



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.04.24

To 31.03.25

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 objectives are 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 areas.
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	FOWL organises events and activities in accordance with its charitable objectives, and raises funds to support these. Music, art, drama and literature base events are held during the year aimed at both adults and children in the local community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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.

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	FOWL volunteers make a significant contribution to the success of our numerous fund raising events throughout the year as well as supporting Library events such as the Reading Quest.

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	These events are welcomed by the public and from comments received state that attending and participating is beneficial to their well-being. Our newsletter is circulated to our 300+ members containing information regarding FOWL activities and fundraising initiatives, as well as an invitation to forthcoming public events

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 Review

Review of the charity's financial position at the end of the period	Para 1.21	For the financial year under review, we have generated income of £4,246.69 through hosting events both at lunchtime and evenings. These events are run and managed by the FOWL Events Group. Feedback from those attending these events has shown that they not only raise awareness of FOWL and its activities but also contributes to the wellbeing of attendees. During the year under review we completed the refurbishment of the children's library following our successful fundraising activities.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	With no ongoing financial commitments FOWL has no policy for holding reserves. However, adequate funds will always be in place to cover any committed expenditure.
Amount of reserves held	Para 1.22	£18,476.71
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	The principal sources of income for this financial year have been donations (£398.53), as well as fundraising events (above) and a grant of £1,000 from Woodbridge Town Council.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The inability to raise funds by holding fundraising events would be a significant risk that would impact upon those using the Library.
Other		

Structure, Governance and Management

Description of charity's trusts:		none
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (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	Trustees are generally elected at Annual General Meetings. 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

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 New Street Woodbridge, Suffolk 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	John Whitehead	Chair	Elected Oct 2024	
2	Anne Gartley	Secretary	Co-opted Jan 2025	
3	Barbara De Vita	Treasurer		
4	Sally Bull			
5	Greg Walsh	Chair, Events Committee	Elected Oct 2024	
6	Christine Webber			
7	Jill Whitehead		Elected Oct 2024	
8	Helen Scrivener			Suffolk Libraries
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
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

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

John Whitehead

Full name(s)

John Whitehead

Position (eg
Secretary, Chair, etc)

Chair

Date

12/08/2025

FRIENDS OF WOODBRIDGE LIBRARY
Charity Registration N: 11768111
Financial Report @ 31st March 2025

Income and Expenditure

Income	April 2024-March 2025		April 2023-March 2024	
Evening Events including sales of refreshments	£	3,597.54	£	1,350.97
Luncheon Concerts (donations)	£	649.15	£	733.85
Hot Drinks Sales	£	113.95	£	140.00
BT Donations, Grants, HMRC refund of Gift Aid on donations	£	6,233.16	£	9,735.01
Cheque/Cash Donations to include sales of donated items	£	398.53	£	818.28
Raffles, competitions	£	479.00	£	530.00
FOWL merchandise/misc	£	4.00	£	30.00
Total Income	£	11,475.33	£	13,338.11
Expenditure				
Events Costs	£	2,155.26	£	392.31
Projects - Children's Library	£	14,635.98	£	2,620.00
Projects - Daisy donation, Summer Reading Quest, Water machine, Digital Life Skills course, Newspaper Subscription, Urn	£	1,081.85	£	319.25
Drinks supplies	£	144.14	£	197.27
FOWL costs - Stationery items	£	43.74	£	40.00
Gift Aid repayment	£	2,500.00		
Petty cash	£	22.18		
Total Expenditure	£	20,583.15	£	3,568.83

Balance Sheet

Assets				
In bank	£	18,389.68	£	27,484.32
Petty cash	£	78.03	£	100.21
Total Assets	£	18,467.71	£	27,584.53

2024 Balance	£	27,584.53
Income	£	11,475.33
Expenditure	£	20,583.15
Total Assets	£	18,476.71

Examined and found correct, subject to:
(1) small (£9) difference between reserves calculated from I/E, and actual cash, lies almost certainly within petty cash.
(2) reconciliation of reserves 2024 to 2025 is

b/f 12,509.34
"excess expense" 9,107.32
3,401.52
write back provision 15,074.98
18,476.50

Lindsay Damm
20/09/25