

# MORE THAN BOOKS

England & Wales · Charity number 1173856

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-07-19

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

## Contact

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**Address** More Than Books  
High Street  
Eastfield  
Scarborough  
North Yorkshire  
YO11 3LL

**Phone** 01609536606

**Email** [MORETHANBOOKS10@GMAIL.COM](mailto:MORETHANBOOKS10@GMAIL.COM)

**Website** [morethanbooks.org.uk](http://morethanbooks.org.uk)

## Activities

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**Objects:** TO PROMOTE FOR THE BENEFIT OF THE RESIDENTS OF EASTFIELD TO THE SOUTH OF SCARBOROUGH IN NORTH YORKSHIRE, AND THE SURROUNDING AREA 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.

**Activities:** More Than Books (MTB) is a Community Hub & Library serving South Scarborough, in particular the communities of Eastfield, Osgodby, Cayton, Crossgates, Seamer and Irton. MTB provides opportunities for people of all ages to access books and information sources, and to take part in activities and social events.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- North Yorkshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£38,917	£32,746	-	-
2024-03-31	£55,203	£59,570	-	-
2023-03-31	£14,684	£26,029	-	-
2022-03-31	£14,688	£9,799	-	-
2021-03-31	£45,718	£3,509	-	-

## Trustees

Name	Role	Appointed
Janet Beevers		2021-11-30
John Clive Symonds		2019-08-13
LINDA KEMP		2017-09-05
Nicholas Kemp		2017-09-05
Pauline Caulfield		2018-04-03
Sandra Low		2025-01-14

**MORE THAN BOOKS**

England & Wales - Charity number 1173856

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# Accounts

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**Registered Charity Number: 1173856**

**MORE THAN BOOKS**  
**(A Charitable Incorporated Organisation)**

**FINANCIAL STATEMENTS**

**Year ended**

**31 MARCH 2025**

**Phoenix Accountancy Business & Consultancy Ltd**

**Contents to the Financial Statements  
For the year ended 31 March 2025**

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**Trustees Annual Report  
For the year ending 31 March 2025**

The trustees present their report with the independently examined financial statements of More Than Books, a Charitable Incorporated Organisation, for the year ending 31 March 2025.

**Reference and Administrative Details of the Charity, its Trustees and Advisers.**

Name of charity: More Than Books

Charity Registration Number: 1173856

Principal operating address Eastfield Library and Community Hub  
High Street  
Eastfield  
Scarborough YO11 3LL

Trustees

Names of trustees who served during the year and since the year end were as follows:

Linda Kemp

Nick Kemp

Pauline Caulfield

John Symonds

Janet Beevers

Sandra Low

Appointed 14.01.25

Independent Examiner

Rebecca Triffitt, MAAT  
Practice Accountant  
Phoenix Accountancy and Business Consultancy  
Limited  
4-6 Roberts Street  
Scunthorpe  
North Lincolnshire  
DN15 6NG

**Trustees Annual Report  
For the year ending 31 March 2025****Bankers**

NatWest  
3 Westborough  
Scarborough  
YO11 1UH

**Solicitors:**

Jepson Longstaff Midgley  
Wesley House  
1 Lora Courtyard  
Wykeham  
YO13 9QP

**Structure, Governance and Management****Governing Document**

More Than Books is a registered Charitable Incorporated Organisation (CIO) governed by its constitution (foundation model). It was registered with the Charity Commission on 19<sup>th</sup> July 2017.

The Charity is governed in accordance with its Constitution. The only persons eligible to be members of the CIO are its charity trustees, and any member ceasing to be a charity trustee automatically ceases to be a member of the CIO.

**Recruitment and Appointment of Trustees**

The Constitution outlines the procedure for the appointment of Trustees. There must be a minimum of 3 and a maximum of 9 Trustees; the quorum is set at 3, or the number nearest to one third of the total number of trustees, whichever is the greater. The Trustees may at any time decide to appoint new charity trustees, within the limits set out above.

**Trustee Induction and Training**

All Trustees are provided with a copy of the Constitution, and a briefing on the roles and responsibilities of Charity Trustees. The induction process is ongoing, and continues as a standard element of Trustee Meetings.

**Trustees Annual Report  
For the year ending 31 March 2025****Organisational Structure:**

The charity is managed by the Board of Trustees and is responsible for all strategic decisions. Trustees are made aware that any conflicts of interest must be declared and minuted. The Board meets every other month.

**Organisational Management**

The Trustees may involve other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees. Delegation of powers or functions to a sub-committee is allowed, subject to the terms of this delegation being set out clearly in Terms of Reference.

More than books benefits from staff employed by North Yorkshire Council to ensure effective running of the library activities.

This year, we appointed a new "Community Coordinator", with Grant funding, to work with the Trustees in the areas of marketing and partnership working.

**Premises**

North Yorkshire County Council (NYCC) ran the Branch Library in the building until 31 March 2017 when More Than Books took over to run it as a Community Library. The premises remained the property of NYCC and transferred to the new Unitary Authority North Yorkshire Council (NYC) in April 2023. We have recently signed a new lease for the building, extending the term until March 2032.

The adjoining garden was under the management of Eastfield Town Council and had been neglected; we have taken over the Lease for this area and have started to develop the space for the benefit of all.

We have also leased an additional small piece of ground between the garden and the road which we will utilise for new access direct from the library building, again with Grant funding

**Trustees Annual Report  
For the year ending 31 March 2025**

**Compliance**

The Trustees are aware of their duties under the various areas of legislation and regulation which apply to MTB, and have a rolling programme of policy review and development in order to ensure compliance.

To date, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy

Copies of these policies are made available to all Volunteers and to library users on request.

**Insurers**

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

We have a policy issued through Came & Company Local Government Insurance, including the following cover:

- Public Liability £10M,
- Employees' Liability £10m,
- Legal assistance and Personal Accident.

**Building Issues**

Gas appliances and portable electrical appliances are tested by qualified personnel annually

The mains electrical installation is checked by a qualified engineer every 5 years  
A Fire Safety Risk Assessment is updated annually and firefighting appliances are inspected annually under contract.

A volunteer carries out other regular maintenance checks as required.

**Trustees Annual Report  
For the year ending 31 March 2025**

**Risk Management**

The major risks to which the charity is exposed, as identified by the Trustees, are regularly reviewed and systems have been established to mitigate those risks.

**Objectives and Activities**

The purpose of the charity as set out in the constitution is:

To promote for the benefit of the residents of Eastfield to the south of Scarborough in North Yorkshire, and the surrounding area the provision of a public library for recreation and other leisure time occupation of individuals who have the 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.

In planning for the future, the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the next year, which are to:

- Develop the garden to allow public access and enjoyment of the space, and to promote the environmental benefits;
- Provide a new access from the library to the garden, disabled-friendly to improve accessibility for all;
- Forge new partnerships, explore marketing opportunities and expand our publicity efforts to encourage new volunteers, customers and sponsors.
- Enhance the interior, so that the public spaces and meeting rooms are comfortable and attractive, with a view to generating more income both from renting out the spaces and from increased numbers of customers.

The Trustees will work to maintain and enhance the financial position of the charity and to explore all possible Income streams.

## **Trustees Annual Report For the year ending 31 March 2025**

### **Achievement and Performance**

#### **Review of Activities 2024/25**

The principal activity of the Charity is to operate a community library, providing a warm, safe space for everyone to make use of and enjoy.

The library standard opening hours are:

Monday	10.00-17.00
Tuesday	10.00-13.00
Wednesday	10.00-17.00
Thursday	10.00-13.00
Friday	10.00-17.00
Saturday	10.00-12.00

#### **Core Library**

There were over 26,000 visits (slightly up on last year) with about 1400 active users, and books were regularly delivered to 12 housebound readers.

Loans of books and other items totalled over 14,000, by nearly 1,000 active borrowers, with a peak in August when the Summer Reading Challenge encourages children to come into the library, take part in activities and read more books. We enrolled 19 babies and toddlers into the Buzzy Bee scheme for under-5s. These figures are down from last year; we hope NYC staff can help to reverse this trend.

Public PCs were used for over 1,700 hours and over 1200 customers were helped with IT issues, a big rise, mainly due to an enthusiastic volunteer taking on the IT Buddy role. We assisted customers with 42 Blue Badge applications.

#### **Community**

The Eastfield PACT is now becoming the South Scarborough Partnership; we are active participants in this, networking with other local organisations, sharing knowledge and experience.

We have played a key role in the Eastfield Easter, Summer and Christmas events, providing a large venue for stalls, Santa's Grotto and refreshments.

**Trustees Annual Report  
For the year ending 31 March 2025**

**Review of Activities 2024/25 (continued)**

We had another busy and successful year, welcoming some new groups using library space and meeting rooms, offering a repeat of the Warm Welcome scheme and assisting more customers with online applications for benefits.

The weekly "Friendship Café" has continued and grown: aimed at refugees needing to practice English conversation, this regularly has around a dozen participants. We have arranged IT training sessions, and a party for the group, and next year plan to run a craft course with a day trip out to follow.

Following last year's "Crafts for Wellbeing" sessions one of the volunteers is now leading weekly sessions, exploring a variety of craft skills with adults in term time, and children in school holidays.

Some of our regular events are:

- A weekly story time for the under 5s
- Knitting circle
- NYC Summer Reading Challenge
- Lego Club
- Arts & Crafts for Relaxation
- IT Buddy appointments
- Holiday craft and activity sessions for children
- International Friendship Café, offering English conversation practice for refugees
- Dungeons and Dragons club
- Board Games and Cuppa for adults
- Age UK drop-ins
- Beyond Housing advice sessions

Organisations using our premises to meet clients include:

- SEND
- Carers Plus
- NY Horizons – Peer Support
- Disability Action Group
- Cambian School

We have also organised or facilitated special events such as:

- Remembrance Day service
- Book Sales & Craft Fairs

## **Trustees Annual Report For the year ending 31 March 2025**

### **Volunteers**

As at 31 March 2025 we had 12 volunteers on the regular rota. During the year they recorded 4,000 hours spent in the library; Trustees spent additional time in meetings, dealing with financial matters and working on the Business Plan & funding applications.

In addition we have volunteers in many vital roles, such as Storytime reader, window cleaner, handyman, Finance Manager and a Health & Safety officer. We now also have volunteers assisting in the garden.

We had funding for a part-time librarian (11 hours per week) from Eastfield Town Council he is a very valuable member of our team, but unfortunately the funding has now stopped and we cannot replace him for next year.

Our volunteer numbers are very low and early next year we will be running a recruitment campaign to add to the numbers.

A new Trustee was appointed from the volunteers in January; she will manage room bookings and the Summer Reading Challenge.

As part of the PACT funding, we employed a "Community Coordinator" to assist with our goals of improving our connections, building partnerships and exploring fundraising opportunities with local businesses.

She has been very successful in pursuing donations of money and goods; she leads on Social Media and publishing and is also developing a new brand identity for the charity

### **Financial Review**

#### **Reserves policy**

The policy is to have in reserve the equivalent of three months' operating costs. Currently our reserves are high due to the Support Grants received to compensate for Covid closures, but we are keeping them under careful review due to volatility in gas and electricity costs.

## **Trustees Annual Report For the year ending 31 March 2025**

### **Principal Funding Sources**

Our principal income is from Licence Fees and Room Hire, library charges, and members using paid for facilities. We also sell books, both ex-library and donated, in the library, online and at special events.

Where possible we supplement this with grant funding for special projects; we are also forging links with local businesses who donate cash or goods to support our activities. Beyond Housing continue to rent an office from us. We receive an annual precept from NYC for maintaining the library service.

### **Plans for Future Years**

Our priorities continue to be expansion of our capabilities by:

- Increasing the number of volunteers to improve our flexibility
- Appointing additional trustees to strengthen the management team
- Forging partnerships in the community to raise our profile and extend our reach.
- Working to maintain and enhance the financial position of the charity and to explore all possible Income streams.

In the coming year we will:

- Provide new access doors from the library to the garden, disabled-friendly to improve accessibility for all. This is under way, but delayed by technical issues;
- Plan and implement a publicity & volunteer recruitment campaign, focussing on people moving into the new local housing;
- Remove the public computer "pod" which restricts the use of the main space, and relocate the PCs to other areas in the library;
- Investigate opportunities to contribute to the Government's Digital Inclusion initiative; we are well placed to offer resources to support this;
- Draw up a new business plan, to cover 2025-2030;
- Continue to network with local groups, to maximise opportunities for working together for the benefit of the community;
- Target local businesses to ask for ongoing sponsorship, particularly for our regular bills;
- Refurbish the meeting rooms, with a grant from NYC Inspire Fund, and volunteer labour from McCain's;
- Make use of the garden, with new benches & fencing, garden games and a "Froggo" litter bin, from an NYC grant

**Trustees Annual Report  
For the year ending 31 March 2025**

- Redesign the children's area so that it is safe and inviting, with new furniture and fittings

The Trustees will do everything possible to ensure that MTB is a solvent, sustainable organisation, valued by the community and ready for the future

**Statement of Disclosure of Information to the Independent Examiner**

We, the trustees of the Charity who held office at the date of approval of these financial statements, each confirm that so far as we are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware.
- All steps have been taken to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

**Trustees Annual Report  
For the year ending 31 March 2025**

**Statement of Trustees' Responsibilities**

Charity Law requires the Trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the Charity and of the excess of income over expenditure for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees confirm that the accounts comply with the above requirements. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

During the year the income of the Charity was below £250,000, therefore in line with Charity Legislation the trustees have elected to prepare their accounts on the Receipts and Payments basis.

**Independent Examiner**

The Independent Examination was undertaken by Rebecca Triffitt, MAAT, Practice Accountant, employee of Phoenix Accountancy and Business Consultancy Limited.

By order of the Board,



Linda Kemp  
Trustee

Date: 30/07/25

**Independent Examiner's Report to the Members of More Than Books**

I report on the accounts of More Than Books for the year ending 31 March 2025, which are set out on pages 15 to 21.

**Respective responsibilities of Trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also 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 I do not express an audit opinion on the view given by the accounts.

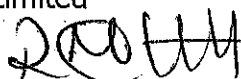
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention, apart from outlined below:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with section 130 and 131 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

The charity must ensure that when paying cleaner's consideration is given to the employment status. All employees should be paid at least the relevant minimum wage appropriate for their age. A payroll scheme should be maintained by the charity unless it is legally not required. From October 2021, all cleaning has been done on a voluntary basis.

Rebecca Triffitt, MAAT  
Practice Accountant, employee of:  
Phoenix Accountancy and Business Consultancy Limited  
4-6 Roberts Street, Scunthorpe, DN15 6NG



Date: 5/8/25

**Receipts and Payments Account  
For the year ended 31 March 2025**

	Notes	2025		2025		2024		2024	
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted
		£	£	£	£	£	£	£	£
<b>RECEIPTS</b>									
Grants	1	-	24,156	24,156	-	43,248	42,248	-	-
Contracts	2	1,682	-	1,682	1,602	-	1,602	-	-
Licence Fees		2,620	-	2,620	2,495	-	2,495	-	-
Room Hire		2,880	-	2,880	893	-	893	-	-
Membership		873	-	873	867	-	867	-	-
Photocopying		1,495	-	1,495	1,027	-	1,027	-	-
Café		157	-	157	411	-	411	-	-
Sales		1,537	-	1,537	341	-	341	-	-
Donations & Gift Aid		2,421	-	2,421	3,152	-	3,152	-	-
Other Services		-	-	-	-	-	-	-	-
Bank Interest		1,096	-	1,096	1,167	-	1,167	-	-
		14,761	24,156	38,917	11,955	43,248	55,203		
<b>PAYMENTS</b>									
Equipment & Furnishing		123	1,360	1,483	1,160	30,454	31,614		
Repairs and renewals		1,801	8,621	10,422	1,001	4,654	5,655		
Payroll & Payroll fees		-	9,770	9,770	-	4,736	4,736		
Activities and workshops		102	-	102	163	379	542		
Cleaning		24	-	24	82	-	82		
Office Costs		362	-	362	139	-	139		
Cafe Supplies		267	-	267	385	-	385		
Sales		72	-	72	-	-	-		
Vouchers		-	500	500	-	-	-		
Insurance		385	-	385	385	-	385		
<i>Subtotal</i>		3,136	20,251	23,387	3,527	40,223	43,750		

**Receipts and Payments Account  
For the year ended 31 March 2025 (continued)**

	Notes	2025 Unrestricted £	2025 Restricted £	2025 Total £	2024 Unrestricted £	2024 Restricted £	2024 Total £
<i>Subtotal from previous page</i>				23,387	3,527	40,223	43,750
Postage		3,136	20,251	11	-	-	-
Licences		11	-	219	212	-	212
Advertising & Marketing		219	-	129	-	45	45
Travel		84	45	-	-	104	104
Utilities		-	-	-	-	-	-
Accountancy Fees		8,476	-	8,476	15,171	-	15,171
Refreshments		360	-	360	360	-	360
		164	-	164	140	-	140
		12,450	20,296	32,746	19,198	40,372	59,570
<b>Net Surplus/(Deficit) for the year</b>		<b>2,311</b>	<b>3,860</b>	<b>6,171</b>	<b>(7,243)</b>	<b>2,876</b>	<b>(4,367)</b>
<b>Transfer between funds</b>		<b>409</b>	<b>(409)</b>	<b>-</b>	<b>(1,738)</b>	<b>1,738</b>	<b>-</b>
Cash & Bank Balances brought forward		40,540	4,624	45,164	49,521	10	49,531
Cash and Bank Balances carried forward	3	43,260	8,075	51,335	40,540	4,624	45,164

The notes on pages 17 to 21 form part of these financial statements.

**Statement of Assets and Liabilities  
As at 31 March 2025**

	Notes	2025 £	2024 £
<b>Monetary Assets</b>			
Current Account		17,670	2,595
Savings Account		33,665	42,569
<b>Total Monetary Assets</b>		<b>51,335</b>	<b>45,164</b>
Comprising			
Unrestricted Funds		43,260	40,540
Restricted Funds	3	8,075	4,624
		<u>51,335</u>	<u>45,164</u>
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use</b>			
Computer Equipment		4,682	4,682
Other Equipment		2,560	2,560
Solar Panels	4	27,743	27,743
		<u>34,985</u>	<u>34,985</u>
<b>Debtors</b>			
Sundry Debtors		-	-
		<u>-</u>	<u>-</u>
<b>Creditors</b>			
Accounts Fee – Current Year		(360)	(360)
		<u>(360)</u>	<u>(360)</u>

These financial statements were approved by the committee (date) and signed on its behalf by:

 Linda Kemp, Trustee

The notes on pages 17 to 21 form part of these financial statements.

**Notes to the Financial Statements  
For the year ended 31 March 2025**

**Notes**

**1 Basis of Preparation**

These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a charity of this size.

More Than Books was registered as a Charitable Incorporated Organisation on 19<sup>th</sup> July 2017.

The figures for the comparative year are for the year ending 31 March 2024.

**2 Grants Received**

	<b>2025 Total £</b>	<b>2024 Total £</b>
Unrestricted Grants		
North Yorkshire County Council – Stronger Communities	-	-
Stronger Communities		
<i>Total Unrestricted Grants</i>	-	-
Restricted Grants		
North Yorkshire Council – Enhancement of community Hub	21,729	41,268
North Yorkshire Council – Stronger Communities	-	980
North Yorkshire Council – Secure our space	508	-
North Yorkshire Council - Stronger Communities	960	1,000
Eastfield Cash for Causes Community Grants - Crafting	300	-
Eastfield Cash for Causes Community Grants - Garden	659	-
<i>Total Restricted Grants</i>	24,156	43,248
<i>Total Grants</i>	24,156	43,248

**Notes to the Financial Statements  
For the year ended 31 March 2025**

**3 Restricted Funds**

	Balance	Movement in Resources			Balance at
	At 01/04/24	Incoming	Outgoing	Transfers	31/03/25
NYC – Community Hub (Gardens, Café & play area)	3,644	21,729	(19,310)	-	6,063
NYC – Stronger Community (Security Alarm replacement)	-	508	(486)	-	22
NYC – Refugee Council	980	-	(500)	(409)	71
Eastfield Cash for Causes	-	659	-	-	659
Community Grants (1)	-	-	-	-	-
Eastfield Cash for Causes	-	3059	-	-	3059
Community Grants (2)	-	-	-	-	-
NYC – Stronger Communities - Refurb	-	960	-	-	960
	4,624	24,156	(20,296)	(409)	8,075

A brief description of the restricted funds are given below:

**3 Restricted Funds**

**Scarborough Borough Council (NYC)**

Restricted funding was awarded by Scarborough Borough Council to the enhancement of the charity community Hub. In April 2023 this responsibility passed to the new Unitary Authority, North Yorkshire Council

A £90,000 restricted grant was given to provide solar panels, improvements to the community garden, children's area and café, plus costs relating to marketing and payroll.

The solar panels were paid directly from Scarborough Borough Council to the supplier Heat Source Direct Ltd £27,743. Only £62,257 will be received from council over the next two years to fund the rest of the project.

**NYC – Stronger Communities (Refugees Council)**

Restricted funding was received from North Yorkshire Council, so the charity could support local refugees and Ukrainian nationals improve their English.

**NYC – Stronger Communities Programme**

Restricted funding was received from North Yorkshire Council to contribute towards a meeting room refurbishment.

**Notes to the Financial Statements  
For the year ended 31 March 2025**

**Restricted Funds**

**NYC – Stronger Communities Programme**

Restricted funding was received from North Yorkshire Council to contribute towards a security alarm replacement.

**Eastfield Cash for Causes Community Grant (1)**

Restricted funding was received from Eastfield Cash for Causes Community Grant to pay towards a garden improvement.

**Eastfield Cash for Causes Community Grant (2)**

Restricted funding was received from Eastfield Cash for Causes Community Grant to pay towards a crafting event.

**4 Equipment/Fixed Assets**

Equipment purchased has been capitalised in the Statement of Assets and Liabilities when the item has been required for long term use.

The Charity maintains a register of all equipment capitalised.

	<b>Computer Equipment £</b>	<b>Other Equipment £</b>	<b>Total £</b>
Fixed Assets at 01 April 2024	4,682	30,303	34,985
Fixed Assets purchased during the year	-	-	-
Equipment capitalised at 31 March 2025	4,682	30,303	34,985

More Than Books are providing library services, which is a Statutory Function of the North Yorkshire Council (NYCC), previously provided by NYCC. NYCC provided the furniture and fixtures, as well as some computer equipment. Values of equipment provided by NYCC has not been provided.

All equipment, purchased during the year has been included at cost. More Than Books maintain a fixed asset register of all equipment capitalised.

*New solar panels were erected on the charity building roof in August 2023, this was paid by North Yorkshire Council, via a grant from them.*

**5 Payments to Trustees**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee.

There was no reimbursement of travel expenses in respect of the year.

**Notes to the Financial Statements  
For the year ended 31 March 2025**

**6 Related Party Transactions**

During the year there were no related party transactions.

**7 Taxation**

More Than Books is a registered charity. All the Charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

**MORE THAN BOOKS**

England & Wales - Charity number 1173856

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# Accounts

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**Registered Charity Number: 1173856**

**MORE THAN BOOKS  
(A Charitable Incorporated Organisation)**

**FINANCIAL STATEMENTS**

**Year ended**

**31 MARCH 2024**

**Phoenix ABC Ltd**

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For the year ended 31 March 2024**

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**Trustees Annual Report  
For the year ending 31 March 2024**

The trustees present their report with the independently examined financial statements of More Than Books, a Charitable Incorporated Organisation, for the year ending 31 March 2024.

**Reference and Administrative Details of the Charity, its Trustees and Advisers.**

<u>Name of charity:</u>	More Than Books
<u>Charity Registration Number:</u>	1173856
<u>Principal operating address</u>	Eastfield Library and Community Hub High Street Eastfield Scarborough YO11 3LL

Trustees

Names of trustees who served during the year and since the year end were as follows:

Linda Kemp  
Nick Kemp  
Pauline Caulfield  
John Symonds  
Janet Bevers

<u>Independent Examiner</u>	Rebecca Triffitt, MAAT Practice Accountant Phoenix Accountancy and Business Consultancy Limited Morley's Cottage Morley's Yard Walkergate Beverley East Yorkshire HU17 9BY
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**Trustees Annual Report  
For the year ending 31 March 2024****Bankers**

NatWest  
3 Westborough  
Scarborough  
YO11 1UH

**Solicitors:**

Jepson Longstaff Midgley  
Wesley House  
1 Lora Courtyard  
Wykeham  
YO13 9QP

**Structure, Governance and Management****Governing Document**

More Than Books is a registered Charitable Incorporated Organisation (CIO) governed by its constitution (foundation model). It was registered with the Charity Commission on 19<sup>th</sup> July 2017.

The Charity is governed in accordance with its Constitution. The only persons eligible to be members of the CIO are its charity trustees, and any member ceasing to be a charity trustee automatically ceases to be a member of the CIO.

**Recruitment and Appointment of Trustees**

The Constitution outlines the procedure for the appointment of Trustees. There must be a minimum of 3 and a maximum of 9 Trustees; the quorum is set at 3, or the number nearest to one third of the total number of trustees, whichever is the greater. The Trustees may at any time decide to appoint new charity trustees, within the limits set out above.

**Trustee Induction and Training**

All Trustees are provided with a copy of the Constitution, and a briefing on the roles and responsibilities of Charity Trustees. The induction process is ongoing, and continues as a standard element of Trustee Meetings.

## **Trustees Annual Report For the year ending 31 March 2024**

### **Organisational Structure:**

The charity is managed by the Board of Trustees and is responsible for all strategic decisions. Trustees are made aware that any conflicts of interest must be declared and minuted. The Board meets every other month.

### **Organisational Management**

The Trustees may involve other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees. Delegation of powers or functions to a sub-committee is allowed, subject to the terms of this delegation being set out clearly in Terms of Reference.

Trustees have established a Business Meeting (Operational issues) to ensure the smooth day to day running of the services and activities, and to supervise the building itself. This meeting is attended by Trustees, library staff, and volunteers with specific areas of responsibility. MTB benefits from staff employed by North Yorkshire County Council to ensure effective running of the library activities.

This year, we have been able to recruit a "Community Coordinator", with Grant funding, to work with the Trustees in the areas of marketing and partnership working

### **Premises**

North Yorkshire County Council (NYCC) ran the Branch Library in the building until 31 March 2017 when More Than Books took over to run it as a Community Library. The premises remained the property of NYCC and transferred to the new Unitary Authority North Yorkshire Council (NYC) in April 2023. We have recently signed a new lease for the building, extending the term until March 2032.

The adjoining garden was under the management of Eastfield Town Council and had been neglected; we have taken over the Lease for this area and have started to develop the space for the benefit of all.

We have also leased an additional small piece of ground between the garden and the road which we will utilise for new access direct from the library building, again with Grant funding

## **Trustees Annual Report For the year ending 31 March 2024**

### **Compliance**

The Trustees are aware of their duties under the various areas of legislation and regulation which apply to MTB, and have a rolling programme of policy review and development in order to ensure compliance.

To date, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy

Copies of these policies are made available to all Volunteers and to library users on request.

### **Insurers**

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

We have a policy issued through Came & Company Local Government Insurance, including the following cover:

- Public Liability £10M,
- Employees' Liability £10m,
- Legal assistance and Personal Accident.

### **Building Issues**

Gas appliances and portable electrical appliances are tested by qualified personnel annually

The mains electrical installation is checked by a qualified engineer every 5 years  
A Fire Safety Risk Assessment is updated annually and firefighting appliances are inspected annually under contract.

A volunteer carries out other regular maintenance checks as required.

The automatic main doors failed and we had to have a new motor fitted in January; this was a large unplanned expenditure but we managed to obtain a small grant to assist with the cost.

**Trustees Annual Report  
For the year ending 31 March 2024**

**Risk Management**

The major risks to which the charity is exposed, as identified by the Trustees, are regularly reviewed and systems have been established to mitigate those risks.

**Objectives and Activities**

The purpose of the charity as set out in the constitution is:

To promote for the benefit of the residents of Eastfield to the south of Scarborough in North Yorkshire, and the surrounding area the provision of a public library for recreation and other leisure time occupation of individuals who have the 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.

In planning for the future, the Trustees have given regard to the Charity Commission guidance on public benefit.

Continued funding from the Eastfield PACT will support our main objectives for the next year, which are to:

- Develop the garden to allow public access and enjoyment of the space, and to promote the environmental benefits;
- Provide a new access from the library to the garden, disabled-friendly to improve accessibility for all;
- Forge new partnerships, explore marketing opportunities and expand our publicity efforts to encourage new volunteers, customers and sponsors.
- Enhance the interior, so that the public spaces and meeting rooms are comfortable and attractive, with a view to generating more income both from renting out the spaces and from increased numbers of customers.

The Trustees will work to maintain and enhance the financial position of the charity and to explore all possible Income streams.

## **Trustees Annual Report For the year ending 31 March 2024**

### **Achievement and Performance**

#### **Review of Activities 2023/24**

The principal activity of the Charity is to operate a community library, providing a warm, safe space for everyone to make use of and enjoy.

The library standard opening hours are:

Monday	10.00-17.00
Tuesday	10.00-13.00
Wednesday	10.00-17.00
Thursday	10.00-13.00
Friday	10.00-17.00
Saturday	10.00-12.00

We had a busy and successful year, welcoming some new groups using library space and meeting rooms, offering a repeat of the Warm Welcome scheme and assisting more customers with online applications for benefits.

We started a weekly "Friendship Café", aimed at refugees needing to practice English conversation; this regularly has around a dozen participants. NYC Adult Learning Services arranged some free "Crafts for Wellbeing" sessions which has also proved popular.

There were over 26,000 visits (slightly more than last year) with over 1400 active users, and books were regularly delivered to 10 housebound readers.

Loans of books and other items totalled over 16,000, by nearly 1,000 active borrowers, with a peak in August when the Summer Reading Challenge encourages children to come into the library, take part in activities and read more books. We enrolled 33 babies and toddlers into the Buzzy Bee scheme for under-5s. These figures are down from last year; we hope NYC staff can help to reverse this trend.

Public PCs were used for over 1,700 hours and nearly 900 customers were helped with IT issues.

## **Trustees Annual Report For the year ending 31 March 2024**

### **Review of Activities 2023/24 (continued)**

We have focussed on new partnerships and community involvement, with the help of our Community Coordinator who started in August. Unfortunately, she left in December, but we are recruiting a replacement to build on her achievements. We have encouraged volunteers to share their own interests, such as Chess and crafts, to arrange sessions for others to enjoy.

Some of the events were:

- A weekly story time for the under 5s
- Knitting circle
- NYCC Summer Reading Challenge
- Lego Club
- Board Games and Cuppa for adults
- Ancestry Family History sessions
- Age UK drop-ins
- Beyond Housing advice sessions
- Arts & Crafts for Relaxation
- IT Buddy appointments
- Creative Briefs holiday craft and activity sessions for children
- International Friendship Café, offering English conversation practice for refugees
- Chess Club

Organisations using our premises to meet clients include:

- Refugee Council
- Autism Plus
- SEND
- Carers Plus
- Sparks – community support
- NY Horizons – Peer Support
- Disability Action Group

We have also organised or facilitated special events such as:

- Remembrance Day service
- Eastfield Summer & Christmas Events

We again became a "Warm Space" offering free refreshments and a warm place to relax during January to March 2024.

Our plans for the coming years include opening up access to and use of the garden, with events, children's sessions and a gardening club.

## **Trustees Annual Report For the year ending 31 March 2024**

### **Volunteers**

As at 31 March 2024 we had 16 volunteers on the regular rota. During the year they recorded 3,660 hours spent in the library; Trustees spent additional time in meetings, dealing with financial matters and working on the Business Plan.

We have funding for a part-time librarian (11 hours per week) from Eastfield Town Council (ETC); during the year the post-holder gained promotion to Library Supervisor when the previous supervisor moved on. NYC supplied a replacement to cover the hours; he is a very valuable member of our team and has a contract for the next year.

In addition we have volunteers in many vital roles, such as Storytime reader, window cleaner, handyman, Finance Manager and a Health & Safety officer. We now also have volunteers assisting in the garden.

During the year, as part of the PACT funding, we employed a "Community Coordinator" to assist with our goals of improving our connections, building partnerships and exploring fundraising opportunities with local businesses.

### **Financial Review**

#### **Reserves policy**

The policy is to have in reserve the equivalent of three months' operating costs. Currently our reserves are high due to the Support Grants received to compensate for Covid closures, but we are keeping them under careful review due to volatility in gas and electricity costs.

#### **Principal Funding Sources**

Our principal income is from Licence Fees and Room Hire, library charges, and members using paid for facilities. We also sell books, both ex-library and donated, in the library, online and at special events.

Where possible we supplement this with grant funding for special projects; we are also forging links with local businesses who donate cash or goods to support our activities. Beyond Housing continue to rent an office from us. We receive an annual precept from NYC for maintaining the library service.

We understand that ETC will continue to fund our part-time librarian

## **Trustees Annual Report For the year ending 31 March 2024**

### **Plans for Future Years**

Our priority must be to expand our capabilities by:

- Increasing the number of volunteers to improve our flexibility
- Developing new income streams for future security.  
Forging partnerships in the community to raise our profile

We have started to implement our development plans, funded by PACT:

- Improve our environmental footprint and reduce energy costs by implementing recommended energy-saving measures. Solar panels were installed this year, reducing electricity bills.
- Develop the garden to be used as an outdoor extension of the library. We have installed a shed and tidied the area ready for work to start this year.
- Install a new exit from the new cafe area direct to the garden. A local architect has drawn up plans; we are awaiting costs.
- Move and extend the cafe area with new furniture, equipment and flooring. This is complete; existing furniture is being renovated instead of buying new.
- Move and refresh the children's area so that it is safe and inviting. Discussions have started.
- Research opportunities for income generation and extension of our reach into the surrounding communities, with the assistance of a part-time paid coordinator. A start was made in the 5 months the coordinator worked; to be picked up this year with the new appointee.

### **Statement of Disclosure of Information to the Independent Examiner**

We, the trustees of the Charity who held office at the date of approval of these financial statements, each confirm that so far as we are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware.
- All steps have been taken to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

**Trustees Annual Report  
For the year ending 31 March 2024****Statement of Trustees' Responsibilities**

Charity Law requires the Trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the Charity and of the excess of income over expenditure for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees confirm that the accounts comply with the above requirements. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

During the year the income of the Charity was below £250,000, therefore in line with Charity Legislation the trustees have elected to prepare their accounts on the Receipts and Payments basis.

**Independent Examiner**

The Independent Examination was undertaken by Rebecca Triffitt, MAAT, Practice Accountant, employee of Phoenix Accountancy and Business Consultancy Limited.

By order of the Board,



Linda Kemp  
Trustee

Date: 28<sup>TH</sup> August 2024

**Independent Examiner's Report to the Members of More Than Books**

I report on the accounts of More Than Books for the year ending 31 March 2024, which are set out on pages 14 to 19.

**Respective responsibilities of Trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also 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 I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention, apart from outlined below:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with section 130 and 131 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

The charity must ensure that when paying cleaner's consideration is given to the employment status. All employees should be paid at least the relevant minimum wage appropriate for their age. A payroll scheme should be maintained by the charity unless it is legally not required. From October 2021, all cleaning has been done on a voluntary basis.

Rebecca Triffitt, MAAT  
Practice Accountant, employee of:  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage, Morley's Yard, Walkergate  
Beverley, East Yorkshire HU17 9BY



Date: 28/8/24

**Receipts and Payments Account  
For the year ended 31 March 2024**

	Notes	2024		2024		2023		2023	
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted
		£	£	£	£	£	£	£	£
<b>RECEIPTS</b>									
Grants	1	-	43,248	42,248	-	3,100	3,100	-	-
Lease Premium	2	-	-	-	-	-	-	-	-
Contracts		1,602	-	1,602	1,514	-	1,514	-	-
Licence Fees		2,495	-	2,495	2,230	-	2,230	-	-
Room Hire		893	-	893	2,640	-	2,640	-	-
Membership		867	-	867	776	-	776	-	-
Photocopying		1,027	-	1,027	1,040	-	1,040	-	-
Café		411	-	411	484	-	484	-	-
Sales		341	-	341	496	-	496	-	-
Donations & Gift Aid		3,152	-	3,152	4,993	-	4,993	-	-
Other Services		-	-	-	205	-	205	-	-
Bank Interest		1,167	-	1,167	306	-	306	-	-
		<b>11,955</b>	<b>43,248</b>	<b>55,203</b>	<b>14,684</b>	<b>3,100</b>	<b>17,784</b>	<b>3,100</b>	<b>17,784</b>

**PAYMENTS**

Equipment & Furnishing		1,160	30,454	31,614	3,229	350	3,579		
Repairs and renewals		1,001	4,654	5,655	8,408	2,159	10,567		
Payroll & Payroll fees			4,736	4,736					
Activities and workshops		163	379	542	14	145	159		
Cleaning		82	-	82	739	-	739		
Office Costs		139	-	139	114	-	114		
Cafe Supplies		385	-	385	474	-	474		
Sales		-	-	-	225	-	225		
Insurance		385	-	385	330	-	330		
Licences		212	-	212	208	-	208		
<b>Subtotal</b>		<b>3,527</b>	<b>40,223</b>	<b>43,750</b>	<b>13,741</b>	<b>2,654</b>	<b>16,395</b>		

**Receipts and Payments Account  
For the year ended 31 March 2024 (continued)**

	Notes	2024		2024		2023		2023	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
		£	£	£	£	£	£	£	£
<i>Subtotal from previous page</i>		3,527	40,223	43,750	13,741	2,654		16,395	
Professional Fees		-	-	-	250	-	-	250	-
Advertising & Marketing		-	45	45	-	-	-	-	-
Travel		-	104	104	-	-	-	-	-
Utilities		15,171	-	15,171	11,615	789		12,404	
Accountancy Fees		360	-	360	360	-		360	
Refreshments		140	-	140	63	140		203	
		19,198	40,372	59,570	26,029	3,583		29,612	
<b>Net Surplus/(Deficit) for the year</b>		<b>(7,243)</b>	<b>2,876</b>	<b>(4,367)</b>	<b>(11,345)</b>	<b>(483)</b>		<b>(11,828)</b>	
<b>Transfer between funds</b>		<b>(1,738)</b>	<b>1,738</b>	-	-	-		-	
Cash & Bank Balances brought forward		49,521	10	49,531	60,866	493		61,359	
Cash and Bank Balances carried forward	3	40,540	4,624	45,164	49,521	10		49,531	

The notes on pages 17 to 19 form part of these financial statements.

**Statement of Assets and Liabilities  
As at 31 March 2024**

	Notes	2024 £	2023 £
<b>Monetary Assets</b>			
Current Account		2,595	8,129
Savings Account		42,569	41,402
Eastfield Town Council Account		-	-
<b>Total Monetary Assets</b>		<b>45,164</b>	<b>49,531</b>
Comprising:			
Unrestricted Funds		40,520	49,521
Restricted Funds	3	4,644	10
		<u>45,164</u>	<u>49,531</u>
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use</b>			
Computer Equipment		4,682	4,382
Other Equipment		2,560	2,005
Fixtures and Fittings	4	-	-
		<u>7,242</u>	<u>6,387</u>
<b>Debtors</b>			
Sundry Debtors		-	-
		<u>-</u>	<u>-</u>
<b>Creditors</b>			
Accounts Fee – Current Year		(360)	(360)
		<u>(360)</u>	<u>(360)</u>

These financial statements were approved by the committee on 28<sup>TH</sup> August 2024 (date) and signed on its behalf by:



Linda Kemp, Trustee

The notes on pages 17 to 19 form part of these financial statements.

**Notes to the Financial Statements**  
**For the year ended 31 March 2024**

**Notes**

**1 Basis of Preparation**

These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a charity of this size.

More Than Books was registered as a Charitable Incorporated Organisation on 19<sup>th</sup> July 2017.

The figures for the comparative year are for the year ending 31 March 2023.

**2 Grants Received**

	<b>2024</b>	<b>2023</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Unrestricted Grants		
North Yorkshire County Council – Stronger Communities	-	-
Stronger Communities		
<i>Total Unrestricted Grants</i>	<u>-</u>	<u>-</u>
Restricted Grants		
North Yorkshire Council – Covid 19 Restore & Recover	-	890
North Yorkshire Council – Enhancement of community Hub	41,268	-
North Yorkshire Council – Stronger Communities	980	
North Yorkshire Council – Beyond Carbon Activities	-	100
North Yorkshire Council - Stronger Communities	1,000	
Scarborough Borough Council – Warm Welcome Fund	-	150
Two Ridings – Upgrade to LED Lighting	-	1,960
<i>Total Restricted Grants</i>	<u>43,248</u>	<u>3,100</u>
<i>Total Grants</i>	<u>43,248</u>	<u>3,100</u>

**Notes to the Financial Statements  
For the year ended 31 March 2024**

**3 Restricted Funds**

	Balance	Movement in Resources			Balance at
	At 01/04/23	Incoming	Outgoing	Transfers	31/03/24
NYC – Community Hub (Gardens, Café & playarea)	-	8,290	(4,646)	-	3,644
NYC – Community Hub (Project/ Marketing costs)	-	5,235	(5,235)	-	-
NYC – Community Hub (Solar Panels)	-	27,743	(27,743)	-	-
NYC – Refugee Council	-	980	-	-	980
Scarborough BC – Warm Welcome Fund	10	-	-	(10)	-
NYC – Stronger Communities	-	1,000	(2,748)	1,748	-
	10	15,505	(12,629)	1,738	4,624

A brief description of the restricted funds are given below:

**3 Restricted Funds**

**Scarborough Borough Council**

Restricted funding was awarded by Scarborough Borough Council to the enhancement of the charity community Hub. In April 2023 this responsibility passed to the new Unitary Authority, North Yorkshire Council

A £90,000 restricted grant was given to provide solar panels, improvements to the community garden, children's area and café, plus costs relating to marketing and payroll.

The solar panels were paid directly from Scarborough Borough Council to the supplier Heat Source Direct Ltd £27,743. Only £62,257 will be received from council over the next two years to fund the rest of the project.

**NYC – Stronger Communities (Refugees Council)**

Restricted funding was received from North Yorkshire Council, so the charity could support local refugees and Ukrainian nationals improve their English.

**NYC – Stronger Communities Programme**

Restricted funding was received from North Yorkshire Council to contribute towards a new motor for the automatic doors.

**4 Equipment/Fixed Assets**

Equipment purchased has been capitalised in the Statement of Assets and Liabilities when the item has been required for long term use.

The Charity maintains a register of all equipment capitalised.

	<b>Computer Equipment £</b>	<b>Other Equipment £</b>	<b>Total £</b>
Fixed Assets at 01 April 2023	4,382	2,005	6,387
Fixed Assets purchased during the year	300	28,298	28,598
Equipment capitalised at 31 March 2024	4,682	30,303	34,985

More Than Books are providing library services, which is a Statutory Function of the North Yorkshire Council (NYCC), previously provided by NYCC. NYCC provided the furniture and fixtures, as well as some computer equipment. Values of equipment provided by NYCC has not been provided.

All equipment, purchased during the year has been included at cost. More Than Books maintain a fixed asset register of all equipment capitalised.

*New solar panels were erected on the charity building roof in August 2023, this was paid by North Yorkshire Council, via a grant from them.*

**5 Payments to Trustees**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee.

There was no reimbursement of travel expenses in respect of the year.

**6 Related Party Transactions**

During the year there were no related party transactions.

**7 Taxation**

More Than Books is a registered charity. All the Charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

**MORE THAN BOOKS**

England & Wales - Charity number 1173856

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# Accounts

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Registered Charity  
Number: 1173856

**MORE THAN BOOKS**  
(A Charitable Incorporated Organisation)

**FINANCIAL STATEMENTS**

Year ended

**31 MARCH 2023**

East Riding Voluntary Action Services (ERVAS) Limited

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For the year ended 31 March 2023**

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**Trustees Annual Report  
For the year ending 31 March 2023**

The trustees present their report with the Independently examined financial statements of More Than Books, a Charitable Incorporated Organisation, for the year ending 31 March 2023.

**Reference and Administrative Details of the Charity, its Trustees and Advisers.**

<u>Name of charity:</u>	More Than Books
<u>Charity Registration Number:</u>	1173856
<u>Principal operating address</u>	Eastfield Library and Community Hub High Street Eastfield Scarborough YO11 3LL

Trustees

Names of trustees who served during the year and since the year end were as follows:

Keith Barber	Resigned 30 <sup>th</sup> June 2022
Linda Kemp	
Nick Kemp	
Pauline Caulfield	
John Symonds	
Janet Beevers	Appointed 30 <sup>th</sup> Nov 2021

<u>Independent Examiner</u>	Rebecca Triffitt, MAAT Practice Accountant Phoenix Accountancy and Business Consultancy Limited Morley's Cottage Morley's Yard Walkergate Beverley East Yorkshire HU17 9BY
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## **Trustees Annual Report For the year ending 31 March 2023**

### Bankers

NatWest  
3 Westborough  
Scarborough  
YO11 1UH

### Solicitors:

Jepson Longstaff Midgley  
Wesley House  
1 Lora Courtyard  
Wykeham  
YO13 9QP

## **Structure, Governance and Management**

### **Governing Document**

More Than Books is a registered Charitable Incorporated Organisation (CIO) governed by its constitution (foundation model). It was registered with the Charity Commission on 19<sup>th</sup> July 2017.

The Charity is governed in accordance with its Constitution. The only persons eligible to be members of the CIO are its charity trustees, and any member ceasing to be a charity trustee automatically ceases to be a member of the CIO.

### **Recruitment and Appointment of Trustees**

The Constitution outlines the procedure for the appointment of Trustees. There must be a minimum of 3 and a maximum of 9 Trustees; the quorum is set at 3, or the number nearest to one third of the total number of trustees, whichever is the greater. The Trustees may at any time decide to appoint new charity trustees, within the limits set out above.

### **Trustee Induction and Training**

All Trustees are provided with a copy of the Constitution, and a briefing on the roles and responsibilities of Charity Trustees. The induction process is ongoing, and continues as a standard element of Trustee Meetings.

## **Trustees Annual Report For the year ending 31 March 2023**

### **Organisational Structure:**

The charity is managed by the Board of Trustees and is responsible for all strategic decisions. Trustees are made aware that any conflicts of interest must be declared and minuted. The Board meets quarterly.

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The Trustees may involve other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees. Delegation of powers or functions to a sub-committee is allowed, subject to the terms of this delegation being set out clearly in Terms of Reference.

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### **Premises**

North Yorkshire County Council (NYCC) ran the Branch Library in the building until 31 March 2017 when More Than Books took over to run it as a Community Library. The premises remain the property of NYCC and will transfer to the new Unitary Authority (NYC) in April 2023. We have recently signed a new lease for the building, extending the term until March 2032.

The adjoining garden was under the management of Eastfield Town Council and had been neglected; we have taken over the Lease for this area and have started to develop the space for the benefit of all.

There is an additional small piece of ground between the garden and the road which we would like to utilise for our new access direct from the library building. We have agreement from the current landowner and hope to acquire the lease soon.

## **Trustees Annual Report For the year ending 31 March 2023**

### **Compliance**

The Trustees are aware of their duties under the various areas of legislation and regulation which apply to MTB, and have a rolling programme of policy review and development in order to ensure compliance.

To date, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy

Copies of these policies are made available to all Volunteers and to library users on request.

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The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

We have a policy issued through Came & Company Local Government Insurance, including the following cover:

- Contents and damage to glazing - £50,000 cover.
- Public Liability £10M,
- Employees' Liability £5m,
- Legal assistance and Personal Accident.

### **Building Issues**

Gas appliances and portable electrical appliances are tested by qualified personnel annually

The mains electrical installation is checked by a qualified engineer every 5 years  
A Fire Safety Risk Assessment is updated annually and fire fighting appliances are inspected annually under contract.

A volunteer carries out other regular maintenance checks as required.

**Trustees Annual Report  
For the year ending 31 March 2023**

**Risk Management**

The major risks to which the charity is exposed, as identified by the Trustees, are regularly reviewed and systems have been established to mitigate those risks.

**Objectives and Activities**

The purpose of the charity as set out in the constitution is:

To promote for the benefit of the residents of Eastfield to the south of Scarborough in North Yorkshire, and the surrounding area the provision of a public library for recreation and other leisure time occupation of individuals who have the 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.

In planning for the future, the Trustees have given regard to the Charity Commission guidance on public benefit.

We have been successful in securing funding from the Eastfield PACT for our main objectives for the next year, which are to:

- Install solar panels and batteries to reduce our electricity costs and environmental impact;
- Develop the garden to allow public access and enjoyment of the space, and to promote the environmental benefits;
- Forge new partnerships, explore marketing opportunities and expand our publicity efforts to encourage new volunteers, customers and sponsors.

The Trustees will work to maintain and enhance the financial position of the charity and to explore all possible Income streams.

## **Trustees Annual Report For the year ending 31 March 2023**

### **Achievement and Performance**

#### **Review of Activities 2022/23**

The principal activity of the Charlty is to operate a community library. Following two very challenging previous years due to Covid closures and restrictions, we have focussed on re-building our customers' use of our premises and facilities.

The library standard opening hours are:

Monday	10.00-17.00
Tuesday	10.00-17.00
Wednesday	10.00-17.00
Thursday	10.00-13.00
Friday	10.00-17.00
Saturday	10.00-12.00

We had a busy and successful year, helped by some new initiatives, particularly participation in the Warm Welcome scheme and assisting customers with online applications.

There were nearly 26,000 visits this year with over 1600 active users, both well up on recent years, and books were regularly delivered to 10 housebound readers.

Loans of books and other items totalled nearly 18,000 by 1,000 active borrowers, with a peak in August when the Summer Reading Challenge encourages children to come into the library, take part in activities and read more books. We enrolled 54 babies and toddlers into the new Buzzy Bee scheme for under-5s.

Public PCs were used for over 2,000 hours and nearly 1,100 customers were helped with IT issues.

## **Trustees Annual Report For the year ending 31 March 2023**

### **Review of Activities 2021/22 (continued)**

During the time of Covid restrictions we had to suspend many of our normal activities, such as Story Times, Clubs, Support groups and Adult Learning sessions. We have restarted many of these, though some partners have not yet resumed their regular sessions.

Several local organisations have used our rooms and library space, these include Sight Support (who bring their Guide Dogs!), Children's University and WEA.

Some of the events were:

- A weekly story time for the under 5s
- Knitting circle
- NYCC "Stop smoking clinic".
- NYCC Summer Reading Challenge
- School holiday craft and activity sessions for children
- After-school Club
- Lego Club
- Board Games and Cuppa for adults
- Ancestry Family History sessions
- Age UK drop-ins
- Beyond Housing advice sessions

When possible, we will restart more activities such as:

- Queens Platinum Jubilee celebrations
- Mammoth Book Sale
- Remembrance Day Service
- Eastfield Christmas Event

We also became a "Warm Space" offering free refreshments and a warm place to relax during January to March 2023.

Our plans for the coming years include opening up access to and use of the garden, with events, children's sessions and a gardening club.

## **Trustees Annual Report For the year ending 31 March 2023**

### **Volunteers**

As at 31 March 2023 we had 16 volunteers on the regular rota. During the year they recorded 3,660 hours spent in the library; Trustees spent additional time in meetings, dealing with financial matters and working on the Business Plan.

Our part-time librarian works 14 hours a week and her line manager is an NYCC library supervisor who also contributes to the running of the library.

In addition we have volunteers in many vital roles, such as Storytime reader, window cleaner, handyman, Finance Manager and an Health & Safety officer.

### **Financial Review**

#### **Reserves policy**

The policy is to have in reserve the equivalent of three months' operating costs. Currently our reserves are high due to the Support Grants received to compensate for Covid closures, but we are keeping them under careful review due to predicted rises in gas and electricity costs.

#### **Principal Funding Sources**

Our principal funding sources normally come through Licence Fees and Room Hire, library fines, and members using paid for facilities. We also sell books, both ex-library and donated, in the library, online and at special events.

Beyond Housing continue to rent an office from us. We receive an annual precept from NYCC.

We understand that ETC will continue to fund our part-time librarian.

## **Trustees Annual Report For the year ending 31 March 2023**

### **Plans for Future Years**

Our priority must be to expand our capabilities by:

- Increasing the number of volunteers to improve our flexibility
- Developing new income streams for future security.

We have several funding for our plans for the next two years to:

- Improve our environmental footprint and reduce energy costs by implementing recommended energy-saving measures.
- Develop the garden to be used as an outdoor extension of the library.
- Install a new exit from the new cafe area direct to the garden.
- Move and extend the cafe area with new furniture, equipment and flooring.
- Move and refresh the children's area so that it is safe and inviting.
- Research opportunities for income generation and extension of our reach into the surrounding communities, with the assistance of a part-time paid coordinator.

### **Statement of Disclosure of Information to the Independent Examiner**

We, the trustees of the Charity who held office at the date of approval of these financial statements, each confirm that so far as we are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware.
- All steps have been taken to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

**Trustees Annual Report  
For the year ending 31 March 2023**

**Statement of Trustees' Responsibilities**

Charity Law requires the Trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the Charity and of the excess of income over expenditure for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees confirm that the accounts comply with the above requirements. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

During the year the income of the Charity was below £250,000, therefore in line with Charity Legislation the trustees have elected to prepare their accounts on the Receipts and Payments basis.

**Independent Examiner**

The Independent Examination was undertaken by Rebecca Triffitt, MAAT, Practice Accountant, employee of Phoenix Accountancy and Business Consultancy Limited.

By order of the Board,



Linda Kemp  
Trustee

Date: 26/06/23

**Independent Examiner's Report to the Members of More Than Books**

I report on the accounts of More Than Books for the year ending 31 March 2023, which are set out on pages 14 to 19.

**Respective responsibilities of Trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also 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 I do not express an audit opinion on the view given by the accounts.

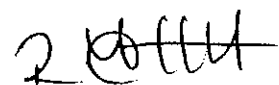
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention, apart from outlined below:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with section 130 and 131 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

The charity must ensure that when paying cleaner's consideration is given to the employment status. All employees should be paid at least the relevant minimum wage appropriate for their age. A payroll scheme should be maintained by the charity unless it is legally not required. From October 2021, all cleaning has been done on a voluntary basis.

Rebecca Triffitt, MAAT  
Practice Accountant, employee of:  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage, Morley's Yard, Walkergate  
Beverley, East Yorkshire HU17 9BY



Date: 28/6/23

**Receipts and Payments Account  
For the year ended 31 March 2023**

	Notes	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Unrestricted £	2022 Restricted £	2022 Total £
<b>RECEIPTS</b>							
Grants	1	-	3,100	3,100	614	720	1,334
Lease Premium	2	-	-	-	5,000	-	5,000
Contracts		1,514	-	1,514	1,431	-	1,431
Licence Fees		2,230	-	2,230	2,220	-	2,220
Room Hire		2,640	-	2,640	995	-	995
Membership		776	-	776	564	-	564
Photocopying		1,040	-	1,040	772	-	772
Café		484	-	484	354	-	354
Sales		496	-	496	1,506	-	1,506
Donations & Gift Aid		4,993	-	4,993	405	-	405
Other Services		205	-	205	70	-	70
Bank Interest		306	-	306	37	-	37
		14,684	3,100	17,784	13,968	720	14,688

**PAYMENTS**

Equipment & Furnishing		3,229	350	3,579	170	718	888
Repairs and renewals		8,408	2,159	10,567	30	-	30
Activities and workshops		14	145	159	50	-	50
Uniforms		-	-	-	-	-	-
Cleaning		739	-	739	1,239	91	1,330
Office Costs		114	-	114	297	-	297
Cafe Supplies		474	-	474	252	-	252
Sales		225	-	225	208	-	208
Insurance		330	-	330	330	-	330
Licences		208	-	208	-	-	-
<i>Subtotal</i>		<i>13,741</i>	<i>2,654</i>	<i>16,395</i>	<i>2,576</i>	<i>809</i>	<i>3,385</i>

**Receipts and Payments Account  
For the year ended 31 March 2023 (continued)**

	Notes	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Unrestricted £	2022 Restricted £	2022 Total £
<i>Subtotal from previous page</i>		13,741	2,654	16,395	2,576	809	3,385
Professional Fees		250	-	250	364	-	364
Consultancy Fees		-	-	-	20	-	20
Utilities		11,615	789	12,404	5,562	-	5,562
Accountancy Fees		360	-	360	300	-	300
Refreshments		63	140	203	168	-	168
		26,029	3,583	29,612	8,990	809	9,799

**Net Surplus/(Deficit) for  
the year**

**(11,345) (483) (11,828) 4,978 (89) 4,889**

**Transfer between funds**

**- - - - - - -**

Cash & Bank Balances  
brought forward

60,866 493 61,359 55,888 582 56,470

Cash and Bank Balances  
carried forward

49,521 10 49,531 60,866 493 61,359

3

The notes on pages 17 to 19 form part of these financial statements.

**Statement of Assets and Liabilities  
As at 31 March 2023**

	Notes	2023 £	2022 £
<b>Monetary Assets</b>			
Current Account		8,129	20,263
Savings Account		41,402	41,096
Eastfield Town Council Account		-	-
<b>Total Monetary Assets</b>		<b>49,531</b>	<b>61,359</b>
Comprising:			
Unrestricted Funds		49,521	60,866
Restricted Funds	3	10	493
		<u>49,531</u>	<u>61,359</u>
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use</b>			
Computer Equipment		4,382	4,382
Other Equipment		2,005	1,757
Fixtures and Fittings	4	-	-
		<u>6,387</u>	<u>6,139</u>
<b>Debtors</b>			
Sundry Debtors		-	-
		<u>-</u>	<u>-</u>
<b>Creditors</b>			
Accounts Fee – Current Year		(360)	(360)
		<u>(360)</u>	<u>(360)</u>

These financial statements were approved by the committee on 26/06/23 (date) and signed on its behalf by:

\_\_\_\_\_ *LMP*

Linda Kemp, Trustee

The notes on pages 17 to 19 form part of these financial statements.

**Notes to the Financial Statements  
For the year ended 31 March 2023**

**Notes**

**1 Basis of Preparation**

These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a charity of this size.

More Than Books was registered as a Charitable Incorporated Organisation on 19<sup>th</sup> July 2017.

The figures for the comparative year are for the year ending 31 March 2022.

**2 Grants Received**

	<b>2023 Total £</b>	<b>2022 Total £</b>
Unrestricted Grants		
Scarborough Borough Council -Covid 19	-	-
Scarborough Borough Council – Local Restriction	-	-
North Yorkshire County Council – Stronger Communities	-	614
<i>Total Unrestricted Grants</i>	<hr/> -	<hr/> 614
Restricted Grants		
North Yorkshire County Council – Covid 19 Restore & Recover	890	-
North Yorkshire County Council – Restarting Library Activities	-	720
North Yorkshire County Council – Beyond Carbon Activities	100	-
Scarborough Borough Council – Warm Welcome Fund	150	-
Two Ridings – Upgrade to LED Lighting	1,960	-
<i>Total Restricted Grants</i>	<hr/> 3,100	<hr/> 720
<i>Total Grants</i>	<hr/> 3,100	<hr/> 1,334

**Notes to the Financial Statements  
For the year ended 31 March 2023**

**3 Restricted Funds**

	Balance	Movement in Resources			Balance at
	At 01/04/22	Incoming	Outgoing	Transfers	31/03/23
Community Wellbeing Hub	491	-	(491)	-	-
NYCC Covid 19 Restore & Recover	-	890	(890)	-	-
NYCC – Restarting Library Activities	2	-	(2)	-	-
NYCC – Beyond Carbon Activities	-	100	(100)	-	-
Scarborough BC – Warm Welcome Fund	-	150	(140)	-	10
Two Ridings – Upgrade on LED Lighting	-	1,960	(1,960)	-	-
	493	3,100	(3,583)	-	10

A brief description of the restricted funds are given below:

**3 Restricted Funds**

**Community Wellbeing Hub**

Restricted funding was received from Scarborough Borough Council to develop a Community Wellbeing Hub at the library.

**Restore & Recover Covid 19 fund**

Restricted funding was received from North Yorkshire County Council to help the library extend the "Warm Space" scheme for an extra month, buying warm throws and more refreshments with a contribution towards the heating.

We have registered as a Warm Space, so offering a warm, welcoming environment with refreshments and activities to anyone who visits the library.

**Restarting Library Activities**

Restricted funding was received from North Yorkshire County Council to help restart the Library Activities. The £2 left over was spent this year.

**NYCC – Beyond Carbon Activities**

Restricted funding was received from North Yorkshire County Council to purchase garden materials used in the community garden.

**Scarborough BC – Warm Welcome Fund**

Restricted funding was received from Scarborough Borough Council to purchase ready to make drinks, pasta pots and disposable tableware, to help deliver the warm welcome project.

**Two Ridings – Upgrade on LED Lighting**

Restricted funding was received from Two Ridings Community to contribute towards the upgrade of the charity lighting to LED lights.

**4 Equipment/Fixed Assets**

Equipment purchased has been capitalised in the Statement of Assets and Liabilities when the item has been required for long term use.

The Charity maintains a register of all equipment capitalised.

	<b>Computer Equipment £</b>	<b>Other Equipment £</b>	<b>Total £</b>
Fixed Assets at 01 April 2022	4,382	1,757	6,139
Fixed Assets purchased during the year	-	248	248
Equipment capitalised at 31 March 2023	4,382	2,005	6,1387

More Than Books are providing library services, which is a Statutory Function of the North Yorkshire County Council (NYCC), previously provided by NYCC. NYCC provided the furniture and fixtures, as well as some computer equipment. Values of equipment provided by NYCC has not been provided.

All equipment, purchased during the year has been included at cost. More Than Books maintain a fixed asset register of all equipment capitalised.

**5 Payments to Trustees**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee.

There was no reimbursement of travel expenses in respect of the year.

**6 Related Party Transactions**

During the year there were no related party transactions.

**7 Taxation**

More Than Books is a registered charity. All the Charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes Irrecoverable VAT.

**MORE THAN BOOKS**

England & Wales - Charity number 1173856

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# Accounts

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Registered Charity  
Number: 1173856

**MORE THAN BOOKS**  
**(A Charitable Incorporated Organisation)**

**FINANCIAL STATEMENTS**

Year ended

**31 MARCH 2022**

East Riding Voluntary Action Services (ERVAS) Limited

**Contents to the Financial Statements  
For the year ended 31 March 2022**

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Statement of Assets and Liabilities	16
Notes to the Financial Statements	17

**Trustees Annual Report  
For the year ending 31 March 2022**

The trustees present their report with the independently examined financial statements of More Than Books, a Charitable Incorporated Organisation, for the year ending 31 March 2022.

**Reference and Administrative Details of the Charity, its Trustees and Advisers.**

Name of charity: More Than Books

Charity Registration Number: 1173856

Principal operating address Eastfield Library and Community Hub  
High Street  
Eastfield  
Scarborough YO11 3LL

Trustees

Names of trustees who served during the year and since the year end were as follows:

Keith Barber Treasurer  
Linda Kemp  
Nick Kemp  
Pauline Caulfield  
John Symonds  
Janet Beevers Appointed 30<sup>th</sup> Nov 2021

Independent Examiner Rebecca Triffitt, MAAT  
Practice Accountant  
Phoenix Accountancy and Business Consultancy  
Limited  
Morley's Cottage  
Morley's Yard  
Walkergate  
Beverley  
East Yorkshire  
HU17 9BY

**Trustees Annual Report  
For the year ending 31 March 2022**Bankers

NatWest  
3 Westborough  
Scarborough  
YO11 1UH

Solicitors:

Jepson Longstaff Midgley  
Wesley House  
1 Lora Courtyard  
Wykeham  
YO13 9QP

**Structure, Governance and Management****Governing Document**

More Than Books is a registered Charitable Incorporated Organisation (CIO) governed by its constitution (foundation model). It was registered with the Charity Commission on 19<sup>th</sup> July 2017.

The Charity is governed in accordance with its Constitution. The only persons eligible to be members of the CIO are its charity trustees, and any member ceasing to be a charity trustee automatically ceases to be a member of the CIO.

**Recruitment and Appointment of Trustees**

The Constitution outlines the procedure for the appointment of Trustees. There must be a minimum of 3 and a maximum of 9 Trustees; the quorum is set at 3, or the number nearest to one third of the total number of trustees, whichever is the greater. The Trustees may at any time decide to appoint new charity trustees, within the limits set out above.

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All Trustees are provided with a copy of the Constitution, and a briefing on the roles and responsibilities of Charity Trustees. The induction process is ongoing, and continues as a standard element of Trustee Meetings.

**Trustees Annual Report  
For the year ending 31 March 2022****Organisational Structure:**

The charity is managed by the Board of Trustees and is responsible for all strategic decisions. Trustees are made aware that any conflicts of interest must be declared and minuted. The Board meets quarterly.

**Organisational Management**

The Trustees may involve other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees. Delegation of powers or functions to a sub-committee is allowed, subject to the terms of this delegation being set out clearly in Terms of Reference.

Trustees have established a Business Meeting (Operational issues) to ensure the smooth day to day running of the services and activities, and to supervise the building itself. This meeting is attended by Trustees, library staff, and volunteers with specific areas of responsibility. MTB does not directly employ any paid staff, but benefits from staff employed by North Yorkshire County Council to ensure effective running of the library activities.

**Premises**

North Yorkshire County Council (NYCC) ran the Branch Library in the building until 31 March 2017 when More Than Books took over to run it as a Community Library. The premises remain the property of NYCC and will transfer to the new Unitary Authority (NYC) next April.

MTB is in negotiations to acquire the lease of the garden adjoining the library with a view to making the garden easily accessible and usable for events and activities, as an outdoor extension of the library space. The garden is owned by Scarborough Borough Council (SBC) and will also transfer to NYC next April.

**Trustees Annual Report  
For the year ending 31 March 2022**

**Compliance**

The Trustees are aware of their duties under the various areas of legislation and regulation which apply to MTB, and have a rolling programme of policy review and development in order to ensure compliance.

To date, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy

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**Insurers**

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

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- Contents and damage to glazing - £50,000 cover.
- Public Liability £10M,
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Gas appliances and portable electrical appliances are tested by qualified personnel annually

The mains electrical installation is checked by a qualified engineer every 5 years  
A Fire Safety Risk Assessment is updated annually and fire fighting appliances are inspected annually under contract.

A volunteer carries out other regular maintenance checks as required.

**Trustees Annual Report  
For the year ending 31 March 2022**

**Risk Management**

The major risks to which the charity is exposed, as identified by the Trustees, are regularly reviewed and systems have been established to mitigate those risks.

**Objectives and Activities**

The purpose of the charity as set out in the constitution is:

To promote for the benefit of the residents of Eastfield to the south of Scarborough in North Yorkshire, and the surrounding area the provision of a public library for recreation and other leisure time occupation of individuals who have the 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.

In planning for the future, the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the next year are to:

- Expand our marketing and publicity efforts to appeal to customers in the wider South Scarborough area, with a view to increasing footfall, borrowing and volunteer numbers.
- Review our energy usage and investigate technology to reduce costs and our environmental impact.
- Open the adjacent garden for public access and to enhance the scope of activities we can offer by making use of external space.

The Trustees will work to maintain and enhance the financial position of the charity and to explore all possible Income streams.

**Trustees Annual Report  
For the year ending 31 March 2022****Achievement and Performance****Review of Activities 2021/22**

The principal activity of the Charity is to operate a community library. Following a very challenging previous year due to Covid closures and restrictions, we re-opened on 12<sup>th</sup> April 2021, following Government and NYCC guidelines.

The library standard opening hours are:

Monday	10.00-17.00
Tuesday	10.00-17.00
Wednesday	10.00-17.00
Thursday	10.00-13.00
Friday	10.00-17.00
Saturday	10.00-12.00

Our customers returned gradually; we had many comments that they were pleased to be able to browse the shelves again, and felt safe and protected with the safeguards we operated.

In the first six months, there were nearly 3,000 visits; in the second half of the year this more than doubled, to over 8,000, getting much closer to the pre-Covid levels. Active users of library facilities totalled 1,050 and books were regularly delivered to 10 housebound readers.

Loans of books and other items totalled nearly 15,000 by 800 active borrowers, with a peak in August when the Summer Reading Challenge encourages children to come into the library, take part in activities and read more books. We enrolled 52 babies and toddlers into the new Buzzy Bee scheme for under-5s.

Public PCs were used for nearly 1,100 hours in over 1,700 sessions and 172 customers were helped with IT issues.

## **Trustees Annual Report For the year ending 31 March 2022**

### **Review of Activities 2021/22 (continued)**

During the time of Covid restrictions we had to suspend many of our normal activities, such as Story Times, Clubs, Support groups and Adult Learning sessions. We have not rushed to restart everything, but made plans, bought new equipment with the help of Restore and Recover funding and publicised activities we thought would be most popular.

Several local organisations have used our rooms and library space, these include Slight Support (who bring their Gulde Dogs!) and Children's University.

Some of the events were:

- A weekly story time for the under 5s
- Knitting circle
- NYCC Summer Reading Challenge.
- School holiday craft and activity sessions for children
- A Mental Wellbeing Day, in conjunction with Eastfield Medical Centre, giving local organisations a chance to meet local clients and each other
- Queen's Platinum Jubilee celebrations
- Mammoth Book Sale
- After-school Club
- Lego Club
- Board Games and Cuppa for adults
- Ancestry Family History sessions
- Baby Bounce & Rhyme
- Mini-computer club for pre-schoolers

When possible, we will restart more activities such as:

- Introductory IT sessions
- Autism support group
- NYCC Adult Learning Services classes
- Book Lovers Reading Group
- Art Club
- Scarborough Disabled Action Group support and advice sessions
- NYCC "Stop smoking clinic"

We also hope to utilise the garden, with a Gardening Club and nature activities for children.

## **Trustees Annual Report For the year ending 31 March 2022**

### **Volunteers**

As at 31 March 2022 we had 22 volunteers on the regular rota. During the year they recorded 3,660 hours spent in the library; Trustees spent additional time in meetings, dealing with financial matters and working on the Business Plan.

Our part-time librarian works 14 hours a week and her line manager is an NYCC library supervisor who also contributes to the running of the library.

In addition we have a volunteer window cleaner, a very skilled handyman and an experienced volunteer helping assess and develop our policies and procedures.

### **Financial Review**

#### **Reserves policy**

The policy is to have in reserve the equivalent of three months' operating costs. This has been possible, due to the receipt of support grants which compensated for the cessation of funding from Eastfield Town Council.

#### **Principal Funding Sources**

Our principal funding sources normally come through Licence Fees and Room Hire, library fines, and members using paid for facilities. Beyond Housing continue to rent an office from us. We receive an annual precept from NYCC

We understand that ETC will continue to fund our part-time librarian.

## **Trustees Annual Report For the year ending 31 March 2022**

### **Plans for Future Years**

Our priority must be to expand our capabilities by:

- Increasing the number of volunteers to improve our flexibility
- Developing new income streams for future security.

We have had several impediments to progress on the plans we were making before the Covid-19 pandemic, but this year we intend to progress the following, providing the necessary funding can be secured:

- Improve our environmental footprint and reduce energy costs by implementing recommended energy-saving measures.
- Develop the adjacent garden (which we will lease from SBC) so this can be used as an outdoor extension of the library.
- Move and extend the cafe area as well as improve the beverage and snack items available.
- Install patio doors to provide an exit from the new cafe area direct to the garden.
- Review the chairs and equipment in our meeting rooms, with a view to making them more welcoming and increasing their use.

### **Statement of Disclosure of Information to the Independent Examiner**

We, the trustees of the Charity who held office at the date of approval of these financial statements, each confirm that so far as we are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware.
- All steps have been taken to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

**Trustees Annual Report  
For the year ending 31 March 2022****Statement of Trustees' Responsibilities**

Charity Law requires the Trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the Charity and of the excess of income over expenditure for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees confirm that the accounts comply with the above requirements. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

During the year the income of the Charity was below £250,000, therefore in line with Charity Legislation the trustees have elected to prepare their accounts on the Receipts and Payments basis.

**Independent Examiner**

The Independent Examination was undertaken by Rebecca Triffitt, MAAT, Practice Accountant, employee of Phoenix Accountancy and Business Consultancy Limited.

By order of the Board,



Linda Kemp  
Trustee

Date: 13/09/2022

### **Independent Examiner's Report to the Members of More Than Books**

I report on the accounts of More Than Books for the year ending 31 March 2022, which are set out on pages 14 to 19.

#### **Respective responsibilities of Trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

#### **Basis of Independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also 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 I do not express an audit opinion on the view given by the accounts.

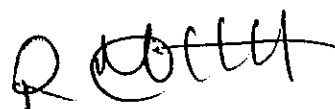
#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention, apart from outlined below:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with section 130 and 131 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

The charity must ensure that when paying cleaner's consideration is given to the employment status. All employees should be paid at least the relevant minimum wage appropriate for their age. A payroll scheme should be maintained by the charity unless it is legally not required. From October 2021, all cleaning has been done on a voluntary basis.

Rebecca Triffitt, MAAT  
Practice Accountant, employee of:  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage, Morley's Yard, Walkergate  
Beverley, East Yorkshire HU17 9BY



Date: 21/9/22

**Receipts and Payments Account  
For the year ended 31 March 2022**

	Notes	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
<b>RECEIPTS</b>							
Grants	1	614	720	1,334	39,143	950	40,093
Lease Premium	2	5,000	-	5,000	-	-	-
Contracts		1,431	-	1,431	1,362	-	1,362
Licence Fees		2,220	-	2,220	2,664	-	2,664
Room Hire		995	-	995	355	-	355
Membership		564	-	564	80	-	80
Photocopying		772	-	772	136	-	136
Café		354	-	354	25	-	25
Sales		1,506	-	1,506	657	-	657
Donations & Gift aid		405	-	405	289	-	289
Other Services		70	-	70	6	-	6
Bank Interest		37	-	37	51	-	51
		<b>13,968</b>	<b>720</b>	<b>14,688</b>	<b>44,768</b>	<b>950</b>	<b>45,718</b>

**PAYMENTS**

Equipment		170	718	888	381	750	1,131
Repairs and renewals		30	-	30	-	-	-
Activities and workshops		50	-	50	-	-	-
Uniforms		-	-	-	-	-	-
Cleaning		1,239	91	1,330	1,482	36	1,518
Office Costs		297	-	297	250	-	250
Cafe Supplies		252	-	252	-	73	73
Sales		208	-	208	207	-	207
Insurance		330	-	330	330	-	330
Travel		-	-	-	-	-	-
<b>Subtotal</b>		<b>2,576</b>	<b>809</b>	<b>3,385</b>	<b>2,650</b>	<b>859</b>	<b>3,509</b>

**Receipts and Payments Account  
For the year ended 31 March 2022 (continued)**

Notes	2022		2022		2021		2021	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
	£	£	£	£	£	£	£	£
<i>Subtotal from previous page</i>	2,576	809	3,385		2,650	859		3,509
Professional Fees	364	-	364		-	-		-
Consultancy Fees	20	-	20		-	-		-
Utilities	5,562	-	5,562		5,486	-		5,486
Accountancy Fees	300	-	300		300	-		300
Refreshments	168	-	168		47	-		47
	8,990	809	9,799		8,483	859		9,342

**Net Surplus/(Deficit) for  
the year**

	<b>4,978</b>	<b>(89)</b>	<b>4,889</b>		<b>36,285</b>	<b>91</b>		<b>36,376</b>
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Cash & Bank Balances brought forward	55,888	582	56,470		19,603	491		20,094
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Cash and Bank Balances carried forward	3	60,866	493		55,888	582		56,470
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The notes on pages 17 to 19 form part of these financial statements.

**Statement of Assets and Liabilities  
As at 31 March 2022**

	Notes	2022 £	2021 £
<b>Monetary Assets</b>			
Current Account		20,263	15,412
Savings Account		41,096	41,058
Eastfield Town Council Account		-	-
<b>Total Monetary Assets</b>		<b>61,359</b>	<b>56,470</b>
Comprising:			
Unrestricted Funds		60,866	55,888
Restricted Funds	3	493	582
		<b>61,359</b>	<b>56,470</b>
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use</b>			
Computer Equipment		4,382	4,382
Other Equipment		1,757	1,757
Fixtures and Fittings	4	-	-
		<b>6,139</b>	<b>6,139</b>
<b>Debtors</b>			
Sundry Debtors		-	-
		-	-
<b>Creditors</b>			
Accounts Fee – Current Year		(360)	(300)
		<b>(360)</b>	<b>(300)</b>

These financial statements were approved by the committee on 13/09/2022 (date) and signed on its behalf by:

\_\_\_\_\_ *LMP*

Linda Kemp, Trustee

The notes on pages 17 to 19 form part of these financial statements.

## Notes to the Financial Statements For the year ended 31 March 2022

### Notes

#### 1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a charity of this size.

More Than Books was registered as a Charitable Incorporated Organisation on 19<sup>th</sup> July 2017.

The figures for the comparative year are for the year ending 31 March 2021.

#### 2 Grants Received

	<b>2022 Total £</b>	<b>2021 Total £</b>
Unrestricted Grants		
Scarborough Borough Council -Covid 19	-	25,000
Scarborough Borough Council – Local Restriction	-	14,143
North Yorkshire County Council – Stronger Communities	614	
<i>Total Unrestricted Grants</i>	<u>614</u>	<u>39,143</u>
Restricted Grants		
North Yorkshire County Council – Covid 19 Restore & Recover	-	950
North Yorkshire County Council – Restarting Library Activities	720	-
<i>Total Restricted Grants</i>	<u>720</u>	<u>950</u>
<i>Total Grants</i>	<u>1,334</u>	<u>40,093</u>

#### 3 Restricted Funds

	Balance At 01/04/21	Movement in Resources			Balance at 31/03/22
		Incoming	Outgoing	Transfers	
Community Wellbeing Hub	491	-	-	-	491
NYCC Covid 19 Restore & Recover	91	-	(91)	-	-
NYCC – Restarting Library Activities	-	720	(718)	-	2
	<u>582</u>	<u>720</u>	<u>(809)</u>	<u>-</u>	<u>493</u>

A brief description of the restricted funds are given below:

## Notes to the Financial Statements For the year ended 31 March 2022

### 3 Restricted Funds

#### Community Wellbeing Hub

Restricted funding was received from Scarborough Borough Council to develop a Community Wellbeing Hub at the library.

#### Restore & Recover Covid 19 fund

Restricted funding was received from North Yorkshire County Council to help the library implement the requirements of reopen, disposable cups, extra display, cleaning facilities and fleece sweaters so that the windows can stay open for airflow in the building

#### Restarting Library Activities

Restricted funding was received from North Yorkshire County Council to help restart the Library Activities.

### 4 Equipment/Fixed Assets

Equipment purchased has been capitalised in the Statement of Assets and Liabilities when the item has been required for long term use.

The Charity maintains a register of all equipment capitalised.

	<b>Computer Equipment £</b>	<b>Other Equipment £</b>	<b>Total £</b>
Fixed Assets at 01 April 2021	4,382	1,757	6,139
Fixed Assets purchased during the year	-	-	-
Equipment capitalised at 31 March 2022	4,382	1,757	6,139

More Than Books are providing library services, which is a Statutory Function of the North Yorkshire County Council (NYCC), previously provided by NYCC. NYCC provided the furniture and fixtures, as well as some computer equipment. Values of equipment provided by NYCC has not been provided.

All equipment, purchased during the year has been included at cost. More Than Books maintain a fixed asset register of all equipment capitalised.

**Notes to the Financial Statements  
For the year ended 31 March 2022**

**5 Payments to Trustees**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee.

There was no reimbursement of travel expenses in respect of the year.

**6 Related Party Transactions**

During the year there were no related party transactions.

**7 Taxation**

More Than Books is a registered charity. All the Charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

**MORE THAN BOOKS**

England & Wales - Charity number 1173856

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# Accounts

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Registered Charity  
Number: 1173856

MORE THAN BOOKS  
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2021

East Riding Voluntary Action Services (ERVAS) Limited

**Contents to the Financial Statements  
For the year ended 31 March 2021.**

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Statement of Assets and Liabilities	16
Notes to the Financial Statements	17

**Trustees Annual Report  
For the year ending 31 March 2021**

The trustees present their report with the independently examined financial statements of More Than Books, a Charitable Incorporated Organisation, for the year ending 31 March 2021.

**Reference and Administrative Details of the Charity, its Trustees and Advisers.**

<u>Name of charity:</u>	More Than Books
<u>Charity Registration Number:</u>	1173856
<u>Principal operating address</u>	Eastfield Library and Community Hub High Street Eastfield Scarborough YO11 3LL

Trustees

Names of trustees who served during the year and since the year end were as follows:

Keith Barber	Treasurer
Linda Kemp	
Nick Kemp	
Pauline Caulfield	
John Symonds	

<u>Independent Examiner</u>	Sian Broughton ACMA, CGMA, DChA, MAAT Chartered Management Accountant, Director of: Phoenix Accountancy and Business Consultancy Limited Morley's Cottage Morley's Yard Walkergate Beverley East Yorkshire HU17 9BY
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**Trustees Annual Report  
For the year ending 31 March 2021**

Bankers NatWest  
3 Westborough  
Scarborough  
YO11 1UH

Solicitors: Jepson Longstaff Midgley  
Wesley House  
1 Lora Courtyard  
Wykeham  
YO13 9QP

**Structure, Governance and Management**

**Governing Document**

More Than Books is a registered Charitable Incorporated Organisation (CIO) governed by its constitution (foundation model). It was registered with the Charity Commission on 19<sup>th</sup> July 2017.

The Charity is governed in accordance with its Constitution. The only persons eligible to be members of the CIO are its charity trustees, and any member ceasing to be a charity trustee automatically ceases to be a member of the CIO.

**Recruitment and Appointment of Trustees**

The Constitution outlines the procedure for the appointment of Trustees. There must be a minimum of 3 and a maximum of 9 Trustees; the quorum is set at 3, or the number nearest to one third of the total number of trustees, whichever is the greater. The Trustees may at any time decide to appoint new charity trustees, within the limits set out above.

**Trustee Induction and Training**

All Trustees are provided with a copy of the Constitution, and a briefing on the roles and responsibilities of Charity Trustees. The induction process is ongoing, and continues as a standard element of Trustee Meetings.

**Trustees Annual Report  
For the year ending 31 March 2021**

**Organisational Structure:**

The charity is managed by the Board of Trustees and is responsible for all strategic decisions. Trustees are made aware that any conflicts of interest must be declared and minuted. The Board meets quarterly.

**Organisational Management**

The Trustees may involve other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees. Delegation of powers or functions to a sub-committee is allowed, subject to the terms of this delegation being set out clearly in Terms of Reference.

Trustees have established a Business Meeting (Operational issues) to ensure the smooth day to day running of the services and activities, and to supervise the building itself. This meeting is attended by Trustees, library staff, and volunteers with specific areas of responsibility. MTB does not directly employ any paid staff, but benefits from staff employed by North Yorkshire County Council to ensure effective running of the library activities.

**Premises**

The library was initially due for closure on 31 March 2017. The building is owned by North Yorkshire County Council (NYCC) and was originally to be leased to Eastfield Town Council (ETC). ETC in turn were to lease the building to More Than Books (MTB) for the use as a library and community hub. The tenure was to be held on a Licence from ETC, and subject to approval of documentation by MTB Solicitors.

In 2020 ETC withdrew their support and MTB agreed to take on responsibility for the building from that date. Discussions on the details of the Lease took place via email and were satisfactorily concluded in March 2021; formal signature will take place early in April. The Term of the Lease is 5 years backdated to 1 April 2017, so during the next financial year we will need to negotiate the renewal from 1 April 2022.

**Trustees Annual Report  
For the year ending 31 March 2021**

**Compliance**

The Trustees are aware of their duties under the various areas of legislation and regulation which apply to MTB, and have a rolling programme of policy review and development in order to ensure compliance.

To date, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy

Copies of these policies are made available to all Volunteers and to library users on request.

**Insurers**

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

We have a policy issued through Came & Company Local Government Insurance, including the following cover:

- Contents and damage to glazing - £50,000 cover.
- Public Liability £10M,
- Employees' Liability £5m,
- Legal assistance and Personal Accident.

**Building Issues**

Gas appliances and portable electrical appliances are tested by qualified personnel annually

The mains electrical installation is checked by a qualified engineer every 5 years  
A Fire Safety Risk Assessment is updated annually and fire fighting appliances are inspected annually under contract.

A volunteer carries out other regular maintenance checks as required.

**Trustees Annual Report  
For the year ending 31 March 2021**

**Risk Management**

The major risks to which the charity is exposed, as identified by the Trustees, are regularly reviewed and systems have been established to mitigate those risks.

**Objectives and Activities**

The purpose of the charity as set out in the constitution is:

To promote for the benefit of the residents of Eastfield to the south of Scarborough in North Yorkshire, and the surrounding area the provision of a public library for recreation and other leisure time occupation of individuals who have the 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.

In planning for the future, the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the next year are to:

- Re-establish service provision safely, and encourage customers to return.
- Develop strategies for improving existing activities and developing new ones, subject to any ongoing restrictions relating to Covid-19.

The Trustees will work to maintain and enhance the financial position of the charity and to explore all possible Income streams.

**Trustees Annual Report  
For the year ending 31 March 2021**

**Achievement and Performance**

**Review of Activities 2020/21**

The principal activity of the Charity is to operate a community library. This has been a challenging year due to Covid-19 restrictions necessitating closure for long periods.

At the start of the year, MTB, along with other NYCC libraries, was closed due to the first Covid lockdown which started on March 23rd 2020.

We re-opened, with Covid-19 safety procedures in place, on Tuesday 7th July for 4 days a week with a lunchtime break and early finish to allow for thorough cleaning, restricting the number and flow of customers and "quarantining" all returned books. The first day we welcomed 25 customers and took part in a Radio York interview.

We continued throughout the summer, following government rules and guidelines relating to public buildings, and NYCC advice for libraries. We reinstated Thursday and Saturday morning openings which were popular. The opinion of customers coming in was positive describing the experience as relaxing, comfortable and a great feeling having the library open.

MTB closed for the Christmas break on 23rd December, intending to reopen on 4th January, but unfortunately another lockdown was introduced, and we had to remain closed. At the end of March 2021 we were still closed, planning to reopen on 12th April, with the relevant precautions.

The library standard opening hours are:

Monday	10.00-17.00
Tuesday	10.00-17.00
Wednesday	10.00-17.00
Thursday	10.00-13.00
Friday	10.00-17.00
Saturday	10.00-12.00

During the six months we were open, even with the restrictions, we recorded nearly 2,000 visits and 5,500 loans of books and other items. We had 420 active users, 320 of whom were also borrowers, and the public PCs were used for 440 hours.

**Trustees Annual Report  
For the year ending 31 March 2021****Review of Activities 2020/21 (continued)**

We had to suspend many of our normal activities, such as Story Times, Clubs, Support groups and Adult Learning sessions. The annual Summer Reading Challenge was mostly carried out via online activities, publicised via our Facebook page. Home Delivery expanded and became a lifeline to many isolated people at home.

We have new stock ready for the reopening on 12<sup>th</sup> April and have invested in more display stands to make it easier for customers to see and choose books safely.

When possible, we will be looking to restart many of these activities next year, safely and with appropriate safeguards in place:

- A weekly story time for the under 5s
- Knitting circle
- Introductory IT sessions
- Autism support group
- NYCC Summer Reading Challenge.
- School holiday craft and activity sessions for children
- Occasional Health and Wellbeing Days, giving local organisations a chance to meet local clients and each other
- NYCC Adult Learning Services weekly English and Maths classes
- Homework Club
- Book Lovers Reading Group
- Board Games and Cuppa for adults
- Lego Club
- Art Club
- Scarborough Disabled Action Group support and advice sessions
- NYCC "Stop smoking clinic"
- Toddler Tales weekly session on Thursdays

Beyond Housing, a local housing association, rents office space in the building and normally offers a local contact point to their clients in the form of telephone service, drop in sessions and support by appointment. This has had to cease for now, but we are hoping it will resume to increase footfall and awareness of the library facilities.

**Trustees Annual Report  
For the year ending 31 March 2021**

**Volunteers**

As at 31 March 2021 we had 16 volunteers still available for the library rota. Unfortunately the Covid crisis led to many people re-evaluating priorities and some felt unable to return to MTB. Most of our volunteers fall onto the vulnerable category either being 70 years of age or older or having at least one underlying health condition.

Our part-time librarian has been at another library managing stock while MTB has been closed, but works 14 hours a week when we are open. Her line manager is an NYCC library supervisor who also contributes to the running of the library.

In addition we have a volunteer window cleaner, a very skilled handyman and an experienced volunteer helping assess and develop our policies and procedures. We employ two part-time cleaners who come in when the library is closed.

**Financial Review**

**Reserves policy**

The policy is to have in reserve the equivalent of three months' operating costs. This has been possible up to 31 March 2021, due to the receipt of support grants which compensated for the cessation of funding from Eastfield Town Council.

**Principal Funding Sources**

Our principal funding sources normally come through Licence Fees and Room Hire, library fines, and members using paid for facilities. Beyond Housing continue to rent an office from us. We receive an annual precept from NYCC

This year, as we were forced to close for 6 months, we received Covid-19 Support Grants from Scarborough Borough Council totalling £39,000, and a Recovery grant from North Yorkshire County Council of £1000.

ETC will continue to fund our part-time librarian until the end of March 2022.

**Trustees Annual Report  
For the year ending 31 March 2021**

**Plans for Future Years**

Our priority must be to expand our capabilities by:

- Increasing the number of volunteers to improve our flexibility
- Developing new Income streams for future security.

Before the Covid-19 pandemic we had started to consider the following developments, but at the moment it is not clear what will be possible in the immediate future:

- To lease the adjacent garden from SBC so this can be used as an outdoor extension of the library.
- To move and extend the cafe area as well as improve the beverage items available.
- Install patio doors to provide an exit from the new cafe area direct to the garden.
- Providing more comfortable chairs and equipment for our meeting rooms, so making them more welcoming and increasing their use.
- Develop the kitchen, making better use of the space and providing more energy efficient equipment.

**Statement of Disclosure of Information to the Independent Examiner**

We, the trustees of the Charity who held office at the date of approval of these financial statements, each confirm that so far as we are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware.
- All steps have been taken to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

**Trustees Annual Report  
For the year ending 31 March 2021**

**Statement of Trustees' Responsibilities**

Charity Law requires the Trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the Charity and of the excess of income over expenditure for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees confirm that the accounts comply with the above requirements. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

During the year the income of the Charity was below £250,000, therefore in line with Charity Legislation the trustees have elected to prepare their accounts on the Receipts and Payments basis.

**Independent Examiner**

The Independent Examination was undertaken by Sian Broughton, ACMA, CGMA, DChA, MAAT, Chartered Management Accountant, Director of Phoenix Accountancy and Business Consultancy Limited.

By order of the Board,



Keith Barber  
Trustee

Date: 10/12/21

### **Independent Examiner's Report to the Members of More Than Books**

I report on the accounts of More Than Books for the year ending 31 March 2021, which are set out on pages 14 to 20.

#### **Respective responsibilities of Trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also 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 I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention, apart from outlined below:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with section 130 and 131 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

The charity must ensure that when paying cleaner's consideration is given to the employment status. All employees should be paid at least the relevant minimum wage appropriate for their age. A payroll scheme should be maintained by the charity unless it is legally not required.



Sian Broughton ACMA, CGMA, DChA, MAAT  
Chartered Management Accountant, Director of  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage, Morley's Yard, Walkergate  
Beverley, East Yorkshire HU17 9BY

Date: 16/12/21

MORE THAN BOOKS

Charlty No: 1173856

**Receipts and Payments Account  
For the year ended 31 March 2021**

	Notes	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
<b>RECEIPTS</b>							
Grants	2	39,143	950	40,093	-	-	-
Contracts		1,362	-	1,362	1,297	-	1,297
Licence Fees		2,664	-	2,664	2,345	-	2,345
Room Hire		355	-	355	1,040	-	1,040
Membership		80	-	80	962	-	962
Photocopying		136	-	136	1,115	-	1,115
Café		25	-	25	1,059	-	1,059
Sales		657	-	657	799	-	799
Donations		289	-	289	360	-	360
Fundraising		-	-	-	100	-	100
Other Services		6	-	6	478	-	478
Bank Interest		51	-	51	108	-	108
		<b>44,768</b>	<b>950</b>	<b>45,718</b>	<b>9,663</b>	<b>-</b>	<b>9,663</b>
<b>PAYMENTS</b>							
Equipment		381	750	1,131	249	2,301	2,550
Repairs and renewals		-	-	-	768	-	768
Activities and workshops		-	-	-	466	429	895
Uniforms		-	-	-	(50)	-	(50)
Cleaning		1,482	36	1,518	1,308	-	1,308
Office Costs		250	-	250	586	-	586
Cafe Supplies		-	73	73	134	-	134
Sales		207	-	207	201	-	201
Insurance		330	-	330	280	-	280
Travel		-	-	-	-	-	-
<i>Subtotal</i>		<b>2,650</b>	<b>859</b>	<b>3,509</b>	<b>3,942</b>	<b>2,730</b>	<b>6,672</b>

MORE THAN BOOKS

Charity No: 1173856

**Receipts and Payments Account  
For the year ended 31 March 2021 (continued)**


	Notes	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
<i>Subtotal from previous page</i>		2,650	859	3,509	3,942	2,730	6,672
Professional Fees		-	-	-	250	-	250
Consultancy Fees		-	-	-	-	1,200	1,200
Utilities		5,486	-	5,486	17	-	17
Accountancy Fees		300	-	300	300	-	300
Refreshments		47	-	47	384	-	384
		8,483	859	9,342	4,893	3,930	8,823
<b>Net Surplus/(Deficit) for the year</b>		<b>36,285</b>	<b>91</b>	<b>36,376</b>	<b>4,770</b>	<b>(3,930)</b>	<b>840</b>
Cash & Bank Balances brought forward		19,603	491	20,094	14,833	4,421	19,254
Cash and Bank Balances carried forward	3	55,888	582	56,470	19,603	491	20,094

The notes on pages 17 to 19 form part of these financial statements.

**Statement of Assets and Liabilities  
As at 31 March 2021**

	Notes	2021 £	2020 £
<b>Monetary Assets</b>			
Current Account		15,412	2,086
Savings Account		41,058	18,008
Eastfield Town Council Account		-	-
<b>Total Monetary Assets</b>		<b>56,470</b>	<b>20,094</b>
Comprising:			
Unrestricted Funds		55,888	19,603
Restricted Funds	3	582	491
		<u>56,470</u>	<u>20,094</u>
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use</b>			
Computer Equipment		4,382	4,382
Other Equipment		1,757	1,757
Fixtures and Fittings	4	-	-
		<u>6,139</u>	<u>6,139</u>
<b>Debtors</b>			
Sundry Debtors		-	-
		<u>-</u>	<u>-</u>
<b>Creditors</b>			
Accounts Fee – Current Year		(300)	(300)
		<u>(300)</u>	<u>(300)</u>

These financial statements were approved by the committee on 10/12/21 (date) and signed on its behalf by:

  
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Keith Barber, Treasurer

The notes on pages 17 to 19 form part of these financial statements.

**Notes to the Financial Statements  
For the year ended 31 March 2021**

**Notes**

**1 Basis of Preparation**

These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a charity of this size.

More Than Books was registered as a Charitable Incorporated Organisation on 19<sup>th</sup> July 2017.

The figures for the comparative year are for the year ending 31 March 2020.

**2 Grants Received**

	<b>2021 Total £</b>	<b>2020 Total £</b>
Unrestricted Grants		
Scarborough Borough Council -Covid 19	25,000	-
Scarborough Borough Council – Local Restriction	14,143	-
<i>Total Unrestricted Grants</i>	<u>39,143</u>	<u>-</u>
Restricted Grants		
North Yorkshire County Council – Covid 19 Restore & Recover	950	-
<i>Total Restricted Grants</i>	<u>950</u>	<u>-</u>
<i>Total Grants</i>	<u>40,093</u>	<u>-</u>

**3 Restricted Funds**

	Balance At 01/04/20	Movement in Resources			Balance at 31/03/21
		Incoming	Outgoing	Transfers	
Community Wellbeing Hub	491	-	-	-	491
NYCC Covid 19 Restore & Recover	-	950	859	-	91
	<u>491</u>	<u>950</u>	<u>(859)</u>	<u>-</u>	<u>582</u>

A brief description of the restricted funds are given below:

**Community Wellbeing Hub**

Restricted funding was received from Scarborough Borough Council to develop a Community Wellbeing Hub at the library.

**Notes to the Financial Statements  
For the year ended 31 March 2021**

**3 Restricted Funds**

**Restore & Recover Covid 19 fund**

Restricted funding was received from North Yorkshire County Council to help the library implement the requirements of reopen, disposable cups, extra display, cleaning facilities and fleece sweaters so that the windows can stay open for airflow in the building

**4 Equipment/Fixed Assets**

Equipment purchased has been capitalised in the Statement of Assets and Liabilities when the item has been required for long term use.

The Charity maintains a register of all equipment capitalised.

	<b>Computer Equipment £</b>	<b>Other Equipment £</b>	<b>Total £</b>
Fixed Assets at 01 April 2020	4,382	1,757	6,139
Fixed Assets purchased during the year	-	-	-
Equipment capitalised at 31 March 2021	4,382	1,757	6,139

More Than Books are providing library services, which is a Statutory Function of the North Yorkshire County Council (NYCC), previously provided by NYCC. NYCC provided the furniture and fixtures, as well as some computer equipment. Values of equipment provided by NYCC has not been provided.

All equipment, purchased during the year has been included at cost. More Than Books maintain a fixed asset register of all equipment capitalised.

**5 Payments to Trustees**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee.

There was no reimbursement of travel expenses in respect of the year.

**Notes to the Financial Statements  
For the year ended 31 March 2021**

**6 Related Party Transactions**

During the year there were no related party transactions.

**7 Taxation**

More Than Books is a registered charity. All the Charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

