

SETTLE COMMUNITY LIBRARY

England & Wales · Charity number 1170977

Details

Status Registered

Legal form CIO

Registered 2017-01-04

Register [View on the Charity Commission register](#)

Contact

Address Settle Library
Limestone View
Lower Greenfoot
Settle
BD24 9RB

Phone 01609 534535

Email settlelibrary@outlook.com

Activities

Objects: THE FOLLOWING OBJECTS ARE FOR THE BENEFIT OF THE PUBLIC IN NORTH YORKSHIRE 1) TO ADVANCE THE EDUCATION BY THE PROVISION OF A COMMUNITY LENDING LIBRARY; AND 2) THE PROVISION OF FACILITIES FOR RECREATION 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 INHABITANTS.

Activities: The Management Committee of Settle Community Library is responsible for staffing the library, organising activities and fundraising, in order to maintain the library's services to the public. It works in partnership with North Yorkshire Council.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£6,565	£5,749	-	-
2024-03-31	£7,527	£8,386	-	-
2023-03-31	£2,606	£10,437	-	-
2022-03-31	£1,656	£4,645	-	-
2021-03-31	£21,849	£5,977	-	-

Trustees

Name	Role	Appointed
Geraldine Anne Reardon		2024-04-12
John Christopher Ramsdale		2025-06-16
John Richard Anderton		2024-04-06
Marie Florence Elizabeth Pearson		2024-06-01
Roy Chadwick		2025-09-01
Wendy Rose Cubie		2024-04-09

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CHAIR'S REPORT FOR YEAR ENDING 31ST MARCH 2024

Settle Community Library, Charity No 1170977, 30 Lower Greenfoot, Settle, North Yorkshire BD24 9RB, 5 Trustees: David Alderson, Cedric Broadey, Debi Burrridge, Susan Fisher, Jennifer Warner.

Throughout the year Settle Community Library has continued to work towards the purpose of our charity as outlined in our constitution. The Trustees meet 6 times a year and we hold an AGM in June.

We have hosted community groups when the library is open such as Knit and Natter for adults, and a Lego Club for 5-11 year children, and the Library is a designated Warm Space. Others use the library when it is closed such as Stay and Play for under 5's and their carers. All the classes from the local primary school have visited several times to learn more about the library and enjoy a craft activity. A new support group for Asthma and LungUK rents the library one afternoon a month. One of the banks rented the space very successfully twice a month over the winter for a pop-up information session.

Maintaining connections with local groups and library users via our website and social has improved. This helps with promoting our community groups and talks. The latter have been less regular but well attended. A refugee support charity held a poetry and information evening. A series of talks about the Modern Novel has been enjoyed with a wide audience over Zoom.

Fund raising has continued. There has been a successful coffee morning held by supporters of the library in a nearby village and another held in the library. But rising power costs still dominate our finances. During the year we joined the Community Libraries Network to benefit from shared wisdom and experience.

During the year the number of trustees dropped but an appeal to the volunteers resulted in 3 new people stepping forward from April 2024. We also have a good number of volunteers who work in the library and help to run all our activities. Amongst these have been 2 young people from a nearby secondary school. Training continues throughout the year. Stock has been updated and refreshed with regular displays on various topics.

We work closely together with North Yorkshire Council, aligned to NYC Libraries Strategy Partnership. The Service Level Agreement has been reviewed. Performance is back to normal in most areas, in line with other comparable libraries in North Yorkshire and in some cases is markedly up, for example in junior age children's participation in our Summer Reading Challenge.

Debi Burrridge, Chair Settle Community Library

Settle Community Library Income and Expenditure 01/04/2024 – 31/03/2025

Income	2024-2025	2023-2024
Fees and Charges	2,350.88	2,248.27
Room Hire	154.33	420.00
Fundraising Events	789.40	1,332.06
Friends of SC Library	595.00	90.00
Public Donations	2,649.74	708.00
Parish Council Grants	0.00	0.00
Settle Town Council Grants	0.00	0.00
Government Grants	0.00	0.00
NYC Grants	0.00	1,700.00
Interest	26.11	0.00
Gift Aid	-558.76	1,028.76
Total Income	6,006.70	7,527.09
Expenditure		
Fixed Overhead	2,700.00	2,700.00
Utilities and Services	2,111.19	3,086.26
Training	0.00	0.00
Repairs and Renewals	0.00	78.64
Marketing and Administration	96.96	80.03
Insurance	96.00	396.87
Office Supplies	336.27	244.28
Activities	408.71	1,799.63
Donations	0.00	0.00
Total Expenditure	5,749.13	8,385.71
Income-Expenditure		
At Year End	257.57	-858.62
Opening Balance 1/04/2024	10,127.67	10,986.29
Closing Balance 31/03/2025	10,385.24	10,127.67

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Debi Burrridge, Chair Settle Community Library

Settle Community Library Profit and Loss 01/04/2023 - 31/03/2024

<u>Income</u>	<u>2023-2024</u>	<u>2022-2023</u>
Sundry Income	£2248.27	£2359.06
Room/Library Hire	£420.00	£0.00
Fundraising Events	£1332.06	£0.00
Friends of Library	£90.00	£100.00
Public Donations	£708.00	£0.00
Parish Council Grants	£0.00	£0.00
Settle Town C Grants	£0.00	£0.00
Craven/Govt Grants	£0.00	£0.00
NYCC Grants	£1700.00	£147.00
Gift Aid	£1028.76	£0.00
<u>Total Income</u>	£7527.09	£2606.06
 <u>Expenditure</u>		
Fixed Overhead	£2700.00	£2700.00
Utilities and Services	£3086.26	£2323.69
Training	£0.00	£0.00
Repairs and Renewals	£78.64	£1313.65
Marketing and Administration	£80.03	£276.16
Insurance	£396.87	£387.20
Office Supplies	£244.28	£726.46
Activities and Expenditure	£1799.63	£2690.00
Donation	£0.00	£20.00
<u>Total Expenditure</u>	£8385.71	£10 437.16
 <u>Income-Expenditure</u>		
<u>At Year End</u>	- £858.62	- £7 831.10
 <u>Opening Balance 1/04/2023</u>		
	£10986.29	£18 817.39
 <u>Closing Balance 31/03/2024</u>		
	£10127.67	£10 986.29

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Settle Community Library Chair's Annual Report

1st April 2022-31st March 2023

Throughout 2022, we continued to expand the library offers, in line with our Business Plan. We signed a 10 year Service level Agreement with North Yorkshire. There was a review of our policies and procedures. We have continued to work towards the purpose of our charity which is, as our constitution states, 'to promote for the benefit of the residents of North Yorkshire the provision of a public library for recreation, education 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'.

One of our objectives this year was to ensure that the library was used as much as possible. Groups continued to access the library space when the library was closed including 'Stay and Play', 'Knit and Natter', speakers as well as visits by local schools. We have also tried to improve our communication via social media and our website.

We continued to forge links with local groups. Local schools have visited for events on a variety of topics such as protecting the environment. We worked with Home-Start Craven and this has resulted in the preparation of a quiet space for those children with additional needs. We have welcomed SELFA groups into the library.

In partnership with Settle Stories, we invited Joanne Harris, the internationally renowned author, to run a workshop for young people in the library. This was followed by the library running its own writing course, led by a volunteer. A short story writing competition was held, judged by a very popular local author, Julia Chapman. A prize giving was held and a pamphlet produced with the

entries.

The high prices for our heating dominated much of the winter months. We registered as an official Warm Space and started a Crowdfunding campaign to raise money to help us to maintain our work. Our Friends of the Library scheme has been revamped and we encourage as many people as possible who value the library's work to join. We are continuing to search for funding for future events.

The Trustees welcomed another member, but the number of Trustees is low as some are about to reach the end of their terms; we are once again looking to recruit local people with an interest in working on the Management Committee. We require people with the necessary skills and time to give this vital work the attention it needs. In January we held an AGM in person and by Zoom, in order to review our work and hear feedback from volunteers.

Our valuable Home Library Service continued throughout this period. We recruited new library volunteers in the last 12 months and maintained training opportunities throughout the year. Our volunteers have worked hard to maintain standards and to offer a wide range of services to the local community. We maintain a broad range of books, including large print, and have a display of the newest books available, which changes regularly.

Our library worked closely with our partners, NYCC libraries and their staff. We ensured that our work was aligned to the NYCC Libraries Strategy. We continued to take part in county wide initiatives, such as the Christmas and Summer Reading Challenges. We were pleased with the feedback we received from the library survey of users. Our intention is to open an extra morning, in light of comments made.

Hazel Richardson
April 2023

Settle Community Library Profit and Loss 2022 – 2023

<u>Income</u>	<u>2022-2023</u>	<u>2021/2022</u>
Sundry Income	£2359.06	£1367.53
Room/Library Hire	£0.00	£0.00
Fundraising Events	£0.00	£63.41
Friends of Library	£100.00	£170.00
Public Donations	£0.00	£55.00
Parish Council Grants	£0.00	£0.00
Settle Town C Grants	£0.00	£0.00
Craven/Govt Grants	£0.00	£0.00
NYCC Grants	<u>£147.00</u>	<u>£0.00</u>
<u>Total Income</u>	£2606.06	£1655.94
 <u>Expenditure</u>		
Fixed Overhead	£2700.00	£2732.50
Utilities and Services	£2323.69	£802.85
Training	£0.00	£0.00
Repairs and Renewals	£1313.65	£112.55
Marketing and Administration	£276.16	£25.00
Insurance	£387.20	£335.00
Office Supplies	£726.46	£102.79
Activities and Expenditure	£2690.00	£535.00
Donation	<u>£20.00</u>	<u>£0.00</u>
<u>Total Expenditure</u>	£10 437.16	£4645.69
 <u>Income-Expenditure</u>		
<u>At Year End</u>	- £7 831.10	- £2,989.75
 <u>Opening Balance 1/04/2022</u>		
	£18 817.39	£21,807.14
 <u>Closing Balance 31/03/2023</u>		
	£10 986.29	£18,817.39

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Settle Community Library Chair's Annual Report

1st April 2021-31st March 2022

In the early part of 2021, the Trustees concentrated on a gradual reopening of the library, following the changes due to the Covid pandemic. A business plan was produced and followed throughout the year in order to monitor successes and as an aid to focus on areas of improvement. In May we welcomed a new member of the Management Group and later in the year, three new trustees joined the group.

We have gradually extended our opening hours throughout the year and the shelving positions and original entrance into the library were restored in order to return to a pre Covid set up. Meetings gradually became in person rather than via Zoom.

In line with our objectives, we have successfully offered our usual services gradually throughout the year. Our Home Library Service continued throughout this period. The library now offers a meeting space for many groups including a Stay and Play for families with young children and a variety of talks are held, some by Zoom. We linked with a networking organisation in Settle in order to coordinate our work. Local school visits restarted and we offered competitions through a partnership with Settle Stories as well as through our own volunteers.

We recruited new volunteers in the last 12 months and maintained training opportunities throughout the year. There was also a review of our policies and procedures. Our library worked closely with our partners, NYCC libraries and their staff. We ensured that our work was aligned to the NYCC Libraries Strategy and regularly reviewed this partnership via our Service Level Agreement meeting.

Our volunteer-led library has now returned almost to pre-Covid strength, with members of the public using our services regularly.

Settle Community Library Profit and Loss 2021/2022

<u>Income</u>	<u>2021/2022</u>	<u>2020/2021</u>
Sundry Income	£1367.53	£610.20
Room/Library Hire	£0.00	£0.00
Fundraising Events	£63.41	£14.18
Friends of Library	£170.00	£446.79
Public Donations	£55.00	£0.00
Parish Council Grants	£0.00	£100.00
Settle Town C Grants	£0.00	£0.00
Craven/Govt Grants	£0.00	£20,677.68
NYC Grants	£0.00	£0.00
<u>Total Income</u>	£1655.94	£21,848.85
<u>Expenditure</u>		
Fixed Overhead	£2732.50	£3187.68
Utilities and Services	£802.85	£883.45
Training	£0.00	£0.00
Repairs and Renewals	£112.55	£197.69
Marketing and Administration	£25.00	£250.18
Insurance	£335.00	£330.00
Office Supplies	£102.79	£1,023.21
Activities and Expenditure	£535.00	£105.00
<u>Total Expenditure</u>	£4645.69	£5977.21
<u>Income-Expenditure</u>		
<u>At Year End</u>	- £2,989.75	£15,871.64
<u>Opening Balance 1/04/2021</u>	£21,807.14	
<u>Closing Balance 31/03/2022</u>	£18,817.39	

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ANNUAL REPORT FOR CHARITY COMMISSION

Settle Community Library – Year Ending 31/3/2021

At the beginning of the year the Library was closed due to the Covid-19 pandemic, remaining closed until 30 July 2020. To prepare for the reopening at the end of July much had to be done. The emphasis was on safety. It was necessary to keep our volunteers safe; it was necessary to keep our customers safe; it was necessary to keep residents living in other parts of the building safe. (Settle Community Library is housed in part of a building owned by Housing 21 – an Housing Association – which operates an Extra Care Facility in the same building). A Risk Assessment was carried out and circulated. On 30 June 2020 the Library's shelving was repositioned to create a one-way system based on the fire door as the new main entrance. This was done to avoid our customers having to access the Library via the Extra Care Facility. A thorough clean of the Library was carried out by 4 volunteers on 3 July. After that PPE was obtained, hand sanitiser was acquired, desk screens were positioned, plastic storage boxes for returned books were bought, our Meetings Room was designated for the 72-hour quarantining of returned books, and other actions, including the training of volunteers in new procedures, were undertaken to make the Library safe and ready for reopening. All our volunteers (who act as Library Assistants) were contacted to see who would feel able to resume shift duties with the public. Understandably some felt that it was inappropriate to restart, at least until the virus was under control and vaccinations had been administered. Of these some were happy to come into the Library for the reshelving of books after they'd been quarantined when the Library was not open to the public. Some 20 or so of our volunteers felt that with all the precautions taken it was safe enough for them to resume public-facing duties.

So the Library reopened on 3 half-days a week on 30 July with a fourth half-day added on 5 October. The second national lockdown led to a further closure on 4 November with a reopening on 12 April 2021. The year has been dominated by Covid closures. However, during the second national lockdown it was possible to keep the Home Library Service functioning. This is the service by which books are delivered to customers in their own homes.

As always a big debt of gratitude is due to all our volunteers – Library Assistants, Management Committee members, Home Library selectors and deliverers, plus other “behind-the-scenes” volunteers – who keep the Library running smoothly and efficiently. The total number of volunteers is 50. Without their dedicated efforts Settle Community Library could not continue. We work in a close and fruitful partnership with the North Yorkshire County Council Library Service as one of the 31 Community Libraries in the County.

Our Charity – Settle Community Library – has a registration number of 1170977 and is a Charitable Incorporated Organisation. The address is:

Limestone View (Housing 21), Lower Greenfoot, Settle, North Yorkshire. BD24 9RB.

The Trustees at 31/3/2021 were:

Cedric Broadey, Debi Burrige, Alastair Cook, Ian Dryburgh, Susan Fisher, Richard Moss, Hazel Richardson, David Taylor, Ian Tennant, John Terry.

In addition our North Yorkshire Outreach Librarian John Frankland attends Management Committee meetings as do two Associate Members – Tanya Carter and Jennifer Warner plus Debi Rymer representing Settle Town Council. These 4 people do not have voting rights.

The Library has a structure of a Management Committee responsible for governance with Sub-Groups (Operations, Activities and Communications, Finance, and Home Library Service) which report to the Management Committee.

Objectives for the year in question have been curtailed by the Covid pandemic but with an overall objective of providing standard library services when not in lockdown.

In terms of finance the Library is in a comfortable position. Our Reserves Policy dictates that we should always have a reserve in the bank of £3,500. At 31/3/2021 the bank account was considerably in excess of this amount. Income comes from contributions from North Yorkshire County Council, from Town and Parish Councils, from fines, book reservations, book sales, computer and photocopier use, and contributions from the community by way of donations and fees from the Friends of Settle Community Library Scheme. We have no debts and no funds are held as custodian trustee.

The Library is buoyant and effective being well-placed to maintain services and to develop in the next few years.

Ian Tennant

Chairperson, Settle Community Library Management Committee, 10/11/2021.

Approved by SCL MC, 7 January 2022

Settle Community Library Profit and Loss 2020/21

Income and Expenditure	Notes	2020/2021	2019/2020
Income			
Sundry Income.		£610.20	£3,797.75
Room/Library Hire		£0.00	£55.00
Fund Raising events		£14.18	£307.48
Friends of Library		£446.79	£360.00
Public Donations		£0.00	£900.00
Parish Council Grants		£100.00	£200.00
Settle Town C. Grants		£0.00	£0.00
Craven/Govt Grants		£20,677.68	£0.00
NYC Grants		£0.00	£35.00
Total Income		£21,848.85	£5,655.23
Expenditure			
Fixed Overhead		£3,187.68	£2,977.53
Utilities & Services.		£883.45	£1,119.33
Training		£0.00	£0.00
Repairs and renewals		£197.69	£1,542.13
Marketing & Administration		£250.18	£272.66
Insurance		£330.00	£222.90
Office Supplies		£1,023.21	£83.35
Social Expenditure		£105.00	£103.97
Purchase for resale		£0.00	£0.00
Total Expenditure		£5,977.21	£6,321.87
Income-expenditure at year end		£15,871.64	-£666.64