

FRIENDS OF CASTLE CARY COMMUNITY LIBRARY.

England & Wales · Charity number 1180566

Details

Status Registered

Legal form CIO

Registered 2018-11-06

Register [View on the Charity Commission register](#)

Contact

Address 10 Priory View
Castle Cary
Somerset
BA7 7DX

Phone 07813628447

Email friendscccl@gmail.com

Activities

Objects: (1) THE ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT IN PARTICULAR BY THE PROVISION OF LIBRARY FACILITIES AND SERVICES FOR LEARNING, FOR INFORMATION, ADVICE AND OTHER RELATED LIBRARY PROVISION FOR THE BENEFIT OF THE RESIDENTS AND THE WIDER COMMUNITY IN CASTLE CARY, ANSFORD AND THE SURROUNDING AREAS.

Activities: To advance the education of the public in Castle Cary, Ansford and the surrounding areas by the operation and management of a Community Library.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Somerset

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£13,333	£9,503	-	-
2024-03-31	£13,389	£10,169	-	-
2023-03-31	£11,886	£11,368	-	-
2022-03-31	£14,354	£13,811	-	-
2021-03-31	£30,773	£9,030	-	-

Trustees

Name	Role	Appointed
DOUGLAS CROSSE		2023-03-21
Laura Tilling		2024-10-24
Mary Eirene Gray		2022-10-25
Professor William Henry Toulmin Vaughan		2020-09-16
Victoria Jane Nobles		2024-10-24

FRIENDS OF CASTLE CARY COMMUNITY LIBRARY.

England & Wales - Charity number 1180566

Accounts



Friends of Castle Cary Community Library
Registered Charity Number 1180566

Trustees' annual report and statement of accounts
for the period 1 April 2024 to 31 March 2025



Chair's report

This is the sixth year that Castle Cary Community Library has been run entirely by volunteers. The Library has continued to remain active in servicing the requirements of Castle Cary, Ansford and the surrounding district. This has included both the loan of books and the provision of a growing number of IT facilities.

I am pleased to be able to announce that we have now secured a Community Library Partnership Agreement which will remain valid for seven years. We are the first of the community libraries to renew our Service Level Agreement with Somerset Council. We have been told that the agreement we have signed is now being used as a template for similar agreements by other organizations.

We have continued to be active in fund-raising, and have had particular success with our coffee morning book sales.

We have also been proactive in reaching out to the children in our community. We take our mission to help develop literacy and the love of books amongst the young very seriously. Storytime is an increasingly popular weekly session for pre-school children. A particularly notable feature has been using our resources to acquire science books for children which we have loaned to Castle Cary Community Primary School. There has been a gratifying response to this from the pupils.

There has unfortunately been a slight drop of 12 per cent in recruitment of new members. This is, we understand, in proportion to a similar reduction elsewhere in the County. However, we aim to redouble our efforts to reverse this trend by taking further steps to raise our profile locally and make clear the advantages the library has to offer.

Will Vaughan

Administrative details

1. The charity's name is the Friends of Castle Cary Community Library (FCCCL). The charity does not use any other name.
2. The charity's registration number is 1180566. Its activities are primarily centred on the library at Bailey Hill, Castle Cary, Somerset BA7 7AA.
3. The Trustees of the charity at the date of this report are: Doug Crosse, Mary Gray, Vicki Nobles, Katherine Shingler, Laura Tilling, and Will Vaughan.
4. The Treasurer is Douglas Crosse.
5. The Chair is Will Vaughan. He will be stepping down at the AGM in 2026, when he will also resign as a Trustee.
6. The Secretary is Katherine Shingler. She will be stepping down and resigning as a Trustee at the 2025 AGM.
7. The day-to-day management of the library is undertaken by a management team who chair the group in rotation.
8. At the date of this report, there were 48 members of the FCCCL.

Governance

1. The charity is constituted as a Charitable Incorporated Organisation (CIO) with a constitution dated 6th November 2018 as its governing document.
2. FCCCL was entered in the Register of Charities on 6 November 2018 as a CIO.
3. Following FCCCL entering into a service level agreement with Somerset Council (then Somerset County Council) on 15th March 2019, operation of the library was transferred from the Council to FCCCL on 1st April 2019. The Council continues to provide all loan stock, information technology systems, internet access and professional support. The Council has also provided a self-service kiosk which is popular with library users. Through the Council's Library Service, our little library also acts as a portal to all the vast book, non-book and e-resources of Libraries West.
4. The constitution requires there shall be a minimum of four and no more than eight Trustees. New Trustees can be elected by the members present at the Annual General Meeting. In addition, the Trustees can co-opt new Trustees during the year, up to the maximum.
5. The charity is resourced entirely by volunteers.

Objectives

The objectives of the charity as defined by its constitution are:

The advancement of education for the public benefit, in particular by the provision of library facilities and services for learning, for information, advice and other related library provision for the benefit of the residents and the wider community in Castle Cary, Ansford and the surrounding areas.

Financial Review 2024/5

We are extremely grateful that we continue to receive grant funding from Somerset County Council, Castle Cary Town Council, Ansford Parish Council, Cary Moor Parish Council and North Cadbury Parish Council. All of these institutions are getting requests for funds from a very limited pool of money. May I take this opportunity to thank them for their continued support. We also do our best with our income from within the Library (fines, photocopying, donations, book sales and book reservations, etc).

We have continued to be very prudent in our spending during the last year and have ended the year with a surplus of £3829.80.

There has been a small reduction in our electric and water costs this last year, also a slight drop in some other costs, surprising but very welcome. The increase in phone costs was due to replacing the phone, which was necessitated by the 3G switch-off.

My thanks to the volunteers and managers of the Library for making the job of treasurer easier by their excellent transaction recording. There are no paid staff at the Library; everyone gives their time freely.

Also special thanks to Jeannie Thanisch for undertaking the independent examination of the annual accounts (included at the end of this document).

Doug Crosse (Treasurer)

Our lease of the library premises

On 16th August 2021 the charity was granted a new lease on the ground floor of the library building, covering the period 16 August 2021 to 30 April 2027. As a result, the Trustees have been happy to authorize and implement layout modifications and other improvements suggested by the Library Development Group. The annual rent remains our principal expenditure.

Community library partnership agreement

Somerset Council is responsible for delivering library services across Somerset, and in 2018 agreed to create Community Libraries in partnership with Town and Parish Councils and other community groups to ensure the sustainable and long-term delivery of services in certain areas.

Our existing agreement, which commenced on 1 April 2019, was due to expire on 31 March 2026. So, during this financial year we entered into discussions with Somerset Council regarding a new community library partnership agreement. Subsequent to our year end, these discussions were concluded amicably and in October on behalf of Friends of Castle Cary Community Library I have signed the new agreement. The funding level from Somerset Council remains the same at £5,000 per annum.

We are pleased to report that we are the first of 13 community libraries in Somerset to have finalized our partnership agreement, thereby providing certainty and continuity of library services in Castle Cary for the next seven years.

Trustees meetings

We have held regular Trustees meetings as required by our constitution. These have taken place in 2025 on 6 January, 14 February, 13 June, and 13 October.

New library system (Axiell/Spark) and training

We have been using Axiell/Spark as our Library Management System (LMS) since June 2024. There have been numerous problems and at times these have seemed insurmountable both to the desk volunteers and library users alike. Credit is due to the desk volunteers for their perseverance as at times a pencil and piece of paper seemed the best way forward. Likewise, the Teams channel has proved a useful tool where issues are raised for all to see, and either reported to Axiell as problems or workarounds suggested.

Despite all the problems, the LMS layout is easier to understand and we continue to receive excellent support from IT.

Statistics

The managers and trustees receive quarterly statistical updates from Library Services. A summary of the key figures for the 2024/25 year is given below:

1. As at 31 March 2025, the library had **503 active members** (defined as having used the library at least once within the previous 24 months).
2. **152 new members** were recruited during the year, 12% down on the previous year.
3. **Visits** for 24/25 were **4,618**, 7% down on the previous year.
4. **Physical issues** during 24/25 were **7,968**, a fall of 23% against the previous year.
5. Usage of the **Public Computer** totalled **3518** minutes, an 11% increase against 23/24.
6. During the 24/25 year, **approximately 38 volunteers** have supported the running of the library, 26 of these are currently desk volunteers. The level of commitment varies across volunteers, but the total number of hours given during the year was **approximately 2950**.

The figures above should be taken within the context of embedding the new Library Management Software, which caused significant disruption.

The physical state of the library: actions taken in 2025

Exterior

A broken roof tile needs to be replaced, to stop possible water ingress. At the bottom of the valley section, a small tree branch has lodged above the gutter and needs to be removed.

An external light fitting that had broken free was removed, and the loose electrical cable was made safe by fitting a new junction box.

The two steps to the front doorway were cleaned and white lines painted, and also on the handrail, to provide visual aids for library users.

There is a gap between the front door and architrave, and the existing draught extruder needs to be refixed (if possible) or replaced with a superior extruder.

Interior

The condition of the lower part of the plastered wall on the eastern side of the library was poor, with material disintegrating – possibly caused by rising damp. A minor repair was carried out by removing a small area of plaster, with new filler being applied and then painted. The rotten timber skirting board will require replacement. It is anticipated that more work will be required, behind the adjacent bookcases & small corner storage cabinet.

The electric hot water unit in the cloakroom requires some maintenance, due to a reduced flow of water, probably caused by furred-up pipework. This should be serviced by a technician asap.

The owner's representative will be made aware of these issues.

Volunteer staff

Our team of around 26 issue desk volunteers continues to do its amazing job of running the library. Jenny Fitcher, our supervisor, has now undertaken to visit us regularly to help with stock weeding. We see other Library Service staff at our quarterly reviews.

This year we have changed the management structure of our team. Carole Kimberley and Laura Tilling have stepped down as Joint Managers of the Library and now the Team Leaders of the six weekday sessions meet bi-monthly, chairing meetings on rotation. They nominate a chair and secretary for each meeting. A trustee attends their meetings, and a volunteer attends the trustees' meetings. Specific management jobs are delegated to members of the team. This approach shares work and so far seems to be successful.

The new Service Level Agreement specifies induction and training that all issue desk volunteers must undergo, and our current team is catching up on this formal training.

Access to the library

As a community library, we want to make sure that our services are available to everyone, recognising that some may not be able to come and see us in person. We do have available to us the formal scheme operated by Libraries West, known as the Home Library Service, which matches volunteers with housebound readers. However, we make very little use of this scheme which was designed for situations where the volunteer and the reader are unknown to each other. In our case almost every referral comes from a friend or family member who is offering to collect and return books on a reader's behalf. The result is that we now have just two readers on the formal scheme but many more informal, flexible arrangements.

We do keep in touch with local care homes and have made a standing offer to supply residents with books but, while we do supply individuals in those homes, there is currently little appetite to put in place broader schemes.



Activities for children and young people

Storytime. Bethan Bullock, one of our desk volunteers, has kindly taken over the organization of this. Numbers have swelled. On one occasion we had over 20 squeezed in. After stories, the children choose books to borrow, so get used to the library routine. Many thanks to the team of storytellers and the volunteers who support at the issue desk.

Summer Reading Challenge. Ruth Eyre and Bethan Bullock offered their support for the Reading Agency scheme, and we added North Cadbury Primary School to Castle Cary Primary School for promotion of the scheme. This year 45 children completed the challenge of reading six books over the summer. The Friends of the Library have agreed to a small prize in addition to the medal, lanyard and certificate each child receives. These will be awarded at school assemblies.

Books for the primary school. The science books lent to Castle Cary Primary have proved popular and useful and the loan is continuing for an additional year so that all the children have a chance to enjoy them. The Friends are considering extending this scheme, using funds raised through our book sales.

The 'Reading Well' scheme has focused recently on books to help families. We are investigating ways of promoting these locally. They include books for children from very young to teenage who have anxiety or behavioral issues or have suffered the trauma of losing a parent.

Other activities

Our book sales-cum-coffee mornings held at Castle Cary Market House twice a year have become very popular. They are good fundraisers, increase local awareness of the library, and also give an excellent opportunity for the issue desk volunteers, who rarely meet each other, to interact.

Several local book groups continue to use the library successfully for borrowing multiple copies of their chosen book. We sourced books from a number of libraries to complement a special exhibition in the Market House. We offered a seed swap earlier in the year and are repeating it now.

The small size of our library limits the activities we can offer, but we make use of the space available as imaginatively as we can!

Celebrating volunteering



On 7 February 2025, the Lord Lieutenant of Somerset, Mr. Mohammed Saddiq, attended an event organized by Castle Cary Town Council in the Assembly Room, Market House, to celebrate the activities of volunteers in the community. The Library mounted a display for this event. Library volunteers were represented by Gail Sheffield, who explained the activities of the library to the Lord Lieutenant. The Lord Lieutenant presented the Library with a certificate in recognition of the activities of the Volunteers.

Publicity

The management team and trustees publicize library events and activities where relevant, using social media primarily. Postings are made on the library website, www.castlecarylibrary.org.uk, library Facebook page (Castle Cary Community Library) and are also shared to the Castle Cary Real News Facebook page (16,200 members). Facebook posts are also often shared to other local groups/pages and to North Cadbury Next Door. An entry is submitted to the Cary Town Newsletter published every four months detailing what is coming up in the library. In addition, posters for events such as the twice-yearly book sales, are put up around the local area.

According to Facebook, our page has 479 followers, who are split 80% female 20% male, with 65+ the most prominent age group (30%) followed by 45 – 54 (23.2%) and 35 – 44 (23%).

Appreciation

Janice Collins has continued to provide imaginative displays for the library.

Andy Bentley has provided essential IT support in connection with transition to the new library management system, to Windows 11, and management of individual library accounts.

Thanks to all the desk volunteers and story tellers, who have been essential for the continued running of the library service.

Peter Marsden has continued his work in publicizing the activities of the library via social media.

Doug Crosse has continued to provide invaluable support looking after our library accounts and checking that we get value for money.

Thanks to Jeannie Thanisch for examining and approving the accounts.

And last but not least we continue in our gratitude to Somerset Library Services for their help, support and encouragement.

Declaration

The Trustees declare that they have approved the trustees' report above, and the accounts attached.

Signed on behalf of the FCCCL Trustees



Full Name: Professor William Henry Toulmin Vaughan

Position: Chair for Trustees at the 2025 AGM

Date: 20 November 2025

Friends of Castle Cary Community Library (registered charity no. 1180566)
Annual Report and Statement of Accounts for the period 1st April 2024 to 31st March 2025

Friends of Castle Cary Community Library (registered charity no 1180566)

Accounts for the year ended 31st March 2025

INCOME	Income and expenditure account		EXPENDITURE	2024/25 £	2023/24 £
	2024/25 £	2023/24 £			
LIBRARY INCOME (FINES ETC)	846.87	1545.08	OFFICE SUPPLIES/COSTS	106.22	56.72
GRANTS Town and Parish	4850.00	4700.00	ELECTRIC	1667.73	1774.76
GRANTS SCC	5000.00	5000.00	MEETINGS	103.40	33.00
			WATER / SEWERAGE	112.47	164.23
			INSURANCE / security / IOC REG	460.60	542.78
DONATIONS	112.40	497.15	ADMIN	0.00	
Photocopying / Printing	479.94	153.60	PHONE	193.44	60.00
EVENTS	61.00		EVENTS	0.00	395.55
Events donations	666.40	781.93	RENT	6399.96	6399.96
SUNDRIES	0.00	40.00	FUNDRAISING	72.42	70.00
Gift Aid	6.57		WEBSITE	100.78	72.00
Hire of Library	128.00	80.00			
United Trust Interest	677.46	263.84	Maintenance etc		
Cambridge & Counties Interest	504.34	328.19	Sumup Fees	10.16	8.81
			Sundries	276.00	591.28
Total Receipts	13332.98	13389.79	Total Payments	9503.18	10169.09
			Excess / Deficit	3829.80	3220.70
			Total	13332.98	13389.79
Year end Balance Sheet					
Current acc balance opening	2993.84	8365.17	Current Account Closing	5641.84	2993.84
United Trust Bank opening	18263.84	10000.00	Unpresented cheques/payments	0.00	0.00
Cambridge & Counties opening	10328.19	10000.00	Book balance Current Account	5641.84	2993.84
Petty Cash opening	0.00	0.00	Book bal United Trust Bank	18941.30	18263.84
Total	31585.87	28365.17	Book bal Cambridge & Counties	10832.53	10328.19
Designated Funds	0.00	0.00	Petty Cash closing	0.00	0.00
Balance brought forward	31585.87	28365.17	Total	35415.67	31585.87
Excess / deficit in general fund	3829.80	3220.70			
Total	35415.67	31585.87	Total	35415.67	31585.87

Prepared by
Doug Crosse

Independently examined by
Jeannie Thanisch

Date 15TH MAY 2025

Signed *Jeannie Thanisch*

FRIENDS OF CASTLE CARY COMMUNITY LIBRARY.

England & Wales - Charity number 1180566

Accounts



**Friends of
Castle Cary Community Library
Registered Charity Number 1180566**

**Trustees' annual report
and statement of accounts
for the period**

1 April 2023 to 31 March 2024



Administrative details

1. The charity's name is the Friends of Castle Cary Community Library (FCCCL). The charity does not use any other name.
2. The charity's registration number is 1180566. Its activities are primarily centred on the library at Bailey Hill, Castle Cary, Somerset BA7 7AA.
3. The Trustees of the charity at the date of this report are: Peter Marsden, Will Vaughan, Doug Crosse, Mary Gray, Katherine Shingler.
4. The Treasurer is Douglas Crosse.
5. The Chair is Will Vaughan.
6. The Secretary is Katherine Shingler.
7. The day-to-day management of the library is undertaken by a management team led by Carole Kimberley and Laura Tilling who have been joint library managers since 21 January 2021.
8. At the date of this report there were 59 members of the FCCCL.

Governance

1. The charity is constituted as a Charitable Incorporated Organisation (CIO) with a constitution dated 6 November 2018 as its governing document.
2. FCCCL was entered in the Register of Charities on 6 November 2018 as a CIO.
3. Following FCCCL entering into a service level agreement with Somerset Council (then Somerset County Council) on 15 March 2019, operation of the library was transferred from the Council to FCCCL on 1 April 2019. The Council continues to provide all loan stock, information technology systems, internet access and professional support. The Council has also provided a self-service kiosk which is popular with library users. Through the Council's Library Service our little library also acts as a portal to all the vast book, non-book and e-resources of Libraries West.
4. The constitution requires there shall be a minimum of four and no more than eight Trustees. New Trustees can be elected by the members present at the Annual General Meeting. In addition, the Trustees can co-opt new Trustees during the year, up to the maximum.
5. The charity is resourced entirely by volunteers.

Objectives

The objectives of the charity as defined by its constitution are:

The advancement of education for the public benefit, in particular by the provision of library facilities and services for learning, for information, advice and other related library provision for the benefit of the residents and the wider community in Castle Cary, Ansford and the surrounding areas.

Financial review

1. Our income is mainly grant funded by Somerset Council, Castle Cary town council, Ansford parish council, Carymoor parish council and North Cadbury parish council. The rest of our income is made up with income from the library (fines, photocopying, donations, book sales and book reservations, etc).
2. We are acutely aware of the financial woes of Somerset Council and the possible impact this may have on the future support we may get from them. With this in mind we have been prudent in our spending during the last year, and have also increased our non-grant income via a 42% increase in library income (fines and reservations, etc), income from book sales, and interest on our deposit accounts. As a result, we have ended the year with a surplus of £3220.70.
3. The reason the electric bill was cheaper in the 2023-24 financial year is that the previous year included an outstanding bill from the previous supplier. The water costs are also double; we are not expecting any downward change there.
4. The treasurer extends his thanks to the volunteers of the library for making the job of treasurer easier by their excellent transaction recording.
5. Also special thanks to Jeannie Thanisch for undertaking the independent examination of the Annual accounts.

Our lease of the library premises

On 16 August 2021 the charity was granted a new lease on the ground floor of the library building for the period 16 August 2021 to 30 April 2027. As a result, the Trustees have been happy to authorise and implement layout modifications and other improvements suggested by the Library Development Group. The annual rent remains our principal expenditure.

Our community library partnership

The charity entered into a community library partnership with Somerset Council in 2019, one of fifteen libraries doing so. Our service level agreement defines the targets we are expected to achieve and the activities we must undertake. These are reviewed on a regular basis.

Trustees meetings

We have held regular Trustees meetings as required by our constitution. These have taken place in 2024 on 15 January, 29 April, and 29 August.

New library system (Axiell/Spark) and training

The new library management system (LMS) known as Axiell/Spark was introduced to all libraries within the Libraries West consortium in 2024. The main difference from the previous system is that Axiell/Spark is web based and therefore available on any device. A training package is also available, again web based.

Laura, Andy and Carole all used the training system in May to familiarise themselves with the new system. Unfortunately, the LMS was continually being added to and some features were unavailable during the training.

The timescale for training and going 'live' was very tight and Castle Cary library started to use Axiell/Spark on Tuesday 4 June 2024. Training for desk volunteers was provided in the main by Andy and Carole who visited each team during the library opening times to provide support.

As with any new computer system, it takes time for everything to settle down. There have been many weeks of frustration as all libraries have tried to carry out simple tasks only for the system to crash repeatedly. There is now a Microsoft Teams channel where all problems are shared and at long last, the system seems to be working.

Statistics

The managers and trustees receive quarterly statistical updates from Library Services. A summary of the key figures for the 2023/24 year is given below:

1. As at 31 March 2024, the library had **512 active members** (defined as having used the library at least once within the previous 24 months).
2. **173 new members** were recruited during the year, 17% down on the previous year.
3. **Visits** for 23/24 were **4,922**, 9% up on the previous year though 28% down on 19/20, the last full year before Covid.
4. **Physical issues** during 23/24 were **10,317**, 2% up on the previous year and an average of just over two per visit.
5. During the 23/24 year, **approximately 40 volunteers** have supported the running of the library. The level of commitment varies across volunteers, but the total number of hours given during the year was **approximately 3,000**, a significant and generous input from our small community.

The physical state of the library

With our planned improvements complete, we can now be justly proud of our little library, with its rearranged shelving making the public area of the library more spacious, with enough room for storytelling, new lighting, a smart new carpet which Doug and his wife are now regularly shampooing, and new, efficient and easily controlled heating. During the year, heavy rain caused significant damp in one corner, which turned out to result from blocked gutters on the roof. Our landlord acted quickly to sort this out. This remedial work seems to have reduced the overall relative humidity levels in the library.

Chris Edwards, one of our team of volunteers, continues to carry out the required maintenance checks.

Volunteer staff

Our team of around 25 volunteers who run the issue desk continue to work efficiently and happily, and have weathered well the frustrations of the new Library Management System, which is now at last beginning to settle in, but still has its challenges. The pattern of weekly or fortnightly sessions for each volunteer seems to work well, with a different team of three or four volunteers covering each session, plus a larger team of around twelve volunteers who cover Saturdays and emergencies. There are always two people on duty at any one time.

Andy Bentley, with his IT skills and patient support, has been invaluable in helping all the volunteers through the trauma of moving to a new computer management system. Carole and Laura, who are both resigning from their management role at the AGM, are working on devolving some of the routine tasks they have shared onto the session teams. So far this appears to be welcomed, and is lessening the overall management burden. At the time of writing they are still seeking someone to take over their role, possibly two people as the model of co-managing has worked well.

Access to the library

Our practice of engaging flexibly with the less mobile members of our community continues to work well. The 'official' Home Library Service remains available to us but is now rarely used as almost all our house-bound readers have friends, neighbours and family members (some of whom are also library volunteers) who are happy to collect and return books. Some are occasionally able to make the trip into the library themselves, which is always welcome. As such the role of the volunteer is increasingly about co-ordination, and providing a back stop where necessary.

There is however an ongoing issue of physical access to the library building, which currently lacks a wheelchair ramp.

Where possible we have helped readers get online and manage their own accounts, including choosing books and placing holds. Recent problems with the public website have set this back but we hope that this is a temporary issue.

In the past we have supplied books to two local care homes. These schemes petered out due to staff changes (such arrangements only work if there is an enthusiastic supporter in the care home), but we will have another go at rekindling support this autumn.

Young writers' competition

Having previously run a short story competition aimed at adults, in 2024 the committee agreed to target younger writers aged 11-18. To be eligible, entrants had to attend school in Somerset.

We publicised the competition via social media, our website and by contacting local schools – although engagement from the majority of schools was somewhat limited. We received a good range of entries with the top level of these being very impressive.

Prizes (1st, 2nd and 3rd) were awarded to winners in the years 7-9 and 10-13 categories by our judge, local author Emma Craigie, in a special event held at the Methodist Chapel in February 2024.



Activities for children and young people

Special activities for children have included story time for under fives and the Summer Reading Challenge for 5- to 12-year-olds. The 2024 Challenge had around 40 sign ups from the primary school. We use these activities as opportunities to encourage children (and their parents) to join the library and borrow books.

We continue to provide the Toybox Preschool with selections of books for their very young children. This year one of our volunteers, Chris Culpin, has run a book group for keen young readers from Castle Cary Primary School.

A recent review revealed that we had relatively few science books in the library, particularly for primary school aged children. The Trustees agreed to use some of the profits from recent book sales to buy science books, and after discussion with Castle Cary primary school the idea emerged of setting up a loan scheme to the primary school. We are hoping to purchase the books in November and have the scheme running in school before the Christmas holidays.

Other activities



Our book sales-cum-coffee mornings held at Castle Cary Market House twice a year have become very popular. They are good fundraisers, increase local awareness of the library, and also give an excellent opportunity for the issue desk volunteers, who rarely meet each other, to interact.

Several local book groups continue to use the library successfully for borrowing multiple copies of their chosen book. We sourced books from a number of libraries to complement a special exhibition in the Market House. We offered a seed swap earlier in the year and are repeating it now.

The small size of our library limits the activities we can offer, but we make use of the space available as imaginatively as we can!

Publicity

The managers and trustees publicise library events and activities where relevant, using social media primarily. Postings are made on the library website, www.castlecarylibrary.org.uk, library Facebook page (Castle Cary Community Library) and are also shared to the Castle Cary Real News Facebook page (12,100 members). Facebook posts are also often shared to other local groups/pages and to North Cadbury Next Door. An entry is submitted to the Cary Town Newsletter every quarter detailing what is coming up in the library. In addition, posters for events such as the twice-yearly book sales, are put up around the local area.

According to Facebook, our page has 453 followers, who are split 80% female 20% male, with 65+ the most prominent age group followed by 35–44.

The future

Our chief concerns continue to be meeting our community's wants and needs in respect of their local library, the sustainability of our financial situation in the medium and long term and the future of our premises.

Specific plans are:

1. Minor tweaking of the major planned improvements recently completed. These include storing cleaning chemicals in a locked cupboard.
2. Monitoring data, including number of active readers in order to assess more precisely the needs of the community. This will include items such as readers' ages, the footfall and the number of books borrowed.
3. Consideration of how the Friends group can be developed to support fundraising and other activities.
4. Development of the ongoing relationship with local schools and with pre-school activities.
5. Consideration of and planning for contingencies after the Somerset Council's contractual Grant expires in March 2026.
6. Gift Aid Registration; this has now been completed.
7. Planning for the future after the current lease extension terminates in April 2027.

Appreciation

Carole Kimberley and Laura Tilling have continued to co-manage the library. Janice Collins has continued to provide imaginative displays for the library.

Andy Bentley has provided essential IT support in connection with transition to the new library management system, to Windows 11, and management of individual library accounts.

Thanks to all the desk volunteers and story tellers, who have been essential for the continued running of the library service.

Peter Marsden is stepping down as Trustee at the AGM. The Trustees thank him in particular for his work in publicizing the activities of the library via social media.

Doug Crosse has continued to provide invaluable support looking after our library accounts and checking that we get value for money.

Thanks to Jeannie Thanisch for examining and approving the accounts.

And last but not least we continue in our gratitude to Somerset Library Services for their help, support and encouragement.

Declaration

The Trustees declare that they have approved the trustees' report above, and the accounts attached.

Signed on behalf of the FCCCL Trustees



Full Name: William Henry Toulmin Vaughan

Position: Chair of Trustees

Date: 8th October 2024

Friends of Castle Cary Community Library (registered charity no. 1180566)
Annual Report and Statement of Accounts for the period 1st April 2023 to 31st March 2024


Friends of Castle Cary Community Library (registered charity no 1180566)

Accounts for the year ended 31st March 2024

		Income and expenditure account			
INCOME	2023/24	2022/23	EXPENDITURE	2023/24	2022/23
	£	£		£	£
LIBRARY INCOME (FINES ETC)	1545.08	1085.61	OFFICE SUPPLIES/COSTS	56.72	36.55
GRANTS Town and Parish	4700.00	4800.00	ELECTRIC	1774.76	2113.52
GRANTS SCC	5000.00	5000.00	MEETINGS	33.00	63.20
			WATER / SEWERAGE	164.23	81.00
			INSURANCE / security / IOC REG	542.78	541.50
DONATIONS	497.15	114.42	ADMIN		
Photocopying	153.60	248.80	PHONE	60.00	85.35
EVENTS			EVENTS	395.55	105.70
Events donations	781.93	341.50	RENT	6399.96	6399.96
SUNDRIES	40.00	280.00	FUNDRAISING	70.00	
Gift Aid			WEBSITE	72.00	100.78
Hire of Library	80.00	16.00	CAPT EQU Carpet, Sumup kit		1651.05
United Trust Interest	263.84		Maintenance etc		183.56
Cambridge & Counties Interest	328.19		Sumup Fees	8.81	5.38
			Sundries	591.28	
Total Receipts	<u>13389.79</u>	<u>11886.33</u>	Total Payments	<u>10169.09</u>	<u>11367.55</u>
			Excess / Deficit	3220.70	518.78
			Total	13389.79	11886.33
Year end Balance Sheet					
Current acc balance opening	8365.17	27846.39	Current Account Closing	2993.84	8365.17
United Trust Bank opening	10000.00		Unpresented cheques/payments	0.00	0.00
Cambridge & Counties opening	10000.00		Book balance Current Account	2993.84	8365.17
Petty Cash opening	0.00	0.00	Book bal United Trust Bank	18263.84	10000.00
Total	28365.17	27846.39	Book bal Cambridge & Counties	10328.19	10000.00
Designated Funds	0.00	226.85	Petty Cash closing	0.00	0.00
Balance brought forward	28365.17	27846.39	Total	31585.87	28365.17
Excess / deficit in general fund	3220.70	518.78			
Total	31585.87	28365.17	Total	31585.87	28365.17

Prepared by
Doug Crosse

Independently examined by
Jeannie Thanisch

Date 3RD JULY 2024
Signed 

FRIENDS OF CASTLE CARY COMMUNITY LIBRARY.

England & Wales - Charity number 1180566

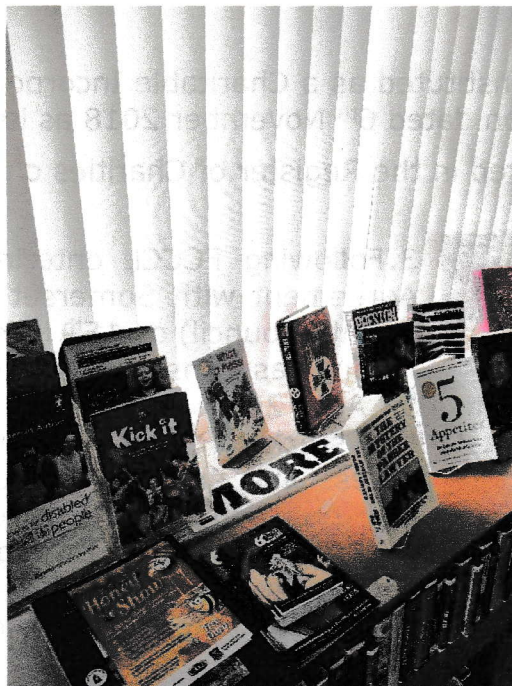
Accounts



Friends of Castle Cary Community Library

Registered Charity Number 1180566

Trustees' Annual Report and Statement of Accounts for the period 1st April 2022 to 31st March 2023



The new blind – the last piece in the jigsaw of our refurbishments

Administrative Details

1. The charity's name is the Friends of Castle Cary Community Library (FCCCL). The charity does not use any other name.
2. The charity's registration number is 1180566. Its activities are primarily centred on the Library at Bailey Hill, Castle Cary, Somerset BA7 7AA
3. The trustees of the charity at the date this report was approved are: Peter Marsden, David Terry, Will Vaughan, Doug Crosse (Co-opted 21 March 2023), Mary Gray (Co-opted 25 October 2022), Katherine Shingler (Co-opted 9 January 2023)
4. The Treasurer is Doug Crosse who is also now a trustee.
5. Roger Weldhen, then Chair of the Charity, resigned as Chair and as a Trustee on 31 March 2023. No-one was prepared to act as permanent chair so meetings since then have been chaired in rotation.
6. David Terry will resign as a Trustee at the AGM and does not intend to stand for re-election. He agreed to chair the 2023 annual General Election.
7. The day to day management of the library is undertaken by a Management Team led by Carole Kimberley and Laura Tilling who have been Joint Library Managers since 21st January 2021.
8. At the date of this report there were 47 members of FCCCL

Governance

1. The charity is constituted as a Charitable Incorporated Organisation (CIO) with a constitution dated 6th November 2018 as its governing document.
2. FCCCL was entered in the Register of Charities on 6th November 2018 as a CIO.



3. Following FCCCL entering into a Service Level Agreement with Somerset Council (then Somerset County Council) on 15th March 2019 operation of the library was transferred from the Council to FCCCL on 1st April 2019. The Council continues to provide all loan stock, information technology systems, internet access and professional support. The Council has also provided a self-service kiosk which is popular with library users. Through the Council's Library Service our little library also acts as a portal to all the vast book, non-book and e-resources of Libraries West.

The kiosk is child's play to use
– and an enormous help to us

4. The constitution requires there shall be a minimum of four and no more than eight trustees. New Trustees can be elected by the members present at the Annual General Meeting. In addition the Trustees can co-opt new Trustees during the year, up to the maximum.
5. The charity is resourced entirely by volunteers.

Objectives

The objectives of the charity as defined by its constitution are:

The advancement of education for the public benefit in particular by the provision of library facilities and services for learning, for information, advice and other related library provision for the benefit of the residents and the wider community in Castle Cary, Ansford and the surrounding areas.

Financial Review

Like all other organisations we have had to deal with ever increasing prices. Thankfully our new heating system uses a lot less energy than the old one. So although we are paying more, it is a lot less than we would have had to pay if we hadn't done the heating improvements. Another saving we have made was a change of phone provider, a saving of 20%. Recently we were informed our water supply (business contract) had increased from £8 per month to £18. A change of supplier has reduced this to £9 per month.

Our main income this year came from a £5,000 grant from Somerset Library Service, grants totalling £4,800 from the Town Council and local Parish councils and income from the Library of £1,334 (fines, book reservations and photocopying). A further £752 was raised by donations and fundraising. Our income for the year totalled £11,886.

We are very grateful for the support given to the Library by everyone. Special thanks go to the Town and Parish councils who have supported us.

Castle Cary Town Council
Ansford Parish Council
Carymoor Parish Council
North Cadbury and Yarlinton Parish Council
Pitcombe Parish Council

Our main expenditure costs were rent £6,400, electricity £2,114 (up from £978 the previous year) and the fitting of our new carpet £1,532. A further £1,321 was spent on insurances, phone, maintenance etc. Our expenditure for the year totalled £11,367. This gave us a profit of £518 for the year.

Our Lease of the Library Premises

On 16th August 2021 the charity was granted a new lease of the ground floor of the library building for the period 16th August 2021 to 30th April 2027. As a result the Trustees have been happy to authorise and implement layout modifications and other improvements suggested by the Library Development Group. The annual rent remains our principal expenditure.

Our Community Library Partnership

The charity entered into a Community Library Partnership with Somerset County Council in 2019, one of fifteen libraries doing so. Our Service Level Agreement defines the targets we are expected to achieve and the activities we must undertake. These are reviewed on a regular basis.

Trustee meetings.

We have held regular Trustees meetings as required by our constitution. These have taken place in 2023 on 9 January, 21 March, 27 June, 18 September.

The physical state of the Library

The improvements made last year continue to make the library a lighter and more comfortable space for everyone. The recent addition of blinds to the side window will we hope prove useful in the winter months and provide security whilst dealing with cash.

Volunteer staff

The number of desk volunteers remains the same at 27. This works well and allows for cover when needed. The major headache this year has been setting up individual email accounts for all those happy to use the computer. This was followed by the transfer to Windows 11 which meant everything had to be reloaded. We are currently waiting for Microsoft Licences to be implemented, timescale unknown.

Statistics

In March 2022 the trustees looked in some detail at data on the library and now monitor quarterly reports on membership, visits and issues. The main points are:

- Currently there are around 550 active readers registered at Castle Cary Library.
- Most registered readers are located within a tight radius of four to five miles from Castle Cary with two-thirds in Castle Cary itself.
- The two predominant age groups of registered readers are younger children and the retired/near-retired.
- Recruitment has been growing in the last four years. However, given that there have been 354 new registrations in the last two years but an increase in active readers of only 87, it would appear that a significant number of people are using the library just once or twice then not returning.
- There is a trend of reducing library usage, with the number of visitors currently being around 30% below pre-Covid levels.

Children's activities.

Special activities for children have included, as usual, storytime for under fives and the Summer Reading Challenge for 5 – 12 year olds. The Summer 2023 challenge has resulted in over 20 Achievement Certificates being given out to children completing the challenge. We use these activities as opportunities to encourage children (and their parents) to join the library and borrow books.



Peppa Pig and dinosaurs – both forever popular with our younger readers

Book Groups

Several local book groups continue to take advantage of the Library's capacity to order in a number of copies of the same book for group, and to keep them for an extended loan period. Chris Culpin has now started a Children's Book Group at Castle Cary Primary School, which is proving popular and fun for the children, and works on the same principles as the adult groups but is free of charge to reserve the books.

Access to the Library.

We are always looking for ways of supporting readers (adults and children) who find it hard to get into the library under their own steam. We continue to offer the Home Library Service for adult readers with mobility problems, but recognise the value of being able to respond flexibly to individual needs. For example, one lady in an outlying village likes to come into the library but can only do so when her neighbour is able to bring her so sometimes we deliver, and sometimes she collects. Another reader in Castle Cary is recovering from



surgery so we have a temporary delivery arrangement. The book bag scheme at Castle Cary Primary School has helped children use the library whose parents could not easily bring them there and we are now thinking about how best to continue this and extend it to other local schools.

Special collections under the heading "Reading Well" offer support to those with particular mental or physical conditions and their carers,

Les Kimberley Short Story Writing Competition

We did not hold a Short Story Competition during the period of this report, but we are about to launch a short story writing competition for ages 11-18, targeting local secondary schools to take part. The deadline will be 31 December 2023.

Other fundraising and awareness raising activities

We continue to run very successful coffee mornings cum book sales at the Market House twice a year. Local people are generous in donating good quality second hand books for this purpose and we are gaining a reputation for the high standard of the books – and the cakes - we sell. These events, along with our Annual General Meeting, are also an opportunity to raise awareness of the library's existence and the scope of its offer.

Publicity

The library pursues a policy of publicising its events and activities within the local area. Postings are made on the library website, www.castlecarylibrary.org.uk, library Facebook page (408 followers) and library Twitter account and are also shared to the Castle Cary Real News Facebook page (9,600 members). Facebook

posts are also often shared to other local groups/pages and to North Cadbury "Next Door". An entry is submitted to the Cary Town Newsletter every quarter detailing what is coming up in the library. In addition, posters for events such as the twice-yearly book sales, are put up around the local area.

The future

Our chief concerns continue to be meeting our community's wants and needs in respect of their local Library, the sustainability of our financial situation in the medium and long term and the future of our premises. Specific plans are:

1. The major planned improvements are now complete, but there is still minor tweaking to do. We are now required to store cleaning chemicals in a locked cupboard and we are investigating how we can manage this.
2. The trustees have begun the process of monitoring data including the numbers of active readers, readers' age profile, footfall, and numbers of books issued. The examination of this data will enable the trustees to make informed decisions on what our communities want from their Library, and to plan future action to meet these needs
3. The Trustees will continue their consideration of how the Friends of the Library group can be usefully developed to support fundraising and other activities, to provide a formal "membership" for the charity and to ensure the long term existence of the library
4. The relationship with local schools and pre-school provision will continue to be a focus of our work with children, in particular the recognition that many of our readers attend education facilities outside the immediate town.
5. Somerset Council's contractual annual grant expires in March 2026 and we must not lose sight of the need to plan for this..
6. Gift Aid registration with HMRC is in hand.
7. The lease extension to April 2027 provided medium term security but time passes rapidly and longer term security is a matter that will need to be addressed in the not-too-distant future.

Appreciation.

Carole Kimberley and Laura Tilling, the Co-Managers of the library, along with Janice Collins, have been joined on the Management Committee by Andy Bentley, whose computer skills have been a great asset to the Committee and to all the Desk Volunteers particularly during the recent transition to a new management computer, individual library accounts and Windows 11. No doubt

his skills and experience will come to the fore again when the promised new Library Management System comes into play.

Doug Crosse, now a Trustee, continues to look after our finances and makes sure we are getting value for money for our utilities etc. We are grateful to Jeannie Thanisch for examining the accounts.

David Terry is stepping down as a Trustee at the AGM. The Trustees thank him in particular for the work he has done supporting the Library Development Group over improvements to the library, and his promptitude in liaising with suppliers and willingness to deal with minor maintenance.

Our special thanks must go to Roger Weldhen, retiring as Chair of FCCCL who helped us with wisdom and tireless attention to detail through the often convoluted processes of becoming one of Somerset's newly invented Community Libraries and taking on the lease of the Library building.

And of course last but not least we continue in our gratitude to Somerset Library Services for their help, support and encouragement – it is no easy task for them to have a group of 30 or more volunteers running one of their libraries.



The hard-working green boxes which bring books our readers want to read from libraries all over the Southwest – an essential part of the service we offer.

Declaration

The trustees declare that they have approved the trustees' report above, and the accounts attached.

Signed on behalf of the FCCCL trustees

A handwritten signature in black ink, appearing to read 'D Terry'.

Full name: DAVID WILLIAM TERRY

Position: Acting Chair of trustees at the 2023 AGM

Date: 17/10/23.

Friends of Castle Cary Community Library (Registered Charity No 1180566)
Annual Report and Statement of Accounts for the period 1st April 2022 to 31st March 2023

Friends of Castle Cary Community Library (registered charity no 1180566)					
Accounts for the year ended 31st March 2023					
Income and expenditure account					
<u>INCOME</u>	2022/23	2021/22	<u>EXPENDITURE</u>	2022/23	2021/22
	£	£		£	£
LIBRARY INCOME (FINES ETC)	1085.61	870.98	OFFICE SUPPLIES/COSTS	36.55	39.16
GRANTS Town and Parish	4800.00	4850.00	ELECTRIC	2113.52	978.20
GRANTS SCC	5000.00	5000.00	MEETINGS	63.20	107.20
Business support grants		2667.00	WATER / SEWERAGE	81.00	65.00
DONATIONS	114.42	65.13	INSURANCE / security / IOC REG	541.50	609.37
Photocopying	248.80		Rent Contract Extension costs		600.00
EVENTS		162.05	ADMIN		
Events donations	341.50	714.01	PHONE	85.35	74.52
SUNDRIES	280.00	24.40	EVENTS	105.70	569.10
Gift Aid			RENT	6399.96	6399.96
Hire of Library	16.00		FUNDRAISING		70.00
			WEBSITE	100.78	72.00
			CAPT EQU Carpet, Sumup kit	1651.05	3831.87
			Maintenance etc	183.56	
			Sumup Fees	5.38	
			Sundries		394.78
Total Receipts	<u>11886.33</u>	<u>14353.57</u>	Total Payments	<u>11367.55</u>	<u>13811.16</u>
			Excess / Deficit	518.78	542.41
			Total	11886.33	14353.57
Year end Balance Sheet					
Current acc balance opening	27846.39	27303.98	Current Account Closing	8365.17	27846.39
Petty Cash opening	0.00	0.00	Unpresented cheques/payments	0.00	0.00
Total	27846.39	27303.98	Book balance Current Account	8365.17	27846.39
Designated Funds	226.85	126.85	Book bal United Trust Bank	10000.00	
Balance brought forward	27846.39	27303.98	Book bal Cambridge & Counties	10000.00	
Excess / deficit in general fund	518.78	542.41	Petty Cash closing	0.00	0.00
United Trust Bank closing	10000.00		Total	28365.17	27846.39
Cambridge & Counties Bank closing	10000.00				
Current account closing	8365.17				
Total	28365.17	27846.39	Total	28365.17	27846.39
Prepared by Doug Crosse					
Date 04.05.2023					
Independently examined by Jeannie Thanisch					
Signed <i>GM Thanisch</i>					

FRIENDS OF CASTLE CARY COMMUNITY LIBRARY.

England & Wales - Charity number 1180566

Accounts



**Friends of
Castle Cary Community Library**
Registered Charity Number 1180566

**Trustees' Annual Report
and Statement of Accounts
for the period
1st April 2021 to 31st March 2022**



Choosing books after Storytime

Administrative Details

1. The charity's name is the Friends of Castle Cary Community Library (FCCCL). The charity does not use any other name.
2. The charity's registration number is 1180566. The charity's principal office is Knowle House, South Street, Castle Cary, Somerset BA7 7ES. Its activities are primarily centred on the Library at Bailey Hill, Castle Cary, Somerset BA7 7AA
3. The trustees of the charity at the date this report was approved are: Peter Marsden, David Terry, Laura Tilling, Will Vaughan and Roger Weldhen (Chair),
4. The Treasurer is Doug Crosse who is not a trustee.
5. No other person served as a trustee or custodian trustee for the period covered by this report save for Janice Collins (1st April to 14th September 2021).
6. The day to day management of the library is undertaken by a Management Team led by Carole Kimberley and Laura Tilling who have been Joint Library Managers since 21st January 2021.
7. As at the date of this report there were 47 members of FCCCL

Governance

1. The charity is constituted as a Charitable Incorporated Organisation (CIO) with a constitution dated 6th November 2018 as its governing document.
2. FCCCL was entered in the Register of Charities on 6th November 2018 as a CIO.



The library van brings readers' requests from libraries all over the Southwest

3. Following FCCCL entering into a Service Level Agreement with Somerset County Council on 15th March 2019 operation of the library was transferred from the County Council to FCCCL on 1st April 2019. The County Council continues to provide all loan stock, information technology systems, internet access and professional support. The County Council has also provided a self-service kiosk which is popular with library users. Through the County Council Library Service our little library also acts as a portal to all the vast book, non-book and e-resources of Libraries West.

4. The constitution requires there shall be a minimum of four and no more than eight trustees.

5. Laura Tilling is one of the original trustees of the charity. The constitution requires her to resign at the next AGM (although she is eligible for re-election).
6. The charity is resourced entirely by volunteers.

Objectives

The objectives of the charity as defined by its constitution are:

The advancement of education for the public benefit in particular by the provision of library facilities and services for learning, for information, advice and other related library provision for the benefit of the residents and the wider community in Castle Cary, Ansford and the surrounding areas.

Financial Review

1. The principal source of financial support of the library during the period in question has been grants from Somerset County Council, Castle Cary Town Council, Ansford Parish Council and five Parish Councils totalling £9850.
2. Covid 19 related Business Support grants of £2667 were received from HMG (via South Somerset District Council) for the period covered by this report.
3. Income has been received from library services such as fines for overdue books and reservation fees as well as the monies generated from book sales, donations and printing.
4. The trustees continue to maintain a reserves policy whereby they seek to accumulate sufficient reserves to fund a minimum of six months operating costs. However, the trustees would wish to maximise the reserves during the period when they are receiving support from the County, Town and Parish Councils to ensure that should this support be reduced the financial security of the library will be assured. The trustees have acknowledged the importance of balancing the accumulation of reserves against the need to spend money on improvements to the library, in particular heating, lighting and modifications to the layout in order to provide a dedicated children's area and to make the whole public area feel more spacious.
5. The charity does not and has not held funds as a custodian trustee on behalf of others.



Laying the new carpet

6. The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.
7. During the financial period covered by this report the charity received a total of £14353.57 from all of its income sources and made total payments of £13811.16 which resulted in £542.41 of income in excess of expenditure. The total funds of the charity at year end was £27846.39.

Our Lease of the Library Premises

On 16th August 2021 the charity was granted a new lease of the ground floor of the Library building for the period starting on 16th August 2021 and ending 30th April 2027. The new lease will facilitate medium term planning. It has had the happy result of the trustees authorising layout modifications and other improvements suggested by the Library Development Group. The annual rent remains our principal expenditure.

Our Community Library Partnership

The charity entered into a Community Library Partnership with Somerset County Council in 2019. The Service Level Agreement provides the library continues to be part of Somerset's Library Service. The requirements of the Agreement were relaxed by the Library Service during the Covid-19 pandemic in respect of opening hours and some services. We were not expected to aspire to the target figures set. Quarterly Review meetings were temporarily suspended. Normal service has almost, but not quite, been resumed. There have also been a number of changes in the Library Service personnel who work with us.

Trustee meetings

The relaxation of COVID restrictions enabled the trustees to resume physical meetings. The trustees met regularly throughout 2021 - 2022 with meetings taking place on 11th and 26th April (both by Zoom), 27th July, 9th November 2021 and 7th March 2022.

Activities and achievements

Last year's report focused on the massive impact of the Covid 19 pandemic on our operations. This year has been a period of recovery and development. The number of people using the library has gradually built back up, although it has further to go before we reach the levels achieved in 2019-20.

Volunteer staff

Our team of volunteers has weathered the Covid-19 pandemic bravely and retains its commitment and dedication. It is the right size for our current needs, and we have not had to actively recruit. We have two new team members in training, which is enough to ensure continuity. During the pandemic we could



The new photocopier

only offer limited individual training top-up but we can now plan for greater social interaction and future training needs. We have successfully introduced a card payment machine and the new photocopier is now in use without major problems for volunteers. Breakdown of the main issue desk computer has been the major difficulty recently and makes the volunteers' job difficult and discouraging, but we have managed without major meltdown of the team! The kiosk has proved a major blessing – but although we encourage its use, our volunteers recognise that for some readers social interaction is a major pleasure in using the library and make sure they greet and chat where appropriate.

The physical state of the Library

In our last report we described the formation of the Library Development Group and its plans to improve the physical state of the library. Almost everything it hoped for has now been achieved – shelving units have been reorganized to give us greater space in the main library whilst still leaving us an adequate storage area, a new, much more responsive and efficient heating system is now in place; new brighter, more welcoming lighting has been installed, the decrepit freestanding but immovable book unit has been replaced by two easily-shifted mobile units. New carpet squares have been laid, replacing the much-worn existing carpet.

Les Kimberley Short Story Writing Competition

Last year's report mentioned the untimely death of Les Kimberley on 24th August 2020. In recognition of Les's immense contribution to our library we launched The Les Kimberley Short Story Writing Competition. This attracted 33 entries from 29 people. A successful prize event was held at the Methodist Church Hall in Castle Cary on 22th January 2022 with the children's author Gill Lewis providing feedback and presenting prizes. The trustees are extremely grateful to Janice Collins and Gill Price for their work in organising the competition.

Other fundraising and awareness raising activities

We have held a further successful book sale at the Market House, and also took part in Castle Cary's Big Christmas with a second-hand book stall at the Library. These events serve both to raise money and increase awareness of our library, and we intend to hold similar events in the future.

The future

Our chief concerns continue to be meeting our community's wants and needs in respect of their local Library, the sustainability of our financial situation in the medium and long term and the future of our premises.

1. Although the major planned improvements are now complete, the trustees will continue to be guided by the LDG on minor premises improvements. which will include improving the quality of signage and shelf labels in the library.
2. The trustees have begun the process of monitoring data including the numbers of active readers, readers' age profile, footfall, and numbers of books issued. The examination of this data will enable the trustees to make informed decisions on what our communities want from their Library, and to plan future action to meet these needs
3. The Trustees will continue their consideration of how the Friends of the Library group can be usefully developed to support fundraising and other activities and provide a formal "membership" for the charity.
4. The relationship with local schools and pre-school provision will continue to be a focus of our work with children, in particular the recognition that many of our readers attend education facilities outside the immediate town.
5. Andy Sheffield has recently taken on the role of local co-ordinator for the Home Library Service and hopes to develop its scope to meet the community's needs.
6. We are fortunate in currently having a strong balance sheet. However, the trustees are mindful the County Council's contractual annual grant expires in March 2026 and will plan accordingly.
7. Gift Aid registration with HMRC is in hand.
8. The recent lease extension to April 2027 provides medium term security. Longer term security is a matter that will need to be addressed in the not too distant future.



Gadgets from the Museum - a focus for the Summer Reading Challenge

Appreciation

The trustees would again like to thank each and every volunteer for their contribution to our wonderful library. The time, dedication, loyalty and effort you have and continue to give is hugely appreciated. Without you the library simply would not function.

Carole Kimberley and Laura Tilling, our amazing Joint Library Managers, continue their enthusiastic and time-consuming work of being responsible for the day to day administration of our Library. Their hard work is greatly valued.

Working quietly in the background our Treasurer Doug Crosse keeps a watchful eye on the finances. The trustees thank him and the accounts examiner Jeannie Thanisch for their hard work and commitment.

The trustees also need to thank Somerset County Council Library Services for their invaluable help, support and encouragement. Thanks are also due to Somerset County Council, Castle Cary Town Council, Ansford Parish Council and other Parish Councils for their financial assistance.

The trustees declare that they have approved the trustees' report above, and the accounts attached.

Signed on behalf of the FCCCL trustees

R L Weldhen

Full name: Roger Leonard Weldhen

Position: Chair of trustees

Date: 5 September 2022

Accounts for the year ended 31st March 2022

INCOME AND EXPENDITURE ACCOUNT

<u>INCOME</u>	2021/22	2020/21	<u>EXPENDITURE</u>	2021/22	2020/21
	£	£		£	£
LIBRARY INCOME (FINES ETC)	870.98	189.00	OFFICE SUPPLIES/COSTS	39.16	
GRANTS Town and Parish	4850.00	4800.00	ELECTRIC	978.20	934.23
GRANTS SCC	5000.00	5000.00	MEETINGS	107.20	
GRANTS set up			WATER / SEWERAGE	65.00	54.00
Business support grants	2667.00	18335.00	INSURANCE / security / IOC REG	609.37	279.97
DONATIONS	65.13	1137.20	Rent Contract Extension costs	600.00	
Co op Donation		1311.58	ADMIN		
EVENTS	162.05		PHONE	74.52	72.72
Event donations	714.01		EVENTS	569.10	
SUNDRIES	24.40		RENT	6,399.96	6,399.96
Gift Aid			FUNDRAISING	70.00	
			WEBSITE	72.00	97.18
			CAPT EQU heating / book display	3,831.87	252.36
			Pat testing		30.00
			Covid Screens		321.54
			Co op / Library for All Jute bags		557.94
			SUNDRIES	394.78	29.73
Total Receipts	<u>14353.57</u>	<u>30772.78</u>	Total Payments	<u>13,811.16</u>	<u>9,029.63</u>
			Excess / Deficit	542.41	21,743.15
			Total	14,353.57	30,772.78
Year end Balance Sheet					
Current acc balance opening	27303.98	5560.83	Current Account Closing	27,846.39	27,303.98
			Unpresented cheques/payments	0.00	0.00
Petty Cash opening	0.00	0.00	Book balance Current Account	27,846.39	27,303.98
Total	27303.98	5560.83			
Designated Funds		175.50	Petty Cash closing	0.00	0.00
Balance brought forward	27303.98	5560.83	Total	27,846.39	27,303.98
Excess / deficit in general fund	542.41	21743.15			
Total	27846.39	27303.98	Total	27,846.39	27,303.98

Prepared by
Doug Crosse

Examined by
Jeannie Thanisch

Date

20th April 2022.

Signed

Jeannie Thanisch

Friends of Castle Cary Community Library (registered charity no 1180566)
Accounts for the year ended 31st March 2022

Income and expenditure account

<u>INCOME</u>	2021/22	2020/21	<u>EXPENDITURE</u>	2021/22	2020/21
	£	£		£	£
LIBRARY INCOME (FINES ETC)	870.98	189.00	OFFICE SUPPLIES/COSTS	39.16	
GRANTS Town and Parish	4850.00	4800.00	ELECTRIC	978.20	934.23
GRANTS SCC	5000.00	5000.00	MEETINGS	107.20	
GRANTS set up			WATER / SEWERAGE	65.00	54.00
Business support grants	2667.00	18335.00	INSURANCE / security / IOC REG	609.37	279.97
DONATIONS	65.13	1137.20	Rent Contract Extension costs	600.00	
Co op Donation		1311.58	ADMIN		
EVENTS	162.05		PHONE	74.52	72.72
Event donations	714.01		EVENTS	569.10	
SUNDRIES	24.40		RENT	6,399.96	6,399.96
Gift Aid			FUNDRAISING	70.00	
			WEBSITE	72.00	97.18
			CAPT EQU heating / book display	3,831.87	252.36
			Pat testing		30.00
			Covid Screens		321.54
			Co op / Library for All Jute bags		557.94
			SUNDRIES	394.78	29.73
Total Receipts	<u>14353.57</u>	<u>30772.78</u>	Total Payments	<u>13,811.16</u>	<u>9,029.63</u>
			Excess / Deficit	542.41	21,743.15
			Total	14,353.57	30,772.78
 Year end Balance Sheet					
Current acc book balance opening	27303.98	5560.83	Current Account Closing	27,846.39	27,303.98
			Unpresented cheques/payments	0.00	0.00
			Book balance Current Account	27,846.39	27,303.98
Petty Cash opening	0.00	0.00			
Total	27303.98	5560.83	Petty Cash closing	0.00	0.00
Designated Funds		175.50	Total	27,846.39	27,303.98
Balance brought forward from last year	27303.98	5560.83			
Excess / deficit in general fund	542.41	21743.15			
Total	27846.39	27303.98	Total	27,846.39	27,303.98

Prepared by
Doug Crosse

Examined by
Jeannie Thanisch

Date *20th April 2022*
Signed *JM Thanisch*

FRIENDS OF CASTLE CARY COMMUNITY LIBRARY.

England & Wales - Charity number 1180566

Accounts



Friends of Castle Cary Community Library

Annual Report

for the period
1st April 2020 to 31st March 2021



Covid-19 arrangements at the Library Issue Desk

Registered Charity Number 1180566

Administrative Details

1. The charity's name is the Friends of Castle Cary Community Library (FCCCL) . The charity does not use any other name.
2. The charity's registration number is 1180566. The charity's principal office is Knowle House South Street Castle Cary Somerset BA7 7ES . Its activities are primarily centred on the Library at Bailey Hill, Castle Cary BA7 7AA
3. The trustees of the charity at the date this report was approved are: Janice Collins, Peter Marsden, David Terry, Laura Tilling, Will Vaughan and Roger Weldhen (Chair),
4. The Treasurer is Doug Crosse. Administrative support is provided by Anne Pitt. Neither is a trustee.
5. No other person served as a trustee or custodian trustee for the period covered by this report save for Les Kimberley (1st April to 24th August 2020) and Judi Morison (entire period) .
6. The trustees appointed Carole Kimberley and Laura Tilling to be Joint Library Managers on 21st January 2021.
7. As at the date of this report there were 112 members of FCCCL

Governance

1. The charity is constituted as a Charitable Incorporated Organisation (CIO) with a constitution dated 6th November 2018 as its governing document.
2. FCCCL was entered in the Register of Charities on 6th November 2018 as a CIO.
3. Following FCCCL entering into a Service Level Agreement with Somerset County Council on 15th March 2019 operation of the Library was transferred from the County Council to FCCCL on 1st April 2019. The County Council continues to provide all loan stock, information technology systems, internet access and professional support. The County Council has also provided a self serve kiosk which is popular with Library users. Through the County Council Library Service our little library also acts as a portal to all the vast book, non-book and e-resources of Libraries West.
4. The constitution requires there shall be a minimum of four and no more than eight trustees.
5. Janice Collins, Laura Tilling and Roger Weldhen are the original trustees of the charity. The constitution requires two of them to resign at the next AGM (although they are eligible for re - election).
6. The charity is resourced entirely by volunteers.

Financial Review

1. The principal source of financial support of the Library during the period in question has been grants from HM Government (HMG), Somerset County Council, Castle Cary Town Council, Ansford Parish Council and five Parish Councils.
2. Covid 19 related Business Support Grants totalling £18335 were received from HMG (via South Somerset District Council) for the period covered by this report.
3. Income has been received from Library services such as fines for overdue books and reservation fees as well as the monies generated from book sales and donations.
4. The trustees have adopted a reserves policy whereby they seek to accumulate sufficient reserves to fund a minimum of six months operating costs. However, the trustees would wish to maximise the reserves during the period when they are receiving support from the County, Town and Parish Councils to ensure that should this support be reduced the financial security of the Library will be assured. The trustees have acknowledged the importance of balancing the accumulation of reserves against the need to spend money on improvements to the library, in particular heating, lighting and modifications to the layout in order to provide a dedicated children's area and to make the whole public area feel more spacious..
5. The charity does not and has not held funds as a custodian trustee on behalf of others.
6. The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.
7. During the financial period covered by this report the charity received a total of £30772.78 from all of its income sources and made total payments of £9029.63 which resulted in £21743.15 of income in excess of expenditure. The total funds of the charity at year end was £27303.98.

Library Premises

On 9 April 2019 the charity was granted the lease of the ground floor of the Library building for the period starting on 1 May 2019 and ending 30 April 2022. The annual rent is our principal expenditure.

Objectives

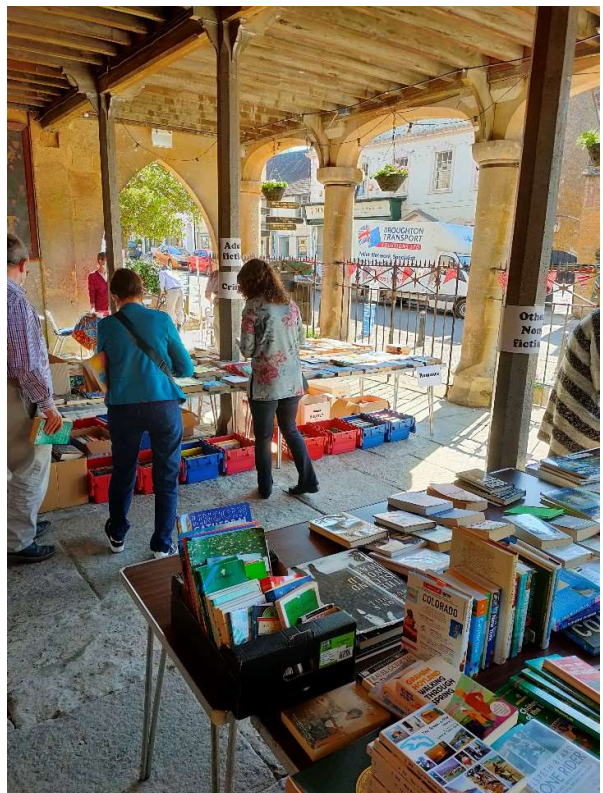
The objectives of the charity as defined by its constitution are:

The advancement of education for the public benefit in particular by the provision of Library facilities and services for learning, for information, advice and other related Library provision for the benefit of the residents and the wider community in Castle Cary, Ansford and the surrounding areas.

Activities and aspirations

Activities and aspirations have included:

1. The Service Level Agreement with Somerset County Council puts responsibility on FCCCL to ensure the continued availability of a public Library service free of charge to the community of Castle Cary and surrounding areas for 19.5 hours each week including the loan of stock provided by Somerset Library Service and the provision of free internet access. Covid - 19 regulations and guidance prevented the Library from opening for much of 2020/2021 (see the Achievement and Performance section below).
2. Signposting information enquiries concerning the local community, its resources and groups operating within it to the Town Council Community and Tourist Information Point.
3. Taking the initial steps with a view to developing a wider range of activities for a range of needs and ages.
4. Income generation to ensure the continuance and development of the charity's activities.



We eventually managed to hold a Book Sale in May 2021, and raised £700

Les Kimberley

Everyone associated with our Library was saddened to learn of the untimely death of Les Kimberley on 24th August 2020. Les's contribution to the Library was immense. In mid 2018 when closure seemed likely Les was at the forefront in motivating and coordinating plans to save the Library. Les was a highly effective and diligent trustee who brought wisdom and good sense to our meetings and the Library's affairs. Where he excelled was in the role of Library Manager. His organisational skills, attention to detail and unstinting commitment were instrumental in establishing a successful Community Library.

We continue to miss his good humour, calmness and measured approach. The trustees are immensely grateful to Les's wife Carole for agreeing to take on the role of Joint Library Manager with Laura Tilling.

Chris Fowler

Chris Fowler was part of the small group involved in the formation of our Community Library. Chris served as clerk to the trustees from the Charity's formation until 28th September 2020. His wisdom, attention to detail and hard work were greatly appreciated by the Trustees.

Achievements and Performance

The impact on our library of the covid 19 pandemic and the associated lockdowns has been profound. We were closed completely from the end of March 2020 to mid August 2020 and then reopened for very reduced hours, with no browsing allowed so that we had to choose books for our customers. Crucially the book reservation system was halted so our readers could not borrow books from other libraries in libraries west, and all the usual systems for churning books between libraries also ceased.

The sudden death of Les Kimberley, our Library Manager, at the end of August 2020 was a tragic blow to the whole Desk Volunteer Team. Carole Kimberley and Laura Tilling took on jointly the task of managing the library.

We had to close again soon after Christmas 2020, re-opening in the same limited sense towards the end of March 2021. However as we move into our new financial year the Government's Road Map out of lockdown has meant that we can gradually move back towards normality with limited browsing, the reservations system recommencing, hours back almost to normal, and the public computer again available.

Our 20+ volunteers have been magnificent throughout this difficult period. One or two have been shielding vulnerable relatives or have had their own medical difficulties but the vast majority have continued as usual, taking on board all the additional procedures demanded to keep people safe – wearing masks and socially distancing in the library; strict sanitizing and disinfecting regimes, quarantining of books etc. Many of our customers appeared to have deserted us but they are now gradually coming back. The Somerset Library Service has wisely and rationally abandoned all its normal statistical measurements of performance over the lockdown period, so we are not going to be told we have failed to meet the targets set by our contract.

We have provided refresher training for volunteers requesting it, and also trained up three new volunteers to join our team.

We have not been idle during lockdown. Our desk volunteer team has undertaken a thorough overhaul and weeding of our stock, with the Library Service's blessing. We have also received far more new books than usual and our shelves now look brighter and more up to date than before. We have significantly



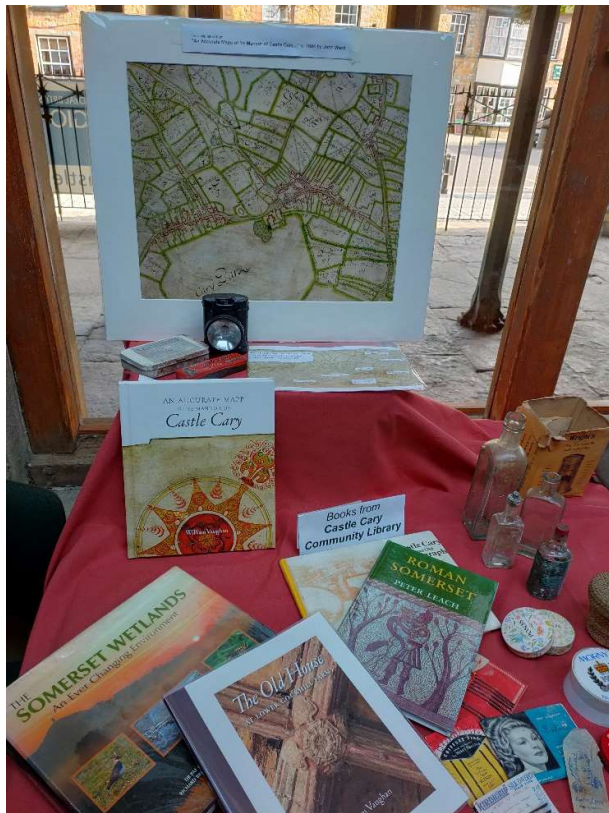
Choosing books for the children

improved our book displays in the library and customers are now greeted by an array of new books to choose from.

The Co-op grant, awarded to us early in the financial year and mentioned in last year's report, was intended for library-related events which we have been unable to put on. However with the Co-op's permission we were allowed to migrate the funding to an exciting project with Castle Cary Primary School, every child receiving a free book bag which they can now send to the library as a request to borrow books. Over 50 children have taken advantage of the scheme.



Castle Cary Primary School children with their bags



Books from the library's Local History section, including Will Vaughan's "An Accurate Mapp of Castle Cary", on display at the Market House.

Another use of the grant has been to hire the shambles at the market house for sessions where different sectors of the community can be introduced to some of our library books. We attempted this with some small success but will probably repeat it at a later date when things are back to normal.

Trustee meetings

The pandemic resulted in all trustee meetings being conducted electronically during the period covered by this report. Zoom was used for five formal trustees' meetings. There were also three informal electronic trustee discussions.

The Future

1. In the last Annual Report we reflected on our achievements and thoughts for the future. This included: what our community wants from a local Library, the sustainability of our financial situation in the medium and long term and the future of our premises.
2. The Library Development Group (LDG) that was formed in January 2020 have been busy planning improvements to our Library. The LDG identified the need to reorganise the shelving layout, the repositioning of the public computer, upgrading the lighting and heating. At the date of this report the shelving layout is in the course of reorganisation. The public computer has been repositioned. The trustees have approved the upgrading of the lighting and heating. The improvements should be completed by August 2021
3. The trustees are in discussion with the Library's landlord with a view to securing a longer lease.

Appreciation

The trustees would again like to thank each and every volunteer for their contribution to our wonderful Library. The trustees also need to thank Somerset County Council Library Services for their invaluable help, support and encouragement. Thanks are also due to Somerset County Council, Castle Cary Town Council, Ansford Parish Council and other Parish Councils for their financial assistance.

The trustees declare that they have approved the trustees' report above, and the accounts attached.

Signed on behalf of the FCCCL trustees

R L Weldhen

Full name: Roger Leonard Weldhen

Position: Chair of trustees

Date: 27th July 2021

Friends of Castle Cary Community Library (registered charity no 1180566)

Accounts for the year ended 31st March 2021

Income and expenditure account

INCOME	2020/21		2019/20		EXPENDITURE	2020/21		2019/20	
	£	£	£	£		£	£		
LIBRARY INCOME (FINES ETC)	189.00	1541.61			OFFICE SUPPLIES/COSTS				513.91
					ELECTRIC	934.23		1141.71	
GRANTS Town and Parish	4800.00	5050.00			MEETINGS			29.20	
GRANTS SCC	5000.00	5000.00			WATER / SEWERAGE	54		68.00	
GRANTS set up		1000.00			INSURANCE / security / IOC REG	279.97		443.18	
Business support grants	18335.00								
DONATIONS	1137.20	121.00			ADMIN				
Co op Donation	1311.58				PHONE	72.72		78.00	
					EVENTS			256.15	
EVENTS		241.97			RENT	6399.96		5866.63	
					FUNDRAISING			108.67	
FUNDRAISING		438.81			WEBSITE	97.18		42.00	
					CAPITAL EQUIPMENT Table / Boxes	252.36			
GIFT AID					Pat testing	30			
					Covid Screens	321.54			
					Co op / Library for All Jute bags	557.94			
SUNDRIES		378.00			SUNDRIES	29.73		642.39	
Total Receipts	30772.78	13771.39			Total Payments	9029.63		9189.84	
					Excess / Deficit	21743.15		4581.55	
					Total	30772.78		13771.39	

Year end Balance Sheet

Current acc book balance opening	5560.83	979.28	Current Account Closing	27303.98	5560.83
			Unpresented cheques/payments	0.00	0.00
			Book balance Current Account	27303.98	5560.83
Petty Cash opening	0.00	0.00			
Total	5560.83	979.28	Petty Cash closing	0.00	0.00
Designated Funds	175.50	175.50	Total	27303.98	5560.83
Balance brought forward from last year	5560.83	979.28			
Excess / deficit in general fund	21743.15	4581.55			
Total	27303.98	5560.83	Total	27303.98	5560.83

Prepared by
Doug Crosse

Examined by
Jeannie Thanisch

Date

5th July 2021

Signed

[Handwritten Signature]

Friends of Castle Cary Community Library (registered charity no 1180566)

Accounts for the year ended 31st March 2021

Income and expenditure account

<u>INCOME</u>	2020/21	2019/20	<u>EXPENDITURE</u>	2020/21	2019/20
	£	£		£	£
LIBRARY INCOME (FINES ETC)	189.00	1541.61	OFFICE SUPPLIES/COSTS		513.91
			ELECTRIC	934.23	1141.71
GRANTS Town and Parish	4800.00	5050.00	MEETINGS		29.20
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Co op Donation	1311.58		PHONE	72.72	78.00
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			RENT	6399.96	5866.63
FUNDRAISING		438.81	FUNDRAISING		108.67
			WEBSITE	97.18	42.00
			CAPITAL EQUIPMENT Table / Boxes	252.36	
GIFT AID			Pat testing	30	
			Covid Screens	321.54	
			Co op / Library for All Jute bags	557.94	
SUNDRIES		378.00	SUNDRIES	29.73	642.39
Total Receipts	<u>30772.78</u>	<u>13771.39</u>	Total Payments	<u>9029.63</u>	<u>9189.84</u>
			Excess / Deficit	21743.15	4581.55
			Total	30772.78	13771.39
 Year end Balance Sheet					
Current acc book balance opening	5560.83	979.28	Current Account Closing	27303.98	5560.83
			Unpresented cheques/payments	0.00	0.00
			Book balance Current Account	27303.98	5560.83
Petty Cash opening	0.00	0.00			
Total	5560.83	979.28	Petty Cash closing	0.00	0.00
Designated Funds	175.50	175.50	Total	27303.98	5560.83
Balance brought forward from last year	5560.83	979.28			
Excess / deficit in general fund	21743.15	4581.55			
 Total	 27303.98	 5560.83	Total	 27303.98	 5560.83

Prepared by
Doug Crosse

Examined by
Jeannie Thanisch

Date

5TH July 2021

Signed

Jeannie Thanisch

**Independent Examiner's Report to the Trustees of the
Friends of Castle Cary Community Library**

I report on the accounts for the year ended 31st March 2021

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - + to keep accounting records in accordance with Section 41 of the Act and
 - + to prepare accounts which accord with the accounting records and
 - + to comply with the accounting requirements of the Acthave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's constitution have not been met.

Name: JEANNIE THANISCH

Address: 3, ASHTON HOUSE, FORE STREET,
CASTLE CARY, SOMERSET. BA7 7BG

Date: 25.05.2021

Signature: 