



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: April 2021 To: March 2022

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>From April 2021 Buckby Library & Hub was able to resume many activities that had been curtailed or halted during the pandemic. Throughout, Buckby Library & Hub team has ensured that the library was open to the public for book-borrowing and public access computer use whenever permitted under government guidelines, and we also provided a "select and collect" service for customers during lockdowns. In June 2021, we created a dedicated space for the public to enjoy newspapers, journals and magazines.</p> <p>Activities for young children such as Rhymetimes resumed in April 2021. Increased demand led to the introduction of an additional (third) weekly session from early 2022. We also offered new, themed craft and play activities for children during school holidays in the first quarter of 2022, as well as providing one-off events and performances for a young audience which took place in the summer and at Christmas 2021. An outdoor treasure hunt was organised for children and the Summer Reading Challenge ran as normal.</p> <p>Crafting activities for adults resumed over the course of summer 2021. Our two Book Clubs ran continuously, meeting online when Covid restrictions were in place, then utilising the new covered outdoor space, and eventually meeting physically in the Buckby Library & Hub building. The Wednesday social club, which aims to reduce social isolation and improve wellbeing, resumed by late summer 2021.</p> <p>In October, we ran our first webinar in partnership with the WEA, and in November we organised a series of evening talks about the environment that proved so popular that we ran a new series in spring 2022.</p>

		<p>In addition, we started hosting regular drop-in surgeries for Long Buckby Parish Council on Saturday mornings and hosted two public information meetings about proposed local housing and internet infrastructure developments.</p> <p>Since January 2022, Buckby Library & Hub has provided an exhibition space for local artists, which enables the public to access art throughout the year.</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 library users, children and their parents and carers, elderly people and others who might be vulnerable to social isolation. These groups took priority as we re-started activities – post lockdowns - from April 2021. We are cognisant that other groups could be supported and e.g. we embarked on a project in the course of 2021 to provide fully wheelchair accessible facilities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	Despite the pandemic, Buckby Library & Hub has successfully retained a bank of around fifty volunteers. Volunteers and trustees combined work on average around 400 volunteer hours each month of which about half is accounted for by front-line service delivery to our customers. The rest is behind the scenes work including on e.g. financial delivery and oversight, preparing grant applications, other fundraising activities and administration of the CIO.
Contribution made by local community and businesses		The local community – individually and collectively - has been extremely supportive in raising funds or making personal donations to Buckby Library & Hub. Following the closure of a local community market in early March 2022, some local businesses are using the library premises as an outlet and are donating a share of their profits. Several individuals and local businesses continue to provide pro bono support such as gas boiler servicing and inspections, and quantity surveyor services, while others actively fundraise on our behalf.

Achievements and Performance

	SORP reference	
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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>Through careful risk assessment, we created a "covid-safe" environment at the library so that our customers could confidently access our book-borrowing services, computers, and a wide range of activities. And, in the course of 2021-22, we were not only able to resume our previous opening hours but to extend them – improving access still further.</p> <p>For those customers still concerned about Covid-19, the creation of a covered outdoor seating area and a spacious dedicated area inside for newspapers, where refreshments and artworks can also be enjoyed, have provided more options.</p> <p>In the course of 2021-22, we have seen increased demand for children's activities and have therefore expanded our programme of activities for the under 5s as well as providing crafting opportunities for older children during the school holidays.</p> <p>We have also seen a surge in older people visiting Buckby Library & Hub, following the closure of the local community market at the latter part of the financial year. Our Wednesday social club and adult crafting groups remain popular, but our newspaper area has become a social hub for many.</p> <p>In the second half of 2021-22 we offered a programme of informative evening talks about the environment – horticulture, agriculture and wildlife. These talks were over-subscribed and attracted a broader demographic than our daytime clientele.</p> <p>From February 2022, we have employed a part-time Manager, who has helped us to roster our volunteers effectively to support longer opening hours and an expanded programme of activities – especially for children. Our Manager is also facilitating the "professional" development of own volunteers and strengthening communications and outreach with the local community.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>This has been our first complete year since taking on full responsibility of the facility and being open post Covid-19 lockdowns. We have steadily increased our range of activities and events, including those specifically for fundraising.</p> <p>We continued to benefit from existing grants that enabled us to finance overheads and invest new equipment and furniture without accessing cash reserves. This in particular enabled us to designate a proportion of our reserves to finance the part-time fixed term manager alongside maintaining our agreed reserves policy.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our target reserve levels are set at a level to ensure twelve months' of core activity. We will continue to seek grant income to support improvements to the building and activities and services which benefit our community. We will explore and undertake new initiatives to assure our long-term sustainability.</p> <p>Our free reserves are £8,467 as at 31 March 2022. The Trustees consider this level of reserves will need to be reviewed in 22/23 to allow for the current volatility in the utility markets and ensure delivery of our charitable objectives for the next twelve months. Free reserves are calculated by deducting fixed assets from the unrestricted (and undesignated) reserves held at the year-end.</p>

Amount of reserves held	Para 1.22	Buckby Library & Hub have the following reserves: - Unrestricted Reserves of £16,930 (free £8,467) - Restricted Reserves of £38,805 - Designated Reserves of £9,790
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 80% Trading Activities 8% Donations 7% Charitable Activities 5%
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 most critical risks will be around the extent to which further severe coronavirus outbreaks might curtail our services and activities – including fundraising events - and thus our income. This is mitigated by ensuring our level of free reserves will finance costs for twelve months should income reduce or stop. We have also seen an uptick in volunteer illness due to Covid. To address this we have been proactively promoting volunteering activities at Buckby Library & Hub so that we have “reserve” volunteers to step into library shifts if needed. We are also strengthening our volunteer pool through training and development r to ensure we can continue to operate should we be unable to finance a member of staff.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document	Para 1.25	Constitution (signed 20 th September 2019)

(trust deed, royal charter)		
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	The Board of Trustees appointed three new trustees from July 2022 through open competition. We advertise vacancies on local social media and noticeboards, and in local newsletters, as well as explore local networks with the aim of strengthening our skills base and building greater diversity in the board.

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/or 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 eight trustees— had seven trustees in place during 2021-22. This team convenes formally as a Board of Trustees to approve annual plans, reports and budgets but trustees have met 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 West Northants libraries and information service, especially the two Community Managed Library Co-ordinators. We also work with Long Buckby Parish Council who took over the library building lease on our behalf from August 2020.</p> <p>We remain in touch with local churches, the local doctors' surgery and the Long Buckby Angels community support group.</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				
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17				
18				
19				
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 Rintoul	
Position (eg Secretary, Chair, etc)	Secretary	
Date	07/01/2023	

**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022
FOR
BUCKBY LIBRARY & HUB**

Buckby Library & Hub

Financial Statements for the year ended 31st March 2022

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Buckby Library & Hub

Financial Statements for the year ended 31st March 2022

ADMINISTRATIVE DETAILS

TRUSTEES

Bridget Arregger	Chair
Jane Rintoul	Secretary
Jo Watson	Treasurer
Ann Bond	Resigned 31 st March 2022
Liz Collins	Resigned 31 st March 2022
Hazel Johnson	
Maria Summerscale	

REGISTERED CHARITY NUMBER

1185196

ADDRESS

Station Road
Long Buckby
Northamptonshire
NN6 7QB

Buckby Library & Hub

Financial Statements for the year ended 31st March 2022

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 external examination of the accounts is required for this year in accordance with the Charity Commission CC32 guidance as the turnover is in excess of £25,000. This has been conducted by Rhoda Thomas Bookkeeping Services who has confirmed "I have reviewed and audited all cash books and balances. I can confirm that these are all correct."

Governance

Buckby Library & Hub was registered with the Charity Commission on 5th September 2019. 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 as we moved forward from the impact of Covid-19.

Finance

Our strategic objectives continue to be to maintain financial sustainability via traditional library services, an expanding social hub, space hire and a venue for events. Due to being able to re-open and our successful fundraising activities we are in the fortunate position to finance a part-time staff member from reserves for one year. Secured grants enabled us to finance a significant proportion of overheads, purchase new equipment and complete our Coronovirus Recovery Gardens Project.

Reserves Policy

Our target reserve levels are set at a level to ensure twelve months' of core activity. Trustees will continue to monitor and manage spend across the organisation. We will continue to seek grant income to support improvements to the building and activities and services which benefit our community. We will explore and undertake new initiatives to assure our long-term sustainability

Our free reserves are £8,467 as at 31 March 2022. The Trustees consider this level of reserves will need to be increased in 22/23 to allow for the current volatility in the utility markets and ensure delivery of our charitable objectives for the next twelve months. Free reserves are calculated by deducting fixed assets from the unrestricted (and undesignated) reserves held at the year-end.

The trustees require that:

- A proportion of reserves are kept in a readily realisable form
- This policy and the level of reserves is reviewed annually

Buckby Library & Hub

Main Achievements during the Year

This has been our first complete operational year since taking on full responsibility of the facility and being open post Covid-19 lockdowns. We have successfully developed and delivered a new range of Hub activities which included low cost refreshments, regular art exhibitions, environmental talks by local speakers and hires to sustain our viability.

We continued to benefit from the Daventry District Council grant that enabled us to finance many overheads and invest in new equipment and furniture without accessing cash reserves. This in particular helped us to designate reserves to finance a part-time fixed term manager. Following a successfully recruitment drive at the end of 2021 we were able to confirm the appointment in February 2022.

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 are grateful to The Finnis Scott Foundation for funding our Coronavirus Recovery Gardens Project. This project, which was completed in November 2021, 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 are grateful to the Buckby Feast Trust whose grant has funded the newspapers and publications available for library users.

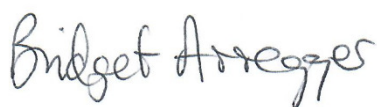
We are grateful to the Constance Travis Endowment Fund (and the Northamptonshire Community Foundation) whose grant enabled us to purchase TV and video conferencing equipment which facilitates both inhouse and remote learning opportunities.

We are grateful to the William Joseph Haynes Trust whose grant will finance early printing costs for the Buckby Buzz newsletter which we will be producing next year.

We are grateful to West Northants Council for the s106 grant which will enable us to install a fully accessible toilet. We have appointed a local architect who has provided drawings and information which has been sent out to local builders inviting them to tender for the project.

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

Approved by the board of trustees on 26th October 2022 and signed on its behalf by:



Bridget Arregger
Chair

Buckby Library & Hub

Financial Statements for the year ended 31st March 2022

	Notes	2022 £	2021 £
INCOME			
Donations and Grants			
- Grants	2	52,954	8,178
- Individual Donations	3	2,270	1,927
- External Organisation Support	3	1,667	
- Other	3	1,035	46
Charitable Activities			
- Grants	4	4,371	12,350
- Hub Activities	4	3,926	91
Other Trading Activities	5	5,431	0
Other		4	60
Total Income		71,658	22,652
EXPENDITURE			
Charitable Activities	6	19,694	9,741
Other Trading Activities	7	15,100	0
Total Expenditure		34,794	9,741
NET INCOME		36,864	12,911
RECONCILIATION OF FUNDS			
Total funds b/f		28,662	15,751
Total net income for the year		36,864	12,911
Total funds c/f		65,526	28,662

Buckby Library & Hub

Financial Statements for the year ended 31st March 2022

BALANCE SHEET

	Notes	2022 £	2021 £
FIXED ASSETS	8	7,442	2,042
CURRENT ASSETS			
Prepayments and Accrued Income	9	5,417	3,149
Cash at Bank and in hand		53,681	23,753
Total Current Assets		59,097	26,902
CURRENT LIABILITIES			
Creditors and Accruals	10	1,014	282
Total Current Liabilities		1,014	282
NET ASSETS		65,526	28,662
REPRESENTED BY			
Restricted Funds		38,805	11,837
Designated Funds		9,970	0
Unrestricted Funds		16,931	16,825
		65,526	28,662

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

WNC s106	39,996
The Finnis Scott Foundation	3,000
Daventry District Council	9,958
	52,954

3. Donations

Library Cash Donations Box	807
Individual Donors	2,270
External Organisational Fundraising	1,667
Gift Aid receivable on donations	228
	4,972

4. Income from Charitable Activities

Grants	4,371
Library Services	1,021
Activities	1,432
Room Hire	453
Other	1,010
	8,297

5. Income from Other Trading Activities

Refreshments	2,754
Art Exhibitions	842
Events and Car Park Hires	935
Retail Sales and Swaps	822
Other	80
	5,431

Buckby Library & Hub

Financial Statements for the year ended 31st March 2022

6. Expenditure on Charitable Activities

Staff Costs	960
Book Stock	406
Website, Wifi & Telephone	1,077
Printing & Stationery	197
Furniture & Equipment	2,859
Utilities	2,376
Legal & Professional Fees	4,352
Repairs & Renewals	2,000
Cleaning & Refuse	2,407
Insurance	935
Newspapers	550
Fire & Security	559
Other	1,016
	19,694

7. Expenditure on Other Activities

Gardens Recovery Project	12,116
Refreshments	1,107
Events & Activities	720
Retail	1,066
Other	91
	15,100

8. Staff and Trustee Costs

The charity employed one member of staff during the year on a part-time and fixed term basis.

Trustees were not remunerated by the charity.

Total expenses of £0 were reimbursed to trustees during the year.

9. 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 2021	2,185
Additions	6,278
Cost as at 31 March 2022	8,463
Depreciation as at 1 April 2021	143
Charge for the year	878
Depreciation as at 31 March 2022	1,021
Net Book Value as at 31 March 2022	7,442

Buckby Library & Hub

Financial Statements for the year ended 31st March 2022

10. Prepayments and Accrued Income

Prepayments	84
Accrued Income	5,333
	5,417

11. Accruals

Accrual relates to reimbursement of costs	1,014
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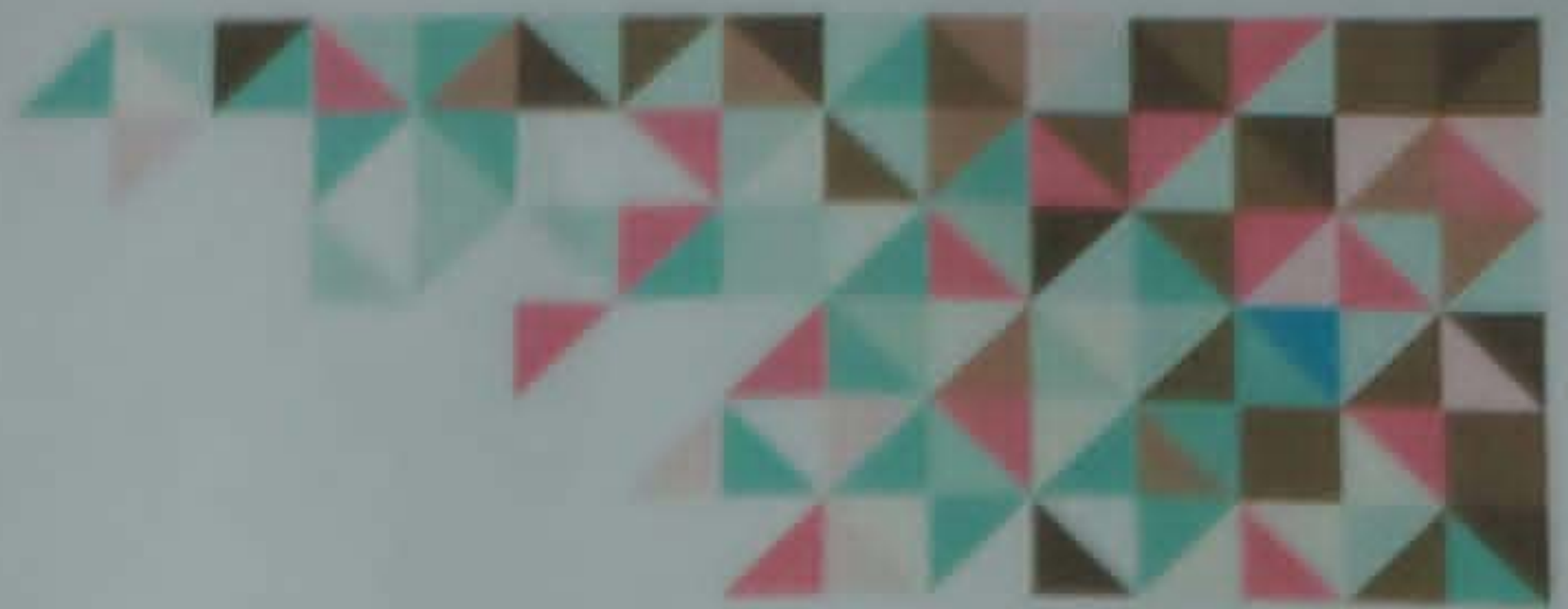
12. Restricted Reserves

Grants b/f	11,837
Grants received in year	57,325
Grants used in year	30,357
Restricted Reserves c/f	38,805

13. Designated Reserve

Community Support	500
Manager Salary	9,290
Designated Reserves c/f	9,790

Rhoda Thomas
Bookkeeping Ltd



Dear Sir/Madam,

I have reviewed and audited all cash books and balances relating to Long Buckby Library
I can confirm that these are all correct.

Kind Regards

Rhoda Thomas

Signed:

Date:

Rhoda Thomas

25/10/22