



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2019		31	03	2020

Section A Reference and administration details

Charity name

Friends of Halesworth County Library

Other names charity is known by

Friends of Halesworth Library

Registered charity number (if any)

1153765

Charity's principal address

Halesworth Library

Bridge Street

Halesworth, Suffolk

Postcode

IP19 8AD

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	Alison Britton	Chair		
2	Sheila Freeman	Vice-Chair		
3	Evelyn Lindqvist	Minutes secretary		
4	David Borer	Treasurer		
5	Nigel Frostick		From 12 th October 2019	
6	Julie Gulliver	Library Manager Ex-Officio Trustee	From 27 th August 2019	
7	Natalie Lloyd-Evans			
8	Yvonne Sandison			
9	Irene Thomas			
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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)	Association
Trustee selection methods (eg. appointed by, elected by)	By election

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.

- New trustees are inducted in line with the guidance for such procedures as laid down by Suffolk Libraries Industrial and Provident Society Limited which manages Suffolk's public libraries service.

Since it was established in 2013, the Friends of Halesworth County Library (like similar groups at all libraries in Suffolk) has been a member of Suffolk Libraries IPS Ltd. which is a member of Co-operatives UK.
Rules state that objects shall be carried out "for public benefit in a manner that is conducive to the spirit and ethos of Co-operation".

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

- To advance the education of the general public in Halesworth, Suffolk and the surrounding area, in particular but not exclusively, by the provision of a lending library.
- To advance education and to provide facilities in the interests of social welfare for recreational leisure time occupation with the objective of improving the conditions of life for the residents.

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)

- Raising the profile of the Library through fundraising and by hosting educational and recreational events.
- Volunteer support of the Library helping to enable it to meet the needs of the community (see below for role of volunteers).
- The charity trustees have understood the guidance issued on public benefit and remain focused on what the charity was established to achieve as laid down in its objectives.

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.

Policy on grant making: No grants are currently made.

Policy on programme related investment: No current investments.

Contribution made by volunteers:

This is an essential part of our functioning.

We have a large group (currently approximately 45) of volunteers from among the Friends of Halesworth Library. Collectively they contribute a great deal of time to the Library (approximately 250 hours a month) on a regular basis. The scope of the service has grown beyond the tasks which paid staff are able to accomplish, and volunteers can take on routine library and administrative tasks. For example, they shelve the returned books and sound and vision items; they tidy the shelves and items for sale; they locate requested books and do general stock work; they unpack new books and process withdrawn stock.

Their contributions allow staff to run and promote the library and its services and to form local partnerships in the community.

Importantly too, the work by volunteers' releases time for staff to collaborate with other volunteers and with the Trustees to organise events and fundraise as described in section D of this report.

During March 2020 volunteers could not be actively involved in the library.

Summary of the main achievements of the charity during the year

Summary of the main achievements of the charity during the year

Ways in which funds have been used to improve the facilities in the Library:

The unexpected death of the Library Manager (and member of the trustees) in January 2019 led to a slowing down of the activities of the charity. The Library had to manage for eight months without a manager; and trustees and volunteers focussed on supporting the staff through this difficult period for us all.

"The Friends" continued our usual coverage of the cost of a range of small cost items used for regular activities (for pre-schoolers, for children – craft materials and materials for the Reading Challenge – and for older people). We also took over the purchase of newspapers for the library – a trustee negotiated the provision of a free daily paper from a local newsagent, and "The Friends" took on payment of two Sunday newspapers each week. Our largest purchase (except for the refurbishment below) was a new modern projector and screen which can be used as a teaching aid, and also for presentation of films etc.

Our main expenditure was to pay for some of the refurbishments planned for the Library. These had been in the pipeline since 2018, and were discussed with the charity's members who attended the AGM in May 2019. But were only carried out in the autumn of 2019 when the new Library Manager was in place. "The Friends" funded the purchase of new wheeled shelving, including outward facing display shelves; new poster display boards; the moving of various machinery (photocopier and self service machine) to a new location, including expensive associated electrical work.

Two other planned improvements – the refurbishment of the customer toilet and the fitting of a hearing loop in the Library – had to go on hold when lockdown came.

We financed some work being carried out in the kitchen to provide new counter space for staff and volunteers to prepare limited drinks and food. This brought the facilities in line with health and safety guidelines.

Finally, in the spring of 2020, we paid for design plans (for the basic layout and for the planting scheme) for a refurbishment of the Library garden. These were prepared by a local professional who gave us a discount – something we always hope for when spending our charity funds. (These plans were realised later on in 2020).

In March we finalised a long-discussed order for £6,000 worth of new furniture: stacking chairs, tilt-top tables and comfortable tub chairs. Lockdown delayed their delivery so they did not come into the expenditure of 2019-2020 as previously budgeted.

Also in March, at the start of lockdown, we were happy to provide funds for additional PPE for the library staff and related health and safety related equipment for the Library.

Fund raising activities and events

In accordance with our objectives, as listed in section C (above), during 2019-2020 “The Friends” organised or helped fund or fully funded (as appropriate) numerous activities including the following:

- **Fundraising:** IT training sessions run by a trustee who has taught such skills professionally.
Annual Plant Sale, Antiques Street Market Stall, Christmas sale and raffle and Easter sale and raffle. (Thanks to a lot hard selling by volunteers the raffles were very lucrative).
We continued to purchase Readyspex which are sold to raise funds.
- **Educational and informative events:**
The Summer Reading Challenge was supported by volunteers and received funding from “The Friends”.
We invited three talented people (a writer, an artist, and a performance poet) living locally to be patrons of “The Friends”. They were appointed in the autumn of 2019, when two of them introduced themselves and their work to members. All three were due to provide us with workshops in early 2020. Unfortunately one had to be postponed because of snow, and the other two were planned to happen after lockdown.
Meetings with the garden designer to plan the new garden.

We had also become engaged with a local initiative “Compassionate Communities” and were involved in planning meetings to set up “Death Cafes” to take place (with trained professionals) in the neutral space of the Library. These had to be put on hold.
- **Recreational events:**
Theatre for children.
Monthly Board Games afternoons.
Twice monthly Sociable Sundays to provide activity on the loneliest day of the week.
Afternoon teas for volunteers and for members of the charity.
Participation in Suffolk Libraries (county-wide) events – the Book Journey and Suffolk Libraries Day, in October 2019.

Section E Financial review

Brief statement of the charity's policy on reserves

We continue to retain reserves in a separate bank account for unexpected contingencies.

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.

The charity's principal sources of funds

- Own fundraising, throughout the year
- Donations and bequests
- Grant from Halesworth Town Council (£3,000 in 2019-2020)

How expenditure has supported the key objectives of the charity

This has been shown in the above report (e.g. sections C and D)

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)

Alison J. Britton

S.C. Freeman

Full name(s)

Alison Jean Britton

Sheila Constance Freeman

Position (eg Secretary, Chair, etc)

Chair

Vice-Chair

Date

31st January 2021

Friends of Halesworth County Library
Registered Charity Number 1153765

Summary of Account for the year 1/4/2019 to 31/3/2020

Payments

Petty cash	£ 596.46
Staff hours	£ 142.13
Display stands & shelving	£ 3,676.82
Oak worktop	£ 200.00
Projector & screen	£ 474.09
Crafter's payments	£ 179.50
Ali's garden	£ 325.00
Advertising	£ 56.22
Velveteen Rabbit	£ 150.00
Miscellaneous	£ 374.96
Glasses	£ 307.50

Total payments £ 6,482.68

Receipts

Donations	£ 1,829.51
Ali's Garden Donations	£ 3,543.38
Crafter's share	£ 674.72
Craft commission	£ 475.67
Bags	£ 65.00
Beverages	£ 113.00
Bookmarks	£ 9.00
Glasses	£ 477.20
Pens	£ 43.50
Maps	£ 47.91
Quizes	£ 86.00
Donated items	£ 900.65
Artists commission	£ 16.69
Artists display	£ 300.00
Fundraising	£ 2,472.84
Adverts	£ 142.50
Poster display	£ 481.00
HMRC Gift Aid	£ 1,210.37
Savings account interest	£ 59.71

Total receipts £ 12,948.65

Plus opening balance £ 36,809.13

£ 49,757.78

Less payments £ 6,482.68

Closing balance £ 43,275.10