



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/05/2021**  
Period end date

Period start date To **30/04/2022**

Charity name: **Kesgrave Library Community Group**  
Charity registration number: **1183711**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>1.To maintain the pre-established Suffolk library known as Kesgrave Library (the 'Library') for the benefit of the public;</p> <p>2.To promote the Library for the benefit of the public by the maintenance of the Library;</p> <p>3.To advance education by the maintenance of the Library;</p> <p>4.To support library staff in Suffolk including at the Library;</p> <p>5.To promote the use of libraries in general for the benefit of the public.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>5.To promote the use of libraries in general for the benefit of the public by:-</p> <p>a) developing co-operation between libraries and their communities;</p> <p>b) facilitating communication between local people and their local library;</p> <p>c) encouraging the use of the libraries by under -represented groups;</p> <p>d) helping to recruit and organise volunteers for specific purposes to support the Library;</p> <p>e) fundraising, obtaining sponsorship and donations;</p> <p>f) helping to safeguard the future of libraries and develop innovations in service delivery.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Trustees had regard to the guidance issued by the Charity Commission on public benefit, discussed and reviewed the setting up of the Constitution. This was agreed on 29/05/2019 at the 2018/2019 AGM.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Library has had significant impact on users of Kesgrave Library, the local community and in developing children's literacy.</p> <p><b>The Outreach Project</b> – These sessions were so successful in its original year that local schools and nurseries asked for visits and story sessions to continue arranging with staff for visits to the library and for staff to visit classes on site at schools. (5(a,b))</p> <p><b>100 Club Restarted - 2020</b> The monthly fundraising stream called 'The Hundred Club' has been restarted. This fundraising stream is used to support the library in the purchase of equipment, prizes and to pay for additional staffing for activities which promote the library for the community e.g. The Summer Reading Challenge Outreach sessions for local schools, nurseries and clubs. (2,4 5( e,f))</p> <p><b>East Suffolk District Council – Bounce Bank Grant March 2021</b> - the Group submitted and was successful in a bid for funding of £2500 from East Suffolk's Bounce Back Scheme. The funding has been used for a range of activities to encourage the community to visit the Library for Word Play sessions (pre-school singing and rhyme sessions), restarting Top Time Books Group for older customers which reduces isolation. It has enabled the library to restore fun, enjoyment and a return to using the library. (1,2,3,4,5 (a,b,c,f))</p> <p><b>Rushmere St Andrew Parish Council - February 2022-</b> The Group received a grant of £250 from Rushmere St. Andrew Parish Council. This will be used to buy a small cupboard with display area on top. (1,2,4)</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/a
-------------------------------------	--------------	-----

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Balance £3,169.89
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Rushmere Grant of £250 to be used to buy display unit with small cupboard.
Amount of reserves held	Para 1.22	£3,169.89
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Monthly 100 Club Sale of sundries Grants
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The library reopened for browsing in April 2021 with reduced capacity for customers, following all Covid guidelines and fully in July 2021. We are now running as normal with nearly all activities returned with no restrictions.
Other		End of the financial year 2021/2022 was still impacted by Covid and its subsequent restrictions. Activities are beginning to be planned with an event planned for the launch of the Summer Reading Challenge and the Library Services 10 <sup>th</sup> Birthday celebration in July 2022.



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Small Charity Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Chartered Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Charity shall be managed by a committee of trustees who are appointed as follows: (1) Up to 7 trustees at the Annual General Meeting (AGM) OF THE Charity; (2) The Library Manager or staff member as nominated by Suffolk Libraries IPS Limited.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Induction process and policy for new Trustees – issued by Suffolk Libraries, May 2017  Data Protection Policy, Kesgrave Library Community Group, agreed 2018
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity of Kesgrave Library Community Group is part of Suffolk Libraries, a Community Benefit Society, (formerly Industrial and Provident Society for the benefit of the Community.)
Relationship with any related parties	Para 1.51	None
Other		

### Reference and Administrative details

Charity name	Kesgrave Library Community Group
Other name the charity uses	KLCCG
Registered charity number	1183717
Charity's principal address	c/o Kesgrave Library, Kinsey House, Kays Close, Kesgrave. I5 2HL

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Gemma Southwood		From 11/10/17	
2	David Walkling		From 11/10/17 - 30/12/2021	
3	Jonathan Ogden		From 11/10/17 – 16/12/20	
4	Stacy Cordy-Allen		From 11/10/17 - 30/12/2021	
5	Mirabel Brown		From 11/10/17 - 30/12/2021	
6	Elizabeth Ditton	Acting Chair & Secretary	From 11/10/17	
7	Margaret Lusher	Treasurer	From 11/10/17	
8	Avtar Athwall		From 11/10/17 – 30/12/2021	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

None
------

### Other optional information

--

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	M.K. Lusher	Elizabeth M. Ditton
Full name(s)	Margaret Lusher	Elizabeth Margaret Ditton
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date	01/08/2022	



**Independent examiner's report to the trustees of Kesgrave Library Community Group  
On accounts for the year ended 30 April 2022  
Charity no 1183717**

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 April 2022.

As the charity trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(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 gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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.



Name: Celia Comber

Address: 7 Quantock Close, Rushmere St Andrew, Ipswich, IP5 1AS

Date: 17 October 2022



# Kesgrave Library Community Group

## Receipts & Expenditure

For the year ended 30/04/2022

Charity No. 1183717

Receipts	Unrestricted £	2022 Restricted £	Total Funds £	2021 Total Funds £
<b>Voluntary Income</b>				
Grants	250.00	0.00	250.00	2700.00
Donations	66.60	-	66.60	36.61
Membership Fees	7.00	-	7.00	0.00
<b>Charitable Activities</b>				
Events	-	-	-	0.00
Sale of Sweets	0.00	-	0.00	11.00
100 Club	750.00	-	750.00	660.00
<b>Total Receipts</b>	<b>£1,073.60</b>	<b>£0.00</b>	<b>£1,073.60</b>	<b>£3,407.61</b>
<b>Expenditure</b>				
Staff Hours				
Outreach	24.19	-	24.19	122.94
SRC	330.56	-	330.56	0.00
ESDC - Bounce Back Grant	2320.43	-	2320.43	0.00
Donations for Equipment/Refurbishment	438.99	-	438.99	0.00
Crafts	38.66	-	38.66	0.00
Newspapers	0.00	-	0.00	28.60
Refreshments from petty-cash	11.00	-	11.00	0.00
SRC Costs	75.19	-	75.19	0.00
Gifts for volunteers	78.90	-	78.90	50.00
Other Gifts	62.90	-	62.90	0.00
<b>Fundraising</b>				
100 Club Prizes	289.20	-	289.20	277.70
<b>Total Payments</b>	<b>£3,670.02</b>	<b>-</b>	<b>£3,670.02</b>	<b>£527.36</b>
<b>Net (Payments)/Receipts</b>	<b>-£2,596.42</b>	<b>£0.00</b>	<b>-£2,596.42</b>	<b>£2,880.25</b>
<b>Cash funds at 1 May 2021</b>	<b>£2,616.31</b>	<b>£3,150.00</b>	<b>£5,766.31</b>	<b>£5,766.31</b>
<b>Transfer of Funds</b>	<b>£10.11</b>	<b>£0.00</b>	<b>£3,169.89</b>	<b>£5,766.31</b>

grave Library Community Group

## Receipts & Expenditure

For the year ended 30/04/2022

Charity No. 1183717

### CASH FUNDS

	Unrestricted £	2021 Restricted £	Total Funds £	2020 Total Funds £
Current Account	3142.65		3,142.65	5758.07
Petty-Cash	27.24	-	27.24	8.24
	<b>£3,169.39</b>		<b>£3,169.89</b>	<b>£5,766.31</b>

The above account and statement of assets and liabilities were approved by the trustees on

\_\_\_\_\_

and signed on their behalf by

\_\_\_\_\_