

Report and Financial Statement

For the period 1 May 2018 —30 April 2019

Registration details

Debenham Library Foundation
A Charitable Incorporated Organisation
Registered Number 1154313
School Corner,
Debenham,
Stowmarket,
Suffolk IP14 6PL

Trustees

Tony Hutt	Chair
Richard Blackwell	
Maureen John	Nominee of Suffolk's Libraries IPS
Howard Simpson	
Pam Harling-Challis	

Bankers

The Co-operative Bank,
PO Box 240,
Delf House,
Southway,
Skelmersdale,
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Introduction

Report of the trustees for the year ending April 30, 2019

The trustees are pleased to present their annual report together with the financial statement for the year ending April 30, 2019.

Chair's report

There have been no major changes during the year, but the library continues to be well used and numbers are still increasing gradually. All primary school children continue to be registered and there is a weekly session for school children in the library. The Summer Reading Challenge was well supported by children.

Five films were shown during the year in the School Hall as follows:-

Akenfield 21-7-18
Loving Vincent 15-9-18
My Generation 14-11-18
Matthew Bourne's Cinderella 15-2-19
Stanley's War 26-4-19

Two of these films, *Akenfield* and *Stanley's War*, were local interest films having been made in Suffolk, so audience figures were particularly good. All made at least a modest profit and now have a regular following of local people, so it is becoming a community event.

Editorial about the library and forthcoming events are placed in the Debenham Parish Magazine and sent to publications and websites in nearby villages. Use is made also of the Library and Friends Facebook page and other social media, and the Debenham Website. This has resulted in some of the audience for the films being from outlying villages within the library's catchment area.

Some small tables were purchased to allow customers to enjoy refreshments outside during fund-raising events, at least in the summer. Sunday Afternoon Teas were held five times with tea, scones and cakes served from 2 to 4pm. These generated some revenue for the Library Foundation but more significantly they attracted a good number of regular library users of all ages, providing an opportunity for talking and social interaction.

It is recognised that disabled access needs improving, and car parking is a problem on Tuesday mornings during school term-time, inhibiting some customers from coming during those sessions. The School are considering changes to the entrance, and it may be possible to address this problem together; the Library Friends will be involved in those discussions.

Greater use of computers has been noticed during the year, and some customers come in just to use a computer, including printing and scanning. A small number of customers have no computers themselves and need to use a computer for Universal Credit, for instance. The environment is not ideal since there is no privacy, and some require guidance on using the computer, which can be problematic since only one staff member is on duty. However, most of the time their needs can be accommodated. Apart from the parish church, the Library (when open, for 16 hours a week) is the only building where members

of the public can come without having to pay for anything—read books, use the computers, read newspapers and so on. It is an information point for the Parish Council (e.g. the Debenham Neighbourhood Plan) and the Debenham Project.

Children and young people continue to make good use of the board books, picture books and other resources suited to their age groups.

On Saturday 16 March 2019 from 10am-2.30pm the Library facilitated a visit from the National Trust's Sutton Hoo Winter Roadshow. This free event in the School Hall was staffed by National Trust staff and volunteers while the Sutton Hoo site was closed for extensive alterations. About 70 visitors came to see objects from Sutton Hoo, replicas and displays, and to learn more about the site. Themed activities were provided for children, which were very popular.

Work in the garden continues: more flowers and shrubs were added and the garden was expanded slightly. This provides a pleasant, attractive environment for customers at the entrance and particularly during the summer when afternoon teas are held.

One volunteer assists in the library weekly, and occasionally others, especially during the Summer Reading Challenge.

Pam Harling-Challis replaced Andrew Grant-Adamson as a trustee (noted in minutes 30/1/19). One Suffolk Libraries Community Group meeting was attended (21st March) by the Chairman. The Library Friends meet approximately monthly to plan fund-raising and other events. A representative from Suffolk Libraries Board attended the Friends meeting on 13 March 2019 to talk about funding for Suffolk Libraries and reorganization.

Structure, Governance and Management

The DLF was initiated by a local library campaign group, and three of its members were asked to become the founding trustees. In order to ensure continued representation of other bodies, there are also nominated trustees. Three nominating bodies are named in the constitution: Sir Robert Hitcham Primary School, Suffolk's Libraries IPS and Debenham parish council.

The DLF is a Charitable Incorporated Organisation and its rules are laid down in the constitution which was approved by the Charity Commission in October 2013. This permits the trustees to appoint additional trustees or ask other community organisations to nominate trustees. These powers have not been used.

The Debenham Library Working Group was dissolved after the successful completion of the move of the library to its new premises in September 2016.

The trustees delegate work to a 'Debenham Library Friends Group' who are a group of volunteers who bring enthusiasm and support to the library whenever a fundraising event is being organized.

The trustees oversee the Friends Group and review decisions, to ensure they meet the objectives of the foundation.

Objectives

These are stated in the constitution to be: (and remain unchanged from last year)

- (1) To advance the education of the general public in Debenham, Suffolk, and the surrounding area, in particular but not exclusively by the provision of a lending library.
- (2) To further or benefit the residents of Debenham, Suffolk, and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other options by associating together the said residents 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 objective of improving the quality of life for residents.

The trustees endeavour to ensure that there is a continuing free public library service in Debenham regardless of any further cuts in local authority spending. The new, larger premises have allowed greater use - especially by children - as well as room hire and fund-raising activities. This makes for greater sustainability should Suffolk Libraries reduce funding of the library.

Longer-term plans include the provision of all-age education programmes, events for various social groups and access to a wide range of services available to the public. No education classes were held during the period, but we continue to look for openings should the demand be present and suitable tutors available.

The library can also support economic development both with information and as a meeting place with full access to online and traditional sources.

The primary test for additional services will be community benefit but the trustees will also seek to establish income streams which help ensure a continuing library service.

Performance and Achievements

The library continues to be popular with users making the most of the new premises. The provision of refreshments for purchase within the new facility (during opening hours, as well as at fund-raising events) has helped to generate a greater community spirit within the space, as have regular film showings.

New members continue to join the library and we are pleased to see that all new primary school children are signed up as members.

Colocation with the school has allowed use of the school hall for showing films with a bigger audience, and use of the garden area outside for fund-raising events.

Future Plans

Work on developing services will continue. It is intended to print and distribute a leaflet about the library to all households in Debenham, so that all Debenham residents are aware of the new and its facilities.

Finance

	Balance Sheet at April 30, 2019	
Fixed Assets	£0	
Current Assets	£4719	
Cash at bank		
Creditors	£0	
Net current assets		£4719
Restricted Funds	£600	
Unrestricted funds	£4119	
		£4719
Total Funds		

	Income and expenditure 2019		
	Income	Expenditure	
Grant funding	£600		
Local events	£48		
Film Events	£1051		
Donations	£28		
Total	£1727		
Expenditure			
Film & Local event		£710	
Tables & Sundries		£129	
Net income	£888		