



Trustees' Annual Report for the period							
		Period start date			Period end date		
From	06	04	2020	To	05	04	2021

## Section A Reference and administration details

Charity name	Kirby Muxloe Library and Community Hub
Other names charity is known by	None
Registered charity number (if any)	1170870
Charity's principal address	Kirby Muxloe Library and Community Hub Station Road Kirby Muxloe, Leicestershire LE9 2EN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Helena June Abbey	Treasurer	10.12.2020	N/A
	David Joseph Boon	Chair	Whole year	N/A
2	Peter Boyd Butt		Whole year	N/A
3	Susan Elizabeth Clodd	Liaison with Leicestershire County Council	Whole year	N/A
4	Elizabeth Rosemary Collinson	Secretary	Whole year	N/A
	Stephen Haywood	IT Co-ordinator	Whole year	N/A
7	Barbara Ann Hodson	Volunteer Co-ordinator	Whole year	N/A
8	Lindsay Medland Prince		10.12.2020	N/A
9	Mark Fraser	Website Co-ordinator	Whole year	N/A
10	Rosemary Anne Stead	Children's activities Co-ordinator	Whole year	N/A
11	Penelope Ann Wright		Whole year	N/A
12	Thomas Richard Wright	Maintenance/Health & Safety Co-ordinator	Whole year	N/A

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	N/A

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Name of chief executive or names of senior staff members (Optional information)

N/A
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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution
How the charity is constituted (eg. trust, association, company)	BY virtue of its CIO Foundation Constitution
Trustee selection methods (eg. appointed by, elected by)	Selected from the membership and appointed by formal resolution at a Steering Group meeting. Advertising where necessary.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>The charity has a full range of policies and procedures. They are kept in a file at the Library and volunteers are encouraged to refer to them as necessary.</p> <p>2020-2021 has been a challenging year in many respects, dominated of course by the Covid crisis. We have acted at all times in strict accordance with Leicestershire County Council instructions about the measures to be taken, which has meant that we have had to be closed during lockdown periods, with limited opening as activity resumed. It was still closed by the end of the financial year, re-opening on a limited basis on 13<sup>th</sup> April 2021. Full re-opening is planned to occur on 1<sup>st</sup> November 2021.</p> <p>Inevitably these restrictions have had a significant impact. Our sources of income have been non-existent and our volunteers and customers have shown understandable caution in returning. At the same time, expenditure has also virtually ceased and hence we remain financially secure.</p> <p>The Steering Group has continued to meet on a regular basis, conducting its meetings by Zoom. We have been able to retain full managerial control, with all necessary Covid security precautions in place. Two of our founder Trustees resigned, including the Treasurer, and we are fortunate to have found replacements. A full handover of Treasurer duties has taken place and the transition has been seamless.</p> <p>2020-2021 saw no progress in the lease situation that we have been faced with, for several years, although latterly there are some sings of progress. It seems likely that we will achieve full CML status in 2021-2022. We have maintained our good working relationships with Leicestershire County Council, Kirby Muxloe Parish Council and the Recreation Ground Charity Trust.</p>
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**Summary of the objects of the charity set out in its governing document**

1. The provision of a public Library in Kirby Muxloe
2. To promote for the benefit of residents of Kirby Muxloe and surrounding areas the provision of a public Library for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, or for the public at large, in the interests of social welfare and with the object of improving the condition of life of the said residents.
3. To advance the education of the public in Kirby Muxloe and surrounding areas by6 operating and managing a lending Library.

The Covid situation has resulted in no additional activities being mounted and indeed a contraction in what we have been able to do. The Library has been closed for much of the time, though its fabric has been maintained. During the open periods, full Covid restrictions have been in place, including social distancing, no refreshments, the wearing of face masks, the use of screens etc. We introduced a Click and Collect system, which was not successful.

The demographic profile of Kirby Muxloe has meant that many of our volunteers and Library customers are older. Hence there has been a reluctance to resume normal activity. The Steering Group has been particularly strong, staffing the Library and making it Covid secure. We are working hard to build up our body of volunteers again and are confident that we will be able to resume full activity as and when conditions allow.

In all activities, the Trustees have regard to the guidance issued by the Charity Commission on public benefit

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

## Additional details of objectives and activities (Optional information)

Due to restricted activity in 2020-2021, we have nothing further to report under this heading.

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

## Section D

### Achievements and performance

#### Summary of the main achievements of the charity during the year

We take as our main achievement the continuation of a Library service to Kirby Muxloe residents and residents of surrounding areas. Clearly this has been difficult in this year, but we are pleased that we have been able to offer a secure environment during the limited re-opening periods. We are also pleased that we have maintained a full complement of Trustees and that the Steering Group has been active and supportive in difficult circumstances.

We are planning for increased activity in 2021-2022, including achievement of full CML status, and an expansion of our café facilities. E  
We plan to engage with various cultural and theatre activities We are also actively planning a major project to develop our garden area into a garden with sensory features and expanded seating and refreshments areas. This will be done in full consultation with the community.

## Section E

### Financial review

#### Brief statement of the charity's policy on reserves

We do not hold reserves.

**Details of any funds materially in deficit**

Not applicable.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Not applicable.

**Section F Other optional information**

Nothing further to report.

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Elizabeth Rosemary Collinson	David Joseph Boon
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Position (eg Secretary, Chair, etc)

Secretary	Chair
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Date

25<sup>th</sup> October 2021



Charity name KIRBY MUXLOE LIBRARY & COMMUNITY HUB

Charity number (if any) 1170870

For the period from (start date) 010420

to (end date) 310321

## Section A

## Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
DONATIONS	2,059			2,059	6,879
CAFE SALES	19			19	6,355
FINES, HOLDS ETC	NIL			NIL	567
PRINTING, BOOKS ETC.	26			26	1,026
FUND RAISING	NIL			NIL	3,240
SUNDRY	40			40	NIL
Sub total	2,144			2,144	18,067
<b>A2 Asset and investment sales, etc</b>					
	NIL			NIL	NIL
Total receipts	2,144			2,144	18,067
<b>A3 Payments</b>					
EQUIPMENT	103			103	1,550
INSURANCE	438			438	670
BROADBAND	1,191			1,191	1,300
STATIONERY	23			23	566
CAFE SALES	52			52	1,933
LCC PAYMENTS	NIL			NIL	494
SUNDRY	355			355	1,501
FUND RAISING	72			72	1,043
THREE RINGS	185			185	175
GRANT RETURNED	NIL			NIL	1,730
Sub total	2,419			2,419	11,022
<b>A4 Asset and investment purchases, etc</b>					
	NIL			NIL	NIL
Total payments	2,419			2,419	11,022
Net of receipts/(payments)	-275			-275	7,045
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>					
	29,490			29,490	32,445
Cash funds this year end	29,215			29,215	29,490

**B1 Cash funds**

Details	to the nearest £	to the nearest £	to the nearest £
CURRENT A/C	29,128		
PETTY CASH	47		
FLOATS	40		
Total cash funds (agree balances with receipts and payments account(s))	29,215		

Unrestricted funds to the nearest £  
Restricted funds to the nearest £  
Endowment funds to the nearest £

**B2 Other monetary assets**

Details			

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)

Signed by one or two trustees on behalf of all the trustees

Signature

Print name

Date of approval

<b>KML&amp;CH Financial Statement as at 31 March 2021</b>			
<b><u>Receipts</u></b>		<b><u>Payments</u></b>	
Grants	£0.00	Equipment	£103.57
Room hire	£0.00	Insurance	£438.60
Donations	£2,058.78	Broadband etc	£1,190.92
Café sales	£19.52	Café purchases	£51.90
Fines and holds	£0.00	LCC	£0.00
Books	£5.50	Stationery	£22.97
DVDs	£2.50	Sundry	£354.85
Printing	£0.00	Three rings	£184.80
Greeting cards	£18.05	Greeting cards	£0.00
St Bart's refund	£40.00	Quiz night refund	£72.00
<b>Total Receipts</b>	<b>£2,144.35</b>	<b>Total Payments</b>	<b>£2,419.61</b>
<b>Total Receipts less total Payments</b>	<b>-£275.26</b>		
		<b><u>Sundry</u></b>	
<b>Balance b/f at the beginning of the year</b>		Face Shields	£49.58
Current account	£29,256.83	Medium disposable gloves	£25.98
In Hand (Petty cash)	£193.97	Dettol wipes	£36.00
Float	£40.00	Large disposable gloves	£12.99
Balance c/fd at end of the year	£29,490.80	5l hand sanitiser	£33.99
		500ml hand sanitiser	£19.98
Balance c/fd this year.	£29,215.54	Dettol wipes	£24.14
		Paper towels	£18.99
<b>Consisting of</b>		Bin liners	£9.48
Current account	£29,128.82	Bacterial handwash	£20.89
In Hand (Petty cash)	£46.72	Window cleaning	£80.00
Float	£40.00	Face masks	£16.99
Total Carried forward	£29,215.54	Batteries for hand gel dispenser	£5.84
<b>Donations include</b>			<b>£354.85</b>
LCC running cost grant	£1,285.78		
Baby Lottery	£623.00		
HMPC donation for toilet cost	£150.00		
	<b>£2,058.78</b>		