



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/05/2022 Period start date To 30/04/2023  
Period end date

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	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 ACM.
--	-----------	--

## Achievements and Performance

	SORP	
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>The Outreach Project — 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)) 100 Club</p> <p>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>East Suffolk District Council — Bounce Bank Grant March 2021 - 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>SPARK — June and December 2022 — The group received two grants (£400 &amp; £250) from SPARK. £400 was to replace a staff chair and to buy some occasional chairs for customers attending events. £250</p>

		<p>was to replenish our Literacy Game Stock.(2, 3, 4, 5)</p> <p>Rushmere St Andrew Parish Council</p> <p>-</p> <p>February 2023- The Group received a grant of £500 from Rushmere St. Andrew Parish Council.</p> <p>This will be used to buy a dedicated Christmas Stock which remains at Kesgrave Library for Customers to use. (1 ,2,4)</p> <p>SCC — March 2023 — Outreach Grant — this is paid back to the group, after the group has paid the original cost. It supports Outreach sessions within the community for class visits both to the school and to the library. (a, b, c, f)</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 £2,960.42
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	£2,960.42
Reasons for holding zero	Para 1.22	
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 Events Raffles
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	We are now running as normal with all activities returned with no restrictions.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Small Charity Constitution

How is the charity constituted?	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)

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. IP5 2HL

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

## 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)
Gemma Southwood		From 1 1/10/17	
Elizabeth Ditton	Acting Chair & Secretary	From 11/10/17	
Margaret Lusher	Treasurer	From 1 1/10/17	

Corporate trustees — names of the directors at the date the report was a

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## 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)

## Exemptions from disclosure


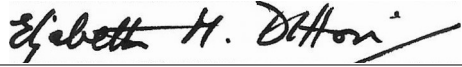
Reason for non-disclosure of personnel details

None

## Declarations

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

Signed on behalf of the charity's trustees

	
Margaret Lusher	Elizabeth Margaret Ditton
Treasurer	Acting Chair & Secretary

Signature(s)

Full name(s)

Position (eg

Secretary, Chair, etc)

Date

22/10/2023

# Kesgrave Library Community Group

## Receipts & Expenditure

For the year ended 30/04/2023

Charity No. 1183717

Receipts	Unrestricted £	2023 Restricted £	Total Funds £	2022 Total Funds £
<b>Voluntary Income</b>				
Grants	35.75	1150.00	1185.75	250.00
Donations	58.10	-	58.10	66.60
Membership Fees	6.00	-	6.00	7.00
<b>Charitable Activities</b>				
Events	255.90	-	255.90	-
100 Club	666.00	-	666.00	750.00
<b>Total Receipts</b>	<u>£1,021.75</u>	<u>£1,150.00</u>	<u>£2,171.75</u>	<u>£1,073.60</u>
<b>Expenditure</b>				
Staff Hours				
Outreach	231.00	-	231.00	24.19
Social Media	77.00	-	77.00	-
SRC	319.00	-	319.00	330.56
ESDC - Bounce Back Grant	-	169.57	169.57	2320.43
Donations to SL Fundraising	250.00	-	250.00	-
Donations for Equipment/Refurbishment	-	634.01	634.01	438.99
Crafts	23.14	-	23.14	38.66
Refreshments for staff	84.83	-	84.83	-
Costs from petty-cash	5.38	-	5.38	11.00
SRC Costs	-	136.76	136.76	75.19
Gifts for volunteers	82.85	-	82.85	78.90
Misc Costs	27.68	-	27.68	-
Other Gifts	94.00	-	94.00	62.90
<b>Fundraising</b>				
100 Club Prizes	246.00	-	246.00	289.20
<b>Total Payments</b>	<u>£1,440.88</u>	<u>£940.34</u>	<u>£2,381.22</u>	<u>£3,670.02</u>
<b>Net (Payments)/Receipts</b>	<u>-£419.13</u>	<u>£209.66</u>	<u>-£209.47</u>	<u>-£2,596.42</u>
<b>Cash funds at 1 May 2022</b>	<u>£2,798.07</u>	<u>£371.82</u>	<u>£3,169.89</u>	<u>£5,766.31</u>
<b>Transfer of Funds</b>	<u>£2,378.94</u>	<u>£581.48</u>	<u>£2,960.42</u>	<u>£3,169.89</u>



# Kesgrave Library Community Group

## Receipts & Expenditure

For the year ended : 30/04/2023

Charity No. 1183717

### CASH FUNDS

	Unrestricted £	2023 Restricted £	Total Funds £	2022 Total Funds £
Current Account	2357.08	£581.48	2,938.56	3142.65
Petty-Cash	21.86	-	21.86	27.24
	<b>£2,378.94</b>	<b>£581.48</b>	<b>£2,960.42</b>	<b>£3,169.89</b>

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

\_\_\_\_\_

and signed on their behalf by

1. The restricted fund represents grants for the Christmas Book Project and Literacy Games
2. Included in the 100 Club income is £270 relating to payments for entries into draws from May 2023 onwards.