



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 6<sup>th</sup> April 2021 **Period start date** **To** 5<sup>th</sup> April 2022 **Period end date**

**Charity name:** Kirby Muxloe Library & Community Hub

**Charity registration number:** 1170870

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>T1. The provision of a public library in Kirby Muxloe.</p> <p>2. To promote for the benefit of the 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.</p> <p>3. To advance the education of the public in Kirby Muxloe and surrounding areas by operating and managing a lending library.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>1. Had it not been for our the efforts of a small group of local people, the Library would have closed 6 years ago, when Leicestershire County Council faced significant cuts in funding and created Community-Managed Libraries throughout the county. This local group became the first Trustees of KML&amp;CH.</p> <p>2. In 2020/2021, the Library was closed for long periods due to the Covid lockdown, 2021/2022 has been a</p>

		<p>period of recovery, and over the course of the year we have now fully recovered our position. Initially, our older users and volunteers were understandably very cautious, but as time has progressed activity has increased to pre-Covid levels. It has been a focus of our approach to increase confidence by strict application of measures such as distancing, mask-wearing, hand sanitising and good ventilation, in order that the more vulnerable members of our community would feel as safe as possible. As footfall has increased, so we are making an impact on issues of social isolation for both children and adults. Many of our older customers have now returned and we have an increase in families using the Library together. Our financial position is recovering, thanks largely to the provision of the café and community room hirings. Our project to develop a sensory garden (see below) is aimed explicitly at improving the welfare and condition of life of residents.</p> <p>3. The development of a Toddlers' Tales group is aimed at introducing young children to the joys of books, stories and songs and most of these children have now joined the Library. We encourage use of the Community Room for after-school tuition, and we are developing closer links with the village Primary School. We hope next year to provide individualised tuition for GCSE and A Level students based on their needs. We have resumed providing placements for the Voluntary component of the Duke of Edinburgh Awards schemes.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have regard to the guidance issued by the Charity Commission on public benefit.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.

Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	All those who work for the Library and provide the various services are volunteers, including all the Trustees. We are totally dependent on their willingness to give their time, without which we could not function and the Library would be forced to close. We are grateful beyond words to them.
Other		Not applicable.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Following the restrictions imposed by Covid and the periods of lockdown, we re-opened the Library on 12<sup>th</sup> April, with many safety precautions in place. We restricted our shifts to 2 hours per shift, as many of our volunteers experienced difficulties in being masked for a longer period of time. In December, we were able to increase our opening hours from 20 to 22 per week. Initially members of the public were cautious about engaging with others, but over the period of the year, confidence has grown and we are now back to the position we were in before restrictions were imposed. There has been an increase in the number of families using the Library for reading and playing, as well as for refreshments.</p> <p>Tribute must be paid to our many loyal volunteers. Despite the majority being older people, and therefore more likely to be cautious, we have maintained a core of some 35-40, with a significant number of new recruits.</p>

		<p>Our main activity is of course the provision of a public library, using books and equipment provided by Leicestershire County Council. Our book stock is supplemented on a regular basis by LCC and books are rotated between libraries in the county. We have a particularly good section of children's books which are well-used. During the year we have also built up a wider selection of toys and have improved the look of the children's area.</p> <p>We have 4 computers for public use at no charge to users, with a range of software installed. Library users can access various sites, such as Ancestry, at no cost to themselves.</p> <p>In order to raise funds, we provide a café service, with drinks and light refreshments during our opening hours. This has resulted in groups of friends meeting in the Library on a regular basis. These are often older people using the facility to maintain friendships, create new friendships and engage in social interaction, particularly important following the isolation during the Covid pandemic. In addition, we have a Community Room that we hire out at very cheap rates to social clubs, after school tuition, craft groups and the like.</p> <p>We have a Toddlers' Tales group providing activities for very young children once a week during term time. This has been particularly important for children born during the pandemic and who have therefore missed out on social interaction with other children. We provide regular children's craft activities during Saturday coffee mornings. We have become more engaged this year in cultural activities such as theatre performances for children, a summer Story Trail and a children's joke-telling event as part of the Leicester Comedy Festival. We engage with activities promoted by LCC and the Reading Agency such as the Summer Reading Challenge.</p> <p>Voluntary groups in the village have come to the fore during the pandemic</p>
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		<p>and we have been concentrating on working with these and drawing them together, providing impetus and venues. An example would be the highly successful Christmas event, working with the Parish Council and others to provide a Christmas Lights Switch-On event. We act as a recycling centre for items such as printer cartridges, and promote and participate in litter-picking around the village. A Summer Scarecrow Trail is planned in conjunction with the Kirby Fun Day, organised by the community to raise funds for local charities. There is also an initiative to grow sunflowers across the village.</p> <p>We are spending time developing our garden, with the objective of turning it into a sensory garden for the benefit of village residents, particularly the older and more vulnerable. This is a longer-term and expensive project and will require a lot of fund-raising.</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>We are engaged in a more active relationship with the local primary School and visits to the Library by younger children are planned. As a consequence of this, more children are joining the Library as members. Volunteers have also been into the School to help all the children plant sunflowers as part of the Summer Sunflower Spectacular.</p> <p>Recently volunteers have cleared an overgrown strip of grass outside the Library and created a flower garden to improve the appearance and to make the entrance area more welcoming to our customers.</p> <p>In addition to the recycling point for ink cartridges, we have collection points for other items such as pens/pencils and stamps, that support the work of other community groups.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Fund raising objectives during this year were set realistically to reflect the effects of the post-Covid lockdown. We aimed to break even and cover our operating costs. We exceeded these</p>

		expectations by making a small profit to add to our reserves to cover increased overheads.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is solvent and a small profit has been made in the year to supplement the reserves brought forward.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Funds are held in reserve to ensure the future operating costs of the Library. The current funding by LCC is expected to end and it is estimated that an additional £12,000 to £15,000 will be needed annually to maintain the current level of service. We aim to keep at least one year's operating costs in reserve.</p> <p>In addition, a further £15,000 is held in reserve for capital expenditure to enable us to expand the café. This is expected to happen when new terms of our lease are agreed.</p> <p>Specific fund-raising activities are ringfenced for particular projects, for example the development of a Sensory Garden.</p>
Amount of reserves held	Para 1.22	£32,811.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There is some uncertainty about the future of our lease which, if unresolved, could result in LCC removing its support of the building. However, our reserves should enable us to continue operating for a further two years, without any capital expenditure, which may give us time to build up further funds.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The bulk of our income is from fund-raising activities, in particular the sale of teas, coffees and cakes in our café, and the hiring out of rooms for community use.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	The uncertainty over the lease and our status as a Community managed Library is our biggest challenge. We are actively involved in negotiations with LCC and KMPC to resolve this.
Other		<b>None.</b>

## Structure, Governance and Management

Description of charity's trusts:		Not applicable.
Type of governing document (trust deed, royal charter)	Para 1.25	Not applicable
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Incorporated Charitable Organisation (CIO).
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	We operate with a maximum of 12 Trustees, plus the occasional non-voting member. When Trustees retire or resign, positions are advertised amongst our volunteer community, advertisements placed in local publications, our Facebook page, our website and by word of mouth. Applications are invited and these are considered by all Trustees at a Steering Group Meeting. Decision are made as to which of the applicants best suit our requirements. Successful applicants are asked to meet with the Secretary, where the role is described in more detail. If applicants accept the offer, the necessary paperwork is completed and the Trustees are given a copy of the Constitution and The Essential

		Trustee. A formal resolution is made at the next Steering Group meeting to appoint the successful applicants. New Trustees are invited to raise any issues or questions they may have with the Chair or Secretary.
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We do not have an explicit policy, and the procedures are as described above.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>We operate with a Steering Group of 12 Trustees plus the occasional non-voting member. Meetings are also attended by a Parish Councillor who has a liaison role between ourselves and the Parish Council.</p> <p>We have formal roles of Chair, Secretary and Treasurer, and are in the process of appointing deputies to each of these roles. In addition, we have recently identified particular roles and responsibilities, viz. Health &amp; Safety Co-ordinator, Maintenance Co-ordinator, Website Co-ordinator and Volunteer Co-ordinator.</p> <p>We have a number of working groups which take responsibility for particular aspects of our functioning. Each group makes a formal report in writing to the monthly Steering Group meetings, where they are discussed and actions agreed. These groups are: Liaison with LCC and KMPC re lease negotiations, Liaison with LCC re Library Matters, Library Operations, Library-Based IT Maintenance, Room Hire, Garden Project, Fund-Raising, Purchasing Supplies, Publicity and Publications, Community Engagement and attendance at Cluster Group Meetings.</p> <p>We meet annually with our volunteers with a social/working agenda, where the Annual Report and End-of-Year accounts are presented and discussed, and new ideas encouraged and discussed.</p> <p>We work closely with Leicestershire</p>



		<p>County Council, Kirby Muxloe Parish Council, the Recreation Ground Charity Trust and various charitable and voluntary groups in Kirby Muxloe.</p> <p>We have no employed staff. All roles are undertaken voluntarily and there is no payment awarded, other than legitimate expenses for which receipts must be presented.</p>
Relationship with any related parties	Para 1.51	We work in close co-operation with Leicestershire County Council (LCC), Kirby Muxloe Parish Council (KMPC), the Recreation Ground Charity Trust (RGCT), and we meet regularly with other Community-Managed Libraries (Cluster Group) within the area
Other		Note that the long-standing issues surrounding our lease situation is still not resolved, though some progress has been made recently. Hence we are still not yet a full CML and are dependent on LCC for a grant towards our maintenance costs. This has been a cause of considerable frustration over the years, as it limits our ability to make decisions.

## Reference and Administrative details

Charity name	Kirby Muxloe Library & Community Hub
Other name the charity uses	None
Registered charity number	1170870
Charity's principal address	Kirby Muxloe Library & 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	Whole Year	KML&CH
2	David Joseph Boon	Chair(until 15.12.21)	06.04.21 - 15.12.22	KML&CH
3	Peter Boyd Butt		06.04.21 - 15.02.22	KML&CH
4	Susan Elizabeth Clodd	Chair (from 11.01.22)	Whole Year	
5	Elizabeth Rosemary Collinson	Secretary	Whole Year	KML&CH
6	Anthony Deakin		31.03.22 - 05.04.22	KML&CH
7	Stephen Haywood	IT Co-ordinator	06.04.21 - 26.10.21	KML&CH
8	Barbara Ann Hodson	Volunteer Co-ordinator	Whole Year	KML&CH
9	Shilpa Modi		31.03.22 - 05.04.22	KML&CH
10	Lindsay Medland Prince		Whole Year	KML&CH
11	Mark Fraser Riley	Website Co-ordinator	Whole Year	KML&CH
12	Rosemary Anne Stead	Cluster Group Representative	Whole Year	KML&CH
13	Patricia Christine Wollen		31.03.22 - 05.04.22	KML&CH
14	Penelope Ann Wright		Whole Year	KML&CH
15	Thomas Richard Wright	Health & Safety/Maintenance Co-ordinator	Whole Year	KML&CH

Corporate trustees - names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not Applicable		


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

### Additional information (optional)

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

Type of adviser	Name	Address
Not applicable		

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable
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### Other optional information

None
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## Declarations

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

Signed on behalf of the charity's trustees

<i>Susan E. Clodd</i>	
Susan Elizabeth Clodd	
Chair	

Signature(s)

Full name(s)

Position (eg Secretary,  
Chair, etc)

Date

*25th May* 2022





CHARITY COMMISSION  
FOR ENGLAND AND WALES

KIRBY MUXLOE LIBRARY AND COMMUNITY HUB

1170870

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2021

To

Period end date  
31/03/2022

### 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 £

#### A1 Receipts

Grants	1,436	-	-	1,436	-
Donations	2,801	-	-	2,801	2,059
Café Sales	3,088	-	-	3,088	19
LCC Library Fines/Holds etc	372	-	-	372	-
Printing, Books, Cards	669	-	-	669	26
Fund Raising	828	-	-	828	-
Sundry	-	-	-	-	40
<b>Sub total (Gross income for AR)</b>	<b>9,194</b>	<b>-</b>	<b>-</b>	<b>9,194</b>	<b>2,144</b>

#### A2 Asset and investment sales, (see table).

	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total receipts</b>	<b>9,194</b>	<b>-</b>	<b>-</b>	<b>9,194</b>	<b>2,144</b>
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#### A3 Payments

Grant Expenditure	1,437	-	-	1,437	-
Equipment	-	-	-	-	103
Insurance	416	-	-	416	438
I.T. Costs	801	-	-	801	1,191
Stationery & Sundry Expenses	538	-	-	538	208
LCC Library Fines/Holds	202	-	-	202	-
Café Purchases	1,141	-	-	1,141	52
Fund Raising Costs	563	-	-	563	72
Gardening	500	-	-	500	-
Sundry	-	-	-	-	355
<b>Sub total</b>	<b>5,598</b>	<b>-</b>	<b>-</b>	<b>5,598</b>	<b>2,419</b>

#### A4 Asset and investment purchases, (see table)

	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>5,598</b>	<b>-</b>	<b>-</b>	<b>5,598</b>	<b>2,419</b>
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<b>Net of receipts/(payments)</b>	<b>3,596</b>	<b>-</b>	<b>-</b>	<b>3,596</b>	<b>- 275</b>
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#### A5 Transfers between funds

	-	-	-	-	-
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#### A6 Cash funds last year end

	-	-	-	-	-
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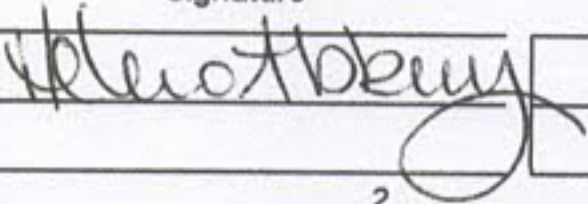
<b>Cash funds this year end</b>	<b>3,596</b>	<b>-</b>	<b>-</b>	<b>3,596</b>	<b>- 275</b>
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## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	32,717	-	-
	Petty Cash	54	-	-
	Float	40	-	-
	<b>Total cash funds</b>	<b>32,811</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
	Helena Abbey	09/06/2022