



## Trustees' Annual Report for the period

Period start date			Period end date		
07	May	2019	06	May	2020
<b>From</b>			<b>To</b>		

### Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
 Postcode

#### 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	Luke Jenkins	Secretary		
2	Robert Jones		until 20 Nov 2019	
3	Jill Miles	Treasurer (until 20 Nov 2019)		
4	Alyson Moore			
5	Sean Pursey	Chairman (until 20 Nov 2019)		
6	Anthony Taylor	Chairman (20 Nov 2019 onwards)		
7	Rachel Taylor			
8	Denzil-John Turbervill		until 20 Nov 2019	
9	Robert Evans		20 Nov 2019 onwards	
10	Charlene Morgans		20 Nov 2019 onwards	
11	Christine Thomas	Treasurer (20 Nov 2019 onwards)	20 Nov 2019 onwards	

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution – adopted 07 May 2014
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are elected from the membership at Annual General Meetings with a third of trustees retiring at each AGM. They can be appointed until the next AGM by the existing trustees between annual general meetings.

**Section C Objectives and activities**

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

The text as reads in the governing document:

“To promote for the benefit of the inhabitants of the electoral wards of Taibach and Margam and the surrounding area the provision of facilities for education, recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.”

These objectives are carried out by the running of a community Library in Taibach.

**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)**

The main activities carried out by the charity are:

- Lending of Books, DVDs and CDs to members of the public.
- Providing 4 public access computers with internet access, which are usable free of charge.
- Providing a photocopying and fax facility.
- Providing a place for public documents and consultations to be displayed.

In addition to the main activities listing above, during the 2019-20 year the library has hosted a number of events, including:

- Song and Rhyme sessions
- Story Time sessions
- Family history sessions
- Advice Surgeries for local councillors, AM and MP
- Coffee Mornings
- Summer Reading Challenge for children
- Lego and Board Game Club for children

We continued to hold coffee mornings during this year and these enabled all members of the community to come together, including those who do not ordinarily use the library’s services.

A team of 20 trained volunteers have been responsible for the day-to-day running and operation of the library and is made up of people from the local community and neighbouring towns and villages.

The library’s volunteers were recognised once again in June 2019 for their work as part of Volunteers’ Week.

In planning and delivering these activities and services, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## Section D Achievements and performance

### Summary of the main achievements of the charity during the year

During the 2019 - 20 year, the Charity continued to successfully operate a library provision for the communities of Taibach, Goytre and Margam.

The library has continued holding monthly coffee mornings which help raise funds for the library.

To appeal to the younger members of the community, the library has held Song and Rhyme and Story Time sessions and volunteers were trained to hold these sessions by staff from the local council's library services. In addition to this the library expanded its Lego Club to become a Lego and Board Game club which was held weekly on a Saturday and additionally on Tuesday afternoons during school holidays.

School visits continued during the 2019-20 period with schoolchildren benefitting from the access to a wide range of different books.

The library has embraced the use of Facebook and Instagram to promote events to people in the local community. The success of using these tools has been encouraging, with posts on the Facebook page reaching an average of 11,000 people per month with an average of 882 engagements (likes, comments, shares etc.) per month.

During December 2019 the library upgraded its public PC provision thanks to generous support from local businesses Centerprise and Aspire2Be. This replaced ageing equipment inherited when the Charity took over the running of the library.

Support continued from the local council (Neath Port Talbot County Borough Council) in the form of volunteer training, ICT systems support and the continued supply of books for the lending library.

The library's opening hours remained the same during 2019 – 2020 until the closure on 14<sup>th</sup> March 2020 due to the COVID-19 pandemic. The library remained closed up until the year end of this report and well in to the 2020 – 2021 year. The closure meant that no activities took place or monies were received after 14<sup>th</sup> March 2020.

**Section E Financial review**

**Brief statement of the charity's policy on reserves**

We have ended this year with a significant unexpected surplus, we will be reviewing our reserves policy in 2020/21.

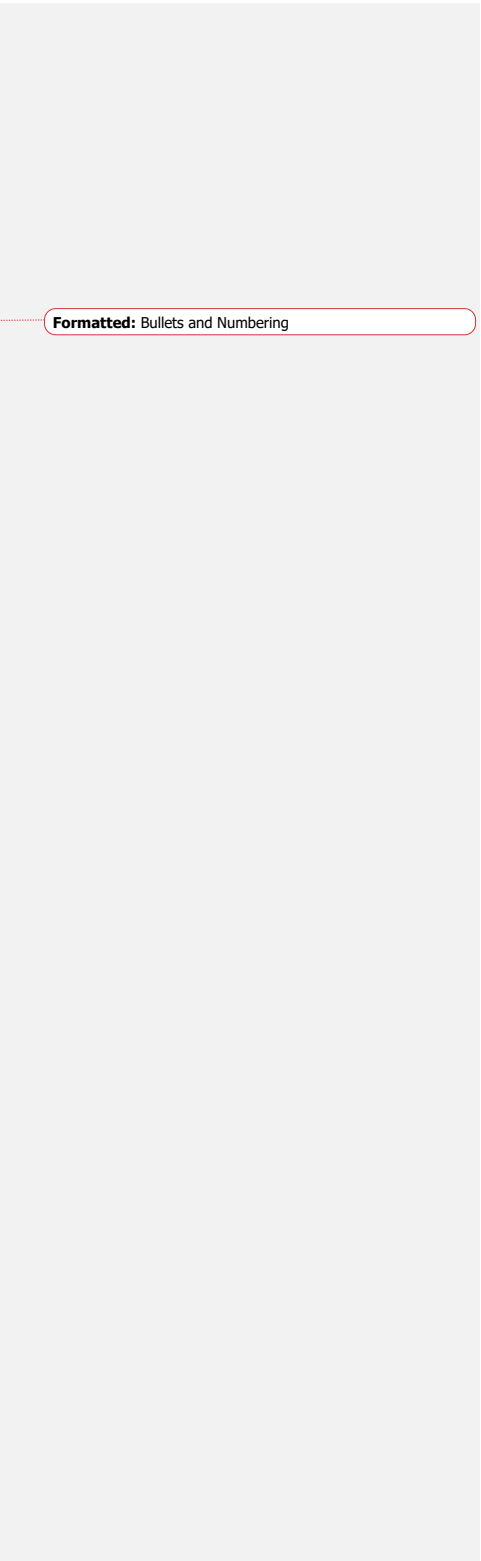
**Further financial review details**

As previous financial years, the costs vary due to the nature of invoicing and recharging of utilities and other bills from the Local Authority.

Usual sources of income (excluding the COVID grant) have remained stable, with a modest increase on the previous year, increased photocopying sales and donations from library events account for this, with weaker book sales offsetting some of these gains.

For much of the year, cash flow was challenging, the COVID grant towards the end of the financial year eased these issues.

Due to challenging cash flow some outstanding costs were not paid in 2019/20 financial year but have at the time of writing been paid and will be reflected as increased expenditure on the 2020/21 accounts.



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**Section F Other optional information**

N/A

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sean Pursey	Luke Jenkins
Position (eg Secretary, Chair, etc)	Trustee	Secretary
Date	23/12/2020	



## Receipts and payments accounts

For the period from	Period start date 07-May-19	To	Period end date 06-May-20
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### Section A Receipts and payments



	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	1,709	-	-	1,709	1,559
Fines	64	-	-	64	75
Book Sales	128	-	-	128	310
Photocopying/Printing	439	-	-	439	360
Other Sales	3	-	-	3	
Membership fees	106	-	-	106	
COVID Grant	10,000	-	-	10,000	
Grant NPTCBC	-	1,300	-	1,300	1,300
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>12,450</b>	<b>1,300</b>	<b>-</b>	<b>13,750</b>	<b>3,604</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>12,450</b>	<b>1,300</b>	<b>-</b>	<b>13,750</b>	<b>3,604</b>
<b>A3 Payments</b>					
Contents/ PL Insurance	808	-	-	808	746
Utilities	1,000	-	-	1,000	1,120
Books	-	-	-	-	80
Stationery	-	-	-	-	3
Coffee Morning Costs	-	-	-	-	5
Rent	-	1,300	-	1,300	1,300
Chubb	-	-	-	-	
Buildings Insurance	-	-	-	-	600
Photocopying fees	143	-	-	143	
Card payment fees	1	-	-	1	
Cash Loss	15	-	-	15	
<b>Sub total</b>	<b>1,967</b>	<b>1,300</b>	<b>-</b>	<b>3,267</b>	<b>3,853</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,967</b>	<b>1,300</b>	<b>-</b>	<b>3,267</b>	<b>3,853</b>
<b>Net of receipts/(payments)</b>	<b>10,483</b>	<b>-</b>	<b>-</b>	<b>10,483</b>	<b>- 250</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,091</b>	<b>-</b>	<b>-</b>	<b>2,091</b>	<b>3,812</b>
<b>Cash funds this year end</b>	<b>12,574</b>	<b>-</b>	<b>-</b>	<b>12,574</b>	<b>3,562</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account	12,390	-	-
	Cash	184	-	-
			-	-
	<b>Total cash funds</b>	<b>12,574</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	ICT Equipment Printer, Scanner, Photocopier, Fax Machine, Till)	Unrestricted	-	-
	Fixtures and Fittings	Unrestricted	-	-
	Second-hand books for sale	Unrestricted	-	50
	Catalogued Books	Unrestricted	-	250
	Donated PCs	Unrestricted	3,500	-
			-	-
			-	-
			-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
 <small>Luke Jenkins (Dec 23, 2020 12:28 GMT)</small>	Luke Jenkins	Dec 23, 2020
	Sean Pursey	Dec 23, 2020







# Taibach Community Library 2019/20 Accounts

Final Audit Report

2020-12-23

Created:	2020-12-23
By:	Sean Pursey (seanpursey@outlook.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZRCx0VwQJgWOgPYwkWCDGjJXtUfIKLbq

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