

Independent Examiner's Report to the Trustees of Newby and Scalby Information Centre (Registered Charity Number 1168661)

I report to the charity trustees on my examination of the accounts of the Newby and Scalby Library and Information Centre (the Trust) for the year ended 31 March 2020 set out in pages 2, 3 4 and 5.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Sarah-Jane Sargent FCA
Moore
Chartered Accountants
12 Alma Square
Scarborough
North Yorkshire
YO11 1JU

1 September 2020

**Newby and Scalby Library and Information Centre
Chairman's Statement
Accounts for the year ended 31 March 2020**

Introduction

Newby and Scalby Library and Information Centre was established as a Charitable Incorporated Organisation on 4 August 2016 and governance is in accordance with its Constitution. The library was due for closure on 1 April 2017 and the building is owned by North Yorkshire County Council. It is leased to Newby and Scalby Library and Information Centre on a five year lease which expires in 2022.

The lease requires that, although no rent is payable, the library Trustees are responsible for keeping the premises in good repair and condition. This means all areas other than structural external repairs to the walls and roof.

The Trustees approached the third year of operation with optimism and greater confidence. The intention was, of course, to maintain a sound financial footing whilst looking forward to the fulfilment of our garden project.

Recurrent income from traditional sources such as sale of books, fines and the use of the library's computers continues to be limited. However, fundraising efforts of volunteers, supporters and Trustees have been very fruitful. Local groups and individuals continue to donate substantial funds and bids for more substantial amounts from other sources have also been successful. These latter amounts, of course, are restricted funds which have been used for specific projects. In particular, the development of the garden was a key focus. It was agreed that funds for this project should not be diverted from the library itself but should be sought from sources specifically aimed at outdoor spaces. A grant of £5,000 in October 2018 enabled us to complete phase one of the project. However, in March 2019 we learned that we had been successful in a bid for lottery funds of £18,900 to complete the project.

Results

The accounts show receipts of £39,850, payments of £43,102 leading to a deficit for the year of £3,252. Although there is a revenue shortfall, the accounts show a healthy balance held at 31 March 2020 of £38,087 with no significant contingent liabilities.

Future

Looking forward, there is, of course, no ground for complacency. Whilst the success of bids for restricted funds is very gratifying, we are very aware of the need to maximise recurrent funding where we can. This is particularly the case in the current pandemic when the library has been closed for three months and all sources of income have stopped.

A support grant of £10,000 has been received and should ensure that we achieve our financial objective of retaining a secure balance in the bank whilst making a small surplus on the revenue account in the medium to long term.



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2019		Day 31	Month March	Year 2020

Section A Reference and administration details

Charity name Newby and Scalby Library and Information Centre

Other names charity is known by

Registered charity number (if any) 1168661

Charity's principal address 450 Scalby Road
Scarborough

Postcode YO12 6EE

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	I Nixon	Chair		
2	L Newton	Secretary		
3	J Watson	Treasurer		
4	K Torkington			
5	P Whelan			
6	J Woodroffe			
7	P Gardner			
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
P Gardner	1 April 2019 to 7 February 2020

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Sarah-Jane Sargent	12 Alma Square, Scarborough, North Yorkshire, YO11 1JU
Bankers	Santander	Bridle Road, Bootle, Merseyside, L30 4GB
Accountant	Moore	12 Alma Square, Scarborough, North Yorkshire, YO11 1JU

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)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	<p>The Constitution outlines the procedure for the appointment of Trustees and the management of the Charity. Six Trustees are currently responsible for the management of the Charity. The Constitution requires a minimum of three. It also requires that at every AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. Therefore, at this AGM, two Trustees will retire. They are eligible for re-appointment if they so wish.</p> <p>The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees are serving at any one time.</p> <p>The management committee may include other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees.</p>

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.

To guide the Trustees in exercising their duty of care to members and users of the library, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy and Privacy Statement

Copies of these policies are made available to all Volunteers and to library users on request.

The Trustees also work within the requirements of the Service Level Agreement which exists with North Yorkshire County Council as the basis of the Library's operation. These requirements include training for volunteers and acceptance of NYCC policies.

Insurance – The library is insured with respect to contents and damage to glazing by Hiscox Insurance (£50,000 cover). It is insured with the same company with respect to, public liability (£10m), employers' liability (£5m), legal assistance and personal accident.

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

Further precautions are undertaken with regard to buildings:

- A building condition survey is undertaken at five yearly intervals by NYCC;
- Gas appliances and portable electrical appliances are tested by qualified personnel annually;
- The mains electrical installation is checked by a qualified engineer every five years;
- A Fire Safety Risk Assessment is updated annually;
- Fire fighting appliances are inspected annually under contract with the supplier;
- A member of the management committee carries out other regular maintenance checks as required.

Section C

Objectives and activities

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

To promote for the inhabitants of Newby and Scalby Parish, to the north of Scarborough in North Yorkshire, and the surrounding area, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the statutory 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.

The objects are met in the following ways:

- i. The provision of a modern reading service within the Community for all ages and in all formats in order to extend and promote the pleasures and benefits of reading for everyone and especially children and young people.
- ii. The facilitation or provision of, in liaison with other agencies, an information service to support people in vital areas, including national and local government online information and services, careers and job seeking, health, personal financial information and benefits. The library will contribute to the promotion of good health and well-being through key health partnerships, for example, doctors' surgeries, NHS and health charities.
- iii. A contribution towards, alongside other relevant agencies, the opportunities for lifelong learning within the community. This will include the provision of digital services which underpin all other aspects of the Library's aims and objectives.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

The principal activity of the Charity is to operate a library. The library is open on five days a week including Friday evening until 7pm and Saturday until 1.30pm. Library users enjoy a regularly changing stock of books and resources, the use of computers and a tea and coffee facility. A number of regular activities take place including a pre-school story time, hand massage, scrabble club and a weekly knitting and craft group.

The library has hosted several nursery and school visits as well as providing children's activities during the Summer holiday. The volunteers maintain the Home Library service for up to 70 elderly and infirm

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)

individuals both in their homes and in residential homes. Drop-in sessions have been held by different community organisations including Totally Socially, Dementia Awareness and Support for Carers. We have set up a club for Under Fives to encourage and use of the library.

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.

The library operation is run entirely by volunteers including cleaning the library and some maintenance. A team of approximately 40 volunteers operate the library while it is open. Most do a half-day session per week which represents a combined average of over 150 hours per week. In addition, Trustees give 100 hours a week to the library, either on duty or meetings, administration and fund raising.

On average, 6 - 8 hours of volunteer time are given each week to cover routine tasks such as cleaning and maintenance.

In addition to work within the library itself, a further team of volunteers undertakes the delivery of books and resources to up to 60 users who are housebound or in care homes.

This combined effort is praiseworthy and absolutely essential for keeping the library functioning.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

We are pleased to report another very successful year in which we have continued to build both knowledge and skills. Our team of volunteers has remained steady and extremely reliable. They continue to work effectively to maintain a pleasant environment and efficient service. They form a very happy team and we constantly receive compliments from the public about the kindness and patience of the volunteers. Volunteer numbers have held up well though we continue to actively recruit and train newcomers.

Library attendance continues to be buoyant. We have worked hard to increase the number and range of events for all ages whilst recognising the importance of conserving both the energy and enthusiasm of volunteers and Trustees alike. We are particularly pleased to say that links with local schools have improved significantly with the support of our Outreach Librarian and we had weekly visits from two local schools through the academic year.

We have built on the success of our Norman Bear Club for Under Fives with over 180 members. We obtained funding from various sources to pay for craft and music events for children which we subsidised so that costs to parents were kept to a minimum.

The Summer Reading Challenge for children during the holidays was very successful in 2019 and was met with great enthusiasm. The theme was Space Chase and we organised even more events for children this year. These included movement and music for toddlers, Zoo Lab events, Science activities, a cartoon art session and creative writing. All these events were extremely popular. They are offered free and are subsidised from library funds, thus contributing to the fulfilment of our charitable objects.

The Crafty Articles group who meet every Wednesday continues to be one of our most successful regular events. Many who attend live alone, are elderly or disabled and enjoy the camaraderie and banter of the group. In turn, its members support the library as well as a range of other charities. In addition, we have continued to support community events to promote the library such as Scalby Fair and Rotary Fair. The weekly Scrabble group has meanwhile grown in popularity and now regularly occupies at least 3 tables.

The Friends of Newby and Scalby Library group continues to be well supported. Most have opted to gift aid the tax so this is an important element of our fund raising.

We continue to host both a Reading Group and Scarborough's Writers' Circle who meet on a monthly basis as well as other, ad hoc events of a literary nature during the year. Displays of books and resources are changed regularly in response to anniversaries and events such as National Poetry Day or The Tour de Yorkshire.

During the year we added to the list of groups meeting in the library when a volunteer undertook to run an art group for beginners. This proved very popular with different members of the group leading on a variety of topics each week.

A long nurtured plan to establish a garden at the back of the library is now at the point of conclusion. Having taken a decision that funding for this would be sought separately so that the project did not divert much needed cash from the library itself we successfully campaigned for lottery

funds from The Community Fund which provided us with £18,900 to complete the project. Work on the final garden design began in May 2019 and the garden was completed in September. The sun shone for our grand opening on 22 September which was attended by over 100 people.

Another project which came to a successful conclusion was the building of a garage which is being used for storing equipment and resources. This was much needed. A continuing problem has been lack of storage, particularly in view of the increasing number of events and displays which we undertake. We also have an increasing stock of second hand books which provide a major income source for us. Once again, we sought funds specifically for this project and are grateful to the Sir George Martin Trust (£1,000), the Jack Brunton Charitable Trust (£2,000) and the Yorkshire Agricultural Society (£1,000) for their generous contributions to this cause.

The establishment of a local area network of five community libraries has continued to meet to discuss issues of mutual benefit to include fund raising opportunities, training and ideas for events. This group meets on a quarterly basis.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity has maintained a prudent and cautious approach to budgeting.

As a principle, it is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. It is, therefore, pleasing to once again, report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a similar level.

The Trustees are responsible for the maintenance of the community library and from time to time this may involve major works in excess of cash reserves held. On identifying such works, fundraising will be undertaken with the object of meeting the costs in full. Such funds would be restricted.

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.

Section F

Other optional information

Future Plans

The Trustees' main objectives continue to be to maintain:

- a well-trained and motivated team of volunteers
- efficient and friendly working practices
- a secure financial status

As the financial year came to a close, the Covid-19 pandemic had necessitated the indefinite closure of the library on 21 March 2020. As I write this report, reflecting on what had been a very successful year, it is with some anxiety that we face the future. Our reserves policy will now hold us in good stead. Our plans for the future are to re-open the library and restore our services to pre-Covid levels. There are risks ahead, not least the continuing support of our volunteers, many of whom are in vulnerable groups.

Section G

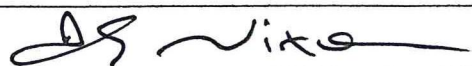
Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Isobel Emmeline Nixon	

Position (eg Secretary, Chair, etc)

Chair	
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Date

28/8/20.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Newby and Scalby Library and Information Centre

116861

Receipts and payments accounts

CC16a

For the period
from

01-Apr-19

To

31-Mar-20

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					
Fees for charitable activities	13,391	-	-	13,391	13,520
Fundraising events	2,732	-	-	2,732	4,246
Donations and grants	3,362	1,000	-	4,362	18,699
Members' subscriptions	465	-	-	465	735
Lottery funding	-	18,900	-	18,900	10,000
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	19,950	19,900	-	39,850	47,200
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	19,950	19,900	-	39,850	47,200
A3 Payments					
Utilities	3,087	-	-	3,087	3,990
Insurance	434	-	-	434	681
Consumables	513	-	-	513	641
Repairs and maintenance	5,569	-	-	5,569	11,446
Equipment costs	408	-	-	408	3,366
Printing, postage and stationery	311	-	-	311	1,347
Advertising and marketing	34	-	-	34	651
Goods for resale	691	-	-	691	512
Volunteer expenses	1,215	-	-	1,215	541
Miscellaneous expenses	489	-	-	489	948
Garage expenditure	4,803	1,000	-	5,803	-
Garden expenditure	3,350	18,900	-	22,250	10,276
Cost of fundraising events	2,298	-	-	2,298	2,510
Sub total	23,202	19,900	-	43,102	36,909
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,202	19,900	-	43,102	36,909
Net of receipts/(payments)	(3,252)	-	-	(3,252)	10,291
A5 Transfers between funds					
	41,339	-	-	41,339	31,048
A6 Cash funds last year end	38,087	-	-	38,087	41,339
Cash funds this year end	38,087	-	-	38,087	41,339

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	Cash at bank and in hand	38,087	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	38,087	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

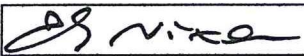
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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
	I E NIXON	28/8/20