



Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 01	Month 04	Year 2019	To	Day 31	Month 03

Section A

Reference and administration details

Charity name	Rothley Community Library
Other names charity is known by	
Registered charity number (if any)	1163508
Charity's principal address	Mountsorrel Lane
	Rothley
	Leicestershire
Postcode	LE77PS

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	Steve Mitchell	Trustee		
2	Sandra Webster	Treasurer		
3	Jill Williams	Secretary		
4	Sue Barnes	Trustee		
5	Carol Timson	Trustee		
6	Michelle Stephenson	Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO Association
Trustee selection methods (eg. appointed by, elected by)	Elected as per constitution and co-opted as appropriate when vacancies arise

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.

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Section C Objectives and activities

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

The provision of a public library in Rothley and surrounding area.
To advance education of the public in Rothley by operating and managing a lending library
To promote for the benefit of the residents of Rothley and the surrounding area the provision of a public library for recreation and / or other leisure time.

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 library had remained open for 16 hours every week always fully staffed by volunteers. Due to the Corona virus pandemic the library was closed on Government advice on 19th March 2020 until further notice.

In addition to the core activities of library lending and providing information, the following activities have been organised and undertaken by the library:

Film club monthly
 An outdoor cinema event.
 A live theatre event
 Book club monthly
 Under 5s sessions twice a month
 Lego Club monthly
 Walking group weekly
 Book sales
 Chess club
 Art and craft activities for children

All of these activities have been undertaken by the trustees with regard to the guidance issued by the Charity Commission 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.

Summary of the main achievements of the charity during the year

We have continued to work upon the success of the library and upon our ambitious plans to develop the library as a community hub and resource Centre. The library continues to receive many positive comments from members of the public.

We have undertaken a host of one-off and regular events, responding to opportunities that have arisen through the generosity of our volunteers:

- The Film Club has entered its sixth season, with a new programme of films to liven up Friday afternoons.
- An outdoor film showing of the Greatest Showman in September proved to be very successful with local families.
- Our book group always offers the opportunity for stimulating discussion and welcomes all.
- A regular story telling session for the Under 5s has been achieved. Lots of children (and carers) enjoy our lively sessions, with a diverse range of stories, songs and activities.
- A Saturday Lego club has been running this year.
- Book and plant sales have been held thanks to the generous donations of local people.
- The library has again hosted the children's summer reading challenge.
- A weekly walking group has been running led by a qualified volunteer.
- A weekly chess club is held by a Library member.
- A live theatre event was organised with the Library being the promoter and receiving a share of the profits.
- Art and Craft activities for children have taken place in the school holidays.

Close links have continued with the Rothley branch of the WEA. The library operates as an approved centre for WEA courses such as Creative writing .This generates additional income.

Communications with the public and members have continued to be important to keep the library in people's minds, and let them know about events and services.

The library website has been redesigned this year. The website is kept up to date weekly and includes details of past and future events. The library comes up on average 172 times per month on internet searches.

The Facebook page now has 434 followers and on average we post 40 times per month. These posts include the creation and promotion of Facebook events for library groups and fundraising. We average 80 visits to the Facebook page per month and increase our following by an average of 10 per month.

Posters of each month's events are placed on the Parish Notice Boards, , and the library notice boards. A monthly newsletter is emailed to about 220 members, and another to the team members. The library has a regular space in the local newspapers and magazines.

Subgroups have been running to involve more volunteers in the day to day running of the library eg the book stock group

The library has participated in the Charnwood Borough Council lottery scheme as a way of raising some additional funds and supporting other

good causes in Charnwood.

The Library received a grant this year of £1040 from the Co-op for the introduction of Community Book boxes .These have been constructed by a local volunteer and placed around the village at key points. The boxes contain children's books that are free for the public to browse for example whilst sitting on the park. The books are replaced regularly.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not have a formal Reserves policy.

However the charity is aware of the need to build up sufficient reserves in the event of grant funding ending and lease agreements changing.

There was £11576 of unallocated reserve at year end, equating to 12 months running costs. At this point in time, this level of reserves is considered to be adequate to cope with the loss of income resulting from the pandemic closure.

Details of any funds materially in deficit

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.

Rothley Community Library's principal sources of funds for this first year have been :

Leicestershire County Council Revenue grant £2589

Coop grant for book boxes £1040

Film Clubs £1100

Book sales £1044

Takings £910

Fund raising -donations of £836

Charnwood lottery £556

Leicestershire County Council has provided the lease of the building at a peppercorn rent

Section F


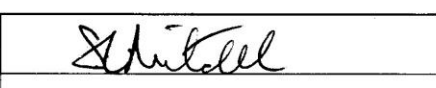
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JILL WILLIAMS	STEVE MITCHELL
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
Date	05.05.2020	05.05.2020



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2019

To

Period end date
31/03/2020

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 £
A1 Receipts					
Leicestershire County Council Section 106 Developer Funding	-	237	-	237	-
Leicestershire County Council CML Revenue grant 19-20		2,589	-	2,589	4,520
Leicestershire County Council CML Revenue grant 2019-2020 1st quarter		-		-	863
CO-OP Grant		1,040	-	1,040	
Donations	660		-	660	925
Gift Aid HMRC	177			177	204
Book sales	1,044			1,044	440
Library takings	910			910	857
Room hire	565			565	391
Events	1,049			1,049	-
Film Club takings	1,950			1,950	1,517
Insurance settlement				-	-
Charnwood Lottery	556			556	15
Other	42			42	
			-	-	-
			-	-	-
			-	-	-
			-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,952	3,866	-	10,818	9,732
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,952	3,866	-	10,818	9,732
A3 Payments					
Running costs	3,134	3,452	-	6,586	4,581
Consumables	1,744		-	1,744	1,672
Film club costs	1,200		-	1,200	1,350
Events	581	-	-	581	-
CO-OP Grant-book boxes	-	840	-	840	-
s106 Expenditure		237	-	237	-
IT costs	2,360	-	-	2,360	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	9,019	4,529	-	13,548	7,603
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	9,019	4,529	-	13,548	7,603
Net of receipts/(payments)	- 2,067	- 663	-	- 2,730	2,129
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,444	863	-	14,307	14,307
Cash funds this year end	11,377	200	-	11,577	16,436

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 £
B1 Cash funds		11,377		-
	CO-OP Grant		200	-
		-	-	-
	Total cash funds	11,377	200	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

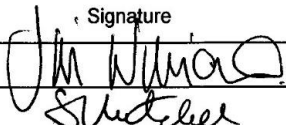

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
	Building alterations -counter, heaters , cabling		16,358	-
	Furniture		2,000	-
	Childrens area equipment		1,294	-
	Fixtures & fittings transferred from Council at nil value		-	-
	IT project		10,133	-
	Counters& cupboards & lighting		7,805	-
	Kitchen refurbishment		4,561	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Jill Williams	5.5.20
	STEVE MITCHELL	5.5.20