



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2023 Period start date To 31 March 2024 Period end date

Charity name: Earls Barton Library & Community Centre

Charity registration number: 1184350

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provision of a public library plus related community activities for recreation and/or other leisure time occupations for the benefit of the residents of Earls Barton and the surrounding area.
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	In addition to being a volunteer-run library facility for the benefit of Earls Barton and the surrounding villages, our community centre continues to generate income through its many additional activities, We run a film club twice monthly and hold monthly coffee mornings. We received a significant portion of our income through the hire of the community space to a variety of organisations – eg. Northants Adult Education, local ukelele/mah-jong groups, art group, yoga group and our local u3a branch. We have streaming equipment to facilitate Earls Barton Talks Books, a series of author events, which can also be used by hirers of the library. We have internal and external CCTV to help improve the safety of our volunteers and library users. Externally, we have an INPOST automated parcel machine, which is extremely well used.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public	Para 1.18	Our trustees have been issued with all guidance notes as issued by the Charity Commission on public benefit. This information is revised annually.

benefit		
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not Applicable.
Policy on social investment including program related investment	Para 1.38	Not Applicable.
Contribution made by volunteers	Para 1.38	We have 39 active volunteers who are fully involved in the day to day running of this Community Managed Library. These are supported by a strong management team drawn from the volunteers and a variety of small sub-committees which take responsibility for different aspects of our work.
Other		Not applicable

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	Our most significant achievement of the year has been the upgrade of our existing W.C and the refurbishment of a vacated storage area, to provide a confidential and hireable office space. This was part funded through a local development Section 106 Grant. Although the WC is not fully compliant as a disabled facility due to its size, it is fully accessible for a wheelchair and also provides baby changing facilities We offer our premises to a local 'junk-food' project on a weekly free of charge basis and we are a collection point for the local Food Bank.

		We run a popular recycling centre and support other collection schemes throughout the year. Twice a week we provide our library to a local, retired teacher, who gives English lessons to Ukrainian refugees who are resident in our village and the surrounding areas. The lessons are free of charge, and we make no charge for the use of the library. We also provide him with any resources required. We ran and facilitated an extremely successful Summer Reading Challenge which involves visiting several local schools to promote the project. We run various children's events throughout the year. Once a week, we offer free IT Training and support for anyone struggling with phones/tablets and laptops. The library is used weekly by a Music Teacher who has been tutoring a 7-year-old autistic girl – also a local mother is being helped to read and write here,, every week. The new office facility is being used monthly by our local PCSO who holds a surgery on a Saturday.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Although we are a Community Managed Library, we are acknowledged as part of the statutory provision for the county, which means that we must meet certain Key Performance Indicators (KPIs) as laid down by the library service. We have, for the third year running, met all of these, successfully increasing: - - Our footfall - Book borrowing - General use of the library
Performance of fundraising activities against objectives set	Para 1.41	As above. Our film clubs and coffee mornings have been enhanced by our investment and thus attendance at these has increased significantly with donations to match,
Investment performance against objectives	Para 1.41	Not applicable.

Other		Not applicable
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	For this year, we are showing a loss of £13,848.33 on income of £23,040.23. This is due to the strategic decision of the trustees to allow us to spend £18,924 on the old storage area refurbishment/w.c. upgrade from our reserves, as mentioned above. Taking this exceptional item out of the equation, a surplus of £5,076 was made which we consider to have been an excellent result Our reserves stand at £19,980 and we have a further and final allocation of Section 106 monies due, amounting to £6,200 approximately. Our financial position is strong, and we remain cash generative.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity's policy for reserves is that these will be reinvested to improve and enhance our amenities. This year we have undertaken our major project already referred to and additionally have: - - Installed internal and external CCTV - Upgraded our streaming capability During the next 12 months, we aim to have air conditioning and more effective heating installed. A quote has been accepted and we await the sign off by the local Unitary Authority. We are currently also, undertaking a feasibility study for the external redecoration of the library and refurbishment of the entrance canopy.
Amount of reserves held	Para 1.22	£19,980
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	The charity is properly constituted, well supported by Earls Barton Parish Council, and has no issues about continuing as a going concern

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	Any revenue raised by library services, remain with the Charity. Our main income streams are generated through hiring of space and related activities.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We look to protect our reserves by switching funds to interest bearing accounts.
A description of the principal risks facing the charity	Para 1.46	Our principal risk is our reliance on the continued health and welfare of our Senior Managers. This has been highlighted twice during the 12-month period and included the tragic loss of one of these. Another risk is our ability to continue to recruit and retain volunteers. Additionally, we rely on the services provided by the Unitary Authority who run the library service across both North and West Northamptonshire. A planned disaggregation of this service causes some concern.
Other		Not applicable

Structure, Governance and Management

Description of charity's trusts:		Not applicable
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
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	We try to have a mix of trustees from different elements of the local community i.e. Teacher and Governor of local school, Parish Councillors, Library Volunteers, Local Magazine Editor, Financial and Health & Safety Experts.

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	Trustees' induction documents sent to all trustees
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Not applicable
Relationship with any related parties	Para 1.51	Earls Barton Parish Council are the formal leaseholders under a 25-year lease. We continue to work with them in at all times.
Other		Not applicable

Reference and Administrative details

Charity name	Earls Barton Library & Community Centre
Other name the charity uses	
Registered charity number	1184350
Charity's principal address	Earls Barton Library & Community Centre 27 Broad Street Earls Barton Northamptonshire NN6 0ND

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	Geoff Adams	Chairman		
2	Robert Watts	Treasurer		
3	Carolyn Palôt-Watts	Secretary		
4	Pollyanna Hadman			
5	Peter Morrall			
6	Claire Poole			
7	Iona Flanagan			
8	Stephen Watkins			
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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	NIL
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

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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)

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Full name(s)

Carolyn Lesley Palôt-Watts

Carolyn Lesley Palôt-Watts	
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Position (eg Secretary,
Chair, etc)

Secretary

Secretary	
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Date

24 July 2024

24 July 2024

EARLS BARTON LIBRARY AND COMMUNITY CENTRE

INCOME AND EXPENDITURE ACCOUNT - 1 April 2023 to 31 March 2024.

INCOME

Activities (<i>Ukulele, M-J, Knit & Natter, Scrabble</i>)	£2,479.75
Sales (<i>Cards, Books, Shop, Jigsaws</i>)	£1,200.88
Fines	£359.95
Printing/Copying	£183.45
General Donations	£1,849.29
Friends Donations	£86.00
	<u>£6,159.32</u>
Other Income Lines	
Author Events	£1,056.60
CoffeeMornings/Craft events	£1,375.00
Film Club	£1,612.00
Quiz Night	£561.00
Book Sales - Ziffit/World of Books	£421.77
Amazon Smile	£7.49
	<u>£8,506.75</u>
Room Hire	£2,401.02
Cooperative Community Grant	£305.45
Bank Interest Received	£633.83
Final balance of Section 106 Funding	<u>£23,040.23</u>
Bank Balance - 1 April 2023	£1,106.79
Business Money Manager Account - 1 April 23	£24,344.93
CAF 60 Day Notice Account. Shawbrook Bank 1 April 23	£8,000.00
Cash held at 1 April 2023	£377.17
Surplus/Loss brought down	<u>-£13,848.33</u>
	<u>£19,980.56</u>

EXPENDITURE

Sundry Purchases (cash + non-cash payments)	£5,164.67
CCTV Equipment (£438.75 + £571.96 + £226.50)	£1,237.21
EBTB Author Costs (cash and non-cash)	£545.75
Service Contracts	<u>£6,947.63</u>
Walker Fire UK Limited	£133.50
Saxon Blinds	£0.00
Scorpion Security	£84.00
Wellingborough Doors	£205.20
Virgin Media	£561.60
	<u>£984.30</u>
Cleaning	£1,224.00
Design and Printing - (£231+ £223.20+ £212)	£666.20
Licences (MPLC & PPL/PRS and Zoom)	£748.45
Bank Charges	£101.08
Sumup Card Reader Charges	£54.83
Section 106 expenditure (held over from last year).	£7,238.07
Planned Project Expenditure (Int. Room/WC upgrade)	£18,924.00
	<u>£36,888.56</u>
Sub-total	<u>£36,888.56</u>
Surplus/Loss Carried down	<u>-£13,848.33</u>
	<u>£23,040.23</u>
Bank Balance -31 March 2024	£794.38
Business Money Manager Account - 31 March 2024	£10,623.96
CAF 60 Day Notice A/c. Shawbrook Bank - 31 March 2024	£8,038.42
Cash held at 31 March 2024	£523.80
	<u>£19,980.56</u>

BOB WATTS
Treasurer

DAVID GRIFFITHS

DATE

5-Apr-24

DATE