



BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

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

Wednesday - 12-5pm Full library service

Friday - 10am-4pm Full library service

- 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 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

Over the course of the year, Burgess Road Library welcomed 22,168 visitors, and facilitated 12,933 issues (loans of library resources), making it the busiest community library in Southampton. Both reporting figures show a year-on-year increase, marking the continued recovery from the steep drop off in engagement seen at the height of the pandemic.

Over 1,000 new books were added into stock at the Library throughout the year, including large-print and dementia-friendly publications, which have proven popular with borrowers.

Our team of volunteers continues to work to ensure the Library is a welcoming and useful community resource, running weekly Rhyme Time and Story Time sessions, seasonal colouring and craft activities, and participating in The Reading Agency's annual Summer Reading Challenge.

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 third 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 2023:

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

Declarations

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

Signed on behalf of the Charity's Trustees



Rebekah Jeffery
Chair & Trustee



Chris Beddoe
Volunteer Coordinator & Trustee

12 September 2023

12 September 2023

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 3a)	13	-	13	38
Charitable activities (note 3b)	635	-	635	360
Sundry Receipts	14	-	14	6
	<u>662</u>	<u>-</u>	<u>662</u>	<u>404</u>
Payments				
Charitable activities (note 3c)	<u>381</u>	<u>-</u>	<u>381</u>	<u>807</u>
Excess of Payments over Receipts	281	-	281	(403)
Cash funds at start of year	<u>3,651</u>	<u>1,758</u>	<u>5,409</u>	<u>5,812</u>
Cash funds at end of year	<u><u>3,932</u></u>	<u><u>1,758</u></u>	<u><u>5,690</u></u>	<u><u>5,409</u></u>

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2023

Cash Funds				
Bank current account	3,872	1,758	5,630	5,379
Cash in hand	60	-	60	30
	<u>3,932</u>	<u>1,758</u>	<u>5,690</u>	<u>5,409</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 12 September 2023 and signed on their behalf



Rebekah Jeffery (Chair of Trustees)



Diane Tindall (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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 £	Total 2023 £	Total 2022 £
Receipts			
a Donations			
Donations	13	13	38
Gift Aid tax recovered	-	-	-
	<u>13</u>	<u>13</u>	<u>38</u>
b Charitable activities			
Book, drink and other sales	63	63	50
Fines	129	129	102
Printing	443	443	208
	<u>635</u>	<u>635</u>	<u>360</u>
Payments			
c Charitable activities			
TV Licence	159	159	159
Volunteers' expenses	0	0	192
Craft materials	0	0	108
Admin	177	177	263
Sundry	45	45	85
	<u>381</u>	<u>381</u>	<u>807</u>