

# **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

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, 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