



**Norton Community  
Library & Hub**



36 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 31<sup>ST</sup> DECEMBER 2023**

# **Norton Community Library and 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 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

<b>Capital Projects</b>	<b>Description</b>	<b>Budget provision</b>	<b>Priority (1-3)</b>	<b>Estimated completion</b>	<b>Comments</b>
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			
<b>TOTAL INCOMING RESOURCES</b>		12507	11,079	23,586	18,977
<b>RESOURCES EXPENDED:</b>					
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			
<b>TOTAL RESOURCES EXPENDED</b>		19,155	9,048	28,203	17,521
<b>NET INCOMING RESOURCES</b>		-4068	-548	-4,616	1,456
<b>FUNDS BROUGHT FORWARD</b>		10,343	5,925	16,628	17,518
<b>TRANSFER BETWEEN FUNDS</b>		-	-	-	-
<b>FUNDS CARRIED FORWARD</b>		6,275	5,377	11,652	14,812

## BALANCE SHEET FOR THE YEAR ENDED 31ST DECEMBER 2023

Notes	31 December 2023	31 December 2022
	£	£
<b>TANGIBLE FIXED ASSETS</b>	-	-
<b>CURRENT ASSETS</b>		
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
<b>LESS CURRENT LIABILITIES</b>		
Creditors and Accruals	(3,406)	(3,460)
<b>NET CURRENT ASSETS</b>	<u>11,661</u>	<u>16,268</u>
<b>NET ASSETS</b>	<u>11,661</u>	<u>16,268</u>
<b>REPRESENTED BY</b>		
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

CIMA

15th March 2024.