

Trustees' Annual Report for the period

From

Period start date

01 April 2019

To

Period end date

31 March 2020

Charity name

Friends of Pennard of Pennard Library

Other names charity is known by

FoPL

Registered charity number (if any)

1158806

Charity's principal address

7 Meadow Croft

Southgate

Swansea

Postcode

SA3 2DF

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	Sarah Joiner	Chair		FoPL Members
2	Anthony William Smith	Vice Chair		FoPL Members
3	Karen Penny	Treasurer		FoPL Members
4	Catherine Ferguson	Minutes		FoPL Members
5	Keith Marsh	Buildings Officer		FoPL Members
6	Keith Roberts	Grants Officer		FoPL Members
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17				
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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

Community	Lynda James	
Community	Mark Faulkner (assistant treasurer)	
Community		

Name of chief executive or names of senior staff members (Optional information)

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Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Association Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Elected by members at AGM

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.

In considering major risks the trustees have taken out the following policy: Keegan & Pennykid Encompass Insurance Scheme for Public Liability and Trustees Indemnity.

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

The object of the CIO is:

To further or benefit the residents of Pennard and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions 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 and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: To establish or secure the establishment of community space and to maintain or manage or co-operate with any statutory authority in the maintenance and

management of such a centre for activities promoted by the charity in furtherance of the above objects.

The main activities undertaken by FoPL for the public benefit during 2019-2020 were, where appropriate:

- To encourage greater diversity of usage by Gower community of both Pennard Library and its building
- To liaise with national and local organisations such as Welsh Government and the City and County of Swansea (CCOS) to ensure a secure future for a librarian led service in Pennard, and to ensure that the building is fit for purpose
- To raise funds and assist with fundraising in support of Pennard Library where appropriate

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)

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

1. Pennard Library is still open;
2. We have used our FB page to share events happening at Pennard Library;
3. We purchased some fold-up chairs, c. £350 for library use and use in the outdoor reading area.
4. We spent £1800 on building a patio for the outdoor reading area to encourage library use.
5. We held an AGM in June 2020 to keep members apprised of our activities.

Brief statement of the charity's policy on reserves

FoPL's reserves policy is based up Charity Commission guidance. Namely: Charity reserves: building resilience (CC19, First published: 29 January 2016, Part of: Charity money, tax and accounts, Applies to: England and Wales).

FoPL's reserves policy is in place in the event that FoPL needs to take on the running of the library building, should Pennard Library be once again be threatened by closure.

Our targeted amount of reserves is £9000: with £4,500 being set aside for 6 months running of the facility, to allow time to generate new sources of income and for grant money to materialize, and £4,500 being held in reserve for emergency repairs.

Details of any funds materially in deficit

None.

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.

See finance report.

Section F

Other optional information

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

Signed on behalf of the charity's trustees

Signature(s)

Sarah Joiner

Full name(s)

Sarah Heather Joiner

Position (eg Secretary, Chair, etc)

Chair

Date

5th August 2020

FRIENDS OF PENNARD LIBRARY

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2020

	2020	2020	2019
INCOME			
Donations	100.00		160
Membership	80.00		85
		180.00	245
EXPENDITURE			
Insurance	75.56		310
PayPal commission	6.66		6
Contribution to library refurbishment	379.20		12,042
Property maintenance	1,800.00		1,414
		<u>2,261.42</u>	13,772
EXCESS OF:			
Payments over receipts		-2,081.42	-13,527
Balance at 1st April 2019			
Barclays Bank	23,257.39		
PayPal	<u>0.00</u>		
		<u>23,257.39</u>	36,784
Represented by		<u>21,175.97</u>	23,257
Balance at 31st March 2020			
Barclays Bank	21,175.97		23,257
PayPal			
		<u>21,175.97</u>	<u>23,257</u>

KAREN PENNY Treasurer

Sarah Joiner Chair

MARK FAULKNER ASSISTANT TREASURER

INDEPENDENT EXAMINER'S REPORT

I have examined the above accounts of the Friends of Pennard Library for the year ended 31st March 2020 and compared them with the books and records of the charity. I confirm that they are in accordance therewith and with the explanations given.

29 Eastcliff
Southgate
Swansea

Jeremy
11.6.20

FRIENDS OF PENNARD LIBRARY

STATEMENT OF ASSETS AND LIABILITIES AT 31ST MARCH 2020

Monetary Assets

	2020	2019
Cash at Bank		
Barclays Bank	21,175.97	23,257
PayPal	0.00	0
	<u>21,175.97</u>	<u>23,257</u>

Non-Monetary Assets

The charity has no non-monetary assets

Guarantees and Debt

The charity has given no guarantee where potential liability under the guarantee is outstanding at the date of the statement.

The charity has no debt outstanding at the date of statement which is owed by the charity and which is secured by an express charge on any assets of the charity.