



BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD 1 January 2020 TO 31 March 2021

Charity registration number: 1182097

Burgess Road Library, Burgess Road, Southampton, SO16 3HF

Objectives and Activities

The advancement of education for the benefit of the local community in Southampton by the provision of a library service including:

- (a) resources, training, and classes that will develop and improve life skills, such as literacy, numeracy and citizenship;
- (b) computer and other support facilities;
- (c) activities aimed at developing children's vocabulary and literacy skills.

Burgess Road Library operated a fully functioning library until the first lockdown due to the Covid19 outbreak, with activities for the local community. The times and activities are listed below;

Monday - 10am-7pm Full library service

- 1-3pm SO:LINKED – *A free service for adults who would like free help connecting with activities, groups and support in their local community*
- 3.30-5pm Toy Library – *High-quality toys, play equipment and sports equipment are available to borrow*
- 5.30-6.30pm Spanish Cafe – *Medium to intermediate Spanish speaking group*

Wednesday - 12-7pm Full library service

- 4.30-7pm One-to-one IT support – *Free help from an experienced volunteer with the most common IT needs*

Friday - 10am-5pm Full library service

- 10-11am Toy Library – *High-quality toys, play equipment and sports equipment are available to borrow*
- 10.45-11.15am Rhyme Time – *Sing along activity for the children*

Saturday - 11.30am-2.30pm Full library service

- 11.45am-12.45pm Story Time – *Story reading, crafts and activities for children of all ages*

During the Covid19 crisis we initially had a period where the library was not able to open. Following council central library guidelines we opened up to the public for a limited service on 27 July. We were able to operate a click and collect service on Mondays & Fridays 10:00 - 12:30 and on Wednesdays and Fridays we also operated a 14:00 - 16:30 click and collect service.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and Performance

The last year has been an obvious challenge with an emphasis on operating a safe environment for both our customers and volunteers. Having said that we have seen great support from our volunteers and had a very welcome response from our customers.

We made the decision to stop all charges during the pandemic and no late fees were taken, even when we were open. We also stopped the photocopying service but with an allowed reduced computer service later in the year, we were able to make some revenue through printing.

The biggest challenge has been the retention of volunteers and our volunteer coordinator has been working hard to keep all volunteers engaged. Many volunteers were not in a position to volunteer at the beginning of the pandemic but many have now re-engaged when possible.

Financial Review

The Charity is in a healthy financial state with sufficient funds to purchase items against the grants received and cover day-to-day expenses.

In the opinion of the Trustees the Charity needs to hold minimal reserves due to the nature of its funding and its low regular outgoings. £500 in reserves is considered a prudent amount at this time.

There are no fund deficits nor any concern about the Charity continuing as a going concern.

Structure, Governance and Management

Burgess Road Library Management Team CIO is a Charitable Incorporated Organisation made up at present by six Trustees (details below), who are the members of the Charity. The governing document is a Foundation Constitution; the Charity was entered onto the Register of Charities on 18 February 2019 and so this is the first Annual Report.

The Charity has a licence agreement with Christ Church Southampton to uphold and carry out their contract with Southampton County Council pertaining to the running of a community library in the Burgess Road Library.

Trustees are appointed by the existing Trustees having regard to the skills, knowledge and experience needed for the effective administration of the Charity.

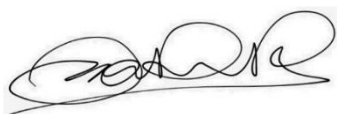
Trustees as at 31 March 2021:

Aaron Duke (Chair)
Chris Beddoe (Volunteer Coordinator)
Keith Dennis (Treasurer)
Jenny Halcrow
Diane Tindall
Brian Anderson

Declarations

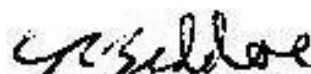
The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees



Aaron Duke
Chair & Trustee

06 November 2021



Chris Beddoe
Volunteer Coordinator & Trustee

06 November 2021

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE PERIOD 1 JANUARY 2020 TO 31 MARCH 2021

	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 3a)	546	-	546	2,153
Charitable activities (note 3b)	460	-	460	599
Grant from Southampton City Council	-	-	-	2,459
Sundry Receipts	92	-	92	892
	1,098	-	1,098	6,103
Payments				
Charitable activities (note 3c)	524	139	663	726
Excess of Receipts over Payments				
	574	(139)	435	5,377
Cash funds at start of period	3,480	1,897	5,377	-
Cash funds at end of period	4,054	1,758	5,812	5,377

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

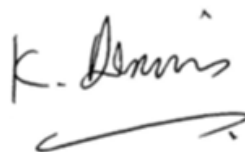
Cash Funds				
Bank current account	4,024	1,758	5,782	5,347
Cash in hand	30	-	30	30
	4,054	1,758	5,812	5,377
Other Monetary Assets				
Income tax recoverable	-	-	-	334
Assets retained for the charity's own use (note 2)				
Liabilities				
None	-	-	-	-

The attached notes form part of these financial statements

Approved by the Trustees on 06 November 2021 and signed on their behalf



Aaron Duke (Chairman of Trustees)



Keith Dennis (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE PERIOD 1 JANUARY 2020 TO 31 MARCH 2021

NOTES

1 The financial statements of the charity have been prepared based on the format suggested by the Charity Commission using the Receipts and Payments basis.

2 Assets recognised but not valued in the Statement of Assets and Liabilities include various items used at the Library. Examples include bookcases, tables, chairs, sofas, bean bags, and rugs.

3 Receipts and Payments analysis

	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019 £
Receipts				
a Donations				
Donations	174	-	174	2,153
Gift Aid tax recovered	372	-	372	-
	<u>546</u>	<u>-</u>	<u>546</u>	<u>2,153</u>
b Charitable activities				
Book, drink and other sales	220	-	220	315
Fines	56	-	56	82
Printing	184	-	184	202
	<u>460</u>	<u>-</u>	<u>460</u>	<u>599</u>
Payments				
c Charitable activities				
Equipment	-	139	139	562
TV Licence	198	-	198	13
Volunteers' expenses	114	-	114	24
Admin (website domain and hosting)	137	-	137	-
Sundry	75	-	75	127
	<u>524</u>	<u>139</u>	<u>663</u>	<u>726</u>