



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/05/2023

Period start date To 30/04/2024

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	<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>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. (1,2,3,5 (a,b,c,f))</p> <p>100 Club 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. (1,2,3,4,5 (a,b,c,f))</p> <p>SPARK – January 2024. Paid to the group to replace the worn children's area rug and to purchase a selection of games for the newly created and popular Stay & Play sessions. These sessions are to help reduce social isolation and increase mental wellbeing for those caring for young children. (2, 3, 4, 5)</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. (1,2,3,4,5 (a,b,c,f))</p> <p>ESDC - Outreach Project – March 2024 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. (1,2,3,4,5 (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
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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	ESDC £169.57 SPARKS - £650 Rushmere PC £500
Amount of reserves held	Para 1.22	£2,960.42
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 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	
Other		

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	KLCG
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	Elizabeth Ditton	Acting Chair & Secretary	From 11/10/17	
3	Margaret Lusher	Treasurer	From 11/10/17	
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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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

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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	E M Ditton
Full name(s)	Margaret Lusher	Elizabeth Margaret Ditton
Position (eg Secretary, Chair, etc)	Treasurer	Chair & Secretary
Date	4 December 2024	

Kesgrave Library Community Group

Receipts & Expenditure

For the year ended 30/04/2024

Charity No. 1183717

Receipts	Unrestricted £	2024 Restricted £	Total Funds £	2023 Total Funds £
Voluntary Income				
Grants	-	2374.76	2374.76	1185.75
Donations	34.25	-	34.25	58.10
Membership Fees	6.00	-	6.00	6.00
Charitable Activities				
Events	245.31	-	245.31	255.90
100 Club	714.00	-	714.00	666.00
Total Receipts	£999.56	£2,374.76	£3,374.32	£2,171.75
Expenditure				
Staff Hours				
Outreach	-	924.76	924.76	231.00
Social Media	-	-	-	77.00
SRC	263.25	-	263.25	319.00
ESDC - Bounce Back Grant	-	-	-	169.57
Donations to SL Fundraising	200.00	-	200.00	250.00
Donations for Equipment/Refurbishment	-	511.20	511.20	634.01
Costs for Activities - Stay & Play/Games	-	43.35	43.35	-
Crafts	18.78	-	18.78	23.14
Refreshments for staff	88.19	-	88.19	84.83
Costs from petty-cash	-	-	-	5.38
SRC Costs	330.01	65.49	395.50	136.76
Gifts for volunteers	118.95	-	118.95	82.85
Misc Costs	5.49	-	5.49	27.68
Other Gifts	50.69	-	50.69	94.00
Fundraising				
100 Club Prizes	296.40	-	296.40	246.00
Prizes for Raffles	35.30	-	35.30	-
Total Payments	£1,407.06	£1,544.80	£2,951.86	£2,381.22
Net (Payments)/Receipts	-£407.50	£829.96	£422.46	-£209.47

Cash funds at 1 May 2023	<u>£2,378.94</u>	<u>£581.48</u>	<u>£2,960.42</u>	<u>£3,169.89</u>
Transfer of Funds	<u>£1,971.44</u>	<u>£1,411.44</u>	<u>£3,382.88</u>	<u>£2,960.42</u>

Receipts & Expenditure

For the year ended 31/03/2024

Charity No. 1183717

CASH FUNDS	2024			2023
	Unrestricted £	Restricted £	Total Funds £	Total Funds £
Current Account	1949.58	1411.44	3,361.02	2938.56
Petty-Cash	21.86	-	21.86	21.86
	£1,971.44	£1,411.44	£3,382.88	£2,960.42

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

4 December 2024

and signed on their behalf by Elizabeth M Ditton

1. The restricted fund represents grants for the Outreach Grants and Stay and Play: rugs & toys
2. Included in the 100 Club income is £296 relating to payments for entries into draws from May 2024 onwards.