

# THE SOMERTON LIBRARY TRUST

England & Wales · Charity number 1181508

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-01-10

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

## Contact

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**Address** Little Barns  
The Triangle  
Somerton  
TA11 6ND

**Phone** 07580050425

**Email** [somertonlibrarytrust@outlook.com](mailto:somertonlibrarytrust@outlook.com)

**Website** <https://somertonlibrary.com/>

## Activities

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**Objects:** THE ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT BY SUPPORTING THE OPERATION AND MAINTENANCE OF A PUBLIC LIBRARY IN SOMERTON FOR THE BENEFIT OF LOCAL RESIDENTS

**Activities:** The charity operates within the terms of a Community Partnership Agreement in partnership with Somerset County Council to provide a library service in Somerton for the public benefit open to all eligible members of the community.

## Classification

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- **How:** Provides Services, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- Somerset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£56,630	£48,144	-	-
2024-03-31	£29,796	£43,085	-	-
2023-03-31	£20,292	£30,735	-	-
2022-03-31	£24,182	£32,269	-	-
2021-03-31	£52,986	£23,645	-	-

## Trustees

Name	Role	Appointed
<b>Jeremy Peter Spencer Greenop OBE</b>	Chair	2018-11-09
Alexandra Stannett		2023-08-08
Amanda Jane Worsdale		2025-07-23
Julie Goodman		2025-09-17
Martyn Geoffrey Smith		2018-11-09
Robert John Cherry		2018-11-13
Susan Margaret Partington		2021-03-30

**THE SOMERTON LIBRARY TRUST**

England & Wales - Charity number 1181508

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# Accounts

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# THE SOMERTON LIBRARY TRUST

Registered Charity No: 1181508

## ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDING 31 MARCH 2025

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# THE SOMERTON LIBRARY TRUST

## Trust information

Charity number 1181508

Trust's correspondence address:

Little Barns  
The Triangle  
Somerton  
Somerset  
TA11 6ND

Library address:

Somerton Library  
Cox's Yard  
West Street  
Somerton  
TA11 7PR

Charity Trustees:

<b>Trustee name</b>	<b>Office</b>	<b>Dates as Trustee if not for whole year</b>
Jeremy Greenop	First charity Trustee, Chair, Communications and PR and Fundraising	Throughout
Martyn Smith	First charity Trustee, Treasurer.	Throughout
Robert Cherry	Facilities Manager	Throughout
Susan Partington	Community Engagement	Throughout
Alexandra Stannett	Health & Safety	Throughout
Philip Flowers	Town Council Nominated Trustee	From 1 May 2024

# THE SOMERTON LIBRARY TRUST

## THE TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2025

### The Trust

The Trust's Constitution as a Charitable Incorporated Organisation (CIO) with a Foundation Structure was approved and registered by the Charity Commission on 10 January 2019. The Trust's Object is:

**The advancement of education for the public benefit by supporting the operation and maintenance of a public library in Somerton for the benefit of local residents.**

The Trust entered into a Service-Level Agreement [**the Agreement**] with Somerset County Council (SCC – now Somerset Council; hereafter referred to as '**SC**') to establish a Community Library Partnership (**CLP**). The 'Commencement Date' for the terms of the Agreement was 1 April 2019 and the 'Expiry Date' is 7 years from the Commencement Date. Somerton Town Council (**STC**) leases the library building to the Trust at a peppercorn rent, with an initial term of no more than 7 years from 31 March 2019. STC owns the library building and is responsible for the maintenance of the building's structure. The Trust assumed responsibility for running Somerton Library as a CLP on 1 April 2019.

Successful delivery of the Trust's Object is dependent on commitment to the 'Partnership' by SC, STC and the Trust.

### Trust Management

The Trust is managed in accordance with the Constitution endorsed by the Charity Commission.

Meetings are held when required. In the reporting year the Trust has held 2 routine meetings. The 2023/2024 Annual General Meeting was held on 2 May 2024. Minutes are produced for all meetings and retained with key Trust documents to which all Trustees have access.

On 16 August 2024, the Charity Commission acknowledged receipt of the Annual Return for 2023/2024 and the Trustees' Annual Report and Accounts. The Report was publicised locally and copies submitted to SC and STC.

The Trustees' Annual Report and Accounts document for 2024/2025 (this report) was circulated by e-mail. It was endorsed by the Trustees and subsequently approved by the Members at the Annual General Meeting on 10 April 2025.

Details of serving Trustees are on page 2.

A programme of continuous improvement and self-appraisal, that was introduced in January 2021 and repeated in January 2022, has been deferred for a further year while the purpose and benefit of the process are reviewed.

The Trust and the Somerset Library Service (**SLS**) hold regular CLP review meetings to assess the effective delivery of library services and interaction with the community. Once again SLS has noted the added range of community activities offered by Somerton Community Library and noted that statistical data gathered by SLS marks the Library as one of the highest achieving libraries within the CLPs in Somerset.

## Trust Priorities and EOY Review

Priorities for 2024/2025 were to:

- ❖ Develop more effective lines of communication with STC;
  - ✓ Partially achieved. Lines of communication remain tenuous. STC nominated a trustee in May but STC does not always acknowledge or responded to communications from the Trust.
- ❖ Work with STC to agree a memorandum of understanding (MoU) for the security and maintenance of the Library premises;
  - ✓ An agreement was reached at a meeting on 15 November 2024. Additional detail is contained in the paragraph on 'Facilities Management'.
- ❖ Recruit Trustees to undertake the roles of: 'Communications and PR' and 'Fundraising';
  - ✓ Partially achieved. A volunteer has been identified who if inducted will assume the 'Fundraising' role. The 'Communications and PR' role remains unfilled and is covered by the Chair.
- ❖ Based on the findings of a survey for Somerton businesses, develop a plan to strengthen ties with local businesses;
  - ✗ Little progress has been made. The majority of local businesses that were surveyed endorsed the value of the Library as an asset for their employees and the community, but they are disinclined to sponsor the Trust.
- ❖ Maintain an enthusiastic volunteer base and continue a rolling training programme;
  - ✓ Achieved. Offers to join the volunteers exceeds the number of volunteers required. An effective training programme is maintained.
- ❖ Review and update the programme of work and enhancements to the building with particular focus on redecoration of the interior.
  - ✓ Ongoing.

As indicated above (✓) there has been substantial success in the achievement of many of the 2024/2025 goals. Those that require further work (✗) will be pursued in 2025/26.

Priorities for 2025/2026 are on page 6.

### Volunteers

A volunteer policy document is being drafted.

The volunteer programme is managed by 2 coordinators, one of whom is the Clerk to the Trust.

A programme for volunteer refresher training was agreed with SLS and is in place: all volunteers undergo inhouse training once a year. Customer Service volunteers have undertaken a programme of training for the new Library Management System.

### Facilities Management

STC own the library building. It had been understood that STC – the Trust's landlord - is responsible for the security and maintenance of the building; however, STC's lawyers stated this is not the case. The Trust proposed the development of a MoU to overcome the difference in interpretation of the lease without recourse to litigation. A meeting was held on 15 November 2024. Agreement was reached whereby, without prejudice, the

Trust assumed responsibility for the security and maintenance of the building for the duration of the current lease, and STC will provide funding for the outstanding maintenance and defects, including those identified by a Fire Risk Assessment (FRA) undertaken in January 2023. Other than notes of the meeting the Chair of the Trust circulated by email, no written agreement followed. The Trust remains responsible for managing the utilities and facilities within the library building. SLS maintains the library IT systems and associated infrastructure.

### **Health & Safety (H&S)**

H&S responsibilities are apportioned between SLS and the Trust for which there are separate policies. The division of responsibility for observance and implementation of the policies is defined in the Agreement. The Trust is responsible for the H&S policy as it applies to the building and for activities outside staffed opening hours, while SLS is responsible for the implementation of both policies during staffed opening hours.

The Trust's Health & Safety Policy was reviewed, updated and endorsed in October 2023, and is due for review by 1 October 2026. The Trust's Risk Assessment was updated on 22 February 2024.

Librarians and volunteers receive induction training in accordance with the H&S Policy and changes in the Risk Assessment.

As noted in the 'Facilities Management' paragraph, a FRA was conducted in January 2023. STC has provided funding to rectify the outstanding deficiencies and these should be actioned by the end of April 2025.

### **Insurance**

The Trust is insured with Zurich for: Public Liability; Employer's Liability; Hirer's Liability; and Contents.

### **Finance**

SLT banks with the Unity Trust Bank and has no investments. This year, SLT approved a motion to ringfence £10,000. This amount is held in reserve but available, should the need arise, to maintain Library operations (in accordance with the terms of the Agreement) if the Trust has to be wound-up.

The Trust receives £8,000 each year from SC: a payment called the 'Annual Sum' as set out in the Agreement. In addition, there is income from rentals and fines, as well as donations from local parishes and various benefactors.

Expenditure is primarily to SC for provision of full-time library staff. Other budgeted expenditure is for: utilities; maintenance; and various administrative outgoings.

On 1<sup>st</sup> April 2024 the balance was £15,536.

### **INCOME**

For 2024-25 STC agreed a total support package of £18,000 which has been included in the Grant column.

STC asked SLT to coordinate maintenance after a FRA and has paid the estimated bill.

SLT:

Received two grants from Somerton Community Association for CCTV and fans.

Received £200 support from one local parish council.

Received £2,800 income from fines and loans.

Reclaimed just over £6,900 of VAT (VAT is reclaimed on the project work).

Received £12,000 from SC (£10,000 +VAT) – 5 payments instead of 4 due to phasing.

Received an interim payment of £500 from the Co-Op Communities Fund.

Total income was almost £56,570

## EXPENDITURE

Once again SC made a large back-dated pay award. SLT's wage bill to SC was almost £27,500 including VAT.

The cleaner was paid £1,400 which will increase from 1<sup>st</sup> April 2025 to reflect the National Living Wage.

SLT has spent £3,800 on utilities.

Expenditure on door maintenance and the projects for CCTV and fans were reimbursed.

Maintenance to rectify FRA defects is not yet complete, but STC has already credited SLT.

General maintenance cost just over £1,000.

Admin costs were high due to lifetime licences for the digital display screens and upfront cost of equipment hire for the "Get on-line" events scheduled in April 2025.. Installation of CCTV was included in admin.

Total expenditure amounted to £48,144.

On 31st March 2025 the balance was £23,962.

Following lengthy discussions, STC has agreed to budget £24,000 for SLT in 2025-2026. This will cover ongoing building maintenance and will be drawn down as required.

## Future Plans

Priorities for 2025/2026 are to:

- ❖ Negotiate and agree a replacement Agreement (now termed a Contract) with SC to commence on 1 April 2026;
- ❖ Negotiate and agree a new Lease with STC to commence on 1 April 2026;
- ❖ Recruit a Trustees to undertake the role of: 'Communications and PR';
- ❖ Maintain an enthusiastic volunteer base and continue a rolling training programme;
- ❖ Review and update the programme of work and enhancements to the building with particular focus on redecoration of the interior.

## Appreciation

Thanks are due to STC, the Trustees, generous donors and, above all, to the volunteers, without whom the library could not operate.



Jeremy Greenop  
Chair of Trustees

10 April 2025

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

## APPROVAL OF THE ACCOUNTS

The attached accounts (below) are approved on behalf of the Trustees.



Jeremy Greenop  
Chair of Trustees

10 April 2025

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# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2025

### ACCOUNT DETAILS:

Balance on 1 April 2024:	£15,536
Total receipts to 31 March 2025:	£56,570
Total 31 March 2025:	£72,106
Total payments to 31 March 2025:	£48,144
Balance on 31 March 2025:	£23,962



Martyn Smith  
Treasurer of the Somerton Library Trust

07 April 2025

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR YEAR ENDING 31 MARCH 2025

## BREAKDOWN OF ACCOUNTS

31 March 2024		31 March 2025
	<b>RECEIPTS</b>	
£2,892	Grants	£33,125
£2,495	Library Income	£2,846
£2,824	VAT repayments	£6,993
£11,645	Lettings & Service provision	£12,171
£9,939	Donations	£1,495
<b>£29,796</b>	<b>TOTAL</b>	<b>£56,570</b>
	<b>PAYMENTS</b>	
£27,939	Wages SC/Cleaner	£28,812
£3,114	Gas, Electricity, Water	£3,805
£9,108	Maintenance	£9,945
£2,924	Administration	£5,582
<b>£43,085</b>	<b>TOTAL</b>	<b>£48,144</b>
<b>-£13,289</b>	Net for year	£8,426
£28,825	Balance brought forward	£15,536
<b>£15,536</b>	<b>BALANCE CARRIED FORWARD</b>	<b>£23,962</b>



Martyn Smith  
Treasurer  
Somerton Library Trust

07 April 2025

# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS 2024-2025

## The Somerton Library Trust

Accounts are set out on pages 7 and 8

### Responsibilities and basis of report

I report to the Trustees on my examination of the accounts for the year ended 31 March 2025.

I report in respect of my examination of the Trust's accounts carried out under s145 of the Charities Act 2011 [the Act] and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mary Palmer  
The Old Shoemaker's  
Sutton Road  
SOMERTON

10 April 2025

**THE SOMERTON LIBRARY TRUST**

England & Wales - Charity number 1181508

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# Accounts

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# THE SOMERTON LIBRARY TRUST

Registered Charity No: 1181508

## ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDING 31 MARCH 2024

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Little Barns  
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Somerton  
Somerset  
TA11 6ND

Library address:

Somerton Library  
Cox's Yard  
West Street  
Somerton  
TA11 7PR

Charity Trustees:

<b>Trustee name</b>	<b>Office</b>	<b>Dates as Trustee if not for whole year</b>
Jeremy Greenop	First charity Trustee, Chair, Communications and PR and Fundraising	Throughout
Martyn Smith	First charity Trustee, Treasurer.	Throughout
Robert Cherry	Facilities Manager	Throughout
Susan Partington	Community Engagement	Throughout
Alexandra Stannett	Health & Safety	From 8 August 2023
Peter Richardson	Town Council Nominated Trustee	22 May to 29 October 2023
Sheila Taylor	Health & Safety	To 31 July 2023
Ray Thompson	Fundraising	To 31 May 2023

# THE SOMERTON LIBRARY TRUST

## THE TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

### The Trust

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Successful delivery of the Trust's Object is dependent on commitment to the 'Partnership' by SC, STC and the Trust.

### Trust Management

The Trust is managed in accordance with the Constitution endorsed by the Charity Commission.

Meetings are held when required. In the reporting year the Trust has held 2 routine meetings. The 2022/2023 Annual General Meeting was held on 3 July 2023. Minutes are produced for all meetings and retained with key Trust documents to which all Trustees have access.

On 21 October 2023, the Charity Commission acknowledged receipt of the Annual Return for 2022/2023 and the Trustees' Annual Report and Accounts. The Report was publicised locally and copies submitted to SC and STC.

The Trustees' Annual Report and Accounts document for 2023/2024 (this report) was circulated by e-mail. It was endorsed by the Trustees and subsequently approved by the Members at the Annual General Meeting on 2 May 2024.

Details of serving Trustees are on page 2. The Trust has been without a Town Council nominated Trustee for almost 7 months of the reporting period.

A programme of continuous improvement and self-appraisal, that was introduced in January 2021 and repeated in January 2022, has been deferred for a further year while the purpose and benefit of the process is reviewed.

The Trust and the Somerset Library Service (**SLS**) hold regular CLP review meetings to assess the effective delivery of library services and interaction with the community. This year SLS has noted the expanding range of community activities offered by Somerton Community Library and noted that statistical data gathered by SLS marks the Library as one of the highest achieving libraries within the Community Library Partnerships in Somerset.

## Trust Priorities and EOY Review

Priorities for 2023/2024 were to:

- ❖ Establish effective lines of communication with STC;
  - ❌ Lines of communication are tenuous. STC's nominated trustee resigned after 7 months in post. In that time there was minimal interaction. A replacement has not been nominated. STC does not always acknowledge or respond to communications from the Trust.
- ❖ Work with STC to institute more efficient and eco-friendly systems for temperature control in the library;
  - ✓ A National Grid grant funded the installation of additional loft insulation that was completed in January 2024.
  - ✓ A Somerton Community Association grant will fund the installation of fans that will take place in early April 2024.
- ❖ Recruit Trustees to undertake the roles of: 'Communications and PR' and 'Fundraising';
  - ❌ Despite extensive advertising and personal contacts there have been no offers to fill the posts.
- ❖ Develop a formal fundraising strategy and programme to meet budgetary targets;
  - ❌ Assistance is being offered by a supporter (who has, thus far, declined to accept an invitation to join the Trust) and a survey initiated to engage local businesses. The responses to the survey will be reviewed in 2024.
- ❖ Maintain an enthusiastic volunteer base - recruiting additional volunteers if necessary - and continue a rolling training programme;
  - ✓ Offers to join the volunteers exceeds the number of volunteers required. An effective training programme is maintained.
- ❖ Review and update the programme of work and enhancements to the building.
  - ✓ All current projects are in hand and funding is available. In the longer term, the Trust has to work with STC to plan the redecoration of the inside of the building.

As indicated above (✓) there has been substantial success in the achievement of many of the 2023/2024 goals. Those that require further work (❌) will be pursued in 2024/25.

Priorities for 2024/2025 are on page 6.

### Volunteers

The volunteer policy document is being drafted.

The volunteer programme is managed by 2 coordinators, one of whom is the Clerk to the Trust.

A programme for volunteer refresher training was agreed with SLS and is in place: all volunteers undergo inhouse training once a year. Customer Service volunteers will undertake a programme of training for the new Library Management System due to 'go live' on 30 May 2024.

## **Health & Safety (H&S)**

H&S responsibilities are apportioned between SLS and the Trust for which there are separate policies. The division of responsibility for observance and implementation of the policies is defined in the Agreement. The Trust is responsible for the H&S policy as it applies to the building and for activities outside staffed opening hours, while SLS is responsible for the implementation of both policies during staffed opening hours.

The Trust's Health & Safety Policy was reviewed, updated and endorsed in October 2023. The Trust's Risk Assessment was updated on 22 February 2024.

Librarians and volunteers receive induction training in accordance with the H&S Policy and changes in the risk assessment.

A Fire Risk Assessment was conducted in January. STC have still to manage the implementation of 2 measures. The remainder of the recommended measures and improvements have been implemented within the recommended timeframe.

## **Facilities Management**

STC own the library building. As the Trust's landlord, they are responsible for the security and maintenance of the building in accordance with the tenancy agreement. The Trust has proposed the development of a memorandum of understanding to which STC will respond later in 2024. The Trust is responsible for managing the facilities and utilities within the library building. SLS maintain the library IT systems and associated infrastructure.

## **Insurance**

The Trust is insured with Zurich for: Public Liability; Employer's Liability; Hirer's Liability; and Contents.

## **Finance**

The Trust banks with the Unity Trust Bank and has no investments. The Trust receives £8,000 each year from SC: a payment called the 'Annual Sum' as set out in the Agreement. In addition, there is income from rentals and fines, as well as donations from local parishes and various benefactors.

Expenditure is primarily to SC for provision of full-time library staff. Other budgeted expenditure is for: utilities; maintenance; and various administrative outgoings.

On 1<sup>st</sup> April 2023 the balance was just under £29,000.

## **INCOME**

Received £9,600 from SCC (£8,000 +VAT) as per the Agreement.

Income from fines and loans was £2,500.

The Trust:

Received a further £2,600 from the Co-Op Communities Fund.

Reclaimed just over £2,800 of VAT (the Trust pays more than it charges and reclaims the difference).

Received a grant of £8,100 from National Grid for insulation work.

Received an anonymous donation to purchase a larger monitor for the workroom.

Approached STC to establish a commitment to provide annual funding; this has been a very protracted exercise.

Total income was almost £30,000.

## EXPENDITURE

Once again SC made a large backdated pay award. The total wage bill was £23,500 of which £1,300 was to the cleaner.

The Trust has spent over £3,100 on utilities. Improved insulation and LED lighting should reduce consumption.

Apart from £8,100 spent on insulation, maintenance cost just over £1,000.

Total expenditure amounted to £43,000.

The year closed with a balance of £15,500.

There is concern that STC has not been putting aside funds for the future protection of the library, nor contributing the £3,000 “matched funding” agreed in 2018.

STC was informed that without further support the Trust will run out of money in 2024.

STC agreed to ring fence around six months’ worth of the Trusts expenditure as a fall back contingency. For the coming financial year STC has committed £18,000; to access this the Trust has had to go through the procedure of making a formal grant request. The first half of the payment (£9,000) is due in mid April.

### **Future Plans**

Priorities for 2024/2025 are to:

- ❖ Develop more effective lines of communication with STC;
- ❖ Work with STC to agree a memorandum of understanding for the security and maintenance of the Library premises;
- ❖ Recruit Trustees to undertake the roles of: ‘Communications and PR’ and ‘Fundraising’;
- ❖ Based on the findings of a survey for Somerton businesses, develop a plan to strengthen ties with local businesses;
- ❖ Maintain an enthusiastic volunteer base and continue a rolling training programme;
- ❖ Review and update the programme of work and enhancements to the building with particular focus on redecoration of the interior.

### **Appreciation**

Thanks are due to STC, the Trustees, generous donors and, above all, to the volunteers, without whom the library could not operate.



Jeremy Greenop  
Chair of Trustees

8 April 2024

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

## APPROVAL OF THE ACCOUNTS

The attached accounts (below) are approved on behalf of the Trustees.



Jeremy Greenop  
Chair of Trustees

8 April 2024

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# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2024

### ACCOUNT DETAILS:

Balance on 1 April 2023:	£28,825
Total receipts to 31 March 2024:	£29,796
Total 31 March 2024:	£58,621
Total payments to 31 March 2024:	£43,085
Balance on 31 March 2024:	£15,536



Martyn Smith  
Treasurer of the Somerton Library Trust

03 April 2024

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR YEAR ENDING 31 MARCH 2024

## BREAKDOWN OF ACCOUNTS

31 March 2023		31 March 2024
	<b>RECEIPTS</b>	
£2,426	Grants	£2,892
£2,403	Library Income	£2,495
£3,541	VAT repayments	£2,824
£9,984	Lettings & Service provision	£11,645
£1,939	Donations	£9,939
£20,292	<b>TOTAL</b>	£29,796
	<b>PAYMENTS</b>	
£24,673	Wages SCC/Cleaner	£27,939
£2,392	Gas, Electricity, Water	£3,114
£1,152	Maintenance	£9,108
£2,517	Administration	£2,924
£30,735	<b>TOTAL</b>	£43,085
<b>-£10,443</b>	Net for year	<b>-£13,289</b>
£39,268	Balance brought forward	£28,825
<b>£28,825</b>	<b>Balance carried forward</b>	<b>£15,536</b>



Martyn Smith  
Treasurer  
Somerton Library Trust

03 April 2024

# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS 2023-2024

## The Somerton Library Trust

Accounts are set out on pages 7 and 8

### Responsibilities and basis of report

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### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mary Palmer  
The Old Shoemaker's  
Sutton Road  
SOMERTON

4 April 2024

**THE SOMERTON LIBRARY TRUST**

England & Wales - Charity number 1181508

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# Accounts

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# THE SOMERTON LIBRARY TRUST

Registered Charity No: 1181508

## ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDING 31 MARCH 2023

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# THE SOMERTON LIBRARY TRUST

## Trust information

Charity number 1181508

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c/o Jeremy Greenop  
Little Barns  
The Triangle  
Somerton  
Somerset  
TA11 6ND

Library address:

Somerton Library  
Cox's Yard  
West Street  
Somerton  
Somerset  
TA11 7PR

Charity Trustees:

<b>Trustee name</b>	<b>Office</b>	<b>Dates as Trustee if not for whole year</b>
Jeremy Greenop	First charity Trustee, Chair and Communications and PR	Throughout
Martyn Smith	First charity Trustee, Treasurer.	Throughout
Robert Cherry	Facilities Manager	Throughout
Sheila Taylor	Health & Safety	Throughout
Susan Partington	Community Engagement	Throughout
Ray Thompson	Fundraising	Throughout

# THE SOMERTON LIBRARY TRUST

## THE TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2023

### The Trust

The Trust's Constitution as a Charitable Incorporated Organisation (CIO) with a Foundation Structure was approved and registered by the Charity Commission on 10 January 2019. The Trust's Object is:

**The advancement of education for the public benefit by supporting the operation and maintenance of a public library in Somerton for the benefit of local residents.**

The Trust entered into a Service-Level Agreement [**the Agreement**] with Somerset County Council (SCC) to establish a Community Library Partnership (CLP). The 'Commencement Date' for the terms of the Agreement was 1 April 2019 and the 'Expiry Date' is 7 years from the Commencement Date. Somerton Town Council (STC) leases the library building to the Trust at a peppercorn rent, with an initial term of no more than 7 years from 31 March 2019. STC owns the library building and is responsible for its maintenance. The Trust assumed responsibility for running Somerton Library as a CLP on 1 April 2019.

### Trust Management

The Trust is managed in accordance with the Constitution endorsed by the Charity Commission.

Meetings were held when required. In the reporting year the Trust has held 3 routine meetings. The 2021/2022 Annual General Meeting was held on 26 April 2022. Minutes are produced for all meetings and retained with key Trust documents to which all Trustees have access.

On 12 May 2022, the Charity Commission acknowledged receipt of the Annual Return 2021/2022 and the Trustees' Annual Report and Accounts. The Report was publicised locally and copies submitted to SCC and STC.

The Trustees' Annual Report and Accounts document for 2022/2023 (this report) was circulated by e-mail. It was endorsed by the Trustees and subsequently approved by the Members at the Annual General Meeting on 3 July 2023.

Details of incumbent Trustees are on page 2. The Trust has been without a Town Council nominated Trustee since the beginning of January 2023.

A programme of continuous improvement and self-appraisal, that was introduced in January 2021, was repeated in January 2022. The process will continue every 2 years, i.e. the next self-appraisal will take place in 2024.

Routine CLP review meetings between the Trust and Somerset Library Service (SLS) recommenced on 12 April 2022.

### Trust Priorities

Priorities for 2022/2023 were to:

- ❖ Recruit an additional Trustee with 'Communications and PR' expertise;
- ❖ Maintain an enthusiastic volunteer base – recruiting additional volunteers if necessary - and continue a rolling training programme;

- ❖ Continue to develop a programme for broadening the non-library community activities;
- ❖ Develop a formal fundraising strategy and programme to meet budgetary targets;
- ❖ Investigate more efficient and eco-friendly ways of heating the library.
- ❖ Review and update the programme of work and enhancements to the building.

There has been substantial success in the achievement of most of these goals. Those that require further work will be pursued in 2022/23. Options for incorporating more efficient and eco-friendly ways of heating the library were investigated and a proposal made to STC (the Trust's landlord) in October 2022. To date STC has made no formal response. The Trust continues to search for a trustee to manage 'Communications and PR' and now seeks a trustee to manage 'Fund Raising' to replace the current Trustee who retires on 31 May 2023.

Priorities for 2022/2023 are on page 5.

### **Volunteers**

A volunteer policy document is being prepared.

The volunteer programme is managed by 2 coordinators, one of whom is the Clerk to the Trust.

A programme for volunteer refresher training was agreed with SLS and is in place: all volunteers undergo inhouse training once a year.

### **Health & Safety (H&S)**

H&S responsibilities are apportioned between SCC and the Trust. The division of responsibility for observance and implementation of the policies is defined in the Agreement. The Trust is responsible for the H&S Policy outside staffed opening hours as it applies to the building and operations within the building, while SCC is responsible for the implementation of both policies during staffed opening hours.

On relaxation of Covid-19 restrictions, the Trust's risk assessment was updated.

Librarians and volunteers receive induction training in accordance with the H&S Policy and changes in the risk assessment.

A Fire Risk Assessment was conducted in January and the recommended measures and improvements are being implemented within the recommended timeframe.

### **Facilities Management**

The Trust is responsible for managing the facilities and utilities within the library building that is owned by STC. SCC maintain the library IT systems and associated infrastructure.

### **Insurance**

The Trust is insured with Zurich for: Public Liability; Employer's Liability; Hirer's Liability; and Contents.

### **Finance**

The Trust banks with the Unity Trust Bank and has no investments. The Trust receives £8,000 each year from SCC: a payment called the 'Annual Sum' as set out in the Agreement. In addition, there is income from rentals and fines, as well as donations from local parishes and various benefactors.

Expenditure is primarily to SCC for provision of full-time library staff. Other budgeted expenditure is for: utilities; maintenance; and various administrative outgoings.

Following Covid-19-related business support payments of £39,143 in 2020/2021 the Trust elected not to seek in-year grants from STC for 2022/2023.

In November 2018, the Town Clerk confirmed to SCC that, "*Somerton Town Council have agreed to budget £14K pa for the next five years in support of the library in Somerton.*" Recent dialogue disclosed that STC's current and future budgets do not include funding to support the Library. From the inception of the CLP on 1 April 2019 to the end of this reporting year, the Trust has received from STC £14,200 including £1200 VAT.

In January 2023, STC was informed that without further support the Trust will run out of money in 2024. STC was further informed that obtaining grants for capital expenditure is difficult, but for day-to-day running costs is virtually impossible. The Trust will ring fence a sum approximating to six months' worth of expenditure as a fall back. The Trust is required to give at least three months notice to SCC of any fundamental changes to our operation, e.g. cessation of operations.

## Future Plans

Priorities for 2023/2024 are to:

- ❖ Establish effective lines of communication with STC;
- ❖ Work with STC to institute more efficient and eco-friendly systems for temperature control in the library;
- ❖ Recruit Trustees to undertake the roles of: 'Communications and PR' and 'Fundraising';
- ❖ Develop a formal fundraising strategy and programme to meet budgetary targets;
- ❖ Maintain an enthusiastic volunteer base - recruiting additional volunteers if necessary - and continue a rolling training programme;
- ❖ Review and update the programme of work and enhancements to the building.

## Appreciation

Thanks are due to STC, the Trustees, generous donors and, above all, to the volunteers, without whom the library could not operate.



Jeremy Greenop  
Chair of Trustees

4 July 2023

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

## APPROVAL OF THE ACCOUNTS

The attached accounts (below) are approved on behalf of the Trustees.



Jeremy Greenop  
Chair of Trustees

4 July 2023

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# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2023

### ACCOUNT DETAILS:

Balance on 1 April 2022:	£39,268
Total receipts to 31 March 2023:	£20,292
Total 31 March 2023:	£59,560
Total payments to 31 March 2023:	£30,735
Balance on 31 March 2023:	£28,825



Martyn Smith  
Treasurer of the Somerton Library Trust

18 April 2023

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR YEAR ENDING 31 MARCH 2023

## BREAKDOWN OF ACCOUNTS

31 March 2022		31 March 2023
	<b>RECEIPTS</b>	
£5,967	Grants	£2,426
£1,888	Library Income	£2,403
£1,733	VAT repayments	£3,541
£11,792	Lettings & Service provision	£9,984
£2,802	Donations	£1,939
£24,182	<b>TOTAL</b>	£20,292
	<b>PAYMENTS</b>	
£19,173	Wages SCC/Cleaner	£24,673
£1,461	Gas, Electricity, Water	£2,392
£4,059	Maintenance	£1,152
£7,576	Administration	£2,517
£32,269	<b>TOTAL</b>	£30,735
<b>-£8,087</b>	Net for year	<b>-£10,443</b>
£47,371	Balance brought forward	£39,268
<b>£39,268</b>	<b>Balance carried forward</b>	<b>£28,825</b>



Martyn Smith  
Treasurer of the Somerton Library Trust

18 April 2023

# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS 2022-2023

## The Somerton Library Trust

Accounts are set out on pages 6 and 7

### Responsibilities and basis of report

I report to the Trustees on my examination of the accounts for the year ended 31 March 2023.

I report in respect of my examination of the Trust's accounts carried out under s145 of the Charities Act 2011 [the Act] and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mary Palmer  
The Old Shoemaker's  
Sutton Road  
SOMERTON

2 May 2023

**THE SOMERTON LIBRARY TRUST**

England & Wales - Charity number 1181508

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# Accounts

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# THE SOMERTON LIBRARY TRUST

Registered Charity No: 1181508

## ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDING 31 MARCH 2022

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# THE SOMERTON LIBRARY TRUST

## Trust information

Charity number 1181508

Trust's correspondence address:

c/o Jeremy Greenop  
Little Barns  
The Triangle  
Somerton  
Somerset  
TA11 6ND

Library address:

Somerton Library  
Cox's Yard  
West Street  
Somerton  
Somerset  
TA11 7PR

Charity Trustees:

Trustee name	Office	Dates as Trustee if not for whole year
Jeremy Greenop	First charity Trustee and Chair and Communications and PR	Throughout
Martyn Smith	First charity Trustee, Treasurer.	Throughout
Robert Cherry	Facilities Manager	Throughout
Sheila Taylor	Somerton Town Council nominated representative and Health & Safety	Throughout
Susan Partington	Community Engagement	Throughout
Ray Thompson	Fund raising	From 17 May 2021

# THE SOMERTON LIBRARY TRUST

## THE TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2022

### The Trust

The Trust's Constitution as a Charitable Incorporated Organisation (CIO) with a Foundation Structure was approved and registered by the Charity Commission on 10 January 2019. The Trust's Object is:

**The advancement of education for the public benefit by supporting the operation and maintenance of a public library in Somerton for the benefit of local residents.**

The Trust entered into a Service-Level Agreement [**the Agreement**] with Somerset County Council (SCC) to establish a Community Library Partnership (CLP). The 'Commencement Date' for the terms of the Agreement was 1 April 2019 and the 'Expiry Date' is 7 years from the Commencement Date. Somerton Town Council (STC) leases the library building at a peppercorn rent to the Trust, with an initial term of no more than 7 years from 31 March 2019. STC owns the library building and is responsible for its maintenance. The Trust assumed responsibility for running Somerton Library within the terms of the CLP on 1 April 2019.

### Trust Management

The Trust is managed in accordance with the Constitution endorsed by the Charity Commission.

Meetings were held when required and possible but the constraints of the Covid pandemic meant that much business was carried out by e-mail. In the reporting year the Trust has held 3 routine meetings. The 2020/2021 Annual General Meeting was held on 17 May 2021. Minutes are produced for all meetings and retained with key Trust documents to which all Trustees have access.

On 25 May 2021, the Charity Commission acknowledged receipt of the Annual Return 2020/2021, the Trustees' Annual Report and Accounts. The Report was publicised locally and copies submitted to SCC and STC.

The Trustees' Annual Report and Accounts document for 2021/2022 (this report) was circulated by e-mail and approved by the Trustees at the Annual General Meeting on 26 April 2022.

Details of incumbent Trustees are on page 2. Ray Thompson was inducted as a Trustee with specific responsibility for fund raising on 17 May 2021.

A programme of continuous improvement and self-appraisal that was introduced in January 2021 was repeated in January 2022. The process will be repeated every 2 years.

Because of the pandemic, Partnership review meetings (whose purpose is to evaluate the delivery of output and key performance indicators in accordance with the criteria of the Agreement) were deferred until valid data had been gathered for discussion. A Partnership review meeting was held 12 April 2022.

## **Trust Priorities**

Acknowledging the constraints of operating in a Covid-19 environment, priorities for 2021/2022 were to:

- ❖ Recruit additional Trustees with specific skill sets;
- ❖ Maintain an enthusiastic volunteer base – recruiting additional volunteers if necessary - and establish a rolling training programme;
- ❖ Develop a programme for broadening the non-library community activities;
- ❖ Develop a fundraising strategy and programme to meet budgetary targets;
- ❖ Review and update the programme of work and enhancements to the property;
- ❖ Investigate more efficient and eco-friendly ways of heating the library.

There has been substantial success in the achievement of most of these goals. Those that require further work will be pursued in 2022/23. Options for incorporating more efficient and eco-friendly ways of heating the library were investigated. Beyond improving insulation in the loft no practical solutions were identified. The Trust is still searching for a trustee to manage 'Communications and PR'. Priorities for 2022/2023 are on page 5.

## **Covid-19**

From 1 March 2021 the library was providing a 'click-and-collect' service. As the Government restrictions were eased, access for limited browsing (maximum of 4 users) was introduced on 12 April and from 19 July near-normal operations were reintroduced and, where practical, community activities reinstated.

## **Volunteers**

The volunteer programme is managed by 2 coordinators, one of whom is the Clerk to the Trust.

Volunteers continued to work with the librarian when the library was open to the public. Due to a prolonged period of reduced operations (in which volunteers' proficiency declined) a refresher training programme was introduced.

## **Health & Safety (H&S)**

H&S responsibilities are apportioned between SCC and the Trust. The division of responsibility for observance and implementation of the Policy is defined in the Agreement. The Trust is responsible for the H&S Policy as it applies to the building and operations within the building outside staffed opening hours, while SCC is responsible for the implementation of both policies during staffed opening hours.

A Covid-19-related risk assessment was developed by the Trust to augment the main risk assessment. This was updated as required to meet the requirements of changing Government policy and SCC proposals.

Librarians and volunteers receive induction training in accordance with the H&S Policy and changes in the risk assessment.

## **Facilities Management**

The Trust is responsible for managing the facilities and utilities within the library building that is owned by STC. SCC maintain the library IT systems and associated infrastructure.

During the year STC installed solar panels on the roof, funded by STC and the Market Towns Investment Group.

Electronic display boards were purchased and installed – one by the main library door and one inside the library. The purchase was share-funded by: the Trust; the Market Towns Investment Group; the Co-op (through their community fund grant); and the Somerton Historic Building Preservation Trust.

### **Insurance**

The Trust is insured with Zurich for: Public Liability; Employer's Liability; Hirer's Liability; and Contents.

### **Finance**

The Trust banks with the Unity Trust Bank and has no investments. The Trust receives £8,000 each year from SCC: a payment called the 'Annual Sum' as set out in the Agreement. STC has budgeted funds through to 2025/26 to support the Trust in the delivery of a community library. In addition, there is income from rentals and fines, as well as donations from local parishes and various benefactors.

Expenditure is primarily to SCC for provision of full time library staff. Other budgeted expenditure is for: utilities; maintenance; and various administrative requirements.

Following the Covid-19-related business support payments of £39,143 in 2020/2021 the Trust elected not to seek in-year grants from STC for 2021/2022.

### **Future Plans**

Priorities for 2022/2023 are to:

- ❖ Recruit an additional Trustees with 'Communications and PR' expertise;
- ❖ Maintain an enthusiastic volunteer base – recruiting additional volunteers if necessary - and continue a rolling training programme;
- ❖ Continue to develop a programme for broadening the non-library community activities;
- ❖ Develop a formal fundraising strategy and programme to meet budgetary targets;
- ❖ Review and update the programme of work and enhancements to the building.

### **Appreciation**

Thanks are due to STC, the Trustees, generous donors and, above all, to the volunteers, without whom the library could not operate.



Jeremy Greenop  
Chairman of Trustees

28 April 2022

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

## APPROVAL OF THE ACCOUNTS

The attached accounts (below) are approved on behalf of the Trustees.



Jeremy Greenop  
Chairman of Trustees

19 April 2022

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# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2022

## ACCOUNT DETAILS:

Balance on 1 April 2021:	£47,354
Total receipts to 31 March 2022:	£24,182
Total income on 31 March 2022:	£71,536
Total payments to 31 March 2022:	£32,269
Balance on 1 April 2021:	£39,268



Martyn Smith  
Treasurer of the Somerton Library Trust

11 April 2021

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR YEAR ENDING 31 MARCH 2021

## BREAKDOWN OF ACCOUNTS

31 March 2021		31 March 2022
	<b>RECEIPTS</b>	
£39,825	Grants	£5,967
£425	Library Income	£1,888
£1,987	VAT repayments	£1,733
£8,400	Lettings & Service provision	£11,792
£2,349	Donations	£2,802
£52,986	<b>TOTAL</b>	£24,182
	<b>PAYMENTS</b>	
£16,166	Wages to SCC	£19,173
£3,050	Gas, Electricity, Water	£1,461
£1,488	Maintenance	£4,059
£2,941	Administration	£7,576
£23,645	<b>TOTAL</b>	£32,269
£29,341	Net for year	<b>-£8,086</b>
£18,030	Balance brought forward	£47,354
<b>£47,354</b>	<b>Balance carried forward</b>	<b>£39,268</b>



Martyn Smith

Treasurer of the Somerton Library Trust

15 April 2022

# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

## The Somerton Library Trust

Accounts set out on pages 6 and 7

### Responsibilities and basis of report

I report to the Trustees on my examination of the accounts for the year ended 31 March 2022.

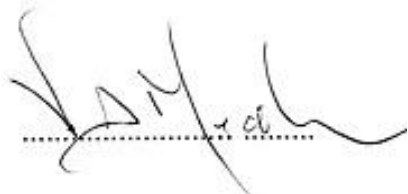
I report in respect of my examination of the Trust's accounts carried out under s145 of the Charities Act 2011 [the Act] and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read 'V A Medley', written over a horizontal dotted line.

V A Medley  
7 Behind Berry  
Somerton  
TA11 7PD

25 April 2022

**THE SOMERTON LIBRARY TRUST**

England & Wales - Charity number 1181508

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# Accounts

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# THE SOMERTON LIBRARY TRUST

Registered Charity No: 1181508

## ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDING 31 MARCH 2021

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# THE SOMERTON LIBRARY TRUST

## Trust information

Charity number 1181508

Trust's correspondence address:

c/o Jeremy Greenop  
 Little Barns  
 The Triangle  
 Somerton  
 Somerset  
 TA11 6ND

Library address:

Somerton Library  
 Cox's Yard  
 West Street  
 Somerton  
 Somerset  
 TA11 7PR

Charity Trustees:

Trustee name	Office	Dates acted if not for whole year
Jeremy Greenop	First charity Trustee and Chair	Throughout
Martyn Smith	First charity Trustee, Treasurer. STC nominated representative (to 14 Oct 20)	Throughout
Robert Cherry	Facilities Manager	Throughout
Christine McEwan	Volunteer Coordinator & H&S	Throughout
Sheila Taylor	STC nominated representative	From 15 October 2020
Susan Partington	Community Engagement	From 30 March 2021
John Saunders	First charity Trustee and fundraising coordinator	Resigned 15 January 2021
Nina Sturrock	Friends of Somerton Library (FoSL) nominated Trustee and fundraising	Resigned 11 February 2021
Jacqueline Flowerday	Fundraising	Resigned 15 February 2021

# THE SOMERTON LIBRARY TRUST

## THE TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2021

### The Trust

The Trust's Constitution as a Charitable Incorporated Organisation (CIO) with a Foundation Structure was approved and registered by the Charity Commission on 10 January 2019. The Trust's Object is:

**The advancement of education for the public benefit by supporting the operation and maintenance of a public library in Somerton for the benefit of local residents.**

The Trust entered into a Service-Level Agreement [**the Agreement**] with Somerset County Council (SCC) to establish a Community Library Partnership (CLP). The 'Commencement Date' for the terms of the Agreement was 1 April 2019 and the 'Expiry Date' is 7 years from the Commencement Date. Somerton Town Council (STC) leases the library building at a peppercorn rent to the Trust, with an initial term of no more than 7 years from 31 March 2019. STC owns the library building and is responsible for its maintenance. The Trust assumed responsibility for running Somerton Library within the terms of the CLP on 1 April 2019.

### Trust Management

The Trust is managed in accordance with the Constitution endorsed by the Charity Commission. Due to the Covid-19 pandemic (and some trustees' unwillingness to use video communications systems) the majority of business was conducted by e-mail. In the reporting year the Trust has held 2 routine meetings, one General Meeting and the 2019/2020 Annual General Meeting.

The Trustees' Annual Report and Accounts document for 2019-2020 was circulated by e-mail and endorsed by the Trustees on 2 July. On 3 July, the Charity Commission acknowledged receipt of the Annual Return 2020, Trustees' Annual Report and Accounts. The Report was publicised locally and copies submitted to SCC and STC.

Details of incumbent Trustees, resignations and appointments are on page 2. With the demise of the Friends of Somerton Library (FoSL), the associated post for a nominated Trustee has been withdrawn. The Constitution was rewritten to reflect changes in the number of Trustees and the process for electing nominated trustees. The revised constitution was approved by the Members of the Trust at a General Meeting held on 18 March and the details transmitted to the Charity Commission on 28 March.

To improve the process of recruiting Trustees, job descriptions associated to key roles were drafted, debated and endorsed as a revised Working Document.

A programme of continuous improvement and self-appraisal was instigated in January and this will be developed further in 2021/22

Because of the pandemic only one Partnership review meeting (whose purpose is to evaluate the delivery of output and key performance indicators in accordance with the criteria of the Agreement) was held during the reporting year.

Prior to the outbreak of Covid-19, priorities for 2020/21 were to:

- ❖ Develop a fundraising programme to meet budgetary targets;
- ❖ Develop a programme for broadening the non-library community activities;

- ❖ Establish a clear relationship and scope of authority between the Trust and FoSL;
- ❖ Review standing and variable expenditure with the objective of driving down running costs;
- ❖ Compile a programme of work and enhancements to the library building;
- ❖ Maintain an enthusiastic volunteer base and establish a rolling training programme.

To varying degrees there has been progress in the achievement of these goals except the development of a fundraising programme and establishing a clear relationship and scope of authority between the Trust and FoSL. The latter was overtaken by events when FoSL ceased operations at the end of April 2020. Priorities for 2021/2022 are on page 5.

### **Covid-19**

The library had been closed from 18 March following a directive from SCC. The library reopened for a 'click-and-collect', non-browsing service on 14 September. Limited browsing was introduced on 7 December. After the Christmas break, the library reopened providing a 'Tier 3' 'click-and-collect' service for 2 days prior to the introduction of 'Lockdown 3' on 31 December when all services were again suspended. The library reopened to provide a 'click-and-collect' service from 1 March.

### **Volunteers**

The volunteer programme is managed by 2 coordinators, one of whom is a Trustee.

Volunteers continued to provide support for the librarian when the library was open to the public. Due to a prolonged period in which volunteers' proficiency will probably have declined it is anticipated they will require refresher training to reach the pre-pandemic levels of competence. A recruitment drive for volunteers is planned for 2021.

### **Health & Safety (H&S)**

H&S responsibilities are apportioned between SCC and the Trust. The division of responsibility for observance and implementation of the Policy is defined in the Agreement. The Trust is responsible for the H&S Policy as it applies to the building and operations within the building, while SCC is responsible for the implementation of the policy during staffed opening hours.

A Covid-19-related risk assessment was developed to augment the main risk assessment. This was then updated twice to include delivery of a 'Covid-19 compliant' 'click-and-collect' service, and subsequently a 'Covid-19 compliant' limited browsing service.

The Librarians and volunteers receive induction training in accordance with the H&S Policy and changes in the risk assessment.

### **Facilities Management**

The Trust is responsible for managing the facilities and utilities within the library building that is owned by STC. SCC maintain the library IT systems and associated infrastructure.

During the year improvements have been made to the heating control and the intruder alarm systems. The trust has accepted an offer by STC to install solar panels on the roof. The installation will be funded by STC and the Market Towns Investment Group.

### **Insurance**

The Trust is insured for: Public Liability; Employer's Liability; Hirer's Liability; and Contents, with Zurich.

## Finance

The Trust banks with the Unity Trust Bank and has no investments. The Trust receives £8,000 each year from SCC: a payment called the 'Annual Sum' as set out in the Agreement. STC has budgeted funds for 5 years through to 2024/25 to support the Trust in the delivery of a community library. In addition, there is income from rentals and fines, as well as donations from local parishes and various benefactors.

Expenditure is primarily to SCC for provision of full time librarian support but expenditure was less than the budgeted amount because the librarians were not working for extended periods when the library was closed. Other budgeted expenditure is for: utilities; maintenance; and various administrative requirements.

The Trust has benefited from Covid-19-related business support payments of £39,143. For the immediate future, the intention is to ring-fence most of this amount for costs associated with additional Covid-19-related expenditure; however, it also means that the Trust's reliance on STC funding will be reduced over the coming 2-3 years.

## Future Plans

Acknowledging the constraints of operating in a Covid-19 constrained environment, priorities for 2021.2022 are to:

- ❖ Recruit additional Trustees with specific skill sets;
- ❖ Maintain an enthusiastic volunteer base – recruiting additional volunteers if necessary - and establish a rolling training programme;
- ❖ Develop a programme for broadening the non-library community activities;
- ❖ Develop a fundraising strategy and programme to meet budgetary targets;
- ❖ Review and update the programme of work and enhancements to the building;
- ❖ Investigate more efficient and eco-friendly ways of heating the library.

Longer-term plans for the Community Library Partnership will be shaped by the scope for a full resumption of library operations within the government's evolving Covid-19 guidelines. A major factor will be the availability and willingness of volunteers to work within a new operating model, when that model is defined.

## Appreciation

Thanks are due to STC, the Trustees, generous donors and, above all, to the volunteers, without whom the library could not operate.



Jeremy Greenop  
Chairman of Trustees

17 May 2021

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

## APPROVAL OF THE ACCOUNTS

The attached accounts (below) are approved on behalf of the Trustees.



Jeremy Greenop  
Chairman of Trustees

17 May 2021

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# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2021

### ACCOUNT DETAILS:

Balance on 1 April 2020:	£18,013.34
Total receipts to 31 March 2021:	£52,986.40
Total income on 31 March 2021:	£70,999.74
Total payments to 31 March 2021:	£23,645.58
Balance on 1 April 2021:	£47,354.16



Martyn Smith  
Treasurer of the Somerton Library Trust

17 May 2021

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR YEAR ENDING 31 MARCH 2021

## BREAKDOWN OF ACCOUNTS

31 March 2020		31 March 2021
	<b>RECEIPTS</b>	
£6,500	Grants	£39,825
£5,010	Library Income	£425
£1,020	VAT repayments	£1,987
£10,780	Lettings & Service provision	£8,400
£10,830	Donations	£2,349
£34,140	<b>TOTAL</b>	£52,986
	<b>PAYMENTS</b>	
£15,700	Wages to SCC	£16,166
£1,030	Gas, Electricity, Water	£3,050
£170	Maintenance	£1,488
£1,560	Administration	£2,941
£18,460	<b>TOTAL</b>	£23,645
£15,680	Net for year - income	£29,341
£2,350	Balance brought forward	£18,030
<b>£18,030</b>	<b>Balance carried forward</b>	<b>£47,371</b>



Martyn Smith

Treasurer of the Somerton Library Trust

17 May 2021

# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

## The Somerton Library Trust

Accounts set out on pages 6 and 7

### Responsibilities and basis of report

I report to the Trustees on my examination of the accounts for the year ended 31 March 2021.

I report in respect of my examination of the Trust's accounts carried out under s145 of the Charities Act 2011 [the Act] and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Vic Medley

7 Behind Berry  
Somerton  
TA11 7PD

23 April 2021