which was hosted in conjunction with Norton Town Council. The children met Father Christmas on his sleigh and it was a very successful event. The continued donations from book sales help the coffers. The footfall into the library has increased alongside the increase in the loan of books.

The children's activities: Harminis, storytime, craft activities etc. continue to be well supported and appreciated. Before Christmas a Christmas card competition for children was launched and the Trustees chose 3 designs in the different age groups for our official Christmas card.

Following extensive investigation it was decided to divert our enquiries from solar panels to decarbonisation projects, eg cavity wall insulation, new windows, new gas boiler etc. to make the library more energy efficient and therefore, hopefully, be cheaper to run.

At the beginning 2024 David Ponton-Brown resigned from the Board of Trustees but he has remained a valuable volunteer in the running of the library. David was one of the original members of the Working Group which initiated the founding of Norton Community Library in 2017 and his experience and expertise has been essential in steering the library to its present position. He will be greatly missed as a steady hand to guide the Trustees.

The Trustees have discussed the various names by which the library is known. In line with the Charity Commissions guidelines it was decided that:-

- a) the legal name is Norton Community Library and Hub – to be used for all official documents
- b) the working name will be Norton Hive Library and Community Hub – to be used for events and activities etc.

Finally – last but not least -we would like to thank the Friends of Norton Community Library whose continued support is greatly appreciated.

Shirley Wilde
Chair
March 2024

TREASURER'S REPORT

In August 2023 Gill Wannell retired in August 2023 after being Treasurer since 2017. She became Treasurer when the library first became a Community Library and we wish to thank Gill for all the hard work and support she has provided for volunteers and Trustees in seeking grants for funding various projects to improve the facilities of the Hive. In September 2023 I took over the position of Treasurer and thank Gill for her assistance in the change-over period.

Norton Community Library started the year in a good financial position. We received grants, mainly from North Yorkshire Council and were able to refurbish the children's area with a grant of £5K and a further small grant to provide new toys. Other small grants provided funds for various events eg Harminis, and an author event in July.

Income from the hire of rooms has been steady with regular clients, eg Andy's Man Club, U3a, York Vineyard, Sight Support and Refugee Council and other monthly regulars. The room rentals provide a regular income for Norton Library.

Regular fundraising events have played their part too. The Auction night, Bingo night, Christmas Fayre were very well supported. The Knit and Natter Group collection provides regular support for the library and general monthly income from preloved books sales, donations boxes plus library receipts have helped with funding.

A change of electricity supplier in April, arranged by NYCC, from npower to EDF, has not been a smooth transition. For several months over the summer we were not billed and together with the rise in unit energy costs we were faced with a very large bill in the autumn. The cost of energy has led the Trustees to look at other energy sources and we are looking at decarbonisation as a way of costs being reduced.

In 2023 we started to move our bank account from Virgin Money to the Co-op Bank mainly due to banking costs.

The positive financial support we receive from grants, donations, Friends etc. is greatly appreciated and ensures that we are able to provide a good standard of service to the people of Norton and surrounding areas.

Geoffrey Powers
Treasurer
March 2024

Norton Library and Community Hub - 5 year Forward Plan 2022-27

Progress 2023-24

Capital Projects	Description	Budget provision	Priority (1-3)	Estimated completion	Comments
Gazebo for sensory garden	Weather protection at story time or baby/toddler events	Grant application	3	N/A	Outstanding
Refurbishment of children's library area	Increased book display area and storage, new educational play equipment	Grant application	1	2023	Completed
CCTV - joining with Council run/monitored system	Prevent anti-social behaviour at rear and front/side of library	Grant application	2	2022/24	Completed
Additional lockable storage cabinets	More security & storage space	Grant application/ Hive funds	2	2023/24	Completed
Cavity wall insulation; Roof insulation; Solar Panels; Air source heat pumps; LED lighting; Double glazing	Decarbonisation project	VCSE Grant application	1	2024/25	Grant application pending May require planning permission NYC permission required

INCOME AND EXPENSES FOR THE YEAR ENDED 31st DECEMBER 2023					
INCOMING RESOURCES:	Notes	Unrestricted Funds	Restricted Funds	Total 2023	2022
		£	£	£	£
Grants	6		8,500		5,386
Office Rents		3,400			6,900
Room Hire		3,629			2,493
Events (net)		2,652			2,497
Library Receipts		1,439	2579		710
Donations		839			607
NH Friends Donations		112			268
Gift Aid Recoverable		129			116
Other (not incl above)		307			
TOTAL INCOMING RESOURCES		12507	11,079	23,586	18,977
RESOURCES EXPENDED:					
Charitable activities:					
Projects	7	2,776	8,763		4,488
Heat, light, water		8,840			5,799
Repairs and Maintenance		2,244			2,024
Health and Safety		912			14
Insurance		450			438
Cleaning		1,659			1,733
Legal		0			780
Office equipment, fixtures etc.		164			430
General		1,042			752
Gardens		0	285		52
IT		840			791
Travel		135			270
Bank Charges	9	93			
TOTAL RESOURCES EXPENDED		19,155	9,048	28,203	17,521
NET INCOMING RESOURCES		-4068	-548	-4,616	1,456
FUNDS BROUGHT FORWARD		10,343	5,925	16,628	17,518
TRANSFER BETWEEN FUNDS		-	-	-	-
FUNDS CARRIED FORWARD		6,275	5,377	11,652	14,812

BALANCE SHEET FOR THE YEAR ENDED 31ST DECEMBER 2023

Notes	31 December 2023	31 December 2022
	£	£
TANGIBLE FIXED ASSETS	-	-
CURRENT ASSETS		
Debtors and Prepayments	408	399
Bank Deposit	2,000	2,000
Bank current and petty cash	<u>12,659</u>	<u>17,329</u>
	15,067	19,728
LESS CURRENT LIABILITIES		
Creditors and Accruals	(3,406)	(3,460)
NET CURRENT ASSETS	<u>11,661</u>	<u>16,268</u>
NET ASSETS	<u>11,661</u>	<u>16,268</u>
REPRESENTED BY		
Unrestricted funds	6,274	10,343
8 Restricted funds	<u>5,376</u>	<u>5,925</u>
	<u>11,650</u>	<u>16,628</u>

These financial statements were approved by the Trustees on
and signed on their behalf by:

Date

15 March 2024

These financial statements were examined and approved by the independent
examiner on 15 March 2024

NORTON COMMUNITY LIBRARY AND HUB (registered Charity Number 1169524)

Notes to the accounts for the year 1 January to 31 December 2023

1) Constitution

Norton Community Library and Hub is a Charitable Incorporated Organisation which was registered with the Charity Commission on 6 October 2016

2) Basis of preparation

The accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice – and applicable accounting standards. The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

3) Accounting Policies

Restricted Funds

Restricted Funds are subject to specific conditions by donors as to how they may be used.

Unrestricted Funds

Unrestricted Funds are funds that can be used in accordance with the objects of the charity at the discretion of the Trustees.

Governance Costs

Governance costs consist of the reimbursement of Trustees' expenses incurred in carrying out their statutory responsibilities.

4) Lease

The Charity has entered into a lease with the North Yorkshire County Council for the occupation of the Library and Hub. The lease is for ten years commencing 1 April 2017 at a peppercorn rent, if charged.

5) Service Agreement

The Charity has entered into a Service Agreement with the North Yorkshire County Council for the operation of the Library and Hub, which includes setting out the obligations of both the Council and the Charity. The Agreement is for five years commencing 1 April 2017.

6) Grants

Restricted grants received during the year:	£
NYCC – Junior Area Refurbishment	5,000
Author Event	1,000
Junior Area Re-stock (50%of £1000 in 2023)	500
Private donation – Community Fund	2,000
Harminis	<u>2,579</u>

7) **Projects**

Expenditure during the year:	£
Author Event	900
Community Fund	2,569
Community Gardens	285
Harminis	2,660
Junior Area Refurbishment	2,522
Pop-Up Libraries	112
	<u>- -</u>
	<u>9,048</u>

8) **Restricted Funds**

As at 1 January 2023	5,925
Received during the year (Note 6)	<u>11,079</u>
	17,004
Expenditure during year (Note 7)	<u>9,048</u>
As at 31 December 2023	7,956

Restricted funds carried forward consist of:

Author event	<u>100</u>
Community Fund	3,844
Community Gardens	<u>(192)</u>
Junior Area Refurbishment	2,978
Harminis	(81)
Pop-Up	288
Car Park (c/f from 2022)	132
Code Club (c/f from 2022)	313
PPE (c/f from 2022)	313
Waste Bin (c/f from 2022)	261
	<u>7,956</u>

9) **Governance costs**

The Trustees received no payment for their services

No fee was charge for the Independent Examination

Independent examiner's report to the trustees of the Norton Community Library and Hub

I report on the accounts for the Norton Community Library and Hub for the year ending 31st December 2023, as set out in the attached documents.

Respective responsibilities of the Trustees and Examiner

The Charity's Trustees are responsible for the maintenance of appropriate financial records and preparation of the accounts.

The Charity's Trustees consider that an audit is not required for this year under the provisions of section 144(2) of the Charities Act 2011 and that an Independent Examination is required.

It is therefore my responsibility to:

1. Examine the accounts under section 145 of the Charities Act 2011
2. To follow the procedures as laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the act, and
3. To state whether any particular matters have come to my attention.

Basis of this Report

My examination was carried out in accordance with the general directives given by the Charities Commission. The examination included a review of the accounting records maintained by the Charity and a comparison of those records to accounts presented by the Charity. The review includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with the examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 130 of the Charities Act 2011;
and

to prepare accounts which accord with the accounting records and comply with requirements of the 2011 Act;

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Martyn M. Herring

NORTON COMMUNITY LIBRARY AND HUB

England & Wales - Charity number 1169524

Accounts



86 Commercial Street,
Norton-on-Derwent,
North Yorkshire,
YO17 9ES

NORTON HIVE LIBRARY AND COMMUNITY HUB

**A CHARITABLE INCORPORATED ORGANISATION (CIO)
(CHARITY NUMBER 1169524)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDING 31st DECEMBER 2022

Norton Hive Library and Community Hub

(Charity Number 1169524)

CONTENTS

LEGAL INFORMATION	2
BOARD OF TRUSTEES	3
CHAIR'S REPORT	4
TREASURER'S REPORT	5
FORWARD PLAN	6
STATEMENT OF FINANCIAL ACTIVITIES	7
BALANCE SHEET	8
NOTES TO THE ACCOUNTS	9
INDEPENDENT EXAMINER'S REPORT	11

Norton Hive Library and Community Hub
(Charity Number 1169524)

Legal Information

Registered Charity Number - 1169524

Principal Address and Registered Office -

Norton Hive Library and Community Hub
86 Commercial Street
Norton-on-Derwent
Malton
YO17 9ES

Bankers - Yorkshire Bank
(Virgin Money UK PLC)
46 Coney Street
York
YO1 9NQ

Independent Examiner – Martyn Herring
2 Sutton Farm
Langton Road
YO17 9PU

BOARD OF TRUSTEES

CAROL DUNCAN	Trustee from 2018 SECRETARY until May 2020 CHAIRPERSON from May 2020
SHIRLEY WILDE	Trustee from 2018 TRUSTEE until May 2020 VICE-CHAIRPERSON from May 2020
CAROL DULSON	TRUSTEE from December 2019 until May 2020 SECRETARY from May 2020
GILL WANNELL	TRUSTEE from 2017 TREASURER from 2017
DAVID PONTON-BROWN	Trustee from 2017 CHAIRPERSON from 2018 VICE-CHAIRPERSON until May 2020 TRUSTEE from May 2020
FRANCES WAINWRIGHT	TRUSTEE from 2018
DAVID HURLEY	TRUSTEE from 14 October 2019
RAY KING	TRUSTEE from July 2020
ANTHONY KINGSTON	TRUSTEE from September 2020
JUDI WATKINSON	TRUSTEE from March 2022
DEBORAH ROUNDING	TRUSTEE from October 2022
SUSAN PACEY	TRUSTEE from December 2022

CHAIR'S REPORT

The trustees and volunteers will look back on 2022 as the year of recovery and rebuilding. After the ravages of lockdown and covid we dusted ourselves off and started all over again as the saying goes.

January as always tends to be a slow month but Harminis, the Tuesday Reading Group and Ryedale Site Church Group plus Yoga and Code Club kept the flag flying. As always Busy Bees Craft Club every second Saturday was popular. Also our regular fixtures of Knit and Natter, Storytime and the Wool Spinning Group continue to be as popular as ever. School visits and Pop Up continue to grow with more schools being added to the lists.

Funding continues to be a major problem with various organisations and people being approached to support the upkeep of the library plus the projects for it's continued improvement.

We continue to rent out the Derwent Room to various groups with Autism+ being a regular user.

2022 saw the celebrations for the Queen's Platinum Jubilee and the library marked the occasion with the planting of a tree. Elizabeth Shields performed the ceremony which was attended by a sizeable crowd. Refreshments were served to those who wanted them. A report and pictures was sent to the Gazette which as always helps to raise our profile in the local area.

We are constantly advertising for Volunteers and Trustees to join our existing team with some success but more would be welcomed with open arms.

Unfortunately 2022 has been the year when problems in the garden became an issue. The tree planted to mark the passing of Covid victims has been stolen and also some box trees. All these incidents were reported to the police and despite the CCTV no one has been brought to account. The garden volunteers provide a valuable service to the library and the local community by providing a place for the public to enjoy and relax in. It is a sad reflection of our times that their efforts are not appreciated by all.

November saw the Christmas Fair and Light switch on. This was a great success and brought in the largest amount of money so far.

All in all, 2022 has been a year in which everyone concerned with the running of the library should be proud of their efforts in providing a Warm Welcome Space for all, in these trying times.

Carol Duncan
Chair

TREASURER'S REPORT

Financially we did a little better this year than last, in no small part to the continued support from the local community who regularly buy our raffle tickets and attend our fundraising endeavours, be they large or small. Obviously are larger efforts - Bingo (held at the Bowling Club and ably run by Cynthia and her crew), our ongoing book sale, and both Easter and Christmas activities are attended by the most people - in fact this years Christmas Fayre was the best attended since we opened - provide the most revenue enabling us to pay our bills - of which like everyone else electricity and gas take up the most money.

Larger improvements and maintenance and entertainment require different sources of income and we are enormously grateful to the organisations which support us in these efforts - this year NYCC, York Racecourse and Norton Town Council are amongst those which have offered their support.

Some of you may have noticed that the potholes in the car park have been repaired - all we need now are for drivers to stop using the car park as a turning circle so that we do not have to do it again any time soon!

Next year we hope to join a consortium to monitor the CCTV footage and crack down on some of the vandalism which has been occurring, not to mention some of the rubbish which is left for us to clean up every week. A new waste bin is also in the offing to (hopefully) help with this.

We continue to sanitise to help prevent the spread of infections (if not Covid then various forms of other viruses) and are looking for ways to enlarge the children's area so that more children can enjoy their activities.

I am hopeful that once the utilities settle their pricing structures 2003 will be a more settled year and budgeting will be easier - at the moment it is more of a 'keep our fingers crossed' scenario!

Gill Wannell
Treasurer

CAPITAL PROJECTS	Description	Budget provision	Priority (1-3)	Estimated completion	Comments
Car Park resurfacing	Resurfacing	Grant application	3	2020/23	Remedial works completed 2022
Internal ceiling tiles	Replace dangerous tiles	Grant application	2	2020/24	Outstanding
Library lease from NYCC	Long-term security, long lease (10 years) to access grant funds	N/A	N/A	N/A	Lease extension DENIED
**Electric canopy or Gazebo for sensory garden (replaces Covered buggy park)	Weather protection at story time or baby/toddler events	Grant application	1	2022/23	Outstanding
*Changes to children's library area	Increased book display area and storage for pop-up project	N/A	N/A	N/A	*New project DENIED
CCTV – join with Council-run/monitored system	Prevent anti-social behaviour at rear and front/side of library	Grant application	2	2022/24	Grant application pending
*Improve corridor and connecting door	Rationalisation needed to improve access	N/A	N/A	N/A	*New project DENIED
*Additional lockable storage cabinets	More security & storage space	Grant application Hive funds	2	2023/24	*New project 2023 completed
*Solar panelling for roof	Reduce energy costs	Grant application	3	2023/25	*New project – will require planning permission

INCOME AND EXPENSES FOR THE YEAR ENDED 31 ST DECEMBER 2022					
INCOMING RESOURCES:	Notes	Unrestricted Funds	Restricted Funds	Total	2021
		£	£	£	£
Grants	6		5,386		5,168
Office Rents		6,900			6,900
Room Hire		2,493			1,050
Events (net)		2,497			963
Library Receipts		710			394
Donations		607			353
Gift Aid Donations		268			331
Gift Aid Recoverable		116			<u>82</u>
TOTAL INCOMING RESOURCES		13,591	5,386	18,977	15,241
RESOURCES EXPENDED:					
Charitable activities:					
Projects	7		4,488		6,907
Heat, light, water		5,799			3,258
Repairs and Maintenance		2,024			2,559
Health and Safety		14			117
Insurance		438			438
Cleaning		1,733			1,425
Legal		780			252
Office equipment, fixtures etc.		430			2,331
General		752			406
Gardens		2			52
IT		791			241
Travel		270			-
Governance costs	9	-			-
TOTAL RESOURCES EXPENDED		<u>13,033</u>	<u>4,488</u>	<u>17,521</u>	<u>17,947</u>
NET INCOMING RESOURCES		558	898	1,456	(2,706)
FUNDS BROUGHT FORWARD		11,465	3,347	14,812	17,518
TRANSFER BETWEEN FUNDS		<u>(1,680)</u>	<u>1,680</u>	-	-
FUNDS CARRIED FORWARD		<u>10,343</u>	<u>5,925</u>	<u>16,268</u>	<u>14,812</u>

BALANCE SHEET FOR THE YEAR ENDED 31ST DECEMBER 2022

Notes	31 December 2022	31 December 2021
	£	£
TANGIBLE FIXED ASSETS	-	-
CURRENT ASSETS		
Debtors and Prepayments	399	412
Bank Deposit	2,000	2,000
Bank current and petty cash	<u>17,329</u>	<u>14,961</u>
	19,728	17,373
 LESS CURRENT LIABILITIES		
Creditors and Accruals	(3,460)	(2,561)
NET CURRENT ASSETS	<u>16,268</u>	<u>14,812</u>
NET ASSETS	<u>16,268</u>	<u>14,812</u>
 REPRESENTED BY		
Unrestricted funds	10,343	11,465
8 Restricted funds	<u>5,925</u>	<u>3,347</u>
	<u>16,268</u>	<u>14,812</u>

These financial statements were approved by the Trustees on 20.2.2023
and signed on their behalf by:

[Signature] Chair
[Signature] Vice Chair

These financial statement were examined and approved by the independent examiner on

Date: 23rd February 2023 Signature: *[Signature]*

NORTON COMMUNITY LIBRARY AND HUB (registered Charity Number 1169524)

Notes to the accounts for the year 1 January to 31 December 2022

1) Constitution

Norton Community Library and Hub is a Charitable Incorporated Organisation which was registered with the Charity Commission on 6 October 2016

2) Basis of preparation

The accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice – and applicable accounting standards. The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

3) Accounting Policies

Restricted Funds

Restricted Funds are subject to specific conditions by donors as to how they may be used.

Unrestricted Funds

Unrestricted Funds are funds that can be used in accordance with the objects of the charity at the discretion of the Trustees.

Governance Costs

Governance costs consist of the reimbursement of Trustees' expenses incurred in carrying out their statutory responsibilities.

4) Lease

The Charity has entered into a lease with the North Yorkshire County Council for the occupation of the Library and Hub. The lease is for ten years commencing 1 April 2017 at a peppercorn rent, if charged.

5) Service Agreement

The Charity has entered into a Service Agreement with the North Yorkshire County Council for the operation of the Library and Hub, which includes setting out the obligations of both the Council and the Charity. The Agreement is for five years commencing 1 April 2017.

6) Grants

Restricted grants received during the year:	£
NYCC – Community Fund (Jubilee) £25, (Education Evolution) £100	125
Stronger Communities - Harminis, £770, PPE £230	1,000
Private donation – Community Fund	3,000
York Racecourse Car park	1,000
Norton Town Council – Waste bin	<u>261</u>
	5,386
Norton Hive to Community Garden	200
“ Car park	1,340
“ Harminis	<u>140</u>
	7,066
Transfer between R/F – IT £237, Sing! £139 to Community Fund	

7) Projects	£
Expenditure during the year:	
Car park	2,208
Code club	65
Community fund	703
Community gardens	240
Harminis	910
Pop-Up	302
PPE	60
Waste Bin	<u>-</u>
	<u>4,488</u>
8) Restricted Funds	
As at 1 January 2022	3,347
Received during the year (Note 6)	<u>7,066</u>
	10,413
Expenditure during year (Note 7)	<u>4,488</u>
As at 31 December 2022	<u>5,925</u>
Restricted funds carried forward consist of:	
Car park	132
Code club	313
Community fund	4,413
Community gardens	93
Harminis	-
IT	-
Pop-Up	400
PPE	313
Waste bin	<u>261</u>
	<u>5,925</u>
9) Governance costs	
The Trustees received no payment for their services.	
No fee was charged for the Independent Examination.	

Independent examiner's report to the trustees of the Norton Community Library and Hub

I report on the accounts for the Norton Community Library and Hub for the year ending 31st December 2022, as set out in the attached documents.

Respective responsibilities of the Trustees and Examiner.

The Charity's Trustees are responsible for the maintenance of appropriate financial records and preparation of the accounts .

The Charity's Trustees consider that an audit is not required for this year under the provisions of section 144(2) of the Charities Act 2011 and that an Independent Examination is required.

It is therefore my responsibility to:

1. Examine the accounts under section 145 of the Charities Act 2011
2. To follow the procedures as laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the act, and
3. To state whether any particular matters have come to my attention.

Basis of this Report

My examination was carried out in accordance with the general directives given by the Charities Commission. The examination included a review of the accounting records maintained by the Charity and a comparison of those records to accounts presented by the Charity. The review includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts provide a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with the examination, no matter has come to my attention:

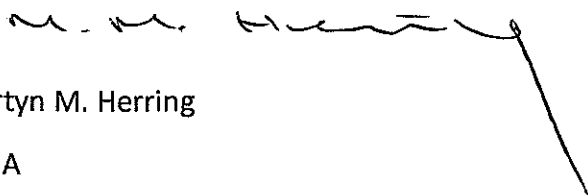
(1) which gives me reasonable cause to believe that in any material respect the requirements

. to keep accounting records in accordance with section 130 of the Charities Act 2011; and

. to prepare accounts which accord with the accounting records and comply with requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Martyn M. Herring

CIMA

23rd February, 2023.

NORTON COMMUNITY LIBRARY AND HUB

England & Wales - Charity number 1169524

Accounts



86 Commercial Street,
Norton-on-Derwent,
North Yorkshire,
YO17 9ES

NORTON HIVE LIBRARY AND COMMUNITY HUB

**A CHARITABLE INCORPORATED ORGANISATION (CIO)
(CHARITY NUMBER 1169524)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDING 31st DECEMBER 2021

Norton Hive Library and Community Hub

(Charity Number 1169524)

CONTENTS

LEGAL INFORMATION.....	2
BOARD OF TRUSTEES	3
CHAIR'S REPORT.....	4
TREASURER'S REPORT.....	6
FORWARD PLAN	7
STATEMENT OF FINANCIAL ACTIVITIES	8
BALANCE SHEET	9
NOTES TO THE ACCOUNTS	10
INDEPENDENT EXAMINER'S REPORT	12

(Charity Number 1169524)

Legal Information

Registered Charity Number - 1169524

Principal Address and Registered Office -

Norton Hive Library and Community Hub
86 Commercial Street
Norton-on-Derwent
Malton
YO17 9ES

Bankers - Yorkshire Bank
(Virgin Money UK PLC)
46 Coney Street
York
YO1 9NQ

Independent Examiner - Martyn Herring

2 Setton Farm
Langton Road
YO17 9PU

CAROL DUNCAN	Trustee from 2018 until May 2020 SECRETARY CHAIRPERSON from May 2020
SHIRLEY WILDE	Trustee from 2018 until May 2020 TRUSTEE VICE-CHAIRPERSON from May 2020
CAROL DULSON	TRUSTEE from December 2019 until May 2020 SECRETARY from May 2020
GILL WANNELL	TRUSTEE from 2017 TREASURER from 2017
DAVID PONTON-BROWN	Trustee from 2017 from 2018 CHAIRPERSON VICE-CHAIRPERSON until May 2020 TRUSTEE from May 2020
FRANCES WAINWRIGHT	TRUSTEE from 2018
COLIN DAVIS	TRUSTEE from 2018 until May 2020 then from November 2020 until July 2021
DAVID HURLEY	TRUSTEE from 14 October 2019
RAY KING	TRUSTEE from July 2020
ANTHONY KINGSTON	TRUSTEE from September 2020

CHAIR'S REPORT

2021 was yet another stop start year for Norton Hive, although not nearly as bad as 2020. We re-opened Tuesday 5th January only to close the following week until Tuesday 13th April. Due to the restrictions placed on meeting in

groups the AGM was postponed from March until June 23rd. Unfortunately, the AGM was poorly attended which was probably due to the continued worry over Covid -19.

A revision of Item 16 of the Constitution amended the item to “ **Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.**” This was passed by all present.

Our Tuesday Reading Group recommenced in June in our newly refurbished Derwent Room and has carried on throughout the year. Code Club took up their slot on a Monday afternoon and has gone from strength to strength under a group of dedicated volunteers. Adult Learning Services began a series of bookings for beginners in IT in June which carried on through till October. Unfortunately, due to payment problems the trustees took the decision to refuse further bookings. A church group called Ryedale Site has taken up alternate Sundays in the library.

Our Summer Reading Challenge was a great success and thoroughly enjoyed by all participants. We were unable to go into schools to promote the SRC but although the numbers were not as high as in previous years we still managed a very creditable take up.

Our Busy Bees Craft Club was as popular as ever and a rota of volunteers provided tuition in various crafts to the delight of the participants. The Hoglets Theatre Group paid us a visit in August after the trustees received funding and although it was the wettest Friday ever a group of children thoroughly enjoyed the performance. Due to the inclement weather the performance had to be inside which restricted the antics of the performers somewhat and one baby strongly objected to the loud noises!!!

Due to some of our volunteers feeling that they did not wish to return to the library we were left with a shortfall. It was decided to hold coffee mornings on the Thursday and Saturday mornings 13th and 15th August. Unfortunately no new volunteers came forward although some of our regulars enjoyed a free cup of coffee and cake. Thanks to the volunteers who provided the delicious baking.

The end of August saw a display erected in the library from Ryedale Carers. This took the form of two patchwork quilts fashioned by Ryedale Carers volunteers. Each volunteer had sewn a picture of what the pandemic had meant to them. A truly remarkable artwork which was greatly admired by all the library users for the two weeks they were on display.

Knit and Natter and the Spinning group returned at the end of September which made us feel as if things may just be getting back to some kind of normality. Storytime also became ‘live’ again and was welcomed by Mums and toddlers who had missed the personal contact provided by our Storytime volunteers.

After interviews a new Library Supervisor was appointed, and Beccy Roberts has become a valued member providing support and back up as required. Facebook has become a main advertising outlet along with the Handy Mag and our Website.

The Santa Fun Run and Christmas Lights switch on was cancelled due to adverse weather conditions but we carried on with our Craft Fair. Although takings were down on previous years the Fair was reasonably well attended and thanks go to Gill Wannell and all the other volunteers who worked so hard to make the day a success.

Harminis Music Session funded by Ryedale Council commenced a 14 week run

on 16th December and has proved to be extremely popular and well supported.

4

December saw the resignation of Shirley Wilde from the Home Library Service. Shirley has spent many years in charge of this Service and will be very much missed for her superb organisation and dedication. The Trustees gave Shirley a vote of thanks and NYCC and the HLIS volunteers gave Shirley a voucher and flowers in recognition of her work. Shirley continues as a trustee and vice-chair till the AGM in March. Sue Pacey a former librarian at Norton has taken over from Shirley and I'm sure will prove to be an able replacement.

We closed the year with a Christmas Party to thank the volunteers for their continued support and hard work. Food was provided by Yangs Chinese and David Ponton-Brown organized us into teams for his Christmas Quiz. The evening was voted to be a success and enjoyed by all who took part. The Chair proposed a vote of thanks to all the volunteers.

We move on to 2022 with a positive attitude, new volunteers and a determination to keep Norton Hive Community Library and Hub performing and providing the support it has become known for.

Carol Duncan
Chair of Trustees
January 2022

TREASURER'S REPORT

Funds required to keep the library afloat is extremely difficult during a pandemic when we are unable to hold events, so we are doubly grateful to all our supporters who have helped us to pay our bills and to continue with much needed improvements to the structure and fabric of the building.

This year we have finished the cupboards in the meeting room (renamed the Derwent Room) which has been a massive help to the volunteers who run the children's activities group on Saturday mornings (Busy Bee's Club, or BBCs!) as they no longer have to go outside to the shed to get their supplies for the crafts they are leading.

We have also purchased a new administrative computer to help with Zoom meetings and a noticeboard for the front of the library to give better access to the public to know what is going on.

CCTV was also installed to try and curb the vandalism and litter dropping in the grounds - sometimes extremely unpleasant for some of us to have to clean up - not to mention hazardous as broken bottles are a regular happening.

Unfortunately we had a loss in the gardens this year as one of the rowan trees had developed canker and had to be removed, the second one treated so we hope to hold on to it a little longer. Grants were received to cover these costs and to purchase more planters to have a couple more trees in the new year.

We remain very grateful to the groups who support us with grants - without them we would be very much worse off.

Again we made a small loss this year, not a happy result for a treasurer, but under the circumstances I am glad that it was no worse and look forward to a happier and more economically sound future year (despite the gloom about the rise in energy costs) with lots more activities for all to enjoy and a much more positive bank balance!

Gill Wannell
Treasurer

		Funds	Funds		
		£	£	£	£
Grants	6		5,168		13,247
Office Rents		6,900			5,100
Room Hire		1,050			2,614
Events (net)		963			394
Library Receipts		394			512
Donations		353			461
Gift Aid Donations		331			1,212
Gift Aid Received (Building)		-		-	564
Gift Aid Recoverable		82			303
TOTAL INCOMING RESOURCES		<u>10,073</u>	<u>5,168</u>	<u>15,241</u>	<u>24,407</u>
RESOURCES EXPENDED:					
Charitable activities:					
Projects	7		6,907		11,183
Heat, light, water		3,258			3,342
Repairs and Maintenance		2,559			2,703
Health and Safety		117			561
Insurance		438			368
Cleaning		1,425			1,672
Legal		252			117
Office equipment, fixtures etc		2,331			1,142
General		406			663
Gardens		52			125
IT		241			179
Travel		-			122
Governance costs	9	-			-
TOTAL RESOURCES EXPENDED		11,040	<u>6,907</u>		<u>22,177</u>
NET INCOMING RESOURCES		(967)	(1,739)	(2,706)	2,230
FUNDS BROUGHT FORWARD		12,907	4,611	17,518	15,288
TRANSFER BETWEEN FUNDS		<u>(475)</u>	<u>475</u>	=	-
FUNDS CARRIED FORWARD		<u>11,465</u>	<u>3,347</u>	<u>14,812</u>	<u>17,518</u>

Notes	31 December 2021	31 December 2020
	£	£
TANGIBLE FIXED ASSETS	-	-
CURRENT ASSETS		
Debtors and Prepayments	412	303
Bank Deposit	2,000	2,000
Bank current and petty cash	<u>14,961</u>	<u>15,539</u>
	17,373	17,842
LESS CURRENT LIABILITIES		
Creditors and Accruals	(2,561)	(324)
NET CURRENT ASSETS	<u>14,812</u>	<u>17,518</u>
NET ASSETS	<u>14,812</u>	<u>17,518</u>
REPRESENTED BY		
Unrestricted funds	11,465	12,907
8 Restricted funds	<u>3,347</u>	<u>4,611</u>
	<u>14,812</u>	<u>17,518</u>

These financial statements were approved by the Trustees on
and signed on their behalf by:

These financial statement were examined and approved by the independent examiner on

Date:

Signature:

NORTON COMMUNITY LIBRARY AND HUB (registered Charity Number 1169524)

Notes to the accounts for the year 1 January to 31 December 2021

1) **Constitution**

Norton Community Library and Hub is a Charitable Incorporated Organisation which was registered with the Charity Commission on 6 October 2016

2) **Basis of preparation**

The accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice – and applicable accounting standards. The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

3) **Accounting Policies**

Restricted Funds

Restricted Funds are subject to specific conditions by donors as to how they may be used.

Unrestricted Funds

Unrestricted Funds are funds that can be used in accordance with the objects of the charity at the discretion of the Trustees.

Governance Costs

Governance costs consist of the reimbursement of Trustees' expenses incurred in carrying out their statutory responsibilities.

4) **Lease**

The Charity has entered into a lease with the North Yorkshire County Council for the occupation of the Library and Hub. The lease is for ten years commencing 1 April 2017 at a peppercorn rent, if charged.

5) **Service Agreement**

The Charity has entered into a Service Agreement with the North Yorkshire County Council for the operation of the Library and Hub, which includes setting out the obligations of both the Council and the Charity. The Agreement is for five years commencing 1 April 2017.

6) **Grants**

Restricted grants received during the year:	£
Ryedale District Council – Cupboards and Computer	568
Malton & Norton Rotary – Cupboards and Community Fund	1,000
NYCC – Stronger Communities – Computer and PPE	1,000
Wilfred Jackson Trust – Noticeboard and gardens	2,000
Malton and Norton Lions - Cupboards	<u>600</u>
	5,168
Norton Hive – Community gardens (Transfer between funds)	<u>475</u>
	<u>5,643</u>

10

7) **Projects**

Expenditure during the year:	£
Code club	430
Community fund	470
Community gardens	704
Computer	943
Cupboards	1,680

IT	9
Meeting room	220
Noticeboard	1,639
Pop-Up	270
PPE	154
Sing!	<u>388</u>
	<u>6,907</u>
8) Restricted Funds	
As at 1 January 2021	4,611
Received during the year (Note 6)	<u>5,643</u>
	10,254
Expenditure during year (Note 7)	<u>6,907</u>
As at 31 December 2021	<u>3,347</u>
Restricted funds carried forward consist of:	
Code club	377
Community fund	1620
Community gardens	132
Computer	-
Cupboards	-
IT	237
Meeting room	-
Noticeboard	-
Pop-Up	701
PPE	141
Sing!	<u>139</u>
	<u>3,347</u>
9) Governance costs	
The Trustees received no payment for their services.	
No fee was charged for the Independent Examination.	

NORTON COMMUNITY LIBRARY AND HUB

England & Wales - Charity number 1169524

Accounts



86 Commercial Street,
Norton-on-Derwent,
North Yorkshire,
YO17 9ES

NORTON HIVE LIBRARY AND COMMUNITY HUB

**A CHARITABLE INCORPORATED ORGANISATION (CIO)
(CHARITY NUMBER 1169524)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDING 31st DECEMBER 2020

Norton Hive Library and Community Hub

(Charity Number 1169524)

CONTENTS

LEGAL INFORMATION.....	2
BOARD OF TRUSTEES	3
CHAIRMAN'S REPORT.....	4
TREASURER'S REPORT.....	5
STATEMENT OF FINANCIAL ACTIVITIES	6
BALANCE SHEET	7
NOTES TO THE ACCOUNTS	8
INDEPENDENT EXAMINER'S REPORT	10

Norton Hive Library and Community Hub

(Charity Number 1169524)

Legal Information

Registered Charity Number - 1169524

Principal Address and Registered Office -

Norton Hive Library and Community Hub
86 Commercial Street
Norton-on-Derwent
Malton
YO17 9ES

Bankers - Yorkshire Bank
7 Wheelgate
Malton
YO17 0HX

Independent Examiner -

Michael Sturge FCA
23 Lucombe Way
York
YO32 4DS

BOARD OF TRUSTEES

MARION SIMPSON	Trustee from 2017 CHAIRPERSON until May 2020 TRUSTEE from May until July 2020 (Resigned)
DAVID PONTON-BROWN	Trustee from 2017 VICE-CHAIRPERSON until May 2020 TRUSTEE from May 2020
CAROL DUNCAN	Trustee from 2018 SECRETARY until May 2020 CHAIRPERSON from May 2020
GILL WANNELL	Trustee from 2017 TREASURER
FRANCES WAINWRIGHT	TRUSTEE from 2018
SHIRLEY WILDE	Trustee from 2018 TRUSTEE until May 2020 VICE-CHAIRPERSON from May 2020
COLIN DAVIS	Trustee from 2018 TRUSTEE until May 2020 then from November 2020
JUDITH WARD	Trustee from 2018 TRUSTEE until May 2020 (Resigned)
DAVID HURLEY	TRUSTEE from 14 October 2019
CAROL DULSON	TRUSTEE from 9 December 2019 until May 2020 SECRETARY from May 2020
RAY KING	TRUSTEE from July 2020
ANTHONY KINGSTON	TRUSTEE from September 2020

CHAIR'S REPORT

2020 was the year of Covid-19! A year of extreme lows and yet extreme highs. Norton Hive was awarded the accolade of North Yorkshire's Library of the Year 2019-2020! Our volunteers and Trustees along with Marion Simpson who resigned as Chair in March just before Lockdown One must take the credit for this prestigious award. We were unable to hold an AGM in March 2020 due to lockdown restrictions and therefore the election of new office bearers was concluded at the last Trustee Meeting before the 23rd March 2020.

Norton Hive closed for business from the 23rd March 2020 until 4th July 2020. We then reopened on the 4th after a complete rearranging of the library. Customers had a returns service but volunteers had to choose books for them and there was no computer access. All volunteers were issued with PPE and instructions on how to keep themselves safe. In September we were allowed to open for browsing with a limited computer access to ensure social distancing. Then the second lockdown in November where we were back to no browsing but still managed limited computer access.

On the 21st August 2020 we celebrated the handing over our award by Councillor Jim Clarke. We had a good turnout of volunteers all observing social distancing and we were then featured on Radio York and in the press. A huge boost for our profile.

All our bookings for the library and the meeting room were cancelled which has meant a large drop in revenue this year and will obviously impact on 2021 also. However St Martin's School (Nawton) Trust Limited provided us with a welcome grant in March which meant that the refurbishment of the meeting room could go ahead, albeit slowly. We also replaced the windows and double doors in the library which were beyond repair. All our activities have had to be put on hold but Jenny Rumney our Library Supervisor, ably aided by David Ponton-Brown and Veronica Whitfield set up Story Time online for the youngest of our customers. Our Garden Volunteers carried on within the guidelines but it has been a difficult year for them also as so many are in the vulnerable category. David Hurley set up Code Club online originally and then carried on in the library when restrictions allowed. The Book Sale carried on outside and has provided a small income which has been very welcome.

Our retiring Chair, Marion Simpson has moved on literally to pastures new and has been sadly missed but we must thank her for all her hard work since the idea of the library becoming a Community Hub purely run by Volunteers became a fact. We have lost some volunteers this year but have also recruited new who have all completed their training. Our library would not be in existence without the dedicated volunteers and I cannot thank them enough for all their hard work and support through this most difficult of years. Let's hope for better in 2021.

Carol Duncan

Chair of Trustees

January 2021

Treasurer's Report

Financially this year has been like no other and the closure of the library during many months of 2020 has meant a significant loss of income as the meeting room and main library where classes of various sorts have been unable to be held. Fortunately the rent from the offices has kept us going as has the generous support we have received from various organisations and our Friends.

The re-furbishment of the building has continued, albeit more slowly as restrictions have meant a shortage of both materials and man-power from time to time, but we have been fortunate to have nearly completed the work in the meeting room. This consisted of re-plastering the ceiling with the inclusion of integrated lights, replacing the windows with uPVC ones as the frames of the old ones were very rotten, and the purchase of new blinds, a re-paint – in a very bright white, the floor being re-linoed (if that is a word!) and the purchase of white boards, a notice board and a tea trolley so that users do not need to disturb other classes which may be in the main library. The work remaining is to fit floor to ceiling cupboards for some much needed storage. Hopefully there will be enough money left in the kitty to complete this work.

The windows to the left of the front door in the main library and those in the children's area and the door to the sensory garden were also replaced for the same reason – we now have no more leaks (at least from the windows). The roof is another story!

We had some help from a garden volunteer and her husband to re-paint the corridor, it was wonderful to watch a man who didn't need a ladder to paint the ceiling!

There is much left to be done, as time, money and the virus permits. We are truly grateful for the various organisations which have given us grants and the other members of our Friends and the community who have helped us out in so many ways. Practically the only income from our usual events this year has come from those avid readers who have donated to our book sale.

Because of all of this disruption we unfortunately made a small operational loss this year, although not nearly as bad as I had anticipated. The lower usage of both power and water made a difference and certainly highlighted how much these services cost. The repairs and maintenance account was also higher as to complete the window replacement we needed to contribute to the grant received. PPE also took a large chunk of our health and safety budget, but as I write this I am unaware of any infections related to the library, so it was money well spent. We remain in a relatively healthy financial position though and I look forward to the new year and the return of room bookings and lots of varied and well attended activities.

Gill Wannell
Treasurer

Norton Community Library and Hub (Registered Charity Number 1169524)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR 1 JANUARY TO 31 December 2020

INCOMING RESOURCES:	Notes	Unrestricted Funds	Restricted Funds	Total	2019
		£	£	£	£
Grants	6		13,247	13,247	1,692
Office Rents		5,100		5,100	6,900
Room Hire		2,614		2,614	9,850
Events (net)		394		394	1,269
Library Receipts		512		512	1,109
Donations		461		461	769
Gift Aid Donations	6	212	1,000	1,212	233
Gift Aid Received (Building)		564		564	-
Gift Aid Recoverable		<u>303</u>		<u>303</u>	<u>449</u>
TOTAL INCOMING RESOURCES		<u>10,160</u>	<u>14,247</u>	<u>24,407</u>	<u>22,271</u>
RESOURCES EXPENDED:					
Charitable activities:					
Projects	7		11,183	11,183	9,221
Heat, light, water		3,342		3,342	5,736
Repairs and Maintenance		2,703		2,703	2,223
Health and Safety		561		561	(20)
Insurance		368		368	368
Cleaning		1,672		1,672	1,650
Legal		117		117	540
Office equipment, fixtures etc		1,142		1,142	875
General		663		663	898
Gardens		125		125	153
IT		179		179	8
Travel		122		122	26
Governance costs	10	-		-	-
TOTAL RESOURCES EXPENDED		<u>10,994</u>	<u>11,183</u>	<u>22,177</u>	<u>21,678</u>
NET INCOMING RESOURCES		(834)	3,064	2,230	593
FUNDS BROUGHT FORWARD		13,741	1,547	15,288	14,695
TRANSFER BETWEEN FUNDS	9	-	-	-	-
FUNDS CARRIED FORWARD		<u>12,907</u>	<u>4,611</u>	<u>17,518</u>	<u>15,288</u>

BALANCE SHEET AS AT 31 DECEMBER 2020

Notes	31 December 2020	31 December 2019
	£	£
TANGIBLE FIXED ASSETS	-	-
CURRENT ASSETS		
Debtors and Prepayments	303	2,825
Bank Deposit	2,000	2,000
Bank current and petty cash	<u>15,539</u>	<u>12,483</u>
	17,842	17,308
LESS CURRENT LIABILITIES		
Creditors and Accruals	(324)	(1,020)
NET CURRENT ASSETS	<u>17,518</u>	<u>16,288</u>
8 LOANS	-	(1,000)
NET ASSETS	<u>17,518</u>	<u>15,288</u>
REPRESENTED BY		
Unrestricted funds	12,907	13,741
9 Restricted funds	<u>4,611</u>	<u>1,547</u>
	<u>17,518</u>	<u>15,288</u>

These financial statements were approved by the Trustees on
and signed on their behalf by:

AMP Duncan - AMP DUNCAN - CHAIR - 8th February 2021
W. Johnson - W. JOHNSON - SECRETARY - 8.2 February 2021

NORTON COMMUNITY LIBRARY AND HUB (registered Charity Number 1169524)

Notes to the accounts for the year 1 January to 31 December 2020

1) **Constitution**

Norton Community Library and Hub is a Charitable Incorporated Organisation which was registered with the Charity Commission on 6 October 2016

2) **Basis of preparation**

The accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice – and applicable accounting standards. The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

3) **Accounting Policies**

Restricted Funds

Restricted Funds are subject to specific conditions by donors as to how they may be used.

Unrestricted Funds

Unrestricted Funds are funds that can be used in accordance with the objects of the charity at the discretion of the Trustees.

Governance Costs

Governance costs consist of the reimbursement of Trustees' expenses incurred in carrying out their statutory responsibilities.

4) **Lease**

The Charity has entered into a lease with the North Yorkshire County Council for the occupation of the Library and Hub. The lease is for ten years commencing 1 April 2017 at a peppercorn rent, if charged.

5) **Service Agreement**

The Charity has entered into a Service Agreement with the North Yorkshire County Council for the operation of the Library and Hub, which includes setting out the obligations of both the Council and the Charity. The Agreement is for five years commencing 1 April 2017.

6) **Grants**

Restricted grants received during the year:	£
Ryedale District Council - Windows	4,000
Malton & Norton Rotary – Code Club	1,000
“ IT	250
NYCC – Stronger Communities – Pop-Up	997
St Martin’s School Trust – Meeting Room	<u>7,000</u>
	13,247
Loan converted to grant (Note 8)	1,000
	<u>14,247</u>

7) **Projects**

	£
Expenditure during the year:	
Sing!	60
Community Fund	121
Meeting Room	6,780
Windows	4,000
Pop-Up	26
Code Club	192
IT	<u>4</u>
	<u>11,183</u>

8) **Loans**

Loans outstanding at 1 January 2020	(1,000)
Loan converted to restricted funds	<u>1,000</u>
Loans outstanding at 31 December 2020	NIL

The loans were interest free and due for repayment in April 2020.

9) **Restricted Funds**

As at 1 January 2020	1,547
Received during the year (Note 6)	<u>14,247</u>
	15,794
Expenditure during year (Note 7)	<u>11,183</u>
As at 31 December 2020	<u>4,611</u>

Restricted funds carried forward consist of:

Sing!	527
Community Fund	839
Meeting Room	1,220
Windows	—
Pop-Up	971
Code Club	808
IT	<u>246</u>
	<u>4,611</u>

10) **Governance costs**

The Trustees received no payment for their services.

No fee was charged for the Independent Examination.

Independent examiner's report to the trustees of the Norton Community Library and Hub

I report on the accounts of the Norton Community Library and Hub for the year ended 31 December 2020, which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael W Sturge FCA

11 February 2021