



Trustees' Annual Report for the period

	Period start date				Period end date		
	1	April	2020		31	March	2021
From				To			

Section A Reference and administration details

Charity name Moorland Road Community Library

Other names charity is known by

Registered charity number (if any) 1179729

Charity's principal address Moorland Road Community Library

Moorland Road

Bath

Postcode

BA2 3PL

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	Elizabeth Hearn	Chair		
2	Jill Carr	Secretary		
3	Jeanette Cook	Treasurer		
4	Ann Robins			
5	Victoria Johnson		1/4/20 – 31/8/20	
6	Alice Boden		1/4/20 – 3/10/20	
7	Joshua Hale		2/11/20 – 31/3/21	
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

The governing document is a memorandum

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Apart for the first trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees are provided with a copy of The Essential Trustee (CC3), Safeguarding Duties for Charity Trustees and the Charity Trustee Welcome Pack. All Trustees are DBS checked and have made appropriate declarations of eligibility. All Trustees are familiar with our constitution.

The Trustees of the Charity are responsible for policy decisions, fund raising, liaison with our local Council and other bodies and, with our Volunteer Co-ordinators, are also responsible for the day to day running of the charity. The Volunteer Co-ordinators manage our volunteer force.

The principal risks faced by the charity are insufficient funding to keep the Library open and/or an insufficient number of volunteers. We are all constantly looking for fundraising opportunities and actively seek to recruit new volunteers. Our recruitment and retention of volunteers is managed by several volunteers who have extensive experience in this field. They work hard to ensure that all opportunities for finding volunteers are maximised.

This is especially important now as Covid restrictions have severely impacted our operations and the Library has been closed intermittently for a large proportion of time. However, we risk assessed all of our operations at every stage of reopening and consulted with our volunteers before we reopened the Library. We delivered to the public the best service we could as the situation changed throughout the year. "Slowly and Safely" was and still is, our mantra.

Summary of the objects of the charity set out in its governing document

The objects of this charity are:

- the advancement of education for the benefit of the public, in particular but not exclusively, in the area of Moorland Road, Bath and the surrounding area, by the provision of a community lending library and associated services
- the promotion for the benefit of the public, in particular but not exclusively, in the Moorland Road area of Bath and the surrounding area, without distinction of sex, sexual orientation, race or of political, religious or other opinion, by associating together the said residents and 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.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Despite covid restrictions, we have continued to operate and open Moorland Road Community Library for use by the general public. We stayed open as much as we could within the restrictions as laid down by the Government. We adapted our ways of working from a face to face/hands on service to Click and Collect and Quick Book Drop.

Hands, Face and Space was adopted and we ensured and continue to ensure that the Library was/is a safe space for our volunteers and customers.

On reopening, library users frequently expressed delight at our return and gratitude for our continued service. The Library provides a much valued local service within the community and we are determined to keep it accessible to everyone.

Volunteering at the Library especially benefits the volunteers coming out of lockdowns by bringing a sense of purpose, reducing social isolation and improving individuals' mental health.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Charity does not make grants

The Charity does not invest in other charities or projects

No financial contributions were made by volunteers

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievement: The Library seems to have survived a global pandemic and we are delighted that it is still seen as a welcoming and vibrant part of the community that is accessible to everyone. It has been a lifeline to many people during a time of isolation and anxiety.

Our management committee of Trustees is still in place and is still overseeing the running of the library.

During the pandemic, Moorland Road Community Library played a very valuable role in home schooling. As the Library restrictions were lifted, parents were very grateful to be able to access books for their children through Click & Collect.

All of our group activity work has ceased for the time being due to covid and the pandemic has also had an impact on our volunteer force. It appears that at the moment we have lost about half of our volunteers. Our reduced workforce has meant that that our opening hours have been reduced from 22.5 hrs per week to 15 hrs per week. However, we are actively recruiting new volunteers and the number is slowly rising.

Our second book stock is going from strength to strength – we now have over 1600 books. We are continuing to use our own catalogue and database for the new book stock and to train our volunteers.

As part of our desire to act as a public space, earlier this year we acted as a Census Support Centre to support people in completing the census. We were set up to supply 250 individual one on one covid safe interviews. This entailed training up a group of volunteers, covid proofing the room, setting up a booking system and adapting our IT systems so that members of the public could visit the Library during non-library hours.

Section E

Financial review

Brief statement of the charity's policy on reserves

No reserves are held as at 31/3/2020

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funds are:

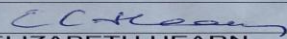
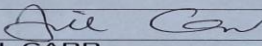
- Grants provided by the local Council and local Community Investment Levy (CIL).
- Fundraising, including payment for acting as a Census Support Centre, Virtual Balloon Race, regular stewarding at local running races.
- Discretionary Covid grant for charities which allowed us to open our Library in the safest possible way.

All funds are used to support the running costs of the Library and, in normal times, to reach out to our community through a series of events and regular sessions.

We have no investments.

Section F

Other optional information

Section G Declaration	
The Trustees declare that they have approved the trustees' report above.	
Signed on behalf of the charity's trustees	
Signature(s)	
Full name(s)	ELIZABETH HEARN
Position (eg Secretary, Chair etc)	CHAIR
Date	18/10/21
	
	JILL CARR
	SECRETARY



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
BANES Community Investment Levy	6,000		-	6,000
Donations	380		-	380
BANES Council (Local Councillor Fund)		700	-	700
Fundraising	3,771		-	3,771
Charity Covid Grant	10,000		-	10,000
			-	-
			-	-
	-	-	-	-
Sub total (Gross income for AR)	20,151	700	-	20,851
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	20,151	700	-	20,851
A3 Payments				
IT Expenses	396		-	396
Covid proofing & fleeces	292	700	-	992
Census related expenses	296		-	296
Utilities	1,909		-	1,909
Books		882		882
Insurance	629		-	629
Stationery	289			289
Caretaking	26		-	26
Local Giving registration	96			96
Volunteers & refreshments	82	40		122
Christmas lights	66			66
leaving gift	91		-	91
		-	-	-
Sub total	4,172	1,622	-	5,794
A4 Asset and investment purchases, (see table)				
Fixtures and Fittings	557		-	557
IT Equipment	1,808		-	1,808
Sub total	2,365	-	-	2,365
Total payments	6,537	1,622	-	8,159
Net of receipts/(payments)	13,615	- 922	-	12,693
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	13,615	- 922	-	12,693

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Bank Account	26,712	
		-	-
		-	-
	Total cash funds	26,712	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities	Owed to trustees	Unrestricted	-
	Owed to Solicitor	Unrestricted	-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name

CC16a



Last year
to the nearest £

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**Endowment
funds**
to nearest £

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**Endowment
funds**
to nearest £

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**Current value
(optional)**

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**Current value
(optional)**

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**When due
(optional)**

Date of
approval
