



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6th April 2022
Period end date

Period start date To 5th April 2023

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	<ol style="list-style-type: none">1. The provision of a public library in Kirby Muxloe.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.3. To advance the education of the public in Kirby Muxloe and surrounding areas by operating and managing a lending library.
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	<ol style="list-style-type: none">1. Had it not been for the efforts of a small group of local people, the Library would have closed 8 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&CH.2. We make an impact on issues of social isolation for both children and adults. Thanks largely to the provision of the café and community room hirings, our financial position is currently secure. Our project to develop a sensory garden (see below) is aimed explicitly at improving the welfare and condition of life of residents.

		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 and their families have now joined the Library. We encourage use of the Community Room for after-school tuition and study, and we are developing closer links with the village Primary School.
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	
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<p>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.</p>	<p>Para 1.20</p>	<p>We remain open for 22 hours a week. There has been an increase in the number of families using the Library for reading and playing board games, as well as for refreshments.</p> <p>Tribute must be paid to our many loyal volunteers. We have maintained a core of some approximately 40 volunteers, with a significant number of new recruits during the year.</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.</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. 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>Our Toddlers' Tales group provides a story and singing 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. Parents, carers and grandparents are meeting informally afterwards, making new friendships. We have become more engaged this year in cultural activities such as Chinese New Year craft sessions. We engage with activities promoted by LCC and the Reading Agency such as the Summer Reading Challenge.</p> <p>We are proud of working with and</p>
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		<p>supporting local voluntary groups in organising village events such as the Christmas Light Switch-On event and the village Scarecrow Festival. We act as a recycling centre for items such as printer cartridges, pens and stamps and promote litter-picking around 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. Plans have been made however 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	
Performance of fundraising activities against objectives set	Para 1.41	Fund raising objectives are set realistically to break even, cover our operating costs and add to our reserves for when we become a self-funding CML.
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 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	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 two year's operating costs in reserve.

		<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	£40,952.
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. There are current negotiations between LCC and KMPC to resolve this.
Other		None.

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.

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. In addition, we have recently identified particular roles and responsibilities, viz. Health & 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</p>

		<p>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 aim to 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 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		The long-standing issues surrounding our lease situation are still not resolved. Hence we are still not yet a full CML and are dependent on LCC for 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	Susan Elizabeth Clodd	Chair	Whole Year	
3	Elizabeth Rosemary Collinson	Secretary (until 24.1.23)	6.4.22 – 24.1.23	KML&CH
4	Anthony Deakin		Whole Year	KML&CH
5	Barbara Ann Hodson	Volunteer Co-ordinator	Whole Year	KML&CH
6	Leigh Picciano-Moss		Whole Year	
7	Shilpa Modi		Whole Year	KML&CH
8	Mark Fraser Riley	Website Co-ordinator	6.4.22 – 24.1.23	KML&CH
9	Roger Stead		Whole Year	
10	Rosemary Anne Stead	Cluster Group Representative Secretary (from 24.1.23)	Whole Year	KML&CH
11	Patricia Christine Wollen		Whole Year	KML&CH
12	Penelope Ann Wright	Publicity	Whole Year	KML&CH
13	Thomas Richard Wright	Health & Safety/Maintenance Co-ordinator	Whole Year	KML&CH
12				
13				
14				
15				

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

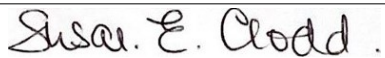
Other optional information

None

Declarations

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

Signed on behalf of the charity's trustees

Signature		
Full Name	Susan Elizabeth Clodd	
Position	Chair	
Date	26.1.24	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Kirby Muxloe Library & Community Hub

No (if any)
1170870

Receipts and payments accounts

CC16a

For the period
from

Period start date
4/1/2022

To

Period end date
3/31/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	2,505	-	-	2,505	1,436
Room Hire	2,031	-	-	2,031	-
Donations	925	-	-	925	2,801
Café Sales	7,650	-	-	7,650	3,088
LCC Library Fines/Holds	578	-	-	578	372
Printing, books, Cards	1,769	-	-	1,769	669
Fund Raising	2,828	-	-	2,828	828
Sundry	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	18,286	-	-	18,286	9,194
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	18,286	-	-	18,286	9,194
A3 Payments					
Grant Expenditure	2,505	-	-	2,505	1,437
Equipment & Maintenance	503	-	-	503	-
Insurance	445	-	-	445	416
I T Costs	997	-	-	997	801
Stationery & Sundry Expenses	577	-	-	577	538
LCC library Fines/Holds	401	-	-	401	202
Café Purchases	3,161	-	-	3,161	1,141
Fund Raising Costs	139	-	-	139	563
Gardening	1,417	-	-	1,417	500
Sundry	-	-	-	-	-
Sub total	10,145	-	-	10,145	5,598
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,145	-	-	10,145	5,598
Net of receipts/(payments)	8,141	-	-	8,141	3,596
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,811	-	-	32,811	-
Cash funds this year end	40,952	-	-	40,952	3,596

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 £
B1 Cash funds	Current Account	40,729	-	-
	Petty Cash	183	-	-
	Float	40	-	-
	Total cash funds	40,952	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	