



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 31<sup>st</sup> 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

## Norton Hive Library & Community Hub – 5-year Forward Plan 2019-24 (v4) Progress 2022-23

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 DECEMEBER 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>
<b>TOTAL INCOMING RESOURCES</b>		13,591	5,386	18,977	15,241
<b>RESOURCES EXPENDED:</b>					
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	-			-
<b>TOTAL RESOURCES EXPENDED</b>		<u>13,033</u>	<u>4,488</u>	<u>17,521</u>	<u>17,947</u>
<b>NET INCOMING RESOURCES</b>		558	898	1,456	(2,706)
<b>FUNDS BROUGHT FORWARD</b>		11,465	3,347	14,812	17,518
<b>TRANSFER BETWEEN FUNDS</b>		<u>(1,680)</u>	<u>1,680</u>	-	-
<b>FUNDS CARRIED FORWARD</b>		<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
	£	£
<b>TANGIBLE FIXED ASSETS</b>	-	-
<b>CURRENT ASSETS</b>		
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
<b>LESS CURRENT LIABILITIES</b>		
Creditors and Accruals	(3,460)	(2,561)
<b>NET CURRENT ASSETS</b>	<u>16,268</u>	<u>14,812</u>
<b>NET ASSETS</b>	<u>16,268</u>	<u>14,812</u>
<b>REPRESENTED BY</b>		
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

*Shirley Wilde* 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	

<b>7) Projects</b>	£
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>
<b>8) Restricted Funds</b>	
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>
<b>9) Governance costs</b>	
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 31<sup>st</sup> 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

23<sup>rd</sup> February, 2023.