

Registered Charity Number: 1176562

Broomhill Community Trust

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the 12 month period ended 31 December 2024

Broomhill Community Trust

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Broomhill Community Trust

Legal and administrative information for the 12 month period ended 31 December 2024

Charity number

1176562

Trustees

Judith Pitchforth

Chair

Elaine Nunn

Treasurer

Katharine Harbord

Kathleen Whittaker

Dermot Gleeson

Resigned 9 May 2024

Lindsey Beagles

Hari Hara Subramanian Raghuraman

Appointed 11 September 2023

Fiona Carr

Appointed 21 October 2024

Aline Yasmine

Appointed 9 December 2024

Principal address

10 Taptonville Road

Broomhill

Sheffield

S10 5BR

Accountants

Seven Hills Accountants Limited

57 Burton Street

Sheffield

S6 2HH

Broomhill Community Trust
Trustees' annual report
For the 12 month period ended 31 December 2024

The trustees submit their annual report and the financial statements for the 12 month period ended 31 December 2024.

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 13 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 Oriel 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 2024

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), which is reviewed annually. 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 over 90 committed volunteers, who help to run the library and maintain its heritage gardens. In September 2024 the library has increased its opening hours to 33 hours per week, closing at 17.30 on weekdays to increase our range and offer of children's activities. During 2024 volunteers worked as library assistants for over 7,500 hours. People spent over 5,500 hours in managing and developing the library, with some of that work taking place at home. The number of people volunteering in our garden continues to grow – and they spent 800 hours over the year in doing so. Our grand total for volunteer hours is approximately 14,000 over the year. We have had over 44,000 visitors in the period covered by this report.

There were 2,450 registered borrowers at Broomhill Community Library at the end of December 2024: Children under 5: 288; 5-15 yrs 1244; Young Adult: 127; Adult: 3,791.

The number of issues at Broomhill Community Library in 2024 was 56,700 made up from 34,830 Adult print items and 21,870 of children's books. During this year we did not have any books on our own catalogue.

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, printing and fundraising events. We have noticed a marked increase in the number of people coming in to print documents over the past year, which was reflected in the number of toner cartridges we used! Donations come from book sales, recycling and activities as well as from individuals. Gift aid is claimed on eligible donations received.

We continue to be a 'Warm Space' for people, offering tea/coffee and newspapers as well as our book stock for people to use. Activities for both children and adults continue to thrive, with the offer ranging from crafts to chats for people for whom English is not their first language. A shared reading group started in the autumn, with two volunteers receiving specialised training for this.

During 2024 SCC Library Service decided to remove the self-service kiosk because it was unsupported technology. With this in mind we reorganised the adult library so that we would have two volunteers on the front desk to manage book loans and have recruited more volunteers to specialise as Children's Librarians, to manage the children's book loans. This has proved to be popular with both the public and volunteers alike. The number of excellent quality children's book donations we have received has been such that we felt that we would like to add them to the library stock. This proved problematic, because we could not add them to the SCC library stock so the decision to have Broomhill Library's Own Books (BLOB) was taken. This has led to a huge amount of work in book management and training

Broomhill Community Trust
Trustees' annual report - continued
For the 12 month period ended 31 December 2024

for the volunteers, which again has proved to be a positive experience, building up the Children's Library teams.

Once again BCT put on standalone events such as the Heritage Open Days and a Welcome Cultures Picnic, the latter being funded by grants from Roots and Futures and the Council's Local Area Committee. We celebrated World Book Day in March by giving away books to children who came in to the library. The ever popular quarterly bumper Book Sales in the library raised funds, along with the Children's Toy Sale at Christmas. A plant sale in June was also well received. The Summer Reading Challenge numbers were disappointing this year – but it was part of a trend across the city. We have again run visits for local schools during Thursday when the library is closed. Book Groups continue to be popular and we started a fourth group during 2024.

September 2024 marked the 10th anniversary of the library being run by volunteers and this was marked with a cross-city event which was a true celebration of all that is good with community run libraries. Plans are in place to continue the 10th anniversary celebration with events in 2025.

Governance

The trustees continue to meet on a monthly basis. One trustee resigned in May, because of other commitments but we were delighted to welcome two new trustees in the autumn who have added to the skillset of the trustees.

We have reviewed and revised all our policies and added new ones to the portfolio including Social Media.

We have contacted the Charities Commission seeking permission to update some of the vocabulary in our Objects, and are still awaiting feedback from them.

Groups continue to meet, focussing on different aspects of the charity for example, communications. The Communications Group was very involved in rebranding during the year and updating our logo. We now have a branding guidance document which has been put to good effect on our much improved website, our Facebook pages and we now have a presence on Instagram. Social media has proved to be essential in publicising events and activities.

Building and Garden Development

In 2023 we thought that we would redesign part of the Children's Library and adapt the stock room into a meeting room, but both were put on hold, partly because of the prohibitive cost of moving the SCC Communications box and broadband cable. The other reason was that we decided to put in an Expression of Interest to the NHLF for the overall Development project.

BCT funded the replacement of two carpets in 2024, one of which had been damaged by water ingress. We also purchased some new desks for the Adult library so that we could work without the self-service kiosk. We also purchased four good quality folding tables on wheels which enable the space in the Children's Library more flexibly without volunteers having to lift tables.

Broomhill Community Trust
Trustees' annual report - continued
For the 12 month period ended 31 December 2024

Events and activities

Events and activities are focussed around our three strands of Heritage, Well-being and Learning. BCT participated in the Heritage Open Days in September, with free events provided by volunteers and the library was also used as a venue for 'outside events'. The events were popular and illustrated how much we need to increase our available space for such activities. The Big Green Week went ahead.

Adults' activities (weekly unless stated)

Crafternoon (crochet, knitting, art)
Tea, Talk and Tots
Shared Reading
Garden Blitz
Coffee, Cake and Chat
Well-being walks (fortnightly)
Creative Writing (fortnightly)
Litter Pick (monthly)
Book Groups (monthly)

Children's weekly activities

StoryFun for pre-school children
Babytime
Chatterbooks (7-11 yrs)
Baby Self-weigh (NHS lead)
Stay and Play

Friday Fun

Financial review

During 2024, BCT secured grant funding of £5,883. This included £495 from SCC Local Area Committee and £300 from Sheffield University Roots & Futures to fund our second successful Welcome Cultures picnic. We also received £2,400 from the Gardens Trust for tree work and garden equipment, and £2,688 from SYCF for the new Social Gardening project.

BCT was chosen as one of the local causes by the Co-op Community fund, and expect to receive approx. £2,000 from the fund for the garden in 2025.

BCT recently submitted an Expression of interest to NHLF for our building and garden development project, which will cost approx. £1.7m and require 10% match funding. Unfortunately we have not been invited to submit an application at this time, so we will explore alternative funding options.

BCT received its final legacy instalment during the year, which was set aside in the Development project designated fund. This money was placed in a savings account, and the interest earned is also allocated to this fund. In view of the potential opportunity to apply for HLF funding, which requires 10% match funding, the Trustees agreed to designate £7,000 from general funds to the Development project. In addition, Trustees agreed to designate £3,744 to fund committed professional fees for the project from BCT reserves.

The charity's policy on reserves

As part of the annual financial review, the Trustees agreed to hold the minimum reserve at £3,000, which is in line with the current level of annual commitments. As at 31 December 2024 BCT had free reserves (general fund cash after transfers) of £8,811.

In addition £74,007 was held in designated funds (see note 4 to the accounts).

The level of reserves and designated funds will be regularly reviewed by the Trustees as options for the development project are explored.

Broomhill Community Trust
Trustees' annual report - continued
For the 12 month period ended 31 December 2024

Looking to the future

The current method of funding the library is reviewed annually, although there has been a proposal to change that, but the changes are currently unknown. SCC continues to value the work that we do, as voiced by one of our local councillors at the 2024 AGM who cited the library building as the only non-secular safe space in Broomhill.

We will continue to offer a wide variety of activities and events for people of all ages. In 2025 we will start to issue Broomhill Library's Own Books for children, which will enhance the book offer by over 1000 items, thanks to kind donations from library users.

We will continue to invest in our volunteers in terms of training and extending our offer to the public. We are still seeking to widen our board of trustees in 2025 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 contacts made through the cultures picnic. We will also involve more volunteers who wish to be involved in 'background' short term projects which will enable us to broaden our offer.

The future of the Broomhill Festival remains uncertain, but BCT will organise some events for both community engagement and fund raising. We plan to take part in the Sheffield Environment Week in June and the Heritage Open Days in September.

10 Mar 2025

Approved by the board of trustees on _____ and signed on their behalf by:

J A Pitchforth

.....

Judith Pitchforth
Chair

Independent Examiner's Report to the Trustees of Broomhill Community Trust ("the CIO")

I report to the trustees on my examination of the accounts of the CIO for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

S Lightfoot

Signed: _____

Sarah Lightfoot, FCA DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

13 Mar 2025

Date: _____

Broomhill Community Trust
Receipts & payments account
For the year ended 31 December 2024

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Receipts							
Grants	2	-	5,883	5,883	-	8,221	8,221
Donations		2,397	-	2,397	5,265	163	5,428
Legacies		13,804	-	13,804	-	-	-
Fundraising events		3,917	-	3,917	1,759	-	1,759
Charitable activities - Library printing charges, recycling, room hire		4,902	-	4,902	5,117	-	5,117
SCC rates recharge		2,071	-	2,071	-	-	-
Transfer in from Broomhill Community Library		-	-	-	447	-	447
Bank Interest		1,025	-	1,025	-	-	-
Total receipts		28,116	5,883	33,999	12,588	8,384	20,972
Payments							
Fundraising events costs		1,762	752	2,514	728	883	1,611
Advertising and marketing		196	90	286	95	-	95
Insurance		489	-	489	445	-	445
IT equipment and software		1,171	-	1,171	850	-	850
Printing, postage and stationery		755	-	755	183	39	222
Equipment		568	6	574	422	258	680
Furniture, fixtures and fittings		4,411	174	4,585	725	1,140	1,865
Book stock		91	-	91	371	-	371
Professional fees		775	2,340	3,115	370	2,880	3,250
Services		517	-	517	43	345	388
Grounds maintenance		897	95	992	751	128	879
Rates (recharged)		2,071	-	2,071	-	-	-
Training		95	-	95	-	-	-
Independent examination fee/		-	-	-	750	-	750
Accountancy fee for the previous		405	-	405	-	-	-
Part repayment of legacy		-	-	-	667	-	667
BCL residual costs (corporation tax)		-	-	-	-	-	-
Total payments		14,203	3,457	17,660	6,400	5,673	12,073
Net receipts/(payments)		13,913	2,426	16,339	6,188	2,711	8,899
Transfers	3	35	(35)	-	-	-	-
Net movement after transfers		13,948	2,391	16,339	6,188	2,711	8,899
Cash funds brought forward		68,870	7,690	76,560	62,682	4,979	67,661
Cash funds carried forward		82,818	10,081	92,899	68,870	7,690	76,560

Broomhill Community Trust
Statement of assets and liabilities
As at 31 December 2024

	General Funds	Designated funds	Restricted funds £	Total 2024 £	Total 2023 £
Cash assets					
Current account	8,811	74,007	10,081	92,899	76,560
	<u>8,811</u>	<u>74,007</u>	<u>10,081</u>	<u>92,899</u>	<u>76,560</u>

Assets retained for the charity's own use

	Current value 2024 £	Current value 2023 £
IT equipment	1,752	1,773
Furniture, fixtures & fittings	1,477	1,456
	<u>3,229</u>	<u>3,229</u>

Debtors

Fund

	2024 £	2023 £
Legacies due - see trustee report for further information	-	13,803
	<u>-</u>	<u>13,803</u>

Liabilities

Fund

	2024 £	2023 £
Independent Examination fee	570	-
	<u>570</u>	<u>-</u>

10 Mar 2025

Approved by the board of trustees on _____ and signed on their behalf by:

J A Pitchforth

.....
Judith Pitchforth
Chair

Broomhill Community Trust
Notes to the accounts
For the year ended 31 December 2024

1 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, for example, 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 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.

2 Grants

	Unrestricted funds	Restricted funds	Total 2024	Unrestricted fund	Restricted funds	Total 2023
	£	£	£	£	£	£
Sheffield City Council - Ward Pot	-	-	-	-	370	370
Sheffield City Council Local Area Committee	-	495	495	-	951	951
Gardens Trust	-	2,400	2,400	-	-	-
South Yorkshire's Community Foundation	-	2,688	2,688	-	-	-
Sheffield University Roots & Cultures	-	300	300	-	500	500
Waitrose Community Fund	-	-	-	-	400	400
Sheffield Town Trust	-	-	-	-	5,000	5,000
Sheffield Church Burgesses Trust	-	-	-	-	1,000	1,000
	-	5,883	5,883	-	8,221	8,221

3 Restricted funds

	Brought Forward	Receipts	Payments	Transfers	Carried Forward
	£	£	£	£	£
Sheffield City Council - Pocket Parks (MHCLG)	3,535	-	(95)	-	3,440
SYCF - HOD costs	7	-	-	(7)	-
SCC - Ward Pot - Community Noticeboard	28	-	-	(28)	-
Memorial plaques and benches	417	-	-	-	417
Co-op - IT upgrade & furnishings	174	-	(174)	-	-
Sheffield University Roots & Cultures	409	300	(353)	-	356
Sheffield Town Trust - fees	3,120	-	(2,340)	-	780
Gardens Trust	-	2,400	-	-	2,400
SYCF - Social Gardening	-	2,688	-	-	2,688
SCC - Ward Pot/LAC Welcoming Cultures picnic	-	495	(495)	-	-
	7,690	5,883	(3,457)	(35)	10,081

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

4 Designated funds

	Brought Forward £	Receipts £	Payments £	Transfers £	Carried Forward £
Development project	44,220	14,829	-	10,744	69,793
Library costs	7,972	-	(3,758)	-	4,214
	<u>52,192</u>	<u>14,829</u>	<u>(3,758)</u>	<u>10,744</u>	<u>74,007</u>

Development project

The trustees have set aside the legacy and further funds towards the building and garden development project.

The transfer represents support from general funds agreed by the trustees.

Library costs

The residual funds transferred from Broomhill Community Library Ltd are designated to running the library.

5 Trustees' remuneration

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

6 Related Parties

The were no related party transactions to report during the financial year.