



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From April 2022**    **Period start date**    **To March 2023**    **Period end date**

**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	We provide a range of library services along with social and developmental activities for children and adults. We run book clubs, arts and crafts sessions, musical and educational events (including talks), and art exhibitions. We also compile, edit and distribute an on-line and paper newsletter for the whole community. We provided a warm haven through a difficult autumn and winter for many. In 2022-23, we extended our opening hours to provide a warm space throughout the day, and we expanded our activities for children providing them during the school holidays as well as in term times. We resumed our popular winter film nights, attracting up to 65 attendees per film.
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 library users, children and their parents and carers, elderly people and others who might be vulnerable to social isolation. The post-pandemic resumption of craft and art activities, book clubs and evening events in 2022-23 mean that we are attracting an ever-broader demographic. In 2022-23 we undertook preparations for the installation of a fully wheelchair (and disability scooter) accessible toilet (since implemented).

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Buckby Library & Hub retains a bank of around fifty volunteers. The number of volunteer hours has increased over the past year from around 400 to around 500 hours each month as our activities have resumed and expanded post-pandemic. Volunteer effort is split between front-line service delivery, facilitating arts & crafts, reading and social groups, planning and delivering fundraising and events, grounds maintenance, and CIO administration including financial delivery and oversight and preparing grant applications. In 2022-23 we have benefited in particular from the input of a volunteer quantity surveyor in preparation for our disabled toilet infrastructure project.
Other		From February 2022, we employed a part-time manager on a one-year fixed term contract to lead the coordination of our volunteer workforce, further develop our programme of services, events and activities, and extend our community outreach including with local schools. The manager is developing operational systems for future sustainability, and strengthening our processes for volunteer recruitment, deployment, oversight and support, including developing the capacity of our volunteers individually and collectively,

## 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	In the course of 2022/23, Buckby Library & Hub exceeded its Community Managed Library Service Level Agreement targets with West Northants Council, and achieved over 47,000 visits. We continued to increase the number of activities and events on offer. These include expansion of "community benefit" activities such as extending Rhymetimes into the school holidays and running more and more holiday activities for children, as well as offering Stay and Play sessions during term-time. We have also continued to develop a programme of musical and educational activities including ukulele evenings, shows for children, and evening/weekend presentations and talks. In the past year we also launched an art group, which has proved enormously popular – as are our ongoing art exhibitions.

		<p>We continue to host numerous craft, walking and reading groups, and produce six editions per year of the local village newsletter.</p> <p>We have developed our collaboration with other local service providers so that the local community can understand and access more easily a range of local services: the local GPs surgery is holding regular drop-in sessions at the library; the local police Beat Bus, the Northants Association for the Blind and Vaccination teams visit our car park; and Long Buckby Parish Council continues to hold its meetings and public surgeries at the library. In 2022, we brought pupils from Long Buckby Junior School into the library and we are planning a similar outreach programme with the Infant and Pre-schools. We offered a “Warm Space” during the winter of 2022/23 extending our opening hours over lunchtimes and offering free refreshments.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The trustees are delighted with what had been achieved in 2022/23 with Buckby Library & Hub offering more services, activities and events than ever – and generating a greater surplus of income, which facilitated an extension of the manager’s contract to April 2023.
Performance of fundraising activities against objectives set	Para 1.41	Our fundraising activities exceeded our objectives set as we were able to take advantage of new opportunities as they arose, for example supporting the National Gardens Open Day and utilising our premises licence to boost income at planned events.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>We have successfully built on our first full year of operations by maintaining and continuing to steadily increase our range of activities and events, including both those specifically for income generation and those for community benefit. Together with our increased fundraising events, donations from external organisations significantly increased highlighting the depth of support we receive locally.</p> <p>These combined, enabled us to increase our level of designated funds for purposes that will ensure our long term sustainability.</p> <p>Our free reserves also increased to £10,214. Free reserves are calculated by deducting fixed assets from the unrestricted reserves held at the year-end.</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.</p> <p>Our restricted reserves relate to the installation of a fully inclusive toilet facility and inclusive access to the rear courtyard garden. This project is scheduled for completion during the summer of 2023.</p> <p>Our designated reserves relate to extending the Manager role for as long as possible and our next building project which is to enclose the front porch area, for which we already have planning permission.</p> <p>We continue to seek grant income to retain our manager position; support improvements to the building and maintain activities and services which benefit our community. We will explore and undertake new initiatives to assure our long-term sustainability.</p>
Amount of reserves held	Para 1.22	<p>We have the following reserves:</p> <p>Unrestricted Reserves of £18,678 (free £10,214)</p> <p>Restricted Reserves of £36,903</p> <p>Designated Reserves of £17,730</p> <p><b>Total £73,311</b></p>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>Our main risks are the inability to:</p> <ul style="list-style-type: none"> <li>• Retain and recruit sufficient volunteers to manage, raise funds for, and deliver services in, the library and hub, including ensuring we have adequate professional skills and competencies to operate the CIO and manage funds effectively;</li> <li>• Raise sufficient funds from income-generating activities and grant-bids to keep the library operational, build our long-term sustainability, and continue to fund the part-time manager role; and</li> <li>• Ensure that the library building and grounds are well-maintained and a pleasant, welcoming and safe place for everyone to visit.</li> </ul>
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 20th 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	Trustee recruitment is 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"> <li>• Value for Money</li> <li>• Financial Policies and Procedures</li> <li>• Privacy and Data Protection</li> <li>• Approach to Donors and Donations</li> <li>• Conflict of Interest</li> <li>• Child and Vulnerable Adult Safeguarding</li> <li>• Equality and Diversity</li> <li>• Complaints, Comments and Compliments</li> <li>• Building Security</li> <li>• Visitor Conduct</li> <li>• Volunteer Grievance</li> <li>• Disciplinary</li> <li>• Whistleblowing (Aug 2023)</li> <li>• Health and Safety Statement</li> <li>• Appointment of Trustees</li> <li>• Food Safety Principles and Procedures</li> </ul>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Buckby Library & Hub had seven trustees in place during most of 2022-23. This team convenes formally as a Board of Trustees to approve annual plans, reports, budgets and accounts but trustees also meet more routinely with the addition of two further participants as the Buckby Library & Hub Management Group. This group supports the manager to deliver day to day operations and services, and leads on other elements of administration along with decisions on income-generation activities and events in accordance with the trustees' agreed priorities, policies and procedures. The Management Group divides into working groups or task teams that take responsibility for specific areas of work e.g. library infrastructure projects and fundraising events. At least one trustee sits in these teams.
Relationship with any related parties	Para 1.51	We continue to work closely with the West Northants libraries and information service, especially the Community-Managed Library Co-ordinators.

		<p>We are a member of the Northamptonshire voluntary network of community-managed libraries known as the 21 GLN group.</p> <p>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 (especially in the context of the Warm Spaces initiative), the local doctors' surgery, the local police community support network, and the Long Buckby Angels community support group.</p>
Other		

## 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		
2	Joanna Watson	Treasurer		
3	Jane Rintoul	Secretary		
4	Hazel Johnson			
5	Maria Summerscale			
6	John Peachey		From 27/07/2022	
7	Shabnam Khademian		From 27/07/2022	
8	Fiona Linham		From 27/07/2022 but stood down before engaging due to work/home demands.	
9				

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

Director name		

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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	04/12/2023	

**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023  
FOR  
BUCKBY LIBRARY & HUB**

## **Buckby Library & Hub**

### **Financial Statements for the year ended 31<sup>st</sup> March 2023**

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## **Buckby Library & Hub**

### **Financial Statements for the year ended 31<sup>st</sup> March 2023**

#### **ADMINISTRATIVE DETAILS**

##### **TRUSTEES**

Bridget Arregger	Chair
Jane Rintoul	Secretary
Jo Watson	Treasurer
Hazel Johnson	
Maria Summerscale	
Shabnam Khademian	Appointed 27 July 2022
John Peachey	Appointed 27 July 2022

##### **REGISTERED CHARITY NUMBER**

1185196

##### **ADDRESS**

Station Road  
Long Buckby  
Northamptonshire  
NN6 7QB

## **Buckby Library & Hub**

### **Financial Statements for the year ended 31<sup>st</sup> March 2023**

#### **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 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 stated "I can confirm that I have found no anomalies, and I am confident in the balances and the information provided."

##### **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.

##### **Finance**

Our strategic objectives continue to be to maintain financial sustainability via traditional library services, an expanding social hub, increased events and a venue for hire.

Successful fundraising activities and a legacy donation have enabled us to designate funds to extend the fixed term contract for our manager into the early part of our next financial year 23/24. This has given us much needed breathing space to seek significant four year grant funding for the role.

##### **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 the activities and services which benefit our community. We will explore and undertake new initiatives to assure our long-term sustainability

Our free reserves are £10,215 as at 31 March 2023. 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**

We continue to build upon the good foundation laid down in 2021/22 by successfully maintaining and increasing our activities and events. Our events are both for community benefit and fundraising. Hub activities continue to thrive and in particular the introduction of a weekly art class has been immensely popular.

We have benefitted hugely from having our part-time manager in place throughout the financial year. She has, besides alleviating some of the administrative workload of trustees, brought new ideas and energy. In particular, lots of new and very popular childrens activities have been incorporated into our routine delivery during opening hours.

We continue to highlight 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 successfully launched the bi-monthly Buckby Buzz newsletter which is delivered to some 2,000 households and can also be accessed online via our website.

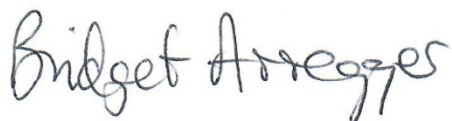
Our major building project to create a fully accessible toilet and provide wheelchair access to our courtyard garden finally got underway with the appointment of a local builder. Work was due to start in March but had to be postponed until June.

We are grateful for the significant donation of £10,735 from the Long Buckby Library Supporters Group which has been designated to help finance our building projects.

We are grateful to West Northants Council for two grants awarded. Firstly, £1,500 from the Councillor Covid Recovery Fund which will support the accessible WC project and secondly £500 from the Warm Welcoming Spaces Fund which assisted us with our warm space provision during the winter of 2022/23.

We are very grateful to our dedicated team of volunteers who assist across our entire range of activities.

Approved by the board of trustees on 8<sup>th</sup> November 2023 and signed on its behalf by:



Bridget Arregger

Chair

## Buckby Library & Hub

### Financial Statements for the year ended 31<sup>st</sup> March 2023

	Notes	2023 £	2022 £
<b>INCOME</b>			
Donations and Grants			
- Grants	2	2,000	52,954
- Individual Donations	3	3,080	2,270
- External Organisation Support	3	12,212	1,667
- Other	3	864	1,035
Charitable Activities			
- Grants	4	0	4,371
- Hub Activities	4	8,536	3,926
Other Trading Activities	5	14,746	5,431
Other		125	4
<b>Total Income</b>		<b>41,563</b>	<b>71,658</b>
<b>EXPENDITURE</b>			
Charitable Activities	6	28,432	19,694
Other Trading Activities	7	5,346	15,100
<b>Total Expenditure</b>		<b>33,778</b>	<b>34,794</b>
<b>NET INCOME</b>		<b>7,785</b>	<b>36,864</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds b/f</b>		<b>65,526</b>	<b>28,662</b>
<b>Total net income for the year</b>		<b>7,785</b>	<b>36,864</b>
<b>Total funds c/f</b>		<b>73,311</b>	<b>65,526</b>



## Buckby Library & Hub

### Financial Statements for the year ended 31<sup>st</sup> March 2023

#### BALANCE SHEET

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>	8	5,561	7,442
<b>CURRENT ASSETS</b>			
Prepayments	9	750	5,417
Cash at Bank and in hand		67,780	53,681
<b>Total Current Assets</b>		<b>74,091</b>	<b>66,540</b>
<b>CURRENT LIABILITIES</b>			
Creditors and Accruals	10	780	1,014
<b>Total Current Liabilities</b>		<b>780</b>	<b>1,014</b>
<b>NET ASSETS</b>		<b>73,311</b>	<b>65,526</b>
<b>REPRESENTED BY</b>			
Restricted Funds		36,903	38,805
Designated Funds		17,730	9,790
Unrestricted Funds		18,678	16,931
		<b>73,311</b>	<b>65,526</b>

**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	1,500
WNC Warm Welcoming Spaces	500
	<b>2,000</b>

**3. Donations**

Library Cash Donations Box	716
Individual Donors	3,080
External Organisational Fundraising	12,212
Gift Aid receivable on donations	148
	<b>16,156</b>

**4. Income from Charitable Activities**

Library Services	1,171
Activities	2,443
Room Hire	187
Groups	695
Other	4,040
	<b>8,536</b>

**5. Income from Other Trading Activities**

Refreshments	6,115
Art Exhibitions	1,777
Events and Car Park Hires	6,161
Retail Sales	693
	<b>14,746</b>

## Buckby Library & Hub

### Financial Statements for the year ended 31<sup>st</sup> March 2023

#### 6. Expenditure on Charitable Activities

Salary Costs	10,334
Newspapers, newsletter & publications	3,619
Website, Wifi & Telephone	1,108
Printing & Stationery	178
Utilities	4,622
Legal & Professional Fees	2,412
Repairs & Renewals	630
Cleaning & Refuse	2,552
Insurance, Fire & Security	760
Other	2,217
	<b>28,432</b>

#### 7. Expenditure on Other Activities

Refreshments	1,759
Events & Activities	2,462
Retail (art, cards, jewellery)	1,125
	<b>5,346</b>

#### 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 2022	8,463
Additions	0
Cost as at 31 March 2023	<b>8,463</b>

Depreciation as at 1 April 2022	1,021
Charge for the year	1,881
Depreciation as at 31 March 2023	<b>2,902</b>

Net Book Value as at 31 March 2023	<b>5,561</b>
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#### 10. Prepayments and Accrued Income

Prepayments	<b>750</b>
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#### 11. Accruals

Accrual relates to reimbursement of costs	<b>780</b>
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## Buckby Library & Hub

### Financial Statements for the year ended 31<sup>st</sup> March 2023

#### 12. Restricted Reserves

Grants b/f	38,805
Grants received	2,000
Grants used	3,902
Restricted Reserves c/f	<b>36,903</b>

#### 13. Designated Reserves

Designated Reserves b/f	9,790
Received, allocated	17,230
Funds used	9,290
Designated Reserves c/f	<b>17,730</b>



# Rhoda Thomas

## Bookkeeping Ltd

Dear Jo,

I can confirm that I have reviewed the library accounts and the bank statements provided.

I can confirm that I have found no anomalies, and I am confident in the balances and the information provided.

Kind Regards

Rhoda Thomas