



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	11	2020		31	10	2021

Section A Reference and administration details

Charity name

FOSPL

Other names charity is known by

FRIENDS OF SOUTH PETHERTON LIBRARY

Registered charity number (if any)

1186429

Charity's principal address

44 Compton Road

South Petherton

Somerset

Postcode

TA13 5EN

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	Peter Kidner	Chair		
2	Mark Freeman	Vice Chair		
3	Biddy Martin			
4	Marion Parr			
5	Michael Callaghan	Deputy Treasurer		
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees recruited from Library Volunteers with shared vision of enhanced Library service for residents. Chair subjected to re-election after completion of initial term, and re-elected as Chair. Further Trustee recruited, to commence Dec 2021.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	New Trustee indoctrinated with Training pack of Guidance notes and one-to-one induction with Chair; good prior knowledge as Treasurer for another Charity in past. Trustees' Board meets monthly (by Zoom for most of past year), but also managed to hold AGM with Supporters 15 Oct 2021. Nil Nil
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

For the public benefit, the provision and maintenance of a library in South Petherton.

To promote for the residents the provision of a public library for recreation and/or other leisure time occupation with the object of improving the condition of life of the said residents.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To campaign actively for the Parish Council to maintain funding for a Community Library.

To strive constantly to enhance the services available for residents from the Library. This year has seen the establishment of a regular Saturday Morning Lego Club for children, and the Fast Track book scheme where FOSPL funds the acquisition of recently published and popular new titles for the exclusive use of local residents to supplement the less responsive Libraries West book stock.

To accommodate the Fast Track books and to increase Library capacity, FOSPL supplied extra shelving and a mobile rack for the Library.

To play a leading role in the acquisition of a Community Hub, to include a larger library better able to meet residents' needs.

It is confirmed that all Trustees have signed as having read, understood and given due regard to the Guidance on Public Benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

FOSPL policy is to fund service enhancements up to 66% of annual income averaged over a 3 year period. This year's spend was 69 % of income.

In-Library activities such as Author Visits were again curtailed due to Covid; however the pandemic also provided opportunity to expand Library services for improving the condition of life of residents. FOSPL successfully competed for funding from the Somerset Community Covid Relief Fund, attracting a grant of £483 for the production of a Village Circular Walks pack. This met with much success, being warmly welcomed by residents and encouraging greater physical exercise around the Village's footpath network across the generations – one Grandmother reported that she was now being taken on Sunday walks by her grandchildren using the Guide. All 250 copies were soon claimed, and a further grant is now being sought to fund a reprint.

The Fast Track book scheme has proved popular with Library Users; the first tranche was delivered in March, and the second tranche has been ordered. These newly published high demand books have refreshed the Library offering.

The 27 Volunteers currently supporting the Library and FOSPL are essential; without them the single Library Information Officer could not manage the required Opening Hours, the Cleaning task and the other support functions.

Summary of the main achievements of the charity during the year

Successful introduction of the Fast Track book scheme, with Tranche 1 delivered and Tranche 2 on order.

Successful bid for funding support from Somerset Community Funds Covid Relief fund, enabling the publication of 250 copies of a Village Circular Walks booklet. This captured the Lockdown demand for walking as the preferred form of exercise for all age groups, with estimates that use of the footpath network in the Parish doubled.

Covid Lockdowns enforced restricted Library Opening Hours, so footfall suffered during the year – this was reflected across Somerset in all Community Libraries. Nevertheless the Library continued to provide a core service, invaluable to those for whom reading became a key support, and the opportunity for the isolated to receive a friendly welcome and the chance of conversation.

The Trustees leading the Community Hub project group have successfully secured the backing of the Parish Council for the next phase. With a building site and provisional architect's plans now identified, negotiations have commenced for a long term lease; thereafter the challenge of identifying sources for the £500,000 + of funding will commence.

Section E

Financial review

Brief statement of the charity's policy on reserves

With the policy to spend 66% of income on charitable objects, the other 33% is used to enhance the Reserves, with the aim of maintaining a balance between £500 to £1,000 to address unforeseen circumstances. This balance has grown slightly above the preferred level this year due to the inability to pursue activities during Covid Lockdown and ongoing caution about the future Covid environment.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Grant of £483 from Somerset Community (Covid relief) Fund for Village Circular Walks leaflets (met printing costs in full).

Book Stalls – Donations from two events raised £170.

Plant Stalls – Donations from two events raised £610.

Waitrose's Community Fund donated £333.

Amazon Smile donated £18 from on-line purchases.

Expenditure of £500 was spent on Fast Track books, and £260 on new tables (Lego Club) and the additional Library shelving.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Peter Kidner	Mark Freeman
Full name(s)	Peter Kidner	Mark Freeman
Position (eg Secretary, Chair, etc)	Chair	Vice Chair
Date	17 Dec 2021	

FRIENDS OF SOUTH PETHERTON LIBRARY (FOSPL) ACCOUNTS 01NOV 2020 – 31 OCT2021

<u>INCOME FROM:</u>	<u>2019/20</u>	<u>2020/21</u>	
Donations –	£858.70	1088.99	
Charitable Receipts	£1136.96	833.73	
<u>TOTAL INCOME</u>	<u>£1995.66</u>	<u>1922.72</u>	<u>(b)</u>
<u>EXPENDITURE ON:</u>			
Raising Funds	£598.19	42.50	
Charitable Activities	£ 50.47	1294.55	
<u>TOTAL EXPENDITURE</u>	<u>£648.66</u>	<u>1337.05</u>	<u>(c)</u>
NET INCOME/(EXPENDITURE)	£1347.00	585.67	(b-c)
<u>TOTAL FUNDS CARRIED FORWARD</u>	<u>£1496.42 (a)</u>	<u>2082.09</u>	<u>(a+b-c)</u>

1. Despite COVID Lockdowns, FOSPL Income was maintained at just under £2000 for the year due to the industry of the Trustees and Volunteers in organising Plant and Book Sales and seeking Charitable donations.

2. This year has seen greater opportunity to spend funds in support of Objectives, double that of the previous year.

3. FOSPL registered its Charitable status with HMRC on 19 Jan 2021, and submitted an initial claim for Gift Aid on 25 Oct 2021; although acknowledged by HMRC, the payment has not been made in time to feature in these accounts.

Peter Kidner

Mike Callaghan

P J Kidner

MJC Callaghan

Nov 2021

FOSPL Treasurer

FOSPL Deputy Treasurer

NOTES ON ACCOUNTS – SEE OVER

Annex A: Details of Donations, Receipts, Expenditure.

Notes on Accounts:

1. FOSPL bid successfully for a grant of £680 from the Somerset Community (Covid Relief) Fund, based on a quote from a printer used in 2010 to print a "Guide to 11 Parish Circular Walks". This Guide was updated and was designed to enhance the quality of life by encouraging residents to take exercise during Lockdown, to explore their local area and to improve fitness and mental health. It met with great success and all 250 copies were taken before the summer was out.
2. In the event an alternative printer was identified who promised a more user-friendly format at a more attractive price; the excess grant of £197 was returned to the Somerset Community Fund.
3. FOSPL has registered with Amazon Smile.co.uk as a Charity, and receives 0.05% of purchases where FOSPL is nominated as the recipient Charity.
4. FOSPL applied successfully for a Community Grant from the local Waitrose in Crewkerne.
5. FOSPL paid for the Christmas lights on a Christmas tree mounted on the Library's outer wall as part of the High Street premises' Christmas display and to contribute to Community Christmas spirit.
6. Bookmarks purchased from printer to identify "Fast Track " books.
7. FOSPL came to an agreement with Somerset County Council that it would enhance South Petherton Library's stock with the purchase of popular newly published books that were in high demand from readers, and would be restricted to South Petherton Library for 12 months from purchase before becoming part of Libraries West collective stock. These books were known as "Fast Track" books, and contribute to the Charity's aim of enhancing the Library's service and improving residents' quality of life.
8. In order to display "Fast Track" books separately and clearly, additional shelving and a Display Stand were required, manufactured at cost.
9. To enhance the Library's "Lego Club" and for use in other functions, an extra two large folding tables were purchased.

ANNEX A TO FOSPL ACCOUNTS 20/21

1. Cash Donations:

DATE	AMOUNT	SOURCE	BALANCE	REFERENCE
04/03/21	25.75	Library Pot	25.75	
05/03/21			00.00	£25.75 Banked (15)
01/04/21	15.00	Library Pot	15.00	Book 1
04/05/21	35.36	Library Pots	50.36	Book 2
19/05/21	470.00	Plant Sale	520.36	D1
22/05/21	140.10	Plant Sale	660.46	D2
27/05/21			17.86	£642.60
Banked(017)				
13/07/21	66.00	Library Pot	83.86	Book 3
30/07/21	96.35	Book Sale	180.21	Book 4
30/07/21	9.20*	Library Pot	(£5.00 float left in pot)	Book
5				
30/07/21			189.41	* Plus £1 IoM.
05/08/21			17.41	172.00 Banked
(018)				
05/08/21	1.00		18.41	Bank accepted
IoM £1				
20/10/21	80.28	Book Sale	98.69	D3
20/10/21	42.78	Library Pot	141.47	(+£5.00 float in
pot)				
22/10/21	-22.50	Paid to SPLHG 01/05/21	118.97	[R10]
28/10/21			00.00	Banked 118.97
(20)				

TOTAL CASH DONATIONS £981.82

2. Donations Direct to Bank:

27/05/21	107.17	P Kidner	Donation
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TOTAL DONATIONS £ 1088.99

TOTAL BANKED [£1088.99 LESS £22.50 PAID TO SPLHG] = £1066.49

3. Charitable Receipts:

17/12/20	680.00	Som Cty Foundn	Grant for Circ Walks Lft
1			

16/01/21 [R3][Cq16	-197.00	Som Cty Foundn	Return of Unspent Grant 2
24/05/21 3	8.29	Amazon Smile	Charity Disbursement
17/08/21 3	9.44	Amazon Smile	Charity Disbursement
07/10/21 4	333.00	Waitrose	Charity Disbursement

TOTAL RECEIPTS £ 1030.73 LESS £197.00 RETURNED = £833.73

TOTAL INCOME [DONATIONS + RECEIPTS] £1088.99 + £833.73 = £1922.72

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4. Expenditure:

a. Raising Funds:

DATE	AMOUNT	RECIPIENT	ITEM	NOTE
01/05/21 Cash PJK ea. [R10]	22.50	SP History Group	"Explore SP Past" – Booklets x 10; Bought @£2.25, Sold for £3	
13/09/21 Cq 21	20.00	The David Hall	Hall Hire AGM	[R11]

TOTAL EXPENDITURE RAISING FUNDS £ 42.50

b. Charitable Activities:

02/12/20 5	9.00	Cq13 B Elliott	Xmas Lights – Library Contribution to village [R1]	
12/01/21 [R2]	483.00 1	Cq15 Macs Printing	Circ Walks Leaflets x 250	
11/02/21 Track books [R5]	075.00 6	Cq18 Macs Printing	Bookmarks to identify Fast	
08/03/21 [R6]	226.17 7	Cq17 SCC	Fast Track books (Tranche 1)	
07/05/21	107.17 8	Cq19 P Kidner	Stand/Shelving	[R7]
17/08/21 9	151.20	Cq20 B Elliott	Tables x 2 for Library [R8]	
16/10/21 7	243.01	Cq22 SCC	Fast Track books (Tranche 2)	

TOTAL EXPENDITURE CHARITABLE ACTIVITIES £ 1294.55

TOTAL EXPENDITURE £42.50 + £ 1294.55 = £1337.05

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