



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/04/2023 Period start date To 31/03/2024 Period end date

Charity name: Rothwell Community Library Trust

Charity registration number: 1178745

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote, for the benefit of the residents of Rothwell and surrounding area, the provision of a public library space. This to be used for recreation and other leisure time occupation of individuals and the general public who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social or economic circumstances.

<p>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.</p>	<p>Para 1.17 and 1.19</p>	<p>Through the dedicated support, of around 30 volunteers, the following activities take place to meet the following identified purposes:</p> <p>Provision of a public library</p> <p>A full book lending service including a “click and collect” service during opening hours.</p> <p>Access to computer terminals</p> <p>Help with bus pass and blue badge applications.</p> <p>Activities and facilities for young people</p> <p>A children’s library area which includes a range of toys. Weekly Rhyme Time, Story Time and parent and under 5 year old sessions. In addition there is a weekly session for parents and children who are home educated. Regular craft and child focussed activities in school holidays. A very active participation in the summer reading challenge with a RCLT volunteer providing an introduction to the scheme which is rolled out to local primary schools ahead of the annual launch.</p> <p>Adult activities and facilities for adults</p> <p>Active Scrabble club, daily group completing the large number of jigsaws available. A monthly coffee morning is held with home made cheese scones and cakes. The library hosts a weekly dementia group meeting. Local beaders and crafters have evening meetings and amongst other activities help to produce knitted poppies and ‘toppers’ which decorate the town for specific occasions. Regular craft fares take place during the year. The library is a named dedicated warm space during winter months with additional drinks and food available. However, tea, coffee, biscuits and other snacks are available all year round.</p> <p>Outreach</p> <p>Visits from Council representative, Mental Health outreach worker and Citizen’s Advice Bureau – with access via pre-booked appointments.</p>
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that that they are aware of the guidance and have taken it into account when considering the range of activities offered by the Trust. All of activities undertaken are there to meet the charitable purposes of the Trust to benefit the community of Rothwell and the local area.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grants are made by the Trust
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	The library is staffed, and run, entirely by volunteers. In addition, the volunteers undertake fund raising activities and, along with the Trustees, seek to secure grants.
Other		The lease for the building has been taken over from the local council by the Creating Tomorrow Multi Academy Trust which operates several SEN schools in the area. Pupils from the schools visit the library on certain days each week and undertake supervised work connected with the library and upcoming events.

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	RCLT has continued to ensure that the library has remained open throughout the year allowing free access to book lending. During the year additional activities have started including a Saturday morning 'Story Time' session for younger children and carers. Funding was again secured from the County Council to enable the library to be a designated warm space during the colder months. A grant was obtained from Rothwell Town Council for the purchase of a shed allowing for the storage of 'event chairs' and freeing up space for the increasing number of child entered activities. The footfall has again increased during the year - up by 9% to 18,123 visits. This was matched by the increase in active users during the year - up by 8%. An important service provided at the library - help with completing applications and renewals for bus passes and blue badges - also increased and remains a vital help for those residents who cannot access the technology required at home and/or have difficulty in understanding how to do this.

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	The total funds of RCLT, as at the 31 March 2024 were just under £20,000 - with £7,054 held in the RCLT account with the CAF bank and the balance in the original account opened with a local Building Society. With the addition of a card reader at the library, and the CAF bank introducing the facility for cash deposits, the need for an active local BS account has decreased. Shortly after the year end the majority of the BS funds were transferred into the CAF account. A smaller balance was retained in the BS - see below.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have set a low reserve of £2,000 which will be retained in the RCLT account held with the local BS. Only a low reserve is necessary because, as RCLT is not the leaseholder or responsible for any utility charges, then the Charity does not have any ongoing day to day liabilities . There are no employees so the £2,000 will be there just as a cushion in case of donations/grant shortfalls - to allow the children's holiday activities to continue. These are the only activities that require funding. All the other activities are either self-funding or covered by grants.
Amount of reserves held	Para 1.22	£2,000
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	

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	
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	
Other		

Structure, Governance and Management

Description of charity's		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation 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	Para 1.25	Apart from the initial Trustees, the appointment for Trustees is for four years or less. Trustees are selected based on their interest, skills and knowledge - required for the effective administration of RCLT.

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	RCLT have an agreed Trustee induction pack.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	There were 7 current Trustees at the beginning of the year. Two trustees resigned during the year and three new trustees were appointed shortly after the year end. There remains a mix of Trustees who are also active volunteers in the library and those who are not. This mix continues to ensure that there is a balance giving a 'line of sight' across the Volunteer activities together with a 'challenge' element from those not directly involved in the running of the library. This increases the robustness of the Trustees Governance ability. Separately, there is a Volunteer Committee which undertakes the organisation of the volunteers and is responsible for dealing with the induction of new volunteers including completion of the necessary DBS checks and GDPR training.
Relationship with any related parties	Para 1.51	As mentioned under 'Objectives and Activities', during the year a local Academy Trust formally took over the lease of the library building from the County Council. The RCLT volunteers are still responsible for the running of the library and the local activities but the partnership with the Academy Trust has ensured that the library has a secure longer term future. The Academy is using the library to give work experience for some of its students which are supervised by an Academy employee.

Other		
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Reference and Administrative details

Charity name	Rothwell Community Library Trust
Other name the charity uses	
Registered charity number	1178745
Charity's principal address	Market Hill Rothwell Northamptonshire NN14 6EP

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	Kate Ley	Chair		
2	Linda Crossey	Secretary	01/4/23 - 21/02/2024	
3	Maureen Hill			
4	Mark West			
5	Victoria Bell			
6	Ann Relf		01/04/23 - 31/12/24	
7	Christine Gordon-Smith	Treasurer Temporary Secretary	All year 21/02/23 - 31/03/24	
8				
9				
10				

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	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	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Kate Ley	
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Full name(s)	Kate Ley	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	27th June 2024
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Rothwell Community Library Trust Annual Accounts

Year ended 31 March 2024

	Balance brought forward as at 1 April 2023		£5,212.23
Plus	Unrestricted receipts		
	EON credits	£2,497.01	
	Interest received	£9.08	
	Insurance reimbursed (NNC)	£282.72	
	Event receipts	£471.31	
	Donations	£1,505.41	£4,765.53
	Restricted receipts		
	Rothwell Town Council (RTC)	£1,000.00	
	Co-Op Dementia group donation	£500.00	
	Warm Space (WS) -NNC	£2,000.00	£3,500.00
		£8,265.53	£8,265.53
Less	Unrestricted expenses		
	Monthly bank fees	£60.00	
	Gardening costs	£410.00	
	Insurance cost	£282.72	
	Film night expenses	£540.00	
	Children activities	£658.45	
	Non capital equipment	£643.98	
	Dementia group expenses	£218.69	
	Craft, misc expenses	£475.38	£3,289.22
	Restricted expenses		
	RTC - shed	£929.30	
	WS - various	£555.43	
	ANPR -various	£1,150.00	
	Co-Op - for Dementia group	£500.00	£3,134.73
		£6,423.95	£6,423.95
	Balance carried forward as at 31 March 2024		£7,053.81