



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

Signed

20th April 2022.
J Thanisch

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

Accounts for the year ended 31st March 2022

Income and expenditure account

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	£	£		£	£
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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 Jeannie Thanisch