



## Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1	10	2019	<b>To</b>	30	9 2020	

### Section A Reference and administration details

Charity name

Friends of Rock Road Library

Other names charity is known by

Registered charity number (if any)

1166498

Charity's principal address

Rock Road Library

69 Rock Road

Cambridge

Postcode

CB1 7UG

#### 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	Peter Axe	Deputy Chair		
2	James Berry	Treasurer		
3	Nigel Blackmore	Membership Officer		
4	Stephanie Boyd	Education lead		
5	Peter Chamberlain	Collection boxes		
6	Alec Dyson	Chair		
7	Brenda Purkiss	Arts & Culture lead		
8	Jill Trend	Meeting Secretary		
9				
10				

**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
Banker	Lloyds Bank	76-80 Cherry Hinton Road, Cambridge, CB1 7UH
Independent examiner	Adrian Burns	79 Hills Avenue, Cambridge, CB1 7UZ

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

--

## 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)	Trustees are appointed by the Board of Trustees and this is confirmed at the next Annual General Meeting

**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.

--

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

The object of the charity is the advancement of education for the public benefit in the area served by Rock Road Library, in particular but not exclusively by:

- supporting and promoting library services;
- facilitating educational, cultural and community courses, events and exhibitions in both the library and its garden;
- fostering links to educational, cultural and community organisations.

**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 trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The benefits to the public are:

- The availability of a local library which is well cared for and partly staffed by volunteers, and which without financial and practical support from the Friends of Rock Road Library might have been closed by now.
- An attractive community garden in an area without much public open space, which is safe and secure and particularly valued by families and children.
- The provision of a community room and kitchen, which is an ideal space for courses, events and exhibitions.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

The first five months of the financial year – October to February – were busy with a range of activities and events. The library was closed, due to COVID-19 restrictions, for the remaining seven months – March to September – and this inevitably reduced the scope of our activities.

Our membership reached 196 members during the year, which is the highest ever. All members pay a £10 annual subscription, although many more make an additional donation.

The project to improve the library frontage and front garden continued during the year, with the work being done by volunteers and using Friends funds and donations. The work included moving the bicycle racks to create a larger garden, installing a bench in memory of Mary Ivy (Rock Road library assistant from 1966 to 1988), extensive planting and painting the original railings, which date from 1935.

As a cost saving measure, all City libraries, apart from Central, no longer receive newspapers. However, while the library was open, the Friends continued to fund the Independent 'i', The Guardian and The Telegraph.

Our programme of regular events included the Christmas Party, the Film Club, our annual 'Grand' plant sale, gardening sessions, the annual Apple Day, the textile group, the Lego group, rhyme and story-times for young children and community trails.

New events comprised a Limerick Competition, a Tree Art Competition, the first two "Friendly Cafés", a talk on East Anglian orchards and a talk on the Cambridge Peace Trail.

The Library Film Club continued to offer an opportunity to watch and discuss a selection of stimulating films in good company. The programme included *I've Loved You So Long*, *Mustang*, *Cold War* and *The Party*

Our second Library Halloween, on 31 October, was another great success. Story-telling, tactile challenges, crafts and face painting were appreciated by children in wondrous costumes.

The winning entrants in the Limerick Competition were published in an illustrated booklet, whilst the winners in the Tree Art Competition were displayed at the "Love of Trees" exhibition.

The Textile Group made several pieces for the CAMSIGHT centre for the blind.

The drop-in Friendly Cafés were free, very informal, welcomed people of all ages and abilities and were a very popular

Our team of volunteers continued to work on both the front and rear garden, even when the library building was closed. As a result, both gardens are now more attractive and colourful than ever and have attracted many compliments.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity's policy is to (a) ensure that restricted reserves fully cover future spending commitments and (b) maintain an unrestricted reserve of at least £1,000 in order to meet fluctuations in receipts and payments. At 30 September 2020 total reserves were £7,418. The extended library closure meant deferring planned expenditure into the following year, which artificially inflated our reserves. In response, we have waived membership subscriptions for the financial year 2020-2021 and have prepared expenditure plans for when the library is fully reopened.

### 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.

Our principal sources of funds are grants, fundraising, membership subscriptions and donations.

Over the years, much of our expenditure has "seeded" substantial grants which have transformed community facilities in both the library and its garden.

Our day-to day expenditure funds:

- Library events (e.g. Film Club, Open Studios, Children's Writing Competition)
- The provision of newspapers (no longer provided by the County Council)
- Equipment for the library and garden

## 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)

Alec William Thomas Dyson

James Robert Berry

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

10 July 2021



**Friends of Rock Road Library**  
**Treasurer's Report for 12 months ending 30 September 2020**

**Summary**

Income was £4,723 whilst payments came to £3,187, so that the surplus was £1,536. We have £7,418 in our accounts with Lloyds Bank.

**Inflows**

**Collection boxes** raised £152, slightly lower than the previous year, due to the COVID-19 lockdown.

**Donations** Last year's donations of £1,397 included £439 to fund the Mary Ivy memorial bench. On a like-for-like basis, this year's donations of £962 compared with underlying donations of £958 in the same period last year.

**Film Club receipts** were £410 (for 4 films) compared to £799 (for 7 films) in the prior year.

**Gift Aid:** This year's Gift Aid of £1,059 covered the tax year 2019-2020. Last year's Gift Aid of £1,927 included two tax years: 2017-18 and 2018-19.

**Fundraising and events income** included £357 for the Apple Days in 2019 and 2020, £278 for the Plant Sale, £142 for the Christmas Party, £59 for the Cambridge Peace Trail talk and £39 for the Orchard talk. Total income of £875 was £809 lower than the previous year because the Plant Sale was a smaller event, due to COVID-19 lockdown restrictions.

**Membership subscriptions** of £1,265 compared to £935 in the same period last year.

**Outflows**

**Film Club expenses** were £425 were for *I've Loved You So Long*, *Mustang*, *Cold War* and *The Party*. The main costs were licence fees of £292.

**Fundraising and events spending** of £897 were £388 higher than last year, reflecting a fuller programme. The principal items were the Limerick Competition (£256), the Open Studios weekend (£161), Halloween (£127), the Christmas Party (£77) and the Tree Art competition (£60).

**Library equipment expenses** of £191 comprised £89 for the gazebo, £51 for framing prints donated by Open Studios artists and £50 for Lego.

**Library frontage project spending** of £587 covered plants, turf, compost and soil (£284), bird feeders (£126), black paint for the gates and railings (£72), a pole top basket (£69) and a base for the Mary Ivy memorial bench (£36). All the work was done by volunteers, to minimise costs.

**Miscellaneous expenditure** of £262 included £108 for membership cards and forms, £50 for the Christmas tree, £38 for 5 calendars produced by the Friends of Cambridge Central Library and £30 for plastic laminating pouches.

**Newspapers** spending of £376 covered 6 months' supply. Newspaper delivery was stopped after the library closed.

**Publicity expenses** of £449 covered the Queen Edith's Community News (£376) and Apple Day posters and flyers (£73).

James Berry  
15 November 2020





# Friends of Rock Road Library

No 1166498

## Receipts and payments accounts

CC16a

For the period from	1 October 2019	To	30 September 2020
------------------------	-------------------	----	----------------------

### Section A Receipts and payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Last year £
<b>A1 Receipts</b>					
Collection boxes	152			152	177
Donations	962			962	1,397
Film club receipts	410			410	799
Gift aid	1,059			1,059	1,927
Fundraising and events	875			875	1,684
Membership subscriptions	1,265			1,265	935
<b>Total receipts</b>	<b>4,723</b>			<b>4,723</b>	<b>6,919</b>



### A3 Payments

Community garden	0			0	225
Film club expenses	425			425	805
Fundraising and events	897			897	509
Library equipment	191			191	43
Library frontage project	587			587	3,600
Miscellaneous	262			262	253
Newspapers	376			376	576
Publicity	449			449	228
<b>Total payments</b>	<b>3,187</b>			<b>3,187</b>	<b>6,239</b>

### Net of receipts/(payments)

A5 Transfers between funds	1,536			1,536	680
A6 Cash funds last year end	5,882			5,882	5,202
<b>Cash funds this period end</b>	<b>7,418</b>			<b>7,418</b>	<b>5,882</b>

# 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 £
<b>B1 Cash funds</b>				
	Lloyds Bank	7,418		
	<b>Total cash funds</b>	7,418		
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>				
	Details			
<b>B3 Investment assets</b>				
	Details			
<b>B4 Assets retained for the charity's own use</b>				
	Details			
<b>B5 Liabilities</b>				
	Details			
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Alec William Thomas Dyson	10-Jul-21	
		James Robert Berry	10-Jul-21	





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Friends of Rock Road Library

On accounts for the year  
ended

30 September 2020

Charity no  
(if any)

1166498

Set out on pages

1 - 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 2011 Act and in carrying out my examination, I have followed the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

R. A. Burns

Date:

30 November 2020

Name:

R A Burns

Relevant professional  
qualification(s) or body  
(if any):

Address:

79 Hills Avenue, Cambridge, CB1 7UZ