

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
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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

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
	RECEIPTS	
£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	TOTAL	£52,986
	PAYMENTS	
£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	TOTAL	£23,645
£15,680	Net for year - income	£29,341
£2,350	Balance brought forward	£18,030
£18,030	Balance carried forward	£47,371

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

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Somerton
TA11 7PD

23 April 2021