



BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

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.

Since the reopening of Library services, following the disruption to the service due to Covid19, we have managed to build up our services and restart most of our provisions. We have reduced the number of operating hours to help manage to bring back volunteers and train new volunteers. The times and activities are listed below;

Monday - 10am-5pm Full library service

- 3.30-5pm Toy Library – *High-quality toys, play equipment and sports equipment are available to borrow*

Wednesday - 12-5pm Full library service

Friday - 10am-4pm 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-1.30pm Full library service

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

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 two years have 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. However, this year we have been able to offer a full computer service and opened up the use of the photocopying service. We have also returned to charging for late fees and photocopying. The use of computers remains free.

The biggest challenge has been trying to recruit new volunteers, as some did not return after the extended lockdowns when we reopened. Our volunteer coordinator has been working hard to keep all volunteers engaged and we have put in new systems to help streamline the application process and track applications and volunteers' progress and training. Many volunteers were not in a position to volunteer at the beginning of the pandemic but many have now re-engaged when possible, some however still do not feel comfortable in a public environment with Covid cases still prevalent.

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 five 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 second Annual Report.

The Charity has a licence agreement with Christ Church Southampton to uphold and carry out their contract with Southampton City 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.

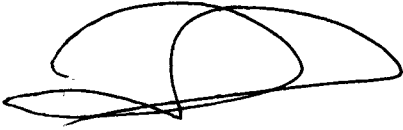
Trustees as at 31 March 2022:

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

Declarations

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

Signed on behalf of the Charity's Trustees

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Aaron Duke
Chair & Trustee

21 November 2022

A handwritten signature in black ink, appearing to be 'C Beddoe' with a stylized flourish.

Chris Beddoe
Volunteer Coordinator & Trustee

21 November 2022

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

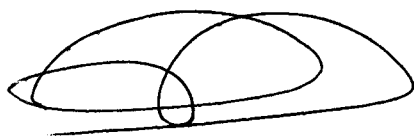
	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 4a)	38	-	38	546
Charitable activities (note 4b)	360	-	360	460
Sundry Receipts	6	-	6	92
	<u>404</u>	<u>-</u>	<u>404</u>	<u>1,098</u>
Payments				
Charitable activities (note 4c)	<u>807</u>	<u>-</u>	<u>807</u>	<u>663</u>
Excess of Payments over Receipts	(403)	-	(403)	435
Cash funds at start of year	4,054	1,758	5,812	5,377
Cash funds at end of year	<u>3,651</u>	<u>1,758</u>	<u>5,409</u>	<u>5,812</u>

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2022

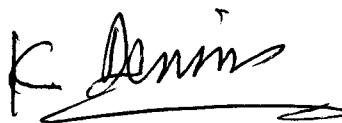
Cash Funds				
Bank current account	3,621	1,758	5,379	5,782
Cash in hand	30	-	30	30
	<u>3,651</u>	<u>1,758</u>	<u>5,409</u>	<u>5,812</u>
Other Monetary Assets				
None	-	-	-	-
Assets retained for the charity's own use (note 2)				
Liabilities				
None	-	-	-	-

The attached notes form part of these financial statements

Approved by the Trustees on 21 November 2022 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 YEAR ENDED TO 31 MARCH 2022

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 The figures for 2021 cover a 15-month period: 1 January 2020 to 31 March 2021.

4 Receipts and Payments analysis

	Unrestricted Funds £	Total 2022 £	Total 2021 £
Receipts			
a Donations			
Donations	38	38	174
Gift Aid tax recovered	-	-	372
	<u>38</u>	<u>38</u>	<u>546</u>
b Charitable activities			
Book, drink and other sales	50	50	220
Fines	102	102	56
Printing	208	208	184
	<u>360</u>	<u>360</u>	<u>460</u>
Payments			
c Charitable activities			
Equipment	-	-	139
TV Licence	159	159	198
Volunteers' expenses	192	192	114
Craft materials	108	108	4
Admin (website domain and hosting)	263	263	137
Sundry	85	85	71
	<u>807</u>	<u>807</u>	<u>663</u>