



**Community Managed Libraries National Peer Network  
Report and Financial Statements  
for the year ended 31 March 2022**

Charity name: Community Managed Libraries National Peer Network  
Charity Registration Number: [1184488](#)

## Objectives and Activities

### The purposes of the Charity as set out in its governing document

The promotion of the efficiency and effectiveness and the effective use of charitable resources of community managed libraries for the benefit of the public in particular but not exclusively by:

- Providing and co-ordinating the effective use of workshops, conferences and training activities
- Providing support to assist in the good governance and practice of community libraries in the delivery of services
- Providing a forum for shared learning and networking

### The main activities in relation to those purposes for the public benefit

The Community Managed Libraries Peer Network (CMLNPN) was formed in 2017 by Upper Norwood Library Trust (UNLT), in collaboration with the Arts Council, Locality and Libraries Connected with funding from Power to Change. CMLNPN received additional funding from Power to Change in October 2018, to formalise, develop and grow the Network. In 2019 the Network formalized its legal status as a Charitable Incorporated Organisation (CIO).

We continue to participate in the Government's cross working group, ensuring the voice and needs of Community Managed Libraries (CMLs) informed national policy. We want to sustain this engagement in the longer term, as the pandemic has highlighted the major role played by CMLs as community catalysts and local hubs which support the most excluded, marginalised, isolated, poor and needy in their communities through a wide range of local services.

In February 2022, after a successful application to the National Lottery's Growing Great Ideas transformational programme, the CMLNPN heard that, subject to final approval, it had been awarded £315,400 over the three years 2022/23-2025/26 to employ a full time Network Manager and two part time Regional Co-ordinators to implement a business plan that will create a network of community hubs based around community libraries developed organically with local leadership, to fit local needs and that can deliver transformational and long term change to civic life with local communities as the bedrock. The first instalment of this grant is being received, staff appointed and implementation commencing in April 2022.

At the end of March 2022, the Network had 520 (2020/21: 502) subscribers including peers from the full spectrum of Community Managed Libraries (CMLs) including both the independently funded and those who receive varying levels of local authority support. These are usually trustees or people who work in community managed libraries but can also include those wishing to form a trust or community groups exploring the possibilities of CMLs.

## **Our Vision**

The Network wants libraries in community management to thrive - each at the heart of their community, run by their community, providing a wide range of benefits for their community. It does this by giving community managed libraries access to the advice and support they need to run their organisation effectively.

## **Our Governance**

The Network is run by a volunteer trustee board supported by other dedicated volunteers from the CML sector. Together they are working to create a sustainable network. Trustees are fully committed to building an organisation which helps CMLs to be successful and do this by:

- creating a forum for members to learn from each other and to exchange information and good practice
- collaborating with CMLs and other organisations to run learning events for community managed libraries
- providing a voice to raise issues that matter to community managed libraries, and to help the public, national and local decision-makers, and other parts of the library sector, understand and value what community managed libraries do
- drawing on learning and good working practice from other peer networks

The Network continues to work hard to build relationships and communication with CMLs nationally and with a wide range of sector agencies and organisations including Libraries Connected, The Arts Council, DCMS and many others to achieve its charitable objectives.

## **Statement confirming that the trustees have had regard to the guidance issued by the Charity Commission on public benefit**

The Trustees of Community Managed Libraries National Peer Network hereby confirm that they have taken full regard of the guidance on public benefit issued by the Charity Commission when exercising any powers or duties to which the guidance is relevant. In particular, the Trustees believe that the list of activities detailed above show complete accordance and compliance with such guidance and are all examples of furthering the charity's purpose (as defined in the objects described above) for the public benefit.

## **Contribution made by volunteers**

The Network is run by 8 Trustees, all volunteers contributing significant hours each month to support the Network's activities. Other volunteers from the Network sometimes lead discussions at events.

## **Policy on grant- making**

The Charity has no policy on grant making as this does not form part of its current or planned future activity.

## **Measuring success**

The trustees continue to measure the impact of the Charity's work through regular trustee reports detailing key achievements for all projects against objectives set and how the communities the recipient libraries serve have benefited, ensuring all are on track or to plan. Following the successful bid for lottery funding Trustees have recently recruited a Network Manager. As the strategy is further developed and a detailed implementation plan approved we will develop metrics and criteria to help us effectively monitor and assess the differences we make.

The pandemic disrupted plans for our national conference – to organise this will be one of the key tasks for the Network Manager and regional team once appointed. We continued to participate in the Government's Covid-19 working group where we champion the voice of CMLs at national level; we sustained communication and relationships with a range of national and local agencies including the Reading Agency and Libraries Connected and we kept CMLs abreast with policies including changes taking place in the library and cultural sectors.

As CMLs resumed activities locally following lockdown measures, we were not able to run as many network meetings. Network meetings will resume fully once the Network Manager and regional teams are appointed, running them locally, designed to cater for local needs and wants.

We successfully completed the Public Space Management course run by Archibald Corbett Community Library, funded by National Lottery and supported by Roehampton Business. Over 60 people including volunteers, local residents and people from the CML community in the South of London area benefited from the course. Following our success with the Lottery funding, we will be redesigning and developing the course to run across England and Wales, benefiting CMLs, volunteers and people aspiring to work in the CML and community business sector.

## **Achievements and Performance in 2022**

The Network has succeeded in achieving a number of the objectives set out in its governing document and creating a platform for the future development and expansion of those objectives:

- The Network continued to prove its resilience and strength by continuing to participate in the Government's cross working group, ensuring the voice and needs of CMLs informed national policy. The Network is keen to sustain this engagement in the longer term highlighting the important role CMLs play as community catalysts and local hubs which support the most excluded, marginalised, isolated, poor and needy in their communities through a wide range of local services.
- We opened up the Public Space Management course run by Archibald Corbett Community Library to CMLs.

- We shared regular information and updates with CMLs, they included policy decisions, updated toolkit information from Libraries Connected, funding opportunities and more.
- The targets set in the forecast income and expenditure for activity and event donations have been met.
- We successfully secured funding for 2022/23 onwards from the National Lottery, £315,400 to employ a full time Network Manager and two part time Regional Co-ordinators to implement a business plan that will create a network of community hubs based around community libraries developed organically with local leadership, to fit local needs, that can deliver transformational and long-term change to civic life with local communities as the bedrock.

## **Future plans**

We continue to work hard to develop a good level of engagement with CMLs across England, as well as creating networking and shared learning opportunities for CMLs. We are now looking ahead to the future, and to how we can grow and develop the Network, make a strong impact locally and nationally by supporting existing and emerging CMLs to thrive in their communities.

Our future plans include:

- To recruit a Network Manager and two regional network co-ordinators to support our vision and plans to help/work with CMLs in creating a network of community hubs based around community libraries.
- Improve, develop and grow support for CMLs across the regions
- Implement a strong and dynamic Network which responds confidently to CML needs
- Enhance our profile and reputation as a strong strategic partner in our sector, fully engaged with CMLs, knowledgeable and with intelligence to inform discussions and policy changes at national level; and the go to place for CMLs including agencies, local communities and organisations keen to develop community libraries locally.
- Maintain engagement on the government cross working group, particularly with CMLs playing major roles as community catalysts and local hubs; and because it is important we continue to share the voice and needs of CMLs at national level with policy makers.
- Continue to organise networking and learning opportunities for CMLs nationally
- Connect with and develop relationships with CMLs in Wales and other parts of the country
- Implement a membership scheme
- Organise a national conference in person
- Develop capacity building and employability sessions for volunteers as part of the Network's succession planning strategy.
- Achieve financial resilience through fundraising, membership activities, donations and partnership working.

## Financial Review

At the beginning of the 2021/22 financial year, the Charity had reserves of £11,076 of which £10,253 was restricted and £823 was unrestricted.

During 2021-22 financial year, the Charity received donations of £150 (£2,000 in 2020/21) and spent £Nil (£2,545 in 2020/21) to meet its charitable objectives. These were met by the work of volunteers.

At the end of the 2021/22 financial year, the Charity had reserves of £11,226 of which £10,253 was restricted and £973 was unrestricted.

The trustees are satisfied with the year-end position of the Charity and do not believe there are any uncertainties currently of the Charity continuing as a going concern. No commitments have been made that cannot be met out of current reserves. Future activities requiring significant funding will only be undertaken when that funding has been secured. Many valuable activities can be provided effectively at low cost from volunteer resources.

### Reserves policy

Any surpluses at the end of each year end are held in reserve to be used in the following year to support the Charity's charitable objectives and its development. Now that the Charity has committed to regular outgoings the trustees will develop a formal reserves policy in 2022/23.

### Investment policy and objectives including social investment policy

The Charity does not currently have any financial investments and therefore the trustees have not yet adopted an investment policy. It has adopted a social investment policy whereby all its activities and services are delivered on a voluntary basis to those involved in organizations whose beneficiaries are their local communities. The average age of volunteers is £65+, this approach supports social inclusion.

### Principal risks and uncertainties

The Trustees have given consideration to major risks faced by the Charity and how these can be managed.

#### Dependence on volunteers:

The Network is still entirely volunteer run. To ensure we reach as many CMLs who need our support, we have secured lottery funding to recruit a Network Manager and two regional co-ordinators. They will work to ensure CMLs are fully engaged and involved, to help the Network deliver on its business and financial strategy and to implement its new membership scheme. Though the volunteers make a huge contribution to the organisation, the majority are vulnerable.

**Income risk:**

The Charity is reliant on grant funding and from 2022/23 has regular expenditure commitments. We will work very hard to build our membership income and implement some business development ideas to help us earn our own income.

Trustees mitigate any income risk by not making commitments unless funding has already been secured. They review regularly reports of funding and financial performance against plan so they can act on variances and adjust plans accordingly.

## Reference and administration details

<b>Type of governing document</b>	Constitution
<b>How the Charity is constituted</b>	Charitable Incorporated Organisation
<b>Charity Name</b>	Community Managed Libraries National Peer Network
<b>Other name the Charity uses</b>	None
<b>Registered Charity Number</b>	1184488
<b>Charity's Principal Address</b>	Community Managed Libraries National Peer Network, 39 Westow Hill, London SE19 1TQ
<b>Description of the assets held in this capacity</b>	N/A
<b>Name and objects of the Charity on whose behalf the assets are held and how this falls within the custodian Charity's objects</b>	N/A
<b>Details of arrangements for safe custody and segregation of such assets from the charity's own assets</b>	N/A

## Trustees

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Appointed</b>	<b>Resigned</b>
1	David Smith	Chair	18 July 2019	
2	Jeremy Clynes	Treasurer	17 March 2020	
3	Christopher Clarke	Trustee	18 July 2019	
4	Susan Wills	Trustee	17 March 2020	
5	Richard Fowler	Trustee	17 March 2020	
6	Margaret Adjaye	Trustee	18 July 2019	27 June 2022
7	Sarah Long	Trustee	18 July 2019	
9	Kamal Shah	Trustee	17 March 2021	

The Network focuses on the skills mix of the Trustees to ensure that the Board has all the necessary skills to contribute fully to the Charity's development. Trustees are inducted through meetings with existing trustees and references to the Charity Commission website to ensure they fully understand their responsibilities. No person (or body) is entitled to appoint any trustees. Trustees may be appointed in accordance with the Constitution by the members or the trustee board. All new trustees retire at the next annual general meeting and may then be reappointed by the members at that meeting. Trustees are not eligible for reappointment if they have served three consecutive terms unless there has been an interval of at least three years since they last served.



All decisions must be made by a quorum of trustees

Trustees met as a body four times and additionally considered specific items via email and telephone conference calls. No trustee received any remuneration from the Charity during the year.

The AGM for the Charity was held on 27 June 2022.

Day to day management is delegated to the Chair, Peter Ranken (Secretary) and the Network Manager from 6 July 2022. Before then Margaret Adjaye, until she resigned, and Peter Ranken led on day to day activities. All strategic and other major decisions are considered and taken by the Trustees.

No trustees hold any title to property belonging to the charity.

## **Relationships with related parties**

### **Upper Norwood Library Trust (UNLT)**

The Charity grew out of the work coordinated by UNLT which was funded by a grant from Power To Change to build and support a national peer network for CMLs. The success of the resulting activities and the expanding demand for a continuation and more permanent service led to representatives of the most active and advanced CMLs, including UNLT, determining that a separate charity should be formed.

Margaret Adjaye, a then trustee of the Charity, employed by UNLT until November 2021 as one of the joint Hub Directors for Upper Norwood Library Hub, was responsible for directing the work UNLT undertook for the Charity. Margaret Adjaye received no personal benefit for doing so, and did not take part in those sections of meetings or otherwise in making decisions relating to the Charity's relationship with UNLT. Until December 2021, UNLT held funds for the Network in its bank account. This changed in December 2021 after the Network had opened its own bank account and the funds of £11,075.98 held by UNLT were transferred into that account.



### **Donation to the Charity by Trustee or Third Party**

The total amount of donations received from a Trustee or a related party was £150 (2020/21: £nil).

## Declarations

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

Signed on behalf of the charity's trustees

Signatures		
Full Name	DAVID SMITH	PETER RANKEN
Position	CHAIR	SECRETARY
Date:	10/01/2023	10/01/2023

## Independent Examiner's Report

I report to the trustees on my examination of the accounts of Community Managed Libraries National Peer Network for the year ended 31 March 2022.

### Respective responsibilities of trustees and examiner

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').

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that although an independent examination is also not required under section 145 of the 2011 Act they would appreciate the feedback arising from such external scrutiny.

I report in respect of my examination of the Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed all 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 giving me reasonable cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Act or the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Jane Gregory

Relevant professional qualification/membership of professional bodies: ACA  
DChA (ICAEW 7057507)

Address: 22 Fox Hill London SE19 2XE

Date:

## COMMUNITY MANAGED LIBRARIES NATIONAL PEER NETWORK

Charity Number: 1184488

### Statement of financial activities (including income and expenditure account) for the year ended 31 March 2022

	Notes	Unrestricted	Restricted	Total		Unrestricted	Restricted	Total
		Funds	Funds	Funds		Funds	Funds	Funds
		2022	2022	2022		2021	2021	2021
Donations and Legacies		£150	-	£150		-	£2,000	£2,000
Charitable Activities	3	-	-	-		£500	-	£500
Other Trading Activities		-	-	-		-	-	-
<b>Total Income</b>		<b>£150</b>	<b>-</b>	<b>£150</b>		<b>£500</b>	<b>£2,000</b>	<b>£2,500</b>
Raising Funds		-	-	-		-	-	-
Charitable Activities	4	-	-	-			£(2,518)	£(2,518)
Other Support Costs		-	-	-		£(27)		£(27)
			-					
<b>Total Expenditure</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>£(27)</b>	<b>£(2,518)</b>	<b>£(2,545)</b>
<b>Net Income Before and After Tax</b>		<b>£150</b>	<b>-</b>	<b>£150</b>		<b>£473</b>	<b>£(518)</b>	<b>£(45)</b>
Transfers between Funds		-	-	-		-	-	-
<b>Net Movements in Funds</b>		<b>£150</b>	<b>-</b>	<b>£150</b>		<b>£473</b>	<b>£(518)</b>	<b>£(45)</b>
<b>Total Funds Brought Forward (restated for prior year)</b>	<b>6</b>	<b>£823</b>	<b>£10,253</b>	<b>£11,076</b>		<b>£350</b>	<b>£10,771</b>	<b>£11,121</b>
<b>Total Funds Carried Forward (restated for prior year)</b>		<b>£973</b>	<b>£10,253</b>	<b>£11,226</b>		<b>£823</b>	<b>£10,253</b>	<b>£11,076</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

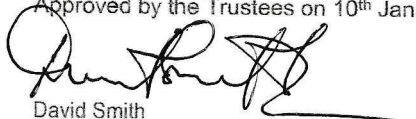
The notes on pages 14 to 18 form part of these accounts.

**Balance Sheet**  
**For the Year ended 31 March 2022**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2022	2022	2022	2021 restated
<b>Current assets</b>					
Debtors	5	-	-	-	£14,076
Bank and cash		£973	£10,253	£11,226	
<b>Total current assets</b>		£973	£10,253	£11,226	£14,076
<b>Liabilities</b>					
Creditors falling due within one year	6	-	-	-	(£3,000)
<b>Net current assets</b>		£973	£10,253	£11,226	£11,076
<b>Total assets less current liabilities</b>					£11,076
<b>Total net assets</b>		£973	£10,253	£11,226	£11,076
<b>The funds of the Charity</b>					
Unrestricted funds		973		£973	£823
Restricted funds		-	£10,253	£10,253	£10,253
<b>Total charity funds</b>	7	£973	£10,253	£11,226	£11,076

The notes on pages 13 to 24 form part of these accounts

Approved by the Trustees on 10<sup>th</sup> January 2023 . Signed on their behalf by:

  
David Smith  
Trustee (Chair)

Charity no. 1184488

## **Notes to the financial statements**

### **1 Principal Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation or uncertainty in the preparation of the financial statements are as follows:

#### **a) Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019 - Charities SORP (FRS 102).

The Charity meets the definition of a public benefit entity under FRS 102 and of the Charity Commission. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **b) Preparation of the accounts on a going concern basis**

The Charity reported a cash inflow of £150 for the year. The trustees are of the view that the charity is a going concern and consider that there are no material uncertainties about the Charity's ability to continue as a going concern. A grant from the National Lottery has commenced after the balance sheet date and further grants will be applied for. In future years the key risks to the Charity are a fall in income from grants receivable and donations but the trustees have arrangements in place to mitigate those risks (see their annual report for more information).

#### **c) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance of provision of a specified service is deferred until the criteria for income recognised are met.

#### **d) Donated services and facilities**

In accordance with the Charities SORP (FRS 102), the services provided by volunteers is not recognised in the financial statements. The trustees' annual report

includes more information about their contribution.

#### **e) Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

#### **f) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings: raising funds and charitable activities.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **g) Allocation of support costs**

Support costs which include governance costs are those costs that assist the work of the charity but do not directly undertake fund raising or charitable activities.

#### **h) Tangible fixed assets and fixed asset investments**

The charity has no tangible fixed assets or investments.

#### **i) Stocks**

The charity has no stocks.

#### **j) Debtors**

Debtors are amounts due to the Charity. They are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### **k) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due. Amounts which are payable in more than

a year are shown as long-term creditors.

### **l) Financial instruments**

The charity has no financial assets and financial liabilities except for those stated above. Cash at bank and in hand is held in a bank current account with NatWest and is used to meet the charitable expenditure and day to day running costs as they fall due.

### **m) Restricted funds**

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

### **n) Unrestricted funds**

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the Charity's charitable objects.

## **2) Legal status of the Trust**

The organisation is a Charitable Incorporated Organisation and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

## **3) Restatement of prior years**

Prior to the balance of the original Power to Change grant being transferred by UNLT to the Charity in December 2021 it was identified that a few expense transactions in 2019/20 had been misallocated against this grant. A prior year adjustment of £299 was made and is reflected in these financial statements.

## **4) Donations**

Donations totalling £150 were received from a Trustee (2021: £nil).

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in the annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

## **5) Expenses and support costs**

Expenses allocated to charitable activities was £nil (2021: £2,518. Support costs of £nil (2021: £27) were paid from unrestricted funds of the Charity. All activity was undertaken by volunteers at no cost to the Charity.



## 6) Staff costs and trustees remuneration

The Charity did not employ any staff directly until after the balance sheet date. In 2021/22 work carried out on behalf of the Charity was performed by staff of UNLT and volunteers. No charge was incurred in 2021/22 due to lack of activity possible during the Covid pandemic. No trustee has received any remuneration during the period and no travel expenses were incurred.

## 7) Taxation

The Charity is a registered charity and therefore not liable to taxes on income derived from its charitable activities as it falls within the various exemptions available to registered charities.

## 8) Debtors

The Charity's funds were held until December 2021 by the Upper Norwood Library Trust who applied for and successfully secured the original Power to Change funding to develop and grow the Network. At the end of the 2021/22 financial year UNLT held £Nil (2020/21: £14,075.98) on behalf of CMLNPN.

## 9) Creditors

The Charity did not have any creditors at the end of March 2022 (2021: £3,000 was owed to Upper Norwood Library Trust). This was netted off against the 2021 debtor and the net funds transferred to the Charity by UNLT in December 2021.

## 10) Movements in funds

	At 1 April 2021 (restated)	Income	Expenditure	At 31 March 2022
<b>Restricted funds</b>				
Power to Change grant	£10,253	£-	£(-)	<b>£10,253</b>
<b>Unrestricted funds</b>				
General funds	£823	£150	£(-)	<b>£973</b>
<b>Total funds</b>	<b>£11,076</b>	<b>£150</b>	<b>£(-)</b>	<b>£11,226</b>

## 10) Post balance sheet events

Following final approval by National Lottery the first instalment of the 3 year grant of £315,400 was received in April 2022, enabling the Charity to appoint a paid Network Manager to develop and oversee day to day activities furthering the implementation of the Trustees' strategy.

There have been no other events between the balance sheet date and the signing of these accounts which relate to conditions that arose after the end of the reporting period that would impact on the understanding of these accounts.

**Community Managed Libraries National Peer Network**  
**Charity Reg. no: [1184488](#)**  
**39 Westow Hill, London SE19 1TQ**