



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.04.2021 To 31.03.2022

Charity name: Friends of Woodbridge Library (FOWL)

Charity registration number: 1176811

### Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | The charitable object of the CIO is to advance the education of the public by promoting the use of Woodbridge Library for the benefit of the residents of Woodbridge and the surrounding area.                                                                                                                                                                                                                                                                                                      |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The Friends of Woodbridge Library organises events and activities in accordance with its charitable objectives, and raises funds in support of these objectives. Music, drama, art, and literature-based events are held throughout the year aimed at both adult and children in the local community. The trustees comply with their statutory obligations and show due regard to the commission's public benefit guidance in exercising their powers and duties to which the guidance is relevant. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | The Trustees have taken the commission's public benefit guidance into account wherever relevant.                                                                                                                                                                                                                                                                                                                                                                                                    |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                        | SORP reference |  |
|------------------------|----------------|--|
| Policy on grant making | Para 1.38      |  |
|                        |                |  |

|                                                                  |           |  |
|------------------------------------------------------------------|-----------|--|
| Policy on social investment including program related investment | Para 1.38 |  |
| Contribution made by volunteers                                  | Para 1.38 |  |
| Other                                                            |           |  |

### Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>FOWL Events in 2021/22 were able to resume in July 2021, albeit cautiously, with careful following of COVID restrictions.</p> <p>In July we put on an open-air concert held in Elmhurst Park. Tickets were free to enable as many members of the public to attend as possible. The performance given by a local band in a safe outdoor space was enjoyed by all.</p> <p>Our Autumn programme of evening events included a concert by a local Ukulele Band; Poetry Reading by two local poets; and a Sinister Story Reading event.</p> <p>During the start of 2022 we put on a talk about the Women of Sutton Hoo, and a centenary talk about Ernest Shackleton.</p> <p>Our audience numbers steadily improved as time went on. The beneficial social gathering of the audiences increased the notable sense of wellbeing gained from our activities.</p> <p>FOWL circulated (to 200+ members) an informative monthly newsletter about FOWL activities and other</p> |

|  |  |                     |
|--|--|---------------------|
|  |  | newsworthy matters. |
|--|--|---------------------|

Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |                                           |
|--------------------------------------------------------------|-----------|-------------------------------------------|
| Achievements against objectives set                          | Para 1.41 |                                           |
| Performance of fundraising activities against objectives set | Para 1.41 |                                           |
| Investment performance against objectives                    | Para 1.41 |                                           |
| Other                                                        |           | Financial procedures reviewed as required |

## Financial Review

|                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <p>For the financial year under review, whilst our activities were impacted by Covid-19 restrictions, this year we were fortunately able to generate income through the energetic and commitment of the FOWL Events Group whose hard work and efforts brought in almost £2,000. These events have proved to be an excellent re-starting of the work of the Events Group and I know that next year's report will reflect their increased fundraising activities.</p> <p>Although our income generation was lower than previous years, we did purchase some replacement shelving for the children's area as well as a new coffee machine. The latter is popular with library users (as well as generating much needed income). Whilst during this financial year our expenditure has exceeded our income, we felt very strongly that we should continue to support the general work of the library and acknowledge the contribution of the Manager and her staff who have kept the library open during difficult times.</p> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | FOWL has no ongoing financial commitments and therefore no policy for holding reserves. However, we will always ensure that we have adequate funds to cover any expenditure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Amount of reserves held                                                          | Para 1.22 | £8,790                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Reasons for holding zero reserves                                                | Para 1.22 | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Details of fund materially in deficit                                            | Para 1.24 | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                      |           |                                                                |
|----------------------------------------------------------------------|-----------|----------------------------------------------------------------|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Our principal source of income remains funding raising events. |
| Investment policy and                                                |           | n/a                                                            |

|                                                           |           |                                        |
|-----------------------------------------------------------|-----------|----------------------------------------|
| objectives including any social investment policy adopted | Para 1.46 |                                        |
| A description of the principal risks facing the charity   | Para 1.46 | Loss of fund raising income generation |
| Other                                                     |           | n/a                                    |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           | none                                                                                                                               |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | Constitution                                                                                                                       |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | CIO                                                                                                                                |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Generally elected by members at Annual General Meeting. Occasionally a trustee may be co-opted with agreement of current trustees. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                       |
|-------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <i>We have never submitted additional information</i> |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <i>We have never submitted additional information</i> |
| Relationship with any related parties                                                     | Para 1.51 | <i>We have never submitted additional information</i> |
| Other                                                                                     |           | <i>We have never submitted additional information</i> |

### Reference and Administrative details

|                             |                               |
|-----------------------------|-------------------------------|
| Charity name                | Friends of Woodbridge Library |
| Other name the charity uses | FOWL                          |
| Registered charity number   | 1176811                       |

|                             |                                                                     |
|-----------------------------|---------------------------------------------------------------------|
| Charity's principal address | Woodbridge Library<br>New Street<br>Woodbridge, Suffolk<br>IP12 1DT |
|                             |                                                                     |

Names of the charity trustees who manage the charity

|    | Trustee name       | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|--------------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Tim Cornford       | Chair           |                                   |                                                               |
| 2  | Kay Yule           | President       |                                   |                                                               |
| 3  | Anne Gartley       | Treasurer       |                                   |                                                               |
| 4  | Tracy Rogers       | Secretary       |                                   |                                                               |
| 5  | Lisa Railton Jones |                 |                                   |                                                               |
| 6  | Jane Lynam         |                 |                                   |                                                               |
| 7  | Christine Webber   |                 |                                   |                                                               |
| 8  | Sally Bull         |                 |                                   |                                                               |
| 9  | Helen Scrivener    |                 |                                   | Suffolk Libraries                                             |
| 10 |                    |                 |                                   |                                                               |
| 11 |                    |                 |                                   |                                                               |
| 12 |                    |                 |                                   |                                                               |
| 13 |                    |                 |                                   |                                                               |
| 14 |                    |                 |                                   |                                                               |
| 15 |                    |                 |                                   |                                                               |
| 16 |                    |                 |                                   |                                                               |
| 17 |                    |                 |                                   |                                                               |
| 18 |                    |                 |                                   |                                                               |
| 19 |                    |                 |                                   |                                                               |
| 20 |                    |                 |                                   |                                                               |

Corporate trustees - names of the directors at the date the report was approved

| Director name |     |  |
|---------------|-----|--|
|               |     |  |
|               |     |  |
|               | n/a |  |
|               |     |  |
|               |     |  |
|               |     |  |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|--------------|-----------------------------------|--|



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|  |     |  |
|  |     |  |
|  | n/a |  |
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|  |     |  |

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|                                                                                                                               |     |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity                                                                               | n/a |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | n/a |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | n/a |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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|  |
|--|

Other optional information

|  |
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|  |
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s) Tim Cornford

Full name(s) Tim Cornford

Position (eg Secretary,  
Chair, etc) Chair

Date 07/01/2023

# FRIENDS OF WOODBRIDGE LIBRARY

Charity Registration No: 1176811

Financial Report @ 31<sup>st</sup> March 2022

## Income and Expenditure

|                                 | April 2021 – March 2022 | April 2020 – March 2021 |
|---------------------------------|-------------------------|-------------------------|
| <b>Income</b>                   |                         |                         |
| Grants                          | -                       | 300                     |
| Donations                       | £390.39                 | 360                     |
| Events                          | £1,660.96               | -                       |
| Books, DVDs & Jigsaws           | £12.43                  | -                       |
| FOWL Merchandise                | £40.50                  | -                       |
| Tea/Coffee Sales                | £135.76                 | -                       |
| <b>Total Income</b>             | <b>£2,240.04</b>        | <b>£660.00</b>          |
| <b>Expenditure</b>              |                         |                         |
| Events                          | £784.85                 |                         |
| Goods & Services Purchased      | £477.64                 | 1,214.11                |
| Furniture & Equipment Purchased | £2,301                  | -                       |
| Administration & Promotion      | -                       | -                       |
| Petty Cash                      | -                       | -                       |
| <b>Total Expenditure</b>        | <b>£3,563.49</b>        | <b>£1,214.11</b>        |
| <b>Balance Sheet</b>            |                         |                         |
|                                 | April 2021 – March 2022 | April 2020 – March 2021 |
| <b>Assets</b>                   |                         |                         |
| Cash in Bank                    | £8,888.57               | 9,994.62                |
| Petty Cash                      | £72.51                  | 118.95                  |
| <b>Total Assets</b>             | <b>£8,961.08</b>        | <b>£10,113.57</b>       |
| <b>Liabilities</b>              |                         |                         |
| Uncleared cheques               | £170.96                 | 0                       |
| Unpaid Invoices                 | 0                       | 0                       |
| Other Current Liabilities       | 0                       | 0                       |
| <b>Total Liabilities</b>        | <b>0</b>                | <b>0</b>                |
| <b>Net Reserves</b>             | <b>£8,790.12</b>        | <b>£10,113.57</b>       |

Examined and found correct

Lindsay Ann 13/08/2022  
L.T.H. DANN

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