



**Community Managed Libraries National Peer Network
Report and Financial Statements
for the year ended 31 March 2024**

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). The Charity was granted permission by Power to Change to transfer the remaining balance of funds from the 2018 grant, amounting to £10,253, to unrestricted funds to be spent in meeting any costs incurred by the Charity in meeting its charitable objectives that the trustees deemed appropriate.

Our Vision

To help community managed libraries thrive in their communities.
We want community managed libraries to:

- be aware of, and able to grasp opportunities such as funding and advice
- provide mutual support and learning
- operate as effectively as possible, to make them sustainable in the long term

Our Governance

The Network is run by a volunteer trustee board supported by other dedicated volunteers from the Community Managed Library (CML) sector. Together they are working with the Network Manager and Regional Network Co-ordinators to create a sustainable network. Trustees are fully committed to building an organisation which helps CMLs to be successful, by supporting them in regional meetings and events and liaising on a national level, building relationships and communication with CMLs and with a wide range of sector agencies and organisations including Libraries Connected, The Arts Council, Department of Culture Media and Sport and many others to achieve its charitable objectives.

Measuring Success

CMLNPN maintains various methods of impact and evaluation to ensure that achievements are measured against funding milestones, board and sector expectations and the needs of CMLs and their stakeholders.

National Lottery – Funding Milestones

The Network's activities timeline and budget are set against pre-agreed milestones with our principal funder, National Lottery, through the 'Growing Great Ideas' programme. This includes:

- Operations and business development
- Development of regional networks
- Events, training & guidance
- Membership scheme
- Community hub development
- Stakeholder and sector development
- Advocacy
- Educational and product development

Progress is maintained and monitored through quarterly funder meetings and progress reports.

Quarterly Network Manager Reports

The Network Manager prepares quarterly reports outlining progress against funding milestones as well as additional areas of business development and support for CMLs. Reports are scrutinised by CMLNPN trustees and updates informing the reports are shared with members through monthly network meetings, newsletters and the website.

Evaluation Framework

Regular surveys and polls of CMLs are undertaken to gather insights and data informing future support and training & guidance requirements. CMLNPN also maintains a community library dataset to aid with targeted support and to track successes and learning, for example from successful fundraising or community hub development activities.

Achievements and Performance in 2023-24

CMLNPN entered the second year of three year funding from the National Lottery 'Growing Great Ideas' programme enabling the implementation of a business plan to build on the work carried out in the first year. Year two of funding has focused on cementing business operations, including recruitment of the third staff member, Regional Network Co-ordinator for South West, East Midlands, West Midlands & Wales; developing regional networks and community hub support; building the membership scheme; and increasing training and guidance resources.

Community Managed Library Dataset

The Community Managed Library dataset audits and tracks community libraries across England & Wales, and is continually monitored and updated by the CMLNPN team. 18 additional CMLs were added to the dataset in 2023-24. The dataset was restructured in February 2024 to better record elements of 'Community Hub' development in CMLs,

including activities and services offered and other impact.

The dataset aids with engagement, national and sector advocacy, funding support for CMLs and training and support requirements. This forms the backbone of our process to target appropriate support and development for CMLs while tracking needs.

Engagement and Communication

Regular monthly Network Meetings continue online, open to all trustees, staff, volunteers and supporters from community libraries and the wider sector. Meetings feature guest speakers from related organisations and from featured CMLs, and help to encourage collaborative discussion and foster new connections. Evening meetings are now being offered to add flexibility to those unable to attend during the day.

A monthly newsletter is sent to approximately 1,000 CML and library sector contacts focusing on sector news, ideas, events, funding and training opportunities tailored to members. The newsletter focuses on news updates and opportunities for support, particularly training, funding and connections.

The CMLNPN website has also been updated to include additional training opportunities for CMLs and a Toolkits & Resources page for members.

Regional Networks

10 regional networks have been established covering 230 community libraries, either as newly formed networks or supporting the work of more established groups of CMLs. They continue to support collaborative working, joint funding opportunities and training, shared learning and resources and closer connections with local authorities, parish councils and other local and regional partners. CMLNPN will continue to work towards establishing 'one voice' for community libraries across England & Wales.

Events and Educational Development

A series of short online training sessions started in February 2024 targetting key issues facing CMLs such as Fundraising, Social Media and Trustee Recruitment. These online sessions will continue throughout 2024 with content reflecting issues raised by our members.

Working groups have been set up on specific themes and subjects, made up of representatives from CMLs either with knowledge & experience of the subject, or those seeking to develop in this area.

Three regional mini-conferences took place in 2023-24 in London, Newcastle and Coventry with an overall attendance of 97 participants. Each event focused on different topics including: Community Hub Development, Supporting Resilient Communities and Health & Wellbeing in the Digital Age.

Toolkits and guidance have been produced on a wide range of subjects, on the CMLNPN website. Resources include practical toolkits (5), webinars (4), training resources (2) policy and procedure templates (35), and a knowledge base for podcasts, videos, radio interviews and reports.

Membership Scheme

The Membership Scheme was successfully launched, currently with 34 Associate Members, 19 Full Members & 2 Corporate Associate Members. 4 CMLs have applied a 50% discount for low turnover. Members have access to online resources and toolkits as well as additional 1-2-1 support from CMLNPN, used by several CMLs in

2023-24 in need of in depth advice and guidance on issues such as funding, re-incorporating and business planning.

Community Hub Development

CMLNPN continues to support CMLs with Hub Development, helping to identify key ways to expand activities & services, as well as sustainable methods to diversify income generation. It is also working with CMLs to improve resilience on governance & business development through 1-2-1 support, mentoring and training.

The CMLNPN team have identified approximately 80 CMLs to work with to develop as Community Hubs and 42 which are already successful Community Hubs or are in a position of advanced development.

Stakeholder Development

CMLNPN continues to engage closely with key partners and stakeholders in the libraries and community business sectors including: attending library sector meetings and English Public Libraries Stakeholder group; involvement in Baroness Sanderson's public libraries review; working with 2 universities to develop academic research; local authority library services; and engaging with funders and charity partners to provide opportunities for CMLs.

Future plans

CMLNPN staff and trustees will continue to engage and support CMLs, principally through continuation of the milestones plan and supported by continued funding from the National Lottery.

Alongside growth and expansion of existing 2022-24 initiatives, we will be delivering additional data collection and research to support the creation of a Cost Benefit Analysis of Community Hubs in England & Wales.

Financial Review

At the beginning of the 2023/24 financial year, the Charity had reserves of £52,762 of which £41,536 was restricted and £11,226 was unrestricted.

During 2022-23 financial year, the Charity was awarded a 3 year grant of £315,400 from National Lottery of which £119,455 (2022-23: £79,490) was paid during the year.

Income from charitable activities – membership fees, running conferences and training courses were introduced during the year - totaled £3,273 (2022/23: £Nil).

There were no donations received during the year (2022/23: £Nil).

The Charity spent £90,524 (2022/23: £37,954) to meet its charitable objectives.

At the end of the 2023/24 financial year, the Charity had reserves of £84,966 (2022/23: £52,762) of which £70,467 (2022/23: £41,536) was restricted and £14,499 (2022/23: £11,226) 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

CMLNPN reserves policy requires 6 months of running expenses set aside to continue operations. This will allow the Charity to respond in a considered way to an adverse change in circumstances, give sufficient time to assess emerging circumstances, and to develop and implement appropriate plans, without requiring a crisis response. Funding from our National Lottery grant covers our basic running expenses until August 2025. As the Charity's activities expand to meet increasing demand, the Trustees continue to assess the appropriate level of free reserves to allow for the uncertainty of future fundraising income and meeting the unplanned costs of urgent requirements or of sudden closure after that date. They will seek continuing grant funding to cover costs that cannot be met out of other income but based on the budget for 2024/25 believe an amount of £50,000 should be held in reserve to cover a 6-month period beyond the current grant end date. These reserves, which may utilise the current balance from the National Lottery grant restricted fund, will be held in liquid assets accessible within one month. Any free reserves held at any time over and above the agreed amount will be considered by Trustees to be available for new projects. At present the reserves level can be met from the balance of the National Lottery grant.

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:

By the year end the Network had 3 employees running its day to day activities reaching as many CMLs who need our support but is still dependent on volunteers to support their work. The Network Manager and two regional co-ordinators continue to work to ensure CMLs are fully engaged and involved, to help the Network deliver on its business and financial strategy and to implement a 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 since 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

Type of governing document	Constitution
How the Charity is constituted	Charitable Incorporated Organisation
Charity Name	Community Managed Libraries National Peer Network
Other name the Charity uses	None
Registered Charity Number	1184488
Charity's Principal Address	Corbett Community Library, 103-105 Torridon Road, London, SE6 1RQ
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

Trustees

	Trustee name	Office (if any)	Appointed	Resigned
1	David Smith	Chair		Stood down as chair June 2023
2	Kamal Shah	Chair	17 March 2021 (appointed Chair June 2023)	
3	Jeremy Clynes	Treasurer	17 March 2020	
4	Christopher Clarke	Trustee	18 July 2019	
5	Susan Wills	Trustee	17 March 2020	
6	Sarah Long	Trustee	18 July 2019	
7	Peter Ranken	Trustee	06 July 2023	

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 5th September 2023.

Day to day management is delegated to the Network Manager. 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


Donation to the Charity by Trustee or Third Party

The total amount of donations received from a Trustee or a related party was £nil (2022/23: £nil).

Declarations

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

Signed on behalf of the charity's trustees

Signatures		
Full Name	PETER RANKEN	
Position	SECRETARY/TRUSTEE	
Date:	01/11/2024	

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 2024 which are set out on pages 11 to 18.

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').

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 Charities (Accounts and Reports) Regulations 2008 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 Gillis

Relevant professional qualification/membership of professional bodies: ACA
ICAEW

Address: 28 Ardoch Road, SE6 1SJ

Date: 1/11/24

Community Managed Libraries National Peer Network
Report and Accounts for the Year Ended 31 March 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Income							
Donations and Legacies		-	-	-	-	-	-
Grants receivable - National Lottery		-	119,455	119,455	-	79,490	79,490
Charitable activities	4	3,273	-	3,273	-	-	-
Total Income		3,273	119,455	122,728	-	79,490	79,490
Expenditure							
Raising Funds		-	-	-	-	-	-
Charitable Activities	5	-	90,524	90,524	-	37,954	37,954
Total Expenditure		-	90,524	90,524	-	37,954	37,954
Net income/(expenditure)		3,273	28,931	32,204	-	41,536	41,536
Transfers between Funds		-	-	-	10,253	(10,253)	-
Net Movements in Funds		3,273	28,931	32,204	10,253	31,283	41,536
Total Funds Brought Forward		11,226	41,536	52,762	973	10,253	11,226
Total Funds Carried Forward	11	14,499	70,467	84,966	11,226	41,536	52,762

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 13 to 18 form part of these accounts.

Balance Sheet As at 31 March 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Fixed Assets	8	-	180	180	359
Current assets					
Debtors and prepayments	9	-	553	553	174
Bank and cash		14,499	74,842	89,341	57,999
Total current assets		14,499	75,395	89,894	58,173
Liabilities					
Creditors falling due within one year	10	-	(5,108)	(5,108)	(5,770)
Net current assets		14,499	70,287	84,786	52,403
Total assets less current liabilities		14,499	70,467	84,966	52,762
Total net assets		14,499	70,467	84,966	52,762
The funds of the Charity	11				
Unrestricted funds		14,499	-	14,499	11,226
Restricted funds		-	70,467	70,467	41,536
Total charity funds		14,499	70,467	84,966	52,762

The notes on pages 13 to 18 form part of these accounts

Approved by the Trustees on 1st November 2024 .

Signed on their behalf by:



Peter Ranken
Trustee (Secretary)

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 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 three-year grant (2022-25) from the National Lottery has continued during the year 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 recognition 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. Costs of charitable activities comprise all costs incurred in pursuit of the charitable objects of the Charity. Currently all costs are wholly attributable to charitable activities.

Irrecoverable VAT is charged as a cost 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. Currently all costs are wholly attributable to charitable activities.

h) Tangible fixed assets and fixed asset investments

Tangible fixed assets are initially recognised at their transaction value. This initial value is written off in equal instalments over the expected useful life of the asset, normally 3 years in the case of office equipment, which is currently the only class of asset.

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 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) Donations

No donations were received during the year (2023: £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.

4) Income from charitable activities

	Unrestricted	Restricted	2024 Total	2023 Total
	£	£	£	£
Membership fees	1,697	-	1,697	-
Conferences & Workshops	1,296	-	1,296	-
Leading Community Spaces Training Courses	280	-	280	-
	-	-	-	-
Total	3,273	-	3,273	-

5) Expenditure on charitable activities and support costs

	Unrestricted	Restricted	2024 Total	2023 Total
	£	£	£	£
Membership support		32	32	-
Conferences & Workshops		2,417	2,417	-
Leading Community Spaces Training Courses		1,375	1,375	-
	-	3,824	3,824	-
Support costs				-
People costs	-	80,151	80,151	34,140
Marketing & communications	-	797	797	27
Office costs	-	5,046	5,046	3,284
Governance	-	706	706	503
	-	90,524	90,524	37,954

Support costs were all allocated to charitable activities and are detailed above. These were paid from the National Lottery grant. Other activity was undertaken by volunteers at no cost to the Charity.

People costs include staff costs, recruitment, travel and subsistence. Governance includes trustees' expenses and insurance.

6) Staff costs and trustees remuneration

	2024 £	2023 £
Wages and salaries	69,462	29,250
Social security costs	6,029	2,994
Pension costs	1,554	706
	77,045	32,950

The Network Manager and a Regional Co-ordinator were joined during the year by a second Regional Co-ordinator. Salaries are set by the trustees. Staff costs during the year are shown above. The Charity as employer contributes to a defined contribution pension plan as an employee benefit expense, as contributions fall due. A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Charity has no further legal or constructive obligation to pay any further contributions.

No trustee has received any remuneration during the period. Travel expenses of £253 were repaid to 2 trustees (2023: £33 to one trustee). The Trustees have the benefit of Trustees' and Officers' liability insurance in respect of the organisation and its trustees. This provides cover up to £100,000 and is part of a comprehensive insurance policy costing £706 (2023: £627)pa.

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) Tangible Fixed Assets

	IT equipment 2024 £	IT equipment 2023 £
Cost or valuation		
At 1 April	538	-
Additions	-	538
Disposals	-	-
At 31 March	<u>538</u>	<u>538</u>
Accumulated depreciation		
At 1 April	179	-
Depreciation for the current year	179	179
Disposals	-	-
At 31 March	<u>358</u>	<u>179</u>
Net book value		
At 31 March	<u>180</u>	<u>359</u>

9) Debtors and prepayments

Prepayments for office space and insurance amounted to £553 (2023: £175). All amounts fall due within one year.

10) Creditors: amounts falling due within one year

The Charity owed HMRC and the pension provider £5,108 at the end of March 2024

(2023: £5,070) and held £nil accruals for office facilities (2023: £700).

11) Movements in funds

	At 1 April 2023	Income	Expenditure	Transfers	At 31 March 2024
	£	£	£	£	£
Restricted funds					
National Lottery grant	41,536	119,455	(90,524)	-	70,467
Unrestricted funds					
General funds	11,226	3,273	-	-	14,499
Total funds	£52,762	£122,728	(£90,524)	£0	£84,966

The restricted funds comprise the unspent balance of the released instalments already received of the grant of £315,400 over 3 years from the National Lottery grant to be applied for specified purposes to develop and implement day to day activities which further the Trustees' strategy.

Unrestricted funds comprise the balance of general funds held which may be applied to any purpose within the Charity's objects.

11) Related party transactions

There were no related party transactions during the year.

12) Post balance sheet events

There have been no 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.