



BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

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 31,832 visitors and facilitated 12,341 issues (loans of library resources), making it the busiest community library in Southampton. These visitor figures represent an increase of approximately 43% year on year, even with an extended closure period of two weeks over the Christmas season.

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. This year we have trained additional volunteers in delivering Rhyme Time and Story Time sessions, which has improved our ability to consistently offer sessions. We've seen the number of sessions nearly double year on year, and an increase in the number of overall participants.

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.

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 of 31 March 2024:

Rebekah Jeffery (chair)
Diane Tindall (Treasurer)
Chris Beddoe (Volunteer Coordinator)
Aaron Duke
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

24 January 2025



Chris Beddoe
Volunteer Coordinator & Trustee

24 January 2025

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 3a)	23	-	23	13
Charitable activities (note 3b)	621	-	621	635
Sundry Receipts	25	-	25	14
	669	-	669	662
Payments				
Charitable activities (note 3c)	671	1,435	2,106	381
Excess of Receipts over payments	(2)	(1,435)	(1,437)	281
Cash funds at start of year	3,932	1,758	5,690	5,409
Cash funds at end of year	3,930	323	4,253	5,690

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2024

Cash Funds

Bank current account	3,658	323	3,981	5,630
Cash in hand	272	-	272	60
	3,930	323	4,253	5,690

Other Monetary Assets

None	-	-	-	-
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Assets retained for the charity's own use (note 2)

Liabilities


None	-	-	-	-
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The attached notes form part of these financial statements

**Approved by the Trustees on 24 January 2025 and
signed on their behalf**

A handwritten signature in black ink, appearing to be 'R. Jeffery', written in a cursive style.

Rebekah Jeffery (Chairman of Trustees)

A handwritten signature in black ink, appearing to be 'D. Tindall', written in a cursive style.

Diane Tindall (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED TO 31 MARCH 2024

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 2024 £	Total 2023 £
Receipts				
a				
Donations				
Donations	23	0	23	13
Gift Aid tax recovered	-	-	-	-
	23	0	23	13
b Charitable activities				
Book, drink and other sales	81	0	81	63
Fines	120	0	120	129
Printing	420	0	420	443
	621	0	621	635
Payments				
c Charitable activities				
Furniture and Equipment	132	1,435	1,567	0
TV Licence	159	0	159	159
Volunteers' expenses	0	0	0	0
Craft materials and activities	83	0	83	-
Admin	249	0	249	177
Sundry	48	0	48	45
	671	1,435	2,106	381