



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



Choosing books for the children

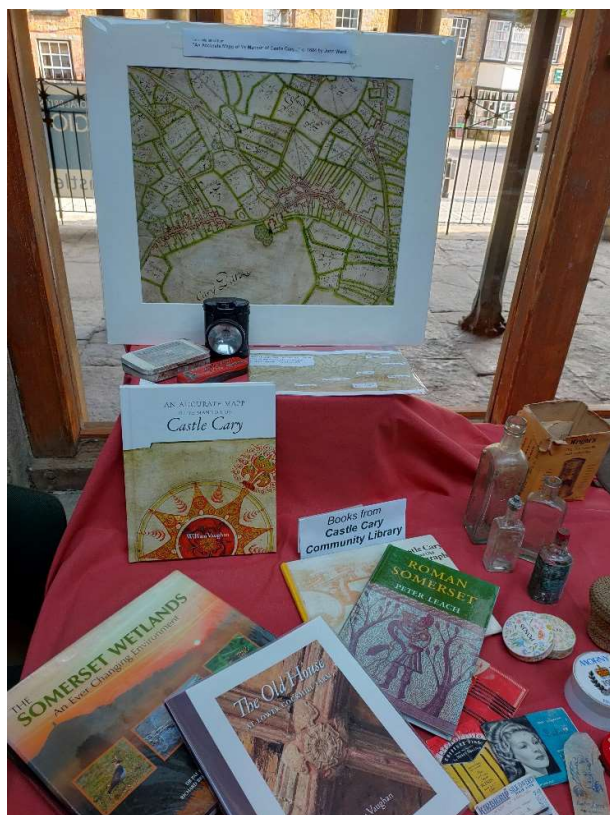
undertaken a thorough overhaul and weeding of our stock, with the Library Service's blessing. We have also received far more new books than usual and our shelves now look brighter and more up to date than before. We have significantly

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		241.97	EVENTS		256.15
			RENT	6399.96	5866.63
FUNDRAISING		438.81	FUNDRAISING		108.67
			WEBSITE	97.18	42.00
GIFT AID			CAPITAL EQUIPMENT Table / Boxes	252.36	
			Pat testing	30	
			Covid Screens	321.54	
SUNDRIES		378.00	Co op / Library for All Jute bags	557.94	
			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

Signed

5th July 2021

[Signature]

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

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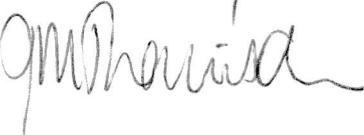
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Prepared by
Doug Crosse

Examined by
Jeannie Thanisch

Date

Signed

5TH July 2021


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 Act
- have 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: J Thanisch