



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: April 2020 To: March 2021

Charity name: Buckby Library & Hub

Charity registration number: 1185196

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our charitable object focuses on the provision of educational community resources and activities to advance education, and to provide facilities for recreation and leisure in the interests of social welfare and improving conditions of life for local residents. We aim to provide a safe and welcoming public amenity for the people of the Long Buckby area comprising: library services, community activities and events; and sizeable indoor and outdoor social spaces for individuals and groups to meet.
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>Buckby Library & Hub's (BL&H) activities in this reporting period have been severely curtailed as a result of government restrictions arising from the Covid-19 pandemic. We formally took over responsibility from Northamptonshire County Council for the running and funding of library services and library premises from the end of October 2020 but many of our volunteers as well as our trustees were active throughout the whole of 2020/21.</p> <p>Having been closed by the county council due to government restrictions from 23rd March 2020, we were able to re-open the library to the public for a few weeks from the beginning of November until the start of the December lockdown. We remained closed until the end of our financial year.</p> <p>During lockdown we offered a widely supported free book borrowing service from our book trolley within the centre of the village, and then in October commenced a "select & collect" book-borrowing service. One remote Zoom session was offered by the Workers' Education Association, but no public activities took place at our premises.</p> <p>At the beginning of lockdown we put A4 maps of walks around Long Buckby and the nearby area on our outside notice boards to support all those looking to take outdoor exercise.</p> <p>In summer 2020, we ran a children's Book Cover Treasure Hunt with a trail of clues visible around the village of Long Buckby.</p> <p>Behind the scenes, our trustees and volunteers have invested time and effort in fundraising to improve the condition of the indoor and outdoor facilities and in planning future infrastructure enhancements.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Our trustees have regard to the guidance on public benefit. Buckby Library & Hub is an amenity open to the wider public. However, our primary customers are children and their parents and carers, elderly people and others who might be vulnerable to social isolation. These groups are taking priority as we begin to re-start activities from April 2021. We are cognisant that other groups could be supported and we will be proactively seeking their engagement when the lockdowns ease.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	Buckby Library & Hub's trustees and some of our regular volunteers have continued to be active during the pandemic. Public services were resumed during November and December 2020 but much work has carried on behind the scenes. The library is also supported by the voluntary Library Supporters Group, which has a separate legal identity but which shares some membership with our trustees and volunteers. Unfortunately, there has been little scope for public fundraising events during the pandemic.
Contribution made by local community and businesses		The local community – individually and collectively - has been extremely active in raising funds or making personal donations to Buckby Library & Hub. We have continued to receive some financial support and donations from the local community during the pandemic and this financial year, and several local businesses have donated funds for equipment (e.g. a card reader and i-pad), actual items (e.g. new kitchen worktops), or provided services on a <i>pro bono</i> or “at cost” basis (e.g. security alarm services, website design, quantity surveyor services and gas servicing and inspections).

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>We have used the “down-time” imposed upon us by the pandemic to undertake a number of activities to enhance our future offer to the community, for example:</p> <ul style="list-style-type: none"> • Proactively fundraising and applying to source in-kind donations to refurbish the kitchen, redecorate the interior of the library building, improve external signage, create a shelter over the rear garden to facilitate outdoor activities. • Deep-cleaning and decorating the public areas of the library and upgrading the kitchen facilities • Developing plans and raising grant funding for a Recovery Garden Project which includes the re-design of the spaces behind and to the sides of the library, and improving the areas adjacent to the car park, to welcome and support those emerging from isolation and to promote a wider awareness of Buckby Library & Hub and its services to our local communities. • Creating and furnishing a dedicated seating area inside the library for newspapers and magazines, where refreshments can also be served to library users

		<ul style="list-style-type: none"> • Securing the top rating for food hygiene to facilitate the provision of light refreshments for library users • Training our volunteers in e.g. first aid, workplace health & safety and food hygiene • Preparing a suite of policies and procedures, and risk assessments, for Buckby Library & Hub's governance and safe day to day operations • Improving our website to include e.g a facility to use the new select and collect offer online, information to assist people in locating help and support, free learning opportunities and find local walks, highlighting opportunities such as the Virtual School Library • Maintaining the profile of Buckby Library & Hub within the local community, parish councils and others through contributions to newsletters and through local and social media. • Operating outdoor and on-line events and services as described in the activities section above within Covid restrictions.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We have, for a second year, completed the year in a much stronger position than forecast. Even though many charities have been seriously and adversely affected by the pandemic we have been fortunate. Due to the significant delays in our taking on full responsibility of the building and delivery a lack of income due to the enforced closures was counter-balanced by a lack of overheads. In addition, those overheads that were our responsibility were in the main [and will continue to be into the next financial year] financed by grants that had been approved prior to the lockdown. We are in the fortunate position of having significant grant funding to both finance running costs and invest in the building, new equipment and furniture and fittings.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	In line with many other charities responding to the pandemic and facing an uncertain future we have taken the view to increase our minimum reserves to ensure that one year of core activity could continue during a period of unforeseen difficulty. This policy will be reviewed annually and in particular response to our recovery in 2021-2022. A proportion of reserves are kept in a readily realisable form.
Amount of reserves held	Para 1.22	Buckby Library & Hub have the following reserves: <ul style="list-style-type: none"> - Unrestricted Reserves of £16,825 - Restricted Reserves of £11,837 relating to four grants, which will be fulfilled within the next financial year.
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	Our principal funding resources during the year were: Grants 91% Donations 9%
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	Our principal risks continue to be those derived from the pandemic. Whilst we will be able to re-open post lockdown, we do not yet know how our visitor numbers will be affected. There may be a slow return to pre pandemic numbers and consequently a negative impact on income streams. The level of volunteer input by the trustees continues to be very high so the seeking [and financing] of a paid employee remains paramount.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution (signed 20 th September 2019)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Buckby Library & Hub is constituted as a Charitable Incorporated Organisation (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	One trustee was reappointed in 2020 and two trustees, who initially stood for a period of two years have been reappointed by the board from the end March 2021. One other trustee stood down in August 2020. We have decided not to replace that eighth trustee at this time. As trustee positions become available, we will advertise on local social media and noticeboards, and in local newsletters, as well as exploring local networks with the aim of strengthening our skills base and building greater diversity in the board. Should we need to, we will seek candidates further afield.

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	<p>All trustees have approved and subscribed to the following policies and procedures:</p> <ul style="list-style-type: none"> • Value for Money • Financial Policies and Procedures • Privacy and Data Protection • Approach to Donors and Donations • Conflict of Interest • Child and Vulnerable Adult Safeguarding • Equality and Diversity • Complaints, Comments and Compliments • Building Security • Visitor Conduct • Volunteer Grievance • Health and Safety Statement • Appointment of Trustees • Food Safety Principles and Procedures
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>Buckby Library & Hub currently has a board of seven trustees. This team convenes formally as a Board of Trustees to approve annual plans, reports and budgets but meets more routinely with the addition of two further participants as the Buckby Library & Hub Management Group. This group leads on BL&H's day to day operations and the implementation of services, activities and events in accordance with the trustees' agreed priorities, policies and procedures. The Group also divides into subsets or task teams that take responsibility for specific areas of work e.g. library infrastructure projects and fundraising. At least one trustee sits in these teams.</p>
Relationship with any related parties	Para 1.51	<p>We continue to work closely with the (now) West Northants libraries service, especially the two Community Managed Library Co-ordinators and the Strategic Manager – Core Frontline Services. We also work with Long Buckby Parish Council who took over the library building lease on our behalf from August 2020. We were allocated a designated contact among the parish councillors which has improved liaison and communications.</p> <p>There has been more limited outreach with other community parties in 2020/21 due to the pandemic although we have remained in touch with the local doctors' surgery and Long Buckby Angels</p>

Reference and Administrative details

Charity name	Buckby Library & Hub
Other name the charity uses	
Registered charity number	1185196
Charity's principal address	Station Road, Long Buckby, Northampton NN6 7QB

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	Bridget Arregger	Chair		Board
2	Joanna Watson	Treasurer		Board
3	Jane Rintoul	Secretary		Board
4	Ann Bond			Board
5	Hazel Johnson			Board
6	Maria Summerscale			Board
7	Liz Collins			Board
8	David Bray		Resigned August 2020	
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20				

Corporate trustees – names of the directors at the date the report was approved

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	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)		
Full name(s)	Jane Christine Rintoul	
Position (eg Secretary, Chair, etc)	Secretary	
Date	31/12/2021	

**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021
FOR
BUCKBY LIBRARY & HUB**

Buckby Library & Hub

Financial Statements for the year ended 31st March 2021

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Buckby Library & Hub

Financial Statements for the year ended 31st March 2020

ADMINISTRATIVE DETAILS

TRUSTEES

Bridget Arregger	Chair	
Jane Rintoul	Secretary	Re-elected March 2021
Jo Watson	Treasurer	Re-elected March 2021
Ann Bond		
David Bray		Resigned August 2020
Liz Collins		
Hazel Johnson		
Maria Summerscale		

REGISTERED CHARITY NUMBER

1185196

ADDRESS

Station Road
Long Buckby
Northamptonshire
NN6 7QB

TRUSTEES ANNUAL REPORT

Responsibilities of the Trustees

The charities trustees are responsible for keeping proper accounting records which disclose at any time a true and fair view of the charities financial position. The trustees are responsible for the preparation of the accounts. The trustees are responsible for ensuring that the charity maintains an adequate system of internal control designed to provide reasonable assurance to prevent fraud and other irregularities. The trustees consider that an audit of the accounts is not required for this year in accordance with section 144[2] of the Charities Act 2011. In addition, the trustees consider an independent examination is not required as gross income this year is below the £25,000 gross income threshold.

Governance

Buckby Library & Hub was registered with the Charity Commission on 5th September 2019 as a Charitable Incorporated Organisation (CIO). The objects of the charity are to: provide a library facility and service and other educational community resources and activities for the benefit of the inhabitants of Long Buckby and surrounding areas without distinction of sex, sexual orientation, race or of political religious or any other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the object of improving the conditions of life for the residents.

The trustees believe that the activities described in this report do deliver in accordance with our charitable objectives notwithstanding the impact of the Covid-19 pandemic and enforced lockdowns.

Finance

Whilst our strategic objectives continued to be to maintain financial sustainability via an expanding social hub, space hire and a venue for events it must be noted that these were curtailed due to our enforced closure for most of the year. In addition, we were unable to deliver traditional library services which also generate some income. However, despite the loss of these activities, due to our successful fundraising endeavours, we have concluded the year in a fortunate position in that we have increased income from our first year and thereby improved our financial stability.

Reserves Policy

Due to the uncertainty caused by the Covid-19 pandemic the trustees revised the reserves policy to require that:

- Unrestricted reserves are kept at a level which ensures that twelve months of core activity could continue during any further period of unforeseen difficulty
- A proportion of reserves are kept in a readily realisable form
- This policy and the level of reserves is reviewed annually

Main Achievements during the Year

Despite the government enforced closures the trustees consider the achievements outlined in this report create a solid foundation that will provide substantial benefit to the community as the lockdown restrictions are eased.

Buckby Library & Hub

Financial Statements for the year ended 31st March 2021

The head lease between West Northamptonshire Council and Long Buckby Parish Council was signed in August 2020 which prompted the drafting of the under lease between Long Buckby Parish Council and ourselves. We signed the Service Level Agreement with West Northamptonshire Council in October 2020 which gave us sole responsibility for the building and library service delivery and released significant grant funding.

As we could not open to the public, we launched a Select and Collect book borrowing service for library members and offered our own stock of books to our community to take, read and return throughout the summer. We continued to develop our community presence via our website, social media and local newsletters which are regularly updated with news of our activities and also provide an important local resource for village updates, learning opportunities and welfare support.

We took advantage of the lengthy closures to improve the condition of our building and facilities. Supported by our own reserves and a grant from Daventry District Council we were able to invest in the refurbishment of our kitchen which included a new hatch with fire safe shutter. This grant also enabled us to deep clean and redecorate, purchase additional equipment and finance overheads. We are grateful to Daventry District Council for their support.

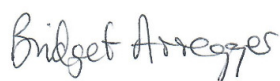
We are grateful to the Anglian Water Positive Difference Fund, the Nineveh Charitable Trust and the People's Postcode Lottery Neighbourhood Trust for funding our Coronavirus Recovery Gardens Project. This project develops our outside spaces to provide welcoming, accessible, safe and attractive areas for all community members to enjoy but particularly to aid the mental wellbeing of those who experienced isolation during the periods of lockdown. These improved spaces will also encourage more visitors to us which will contribute to our long-term financial sustainability. We have successfully concluded stage one of this project with the provision of a gazebo and additional planting in our courtyard garden and additional outdoor storage facilities.

We are grateful to our local Amazon Fulfilment Centre whose grant has funded an EPOS system and computer equipment.

We are supported by a dedicated team of volunteers who assist across our entire range of activities.

As our financial year came to a close, we were still impacted by the countrywide Covid-19 lockdown, but we are confident that we will successfully resume our activities and continue to develop our Social Hub delivery and our support for our local and wider communities.

Approved by the board of trustees on 28 July 2021 and signed on its behalf by:



Bridget Arregger
Chair

Buckby Library & Hub

Financial Statements for the year ended 31st March 2021

	Notes	2021 £	2020 £
INCOME			
Donations and Grants			
- Grants	2	8,178	888
- Individual Donations	3	1,927	11,259
- External Organisation Support	3	46	3,725
Charitable Activities			
- Grants	4	12,350	0
- Hub Activities	4	91	2,897
Other Trading Activities	5	0	637
Other		60	0
Total Income		22,652	19,406
EXPENDITURE			
Charitable Activities	6	9,741	3,655
Total Expenditure		9,741	3,655
NET INCOME		12,911	15,751
RECONCILIATION OF FUNDS			
Total funds b/f		15,751	0
Total net income for the year		12,911	15,751
Total funds c/f		28,662	15,751

Buckby Library & Hub

Financial Statements for the year ended 31st March 2021

BALANCE SHEET

	Notes	2021 £	2020 £
FIXED ASSETS	8	2,042	0
CURRENT ASSETS			
Prepayments and Accrued Income	9	3,149	1,380
Cash at Bank and in hand		23,753	14,532
Total Current Assets		26,902	15,912
CURRENT LIABILITIES			
Creditors and Accruals	10	282	161
Total Current Liabilities		282	161
NET ASSETS		28,662	15,751
REPRESENTED BY			
Restricted Funds		11,837	736
Unrestricted Funds		16,825	15,015
		28,662	15,751

Financial Statements for the year ended 31st March 2021

NOTES

1. Accounting Policies

The financial statements have been prepared in accordance with the charities SORP [FRS 102] Accounting and Reporting by Charities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Grants and Funding

All grants received are subject to agreements and some which limit the specific manner in which they can be spent. The accounts disclose the receipt of grants from the relevant bodies, the manner in which the grants have been expended and the balance of any monies unspent at the accounting date.

2. Grants Received

Co-op Community Foundation	2,605
Daventry District Council	5,573
	8,178

3. Donations

Library Cash Donations Box	397
Individual Donors	1,530
External Organisational Fundraising	46
Gift Aid receivable on donations	0
	1,973

4. Income from Charitable Activities

Grants	12,350
Other	91
	12,441

5. Income from Other Trading Activities

Due to the enforced closures no income was generated.

Financial Statements for the year ended 31st March 2021

6. Expenditure on Charitable Activities

Website and Wifi	787
Printing & Stationery	89
Furniture & Equipment	2,190
Utilities	1,282
Repairs and Renewals	3,307
Cleaning & PPE	678
Insurance	855
Volunteer Training	185
Coronavirus Recovery Gardens	195
Depreciation	143
Sundry Expenses	30
	9,741

7. Staff and Trustee Costs

The charity employed no staff during the year.
 Trustees were not remunerated by the charity.
 Total expenses of £0 were reimbursed to trustees during the year.

8. Tangible Fixed Assets

Fixed assets are included at cost. Items are capitalised if their cost or, if gifted their donated value, is over £500. Depreciation is provided on tangible fixed assets so as to write off the cost or valuation over their expected useful economic life.

Fixtures and Fittings

Cost as at 1 April 2020	0
Additions	2,185
Cost as at 31 March 2021	2,185
Depreciation as at 1 April 2020	0
Charge for the year	143
Depreciation as at 31 March 2021	143
Net Book Value as at 31 March 2021	2,042

9. Prepayments and Accrued Income

Prepayments	659
Accrued Income	2,490
	3,149

10. Accruals

Accrual relates to reimbursement of costs	282
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11. Restricted Reserves

Grants b/f	736
Grants received in year	20,528
Grants used in year	9,427
Restricted Reserves c/f	11,837