

FELLING VOLUNTEER LIBRARY

58 High Street Gateshead NE10 9LT • 0191 433 6402

fellingvolunteerlibrary.org.uk



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APRIL 2020 - MARCH 2021

Felling Library, along with all other libraries in the country, closed due to Covid restrictions in March 2020.

Our planned Events for the Spring and Summer were no longer possible and it was with great regret that these could not go ahead.

Trustees and Volunteers continued to meet regularly via Zoom meetings and we saw this as important to maintain a sense of belonging to the Library and also reduce the remoteness which was now thrust upon us, as it was for the entire nation.

The vaccination roll out saw our building commandeered by the NHS in December 2020. This vital work also resulted in our being unable to take up residence again until October 2021 - far longer than any of us had anticipated, and also on a shared basis with the Library opening only 3 days per week.

Since reopening, we continue to work hard to re-establish our presence in the Community and reconnect with users new and old, and build new community links.

Charitable Objectives and Activities

To advance the education of the public in Felling and surrounding areas by the provision of a library facility and service and other educational community resources and activities.

To further or benefit the inhabitants of Felling 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.

2020 ANNUAL REPORT FELLING VOLUNTEER LIBRARY



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Chair Introduction to the Report

This last year has been exceptionally challenging due to Covid 19 and the disruption caused by lockdown. The library has been closed since March 2020, remaining closed during the summer easing of restrictions. Some of our sister volunteer libraries were able to reopen at various points under the 'ring and read' policy operated by Gateshead Library Services but as has been noted in previous years, book-lending, while important, is not the major factor in the provision of services at Felling. As a service provider in the most deprived ward in Gateshead, internet services and computer access, printing and social contact are the priorities of many of our service users.

In December 2020 the NHS commandeered the Felling Community Hub, including the library for use as a Covid vaccination Centre. As a result of this the library volunteer group were unable to gain access to the building until the beginning of October 2021.

During our enforced closure, we were able to maintain our core volunteer base using WhatsApp and Zoom. Most of our original volunteers are still with us.

In September we commenced negotiations with the two surgeries operating the vaccination centre and we were able to reach agreement involving shared use of the building. As a result, the library now opens on Monday, Tuesday, and Wednesday while the vaccination centre operates on Thursday and Friday. We hope to return to our usual five day week when possible.

One positive result of lockdown was the receipt of Covid Business Relief grants which has considerably boosted our funds (see annual financial report).

The Trustees have always recognised that we would have to start again from scratch once we were able to reopen. This will be a long-term process, but we have made a promising start. Extensive advertising is being undertaken through Facebook, Leafletting and Posters and users are beginning to return. We are also actively undertaking to recruit new volunteers and as they join us, we will be able to open for full days rather than the 4 hours a day we are currently restricted to. We will be able to judge progress better by the end of the year.

In conclusion I would like to record my thanks to the other trustees and the volunteers for their work during this difficult period, and for their continued commitment to Felling Volunteer Library. I would also like to thank Stephen Walters (Gateshead Library Services) for his support, advice, and commitment to Felling Volunteer Library over the last five years. We wish him all the best on his retirement.

Dave G Fawcett
Chair. Felling Volunteer Library

STRUCTURE & GOVERNANCE



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The Trustees of Felling Volunteer Library operate under a Constitution approved by The Charities Commission and a copy of which is available on our website to read and download.

The Library operates under a Service Agreement and Lease with Gateshead Metropolitan Borough Council.

The NHS commissioned our building as a Covid Vaccination Centre in December, 2020.

We were allowed to reopen the Library on a part time basis, from Monday to Wednesday whilst the NHS continues it's vital work for the remainder of the week.

TRUSTEES

The Trustees have continued to hold Trustee and Volunteer Meetings on a monthly basis via Zoom conferencing. Minutes of all Meetings are emailed to each Volunteer.

The Trustees held an Annual General Meeting via Zoom on 13th November 2019 for the relevant reporting period of this Report. Elections were held at the AGM.

All Volunteers and Trustees were sent copies via email or received a hard copy.

The Trustees also continued to communicate via a WhatsApp Group for both Volunteers and Trustees. This allows all members to be updated quickly about news regarding the Library whilst also maintain social links with each other. Volunteers are also able to contact any Trustees easily and quickly.



Sadly, our lovely new Library sign - shown above - had to be covered over by vaccination centre signage.

We have now obtained a display board for outside the building so that visitors will know we are open once again to welcome all users, new and old!

Chair: David G Fawcett

Secretary: Timothy Wilson

Treasurer: Angela Knox

Vice Chair: Martin McKeever

Support

Health & Safety

David Oxberry

Safeguarding Lead

Stephen Millen

ACHIEVEMENTS & EVENTS



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We were fortunate to hold World Book Day just prior to the Library being forced to close due to Covid restrictions, but we also had to cancel Events we had planned for the year ahead.



Our Spring Fair Event was well in hand. We donated our bought treats to Felling Food Bank so that local children would not lose out on the free Easter snacks we had bought them.

Cllr Sonia Dickie sent us a card of thanks for our contribution.

Other Events we had scheduled were VE Day with Felling Heritage Group, Volunteer Week and a host of Summer Crafts for our younger visitors.

We had also planned to take part, for the first time, in World Book Night and our Patron Elaine Cusack had kindly helped us by inviting local writers and musicians to take part.



We had also been successful in applying for books from The Reading Agency to hand out on the Night. The books we received have been offered to local reading groups and given out as gifts to our visitors.

We were also fortunate to receive books and treats as part of the Costa Gift-a-Book campaign. Each pack contained a child and grown up book as well as sweet treats.

As we could not hand these out at the Library, we delivered the packs to three local schools and donated the treats from spare packs to Felling Food Bank.



RHYMETIME

Rhymetime is our popular weekly fun for small children and their carers.

It provides a social activity for both children and grown ups with singing, stories and activities.

Rhymetime is FREE at Felling Volunteer Library and we hold regular themed Rhymetimes throughout the year.

VOLUNTEERS & VOLUNTEERING



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Felling Volunteer Library currently has 12 Volunteers with a wide range of talents and experience which they bring to the Library.

It is with their dedication and hard work the Library has continued to thrive and grow in Felling.

The Trustees hold monthly meetings with all Volunteers to discuss both Policy and Procedures as well as encouraging new ideas for the improvement and development of the Library. All Volunteers have a vote on decisions taken at Meetings.

During the financial year 20/21, Meetings were held via Zoom during Government Covid Restrictions, aware of the vital need to keep communication during periods of social isolation.

Felling Library encourages and welcomes applications from people interested in volunteering.

We continue to seek new Volunteers by advertising on our website, Facebook Page and via GMBC Volunteer Gateway.

We have a Recruitment Policy Document which includes a Code of Conduct Undertaking and an Induction Process.

All potential Volunteers are invited into the Library for an informal chat before application for an overview of what is involved in being a Volunteer.

Volunteers must provide two Character references on application, which are always verified. A final interview with a Trustee and Volunteer then follows.

All new Volunteers have a 6 week Induction during which they are given training on the Library systems and equipment.

New Volunteers are also given a copy of the Code of Conduct Undertaking which to agree and Sign and undergo training in Health &



Volunteer Roles

Craft & Activities:

Clare Handleigh, Anne Bradley

Facebook: Clare Handleigh

RhymeTime: Anne Bradley

Rota: Megan Elliott
Martin McKeever (previously)

Website: Angela Knox

Safety, Safeguarding, Data Protection and ICT usage rules. They are also given a copy of our Problem Solving Procedure.

Our Volunteers are also provided with an annual refresher of our operational Policies and we hold separate Health & Safety and Safeguarding assessments for each Event we hold in the Library.

When we reopened in October 2021 we welcomed three new Volunteers, but more are needed to ensure the Library operates without interruption of Service.

Some of our existing Volunteers still need to shield due to health issues or are supporting those who need to shield. We wish all of them well and we maintain regular contact with them via email and WhatsApp.

We look forward to seeing them again when circumstances allow.

DONATIONS AND FUNDRAISING



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We raise funds for Felling Library through funding applications, donations, Amazon Smile programme, book sales and Events.

We were unable to fundraise or hold activities this financial year, but were fortunate to receive a donation from The Foresters Friendly Society.

We also received monies from the Amazon Smile programme and our share of the disposal of funds from Ryton Library.

We currently have a Lease with Gateshead Metropolitan Borough Council for our part of The Felling Hub building, which we occupy with other Services.

These running costs are the Library's largest expense, at around £10,000 per year.

Covid Restrictions made Fundraising via our usual channels not possible and added difficulty in seeking funding, whilst we remained unable to occupy the building and provide Library Services.

Our Fundraising Team was unable to apply for Grants and funding during this time for future running costs as we had no indication of when - if ever - we would be given access to our building once more.

The NHS agreed to allow us occupy the building on a part time basis of three days per week, whilst the vaccination centre operates the latter half of the week.

Since re-opening in October 2021, we have held our Christmas Fair and resume our efforts to seek funding for running costs and future events.

“(The Children) love visiting the Library and everyone is so kind!”



WHAT FVL OFFERS...

RhymeTime is free so that it can be accessible to all.

PC usage is free for all Library Members.

Our printing, photocopying, lamination and book sale prices are low and affordable.

Our Santa Grotto is completely free & our Summer Activities are free.

Felling Volunteer Library

Registered Charity No. 1185205

**Financial Statements
for the Year Ended 31 March 2021**

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Charity Name: Felling Volunteer Library

Charity No: 1185205

Registered Office:
58 High Street
Felling
Gateshead
Tyne and Wear
NE10 9LT

Trustees:

David Gilson Fawcett (Chair)

Timothy Patrick Olliffe Wilson (Secretary)

Angela Knox (Treasurer)

Elsie Chamberlain

Martin Joseph McKeever

David Oxberry

Independent Examiner:

Darren Thompson
FutureSkills North East CIC
44 Witton Drive
Spennymoor
Co. Durham
DL16 6LU

Bankers:

Lloyds Bank
PO Box 1000
BX1 1LT

INDEPENDENT EXAMINER'S REPORT

Report to the Trustees	Felling Volunteer Library
Charity No	1185205
On the accounts for period ended	31 March 2021
Set out on pages	5-7

Respective responsibilities of the Trustees and Examiner:

The Trustees of the charity are responsible for the preparation of accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an Independent Examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts (under section 145 of the 2001 Act.
- ☐ follow the procedure laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act.
- ☐ to state whether particular matters have come to my attention.

Basis of the independent examiner's statement:

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

Independent examiners statement:

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- ☐ the accounts do not accord with such records; or
- ☐ the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- ☐ the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Darren Thompson
FutureSkills North East CIC
44 Witton Drive
Spennymoor
Co. Durham DL16 6LU

Date: 23rd January 2022

Felling Volunteer Library

Receipts and Payments Account

1st April 2020 - 31 March 2021

	Notes	Restricted	Unrestricted	2021	2020
		£	£	£	£
Receipts					
Library Takings	3	-	28.00	28.00	1,566.00
Event income		-	-	-	2,465.00
Donations	4	-	2,523.00	2,523.00	-
Grants	5	-	21,051.00	21,051.00	-
Total Receipts		-	23,602.00	23,602.00	4,031.00
Payments					
Library & Community Events		-	-	-	1,114.00
GMBC Service Charges		-	9,931.00	9,931.00	-
Marketing & Promotion		198.00	-	198.00	-
Administration costs		-	13.00	13.00	-
Accountancy fee		-	150.00	150.00	-
Total payments		198.00	10,094.00	10,292.00	1,114.00
Surplus/Deficit for the period		(198.00)	13,508.00	13,310.00	2,917.00
Funds brought forward		836.00	3,200.00	4,036.00	1,119.00
Funds carried forward 31st March 2021		638.00	16,708.00	17,346.00	4,036.00

Statement of Assets and Liabilities

as at 31 March 2021

		2021	2020
	Notes	£	£
Current assets:			
Cash at bank and in hand		17,346.00	4,036.00
Total current assets:		17,346.00	4,036.00
Current liabilities:			
GMBC		-	40.00
Total current liabilities:			
Net assets:		17,346.00	3,996.00
Represented by:			
Restricted reserves	6	638.00	796.00
Unrestricted reserves	7	16,708.00	3,200.00
Total funds:		17,346.00	3,996.00

The financial statements were approved on behalf of the Board of Trustees:

Signed:



Position: Chair

Signed:



Position: Treasurer

Felling Volunteer Library

Notes to the accounts as at 31 March 2021

1	Felling Volunteer Library is a Charitable Incorporated Organisation, Charity No.1185205 registered on 6 th September 2019. The organisation is governed by a Board of Trustees. The organisation has no paid staff.
2	The accounts are prepared on the receipts and payments basis in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities.
3	Due to the Covid-19 pandemic, the library has been closed for the period and therefore income from library takings and events have been affected this year. This balance includes monies used as a cash float set up out of library takings when the volunteer library was originally set up.
4	This includes: ☐ £400.00 – Forester's donation. ☐ £21.00 – Amazon Smile. ☐ £2,102.00 – Ryton Library (disposal of funds).
5	This includes: ☐ £11,051.00 - GMBC COVID-19 support grants. ☐ £10,000.00 – Community Foundation Tyne and Wear (Thrive).
6	Restricted reserves are funds that have been given to the charity for a specific purpose and therefore can only be spent on designated activity.
7	Unrestricted reserves are money available to the charity.