

Registered Charity Number: 1176562

Broomhill Community Trust

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the 12 month period ended 31 December 2023

Broomhill Community Trust

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Broomhill Community Trust

Legal and administrative information for the 12 month period ended 31 December 2023

Charity number

1176562

Trustees

Judith Pitchforth

Chair

Elaine Nunn

Treasurer

Katharine Harbord

Kathleen Whittaker

Dermot Gleeson

Lindsey Beagles

Hari Hara Subramanian Raghuraman

Appointed 11 September 2023

Principal address

10 Taptonville Road

Broomhill

Sheffield

S10 5BR

Broomhill Community Trust
Trustees' annual report
For the 12 month period ended 31 December 2023

The trustees submit their annual report and the financial statements for the 12 month period ended 31 December 2023.

Structure Governance & Management

Broomhill Community Trust (BCT) is a community-based CIO (Charity number 1176562) run by volunteers which was registered in January 2018. In September 2022 it was agreed that Broomhill Community Library Ltd (BCL) would be wound up and transfer its assets to BCT. The library was previously run by the two organisations, but is now run by BCT. This has simplified the organisation, reduced duplication and achieved financial savings. BCL ceased trading in November 2022 and was dissolved on 13th June 2023.

The trustees are elected by the membership at the Annual General Meeting.

Objects and activities

The charity's objects are:

- The advancement of education for public benefit in the district of Broomhill, Sheffield and the surrounding area through the provision of a community lending library and associated services.
- To further benefit the residents of the area without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.
- For the benefit of the inhabitants of the area of benefit to provide or assist in the provision of facilities for recreation and other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the inhabitants of the area of benefit in particular but not exclusively by the preservation, promotion, support, assistance and improvement of the gardens at Oriol House.

Summary of the main activities undertaken for the public benefit

The trustees have had regard to the guidance issued by the Charity Commission on public benefit when planning their activities.

BCT was established to progress the development of the library building and restoration of its heritage garden. The Trust operates to raise funds for this development project through donations, grants and developed revenue streams. The aim is to develop the building and garden into a hub and green space for the benefit of the local community.

BCT has continued to progress the development of the library building and the restoration of its heritage gardens. Successful applications for grant funding have been used to commission professional services from architects and landscape designers. Detailed design options have been developed in consultation with BCT Members, and library visitors. Members and other volunteers have continued to clear the garden areas in preparation for future works.

Broomhill Community Trust
Trustees' annual report - continued
For the 12 month period ended 31 December 2023

Activities during the year

Context

Broomhill Community Trust (BCT) was established as a Charitable Incorporated Organisation (CIO) in January 2018. Since then, BCT has operated to progress the development of the library building and its gardens towards a future sustainable community hub.

The library service in Broomhill is co-delivered by agreement between Sheffield City Council (SCC) and Broomhill Community Trust (BCT). The agreement with SCC Library Services operates in accordance with a Memorandum of Understanding (MoU). The library continues to be staffed entirely by volunteers whilst the building and its gardens are owned by the local authority. Volunteers maintain the gardens around the building.

Achievements and Current Operating Position

BCT currently has approx. 80 committed volunteers, who help to run the library and maintain its heritage gardens. The library has recently increased its opening hours to 31 hours per week. During 2023 volunteers worked as library assistants for over 7,000 hours. People spent over 5500 hours in managing and developing the library, with some of that work taking place at home. Since Covid, we have noticed an increase in the number of people volunteering to work in the garden – and they spent 800 hours over the year in doing so. Our grand total for volunteer hours is approximately 14,000 over the year.

BCT continues to provide free computer use and Wi fi for library users, together with scanning and printing facilities. BCT income mainly comes from grants, donations, rental income and fundraising events. The donations come from book sales, recycling and activities as well as individual donations. Gift aid is claimed on eligible donations received.

As part of our aim to improve accessibility and to provide more facilities in the library we reorganised the adult library to create room to enable us to be a Warm Space. We obtained a grant from the Council's Local Area Committee which funded two tables, chairs and hot drinks facilities for users. We now continue to provide newspapers for users. All of these have proved to be well used and appreciated by library users. As part of this reorganisation we took steps towards being more dementia friendly by improving our signage and our notice boards throughout the adult library.

BCT put on standalone events such as the Heritage Open Days and a Welcome Cultures Picnic. Although the Broomhill Festival did not run in 2023 we put on several successful events for children and for adults including the Local History walks and the ever popular quarterly bumper Book Sales in the library. Alongside the Heritage Open Days we put on a Craft sale which revealed the hidden talents of many of our volunteers. A plant sale in June was also well received. The children's toy sale took place again in December, just in time for Christmas purchases. We increased our links to local schools through the Summer Reading Challenge and we have been able to restart our school visits team hosting local primary schools. We expect to build on this progress during the next year.

In May we held a Coronation party which was funded through the Council's Local Area Committee and proved to be a delightful event for people.

In July BCT successfully applied for grant funding from the Sheffield Town Trust and the Sheffield Church Burgesses Trust to pay towards updated plans drawn up by our architects and an access audit required by funders, to ensure the plans are fit for purpose for the future. We submitted an Expression of Interest to the Libraries Improvement Fund at the Arts Council in partnership with Sheffield City

Council, to improve access to the building and to enhance the space within it. Unfortunately we were not invited to make a full application at the time despite their clear interest in the project.

In July we hosted a Welcome Cultures picnic which was run in conjunction with Roots and Futures from the University of Sheffield and funded by the Council's Local Area Committee.

We used the remainder of the generous grant from the Co-op Community funding to improve accessibility in the library, by installing dementia-friendly signage and noticeboards.

We have furthered our project on wellbeing by investing in some Reading Well books for people of all ages. We are forming a wellbeing team to expand the wellbeing program to connect people from the local community through activities and have started to make links with the local GP surgeries as part of the social prescribing initiative, health providers and the local wellbeing hub.

During 2023 we started a second monthly book group which has proved so popular that we have now started a third book group in February 2024.

Governance

The trustees continue to meet on a monthly basis and a new member joined us in the autumn. He has significant experience in business, and we have spent a considerable amount of time in updating our business plan for the next few years.

The groups that were established in 2022 have continued to meet and we spent a significant amount of time in updating the website to make it more accessible. We have also expanded our communications team to be able to reach a wider more diverse audience, successfully recruiting several marketing experts to assist us.

Building and Garden Development

In the past year we have revisited the plans for the building with the aim of being able to upgrade it in phases to make it all more manageable and affordable. In addition to cutting costs, our aim is for minimum disruption so that the library is not closed for an extended period of time. This work was done over the summer, with the aim of submitting a bid for funding from the Arts Council. We were unsuccessful but the process of reviewing the plans as a board has been a very valuable exercise.

We have reorganised the stock room to create a more usable space, and utilised longer term storage space in the attic. The result has been available space for a local baby self-weigh session to take place in the room on a weekly basis. This has proved very successful, and the health visitor has been delighted with the availability of the facility for local parents who previously had to travel across the city to weigh their babies. The room has also been used on a couple of occasions for meetings of the trustees to discuss the draft plans for the building. There is still more to do to turn this from a stock room to a proper meeting room which we will be looking to do in 2024.

Volunteers continue to work in the garden and have made considerable progress in tidying it, removing invasive weeds, and finding more archaeology of the original garden. During 2023 we took part in the Sheffield wheat experiment along with other groups in the city. As a result of working with Roots and Futures we have developed a working partnership with people from other cultures, using the library as a base for activities. This has been very fruitful and has enabled new arrivals to integrate in the city.

Events and activities

Although the Broomhill Festival did not take place in 2023 BCT offered activities for children and a local history walk in June. We also participated in the Heritage Open Days in September and also the Big Green week. Our monthly Crafternoon session for adults continues and we are looking to increase the number of sessions in the future. We have a Coffee, Cake and Chat for non-native English speakers

which has proved very popular with regular attendees on a weekly basis. Our weekly term time activities for children continue, with Babytime and Tea, Talk and Tots which attracts speakers of other languages who come to socialise and meet others with small children. Our Storytime session for parents with preschoolers is proving popular on Fridays and we hope to introduce another Storyfun session for parents with 2-4 year old children in 2024. Family Fun sessions on Friday afternoons are offered to families with older children with crafts, games, and Lego on offer. A new event, Chatterbooks, has been planned for junior school age children and is due to start in 2024. The Fulwood History Group meets in the library on a monthly basis. A creative writing group has been meeting over the year which is steadily growing.

Funding

BCT has recently received the final legacy payment of £13,803 from the estate of one of our volunteers who sadly passed away in 2020. This will be designated by the Trustees to future projects

The charity's policy on reserves

As at 31 December 2023 BCT had free reserves (general fund cash) of £16,678. As part of the annual financial review, the Trustees agreed to increase the minimum reserve to £3,000, which is in line with the new level of annual commitments.

Looking to the future

The Sheffield City Council Library Service has been reviewing funding arrangements for all volunteer libraries. The Business Manager from the Library service came and discussed our role in the city's library provision and made it clear that SCC is seeking to strengthen its partnership with the volunteer libraries. In September 2024 we will celebrate 10 years of successfully running Broomhill Community Library!

We continue to strive to improve the facilities in the library for the public and for the volunteers. We are planning to replace two old carpets in the volunteer areas early in 2024 – one of which was badly damaged when water flooded in through a skylight.

We had two SCC automatic checkout/return kiosks for loan items but one stopped working during 2023 and the other is due to be removed, so we need to consider how we will adapt our working practices to ensure that our customer service offer is not impaired as a result.

We are starting to recruit volunteers to work specifically in the Children's Library and to develop a strong team to improve our provision for children. The library displays are always bright and welcoming but the room itself is very dated, so we are looking to update and upgrade the facilities for the children to make the space more welcoming.

We are seeking to widen our board of trustees in 2024 to expand our base of expertise. We are also looking to build our staff of volunteers to reflect a diverse range of people from our community, building on the contacts made through the cultures picnic.

The future of the Broomhill Festival is still uncertain, but BCT will organise some events for community engagement and for fund raising. Wellbeing walks are being planned, reaching out into the local community, outside Broomhill. We plan to take part in the Sheffield Environment Week in June and the Heritage Open Days in September.

Approved by the board of trustees on 11th March 2024 and signed on their behalf by:


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Judith Pitchforth
Chairperson

Broomhill Community Trust

Receipts and payments accounts

For the 12 month period ending 31st December 2023

Receipts	Notes	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
		£	£	£	£	£	£
Grants	2		8,221	8,221	-	600	600
Donations		5,265	163	5,428	2,072	513	2,585
legacies				-	-		-
Fundraising events		1,759		1,759	516		516
Charitable activities - library printing charges, room hire		5,117		5,117	971		971
Transfer in from Broomhill Library	4	447		447	11,043	906	11,949
Total receipts		12,588	8,384	20,972	14,602	2,019	16,621
Payments							
Fundraising events costs		728	883	1,611	213	352	565
Advertising and marketing		95		95	643		643
Insurance		445		445	335		335
IT equipment and software		850		850	292		292
Printing, postage & stationery		183	39	222	52		52
Equipment		422	258	680	69		69
Furniture, fixtures & fittings		725	1,140	1,865	-		-
Book stock		371		371	-		-
Professional fees		370	2,880	3,250	850		850
Services		43	345	388	31	1,172	1,203
Grounds maintenance		751	128	879	613	543	1,156
Accountancy fee		750		750	540		540
Donations collected on behalf of others		-		-		39	39
BCL residual costs (Corporation tax)		667		667			-
Total Payments		6,400	5,673	12,073	3,638	2,106	5,744
Net Receipts/payments		6,188	2,711	8,899	10,964	-87	10,877
Cash funds brought forward		62,682	4,979	67,661	51,718	5,066	56,784
Cash funds carried forward		68,870	7,690	76,560	62,682	4,979	67,661

Broomhill Community Trust

Statement of assets and liabilities

For the 12 month period ending 31st December 2023

	General Funds	Designated funds	Restricted Funds	Total	2023	Total 2022
	£	£	£	£	£	£
Cash assets						
Current account	16,678	52,192	7,690	76,560	67,661	

Assets retained for charity's own use

				Current value 2023	value 2022
	£	£	£	£	£
IT equipment			1,773	1,773	2,379
Furniture, fixtures & fittings			1,456	1,456	1,953
	£	-	£	-	3,229
				3,229	4,332

	Notes	£	£	£	2023	2022
		£	£	£	£	£
Debtors	7					
legacies due			13,803		13,803	
Insurance refund					-	447
Waitrose grant					-	400
					-	
Total debtors		-	13,803	-	13,803	847

	£	£	£	£	2022
	£	£	£	£	£
Liabilities					
Accountants fees (BCT)					300
accountants fees, legal fees & corporation tax					1,130
					1,430

Approved by the Board of Trustees on 11th March 2024 and signed on their behalf by:-

Signed 
Judith Pitchforth
Chairperson

Broomhill Community Trust

Notes to the accounts

For the 12 month period ending 31st December 2023

Notes on the preparation of the accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context, "cash" includes cash equivalents, eg bank accounts where cash can be readily withdrawn to pay for debts as they become due.

Unrestricted funds comprise of general funds and designated funds. General funds are expendable at the discretion of the Trustees in furtherance of the objectives of the charity.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Grants

	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022	
	£	£	£	£	£	£	£
Waitrose Community Fund	-	400	400	-	-	-	-
Sheffield City Council Ward Pot	-	370	370	-	300	300	
Sheffield City Council Local Area Committee	-	951	951	-	300	300	
Sheffield University Roots & Cultures	-	500	500	-	-	-	-
Sheffield Town Trust	-	5,000	5000	-	-	-	-
Sheffield Church Burgesses Trust	-	1,000	1000	-	-	-	-
		8221	8221	0	600	600	

Restricted Funds

	Brought Forward	Receipts	Payments	Transfers	Carried Forward
SCC - Pocket Parks (MHCLG) - garden	3535	-	-	-	3,535
SYCF - HOD costs	7	-	-	-	7
SCC - Ward Pot - Community noticeboard	28	-	-	-	28
Memorial plaques & benches	774	163	520	-	417
Co op - IT upgrade & furnishings	906	-	732	-	174
Waitrose Community fund - garden	-271	400	129	-	-
SCC - Ward Pot - furniture	-	370	370	-	-
SCC - LAC - Isolation & loneliness - Warm Spaces	-	286	286	-	-
SCC - LAC - Coronation events	-	250	250	-	-
SCC - LAC - Welcoming Cultures Picnic	-	415	415	-	-
Sheffield University- Roots & Cultures	-	500	91	-	409
Sheffield Town Trust - fees	-	5,000	1,880	-	3,120
Sheffield Church Burgesses Trust - fees	-	1,000	1,000	-	-
	4,979	8,384	5,673	-	7,690

Details of the main restricted projects can be found in the Trustees annual report.

Broomhill Community Trust

Notes to the accounts

For the 12 month period ending 31st December 2023

Designated funds

	Brought Forward	Receipts	Payments	Transfers	Carried Forward
Building & Development project	44,220	-	-	-	44,220
Library costs	9,917	447	2,392	-	7,972
	54,137	447	2,392	-	52,192

As noted in the Trustees annual report, the Trustees have designated £45,000 of the legacy received towards the building and development project.

Library costs

The Trustees have agreed that Residual Funds transferred from BCL (Broomhill Community Library Ltd) in 2022 are designated to running the library.

During the year, final BCL costs of £463 and Corporation tax (£667) were paid, and an insurance refund of £447 was received.

BCL was dissolved on 13th June 2023.

Trustees remuneration

No trustees received remuneration or out of pocket expenses during the financial year.

Related Party transactions

There were no related party transactions during the year

Debtors

The final payment of £13,803 for the legacy was received in February 2024.