



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)

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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

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
is Johnson - is 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