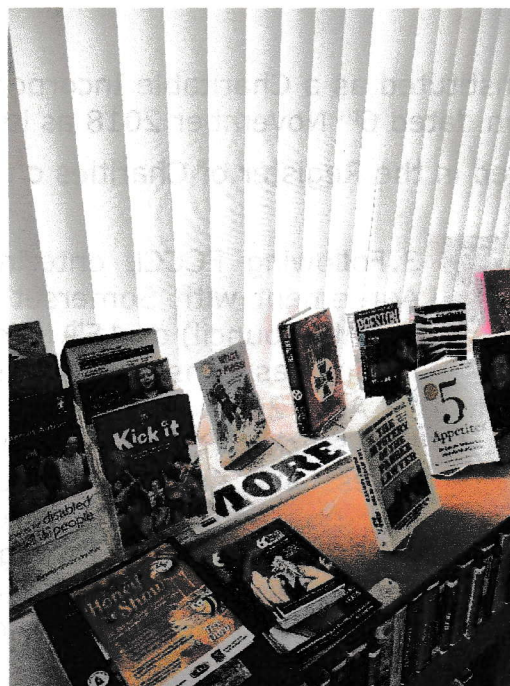




Friends of Castle Cary Community Library

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 meeting 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 Yarlington 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.



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', written over a horizontal line.

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
			ELECTRIC	2113.52	978.20
GRANTS Town and Parish	4800.00	4850.00	MEETINGS	63.20	107.20
GRANTS SCC	5000.00	5000.00	WATER / SEWERAGE	81.00	65.00
			INSURANCE / security / IOC REG	541.50	609.37
Business support grants		2667.00	Rent Contract Extension costs		600.00
DONATIONS	114.42	65.13	ADMIN		
Photocopying	248.80		PHONE	85.35	74.52
EVENTS		162.05	EVENTS	105.70	569.10
Events donations	341.50	714.01	RENT	6399.96	6399.96
SUNDRIES	280.00	24.40	FUNDRAISING		70.00
Gift Aid			WEBSITE	100.78	72.00
Hire of Library	16.00		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
			Unpresented cheques/payments	0.00	0.00
Petty Cash opening	0.00	0.00	Book balance Current Account	8365.17	27846.39
Total	27846.39	27303.98	Book bal United Trust Bank	10000.00	
Designated Funds	226.85	126.85	Book bal Cambridge & Counties	10000.00	
Balance brought forward	27846.39	27303.98	Petty Cash closing	0.00	0.00
Excess / deficit in general fund	518.78	542.41	Total	28365.17	27846.39
United Trust Bank closing	10000.00				
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					
Independently examined by Jeannie Thanisch					
Date 04.05.2023					
Signed <i>gm Thanisch</i>					