



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2020 **To** 31st December 2020

Charity name: Leicester Forest East Community Library

Charity registration number: 1163963

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote for the benefit of the residents of Leicester Forest East and the surrounding areas and communities the provision of a community library service for recreation and or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of a Lending Library Service on behalf of Leicestershire County Council. Hire of library and other income generation activities that will allow the volunteers, members and trustees of the Community Library in Leicester Forest East to afford to operate and continue to provide a lending library service in Leicester Forest East.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the guidance issued by the Charity Commission on public benefit and have taken it into account when making decisions where the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Apply for funding where appropriate for projects that generate regular income and review existing projects to make sure they are profitable
Policy on social investment including program related investment	Para 1.38	Not applicable.

Contribution made by volunteers	Para 1.38	The library is completely dependent on its volunteers, who carry out all necessary tasks to keep the library operational. The Charity is extremely grateful for their commitment of time, help and support. Unfortunately, the impact of the Coronavirus on our volunteer numbers has had a detrimental effect with many re-evaluating their position.
Other		Not applicable.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Achievements and initiatives of the Charity over the last year:</p> <ul style="list-style-type: none"> • An unprecedented year due to the Pandemic. Hours of opening have been adjusted throughout the course of the year according to the various lockdowns. The library offered a "Click and Collect" service initially, followed by "Book and Browse". • Restricted delivery of library services – total books issued in year was 2,000, well down on previous year because of Covid. Total number of new library joiners in year: 129. • Regular activities in the early part of the year for the benefit of the community – Story and Rhyme for pre-school children; Coffee and Chat once a week especially popular with the older age group; Craft group; Knitting group; Yoga classes; Construction group; Coffee morning first Saturday each month. • Library and meeting rooms hired on a regular basis up to mid-March generating income for the library – LFE Ladies group, Knit and Natter group and Bosom Babies. • All additional events were severely curtailed because of Covid with only a Table Top Sale being held in November. • The Reading Challenge for 2020 was 'Silly Squad'. Due to COVID-19 this was organised online only. • The library facilities are much appreciated by young and old alike. Many library users, particularly the older generation, have missed regular activities at the library during the pandemic and have been eager to see the library opened again.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Our initial objective was to maintain existing levels of service and availability of the library service and its facilities to the local community. This has been hampered in 2020 because of various lockdowns during the pandemic.
Performance of fundraising activities against objectives set	Para 1.41	After an unprecedented year due to the pandemic and with various lockdown impositions it has been very difficult to organise many fundraising activities and, as a result, objectives have not been able to be met.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Having received almost £40k in grants during the year the Charity was in a very strong financial position at the end of December 2020, which bodes well for when the LCC support grant ceases in January 2022.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We are a not-for-profit organisation and all funds received or generated directly support the purposes of the Charity and sustainability of the library. Surpluses are carried forward towards future running costs and we seek to retain sufficient reserves to cover events or situations that may occur.
Amount of reserves held	Para 1.22	£75,135.30
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	We are currently part supported by Leicestershire County Council on a diminishing basis annually. Other sources of funds have included sales of refreshments, coffee mornings, yoga club,
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		<p>room hire income, individual donations and other activities such as "100 Club". Unfortunately, these have been limited due to the pandemic.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>All funds are invested back into the library and directly support our key objectives and provision of library services.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The Charity's principal source of funds is the annual grant (paid quarterly) received from Leicestershire County Council. This grant-funding will reduce year-on-year, and as it diminishes, so our own income generation will need to grow.</p> <p>From an operational point of view, a shortage of volunteers to operate the library as well as sufficient volunteers to meet required standard of governance could pose a problem in future.</p> <p>In addition, the need to build user confidence to return to the library after the pandemic.</p>
Other		<p>LCC are still discussing the way forward after the current ten-year lease for the premises runs out.</p>

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustee must be appointed by a resolution passed at a properly convened meeting of the Charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Continued training by LCC staff for new volunteers, and ongoing for existing members of staff. Refresher training is always beneficial for all staff.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a Trustee Committee of 7 members who manage the library. Leicestershire County Council have appointed an officer to support all Community Managed Libraries in the county.
Relationship with any related parties	Para 1.51	We are a member of a CML cluster group who have quarterly meetings to discuss and assist each other with problems that arise. We continue to appreciate the cheerful and willing support that we receive from our Hub at Wigston, as well as the regular visits from our Support Officer and Trainer.
Other		Not applicable.

Reference and Administrative details

Charity name	Leicester Forest East Community Library
Other name the charity uses	No other names
Registered charity number	1163963
Charity's principal address	76 Rushmere Walk Leicester Forest East Leicester. LE3 3PD

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	Lynn Ashton			
2	Tara Pankhania			
3	Marilyn Pile			
4	Teresa Robinson	Secretary		
5	Georgina Robson	Volunteer Co-ordinator		
6	Eileen Marlowe	Treasurer	To 28.02.20	
7	Wendy Walker		To 30.06.20	
8	Martyn Luczka	Treasurer	From 28.02.20	
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Corporate trustees – names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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	Not applicable.	

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

Not applicable.

Exemptions from disclosure**Reason for non-disclosure of key personnel details**

Not applicable.

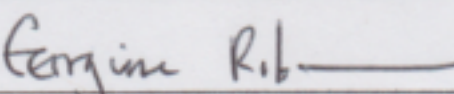
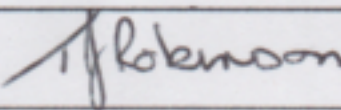
Other optional information

Not applicable.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Georgina Robson	Teresa Robinson
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date	10 th August 2021
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LEICESTER FOREST EAST COMMUNITY LIBRARY

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD 1st JANUARY 2020 TO 31st DECEMBER 2020

<u>INCOME</u>	<u>2020</u>
General Sales	1,054.76
Clubs, Societies	751.95
Room Hire	560.00
Donations	346.40
100 Club	921.00
Fundraising events	146.00
L C C Support grant	4,248.00
L C C s106	9,839.75
Other grants re: Covid support	25,597.00
	<u>43,464.86</u>

<u>EXPENDITURE</u>	
General Running costs	359.17
Electricity	1,226.30
Gas	377.95
Telephone	478.79
Water	408.80
Insurance	1,164.64
Cleaning	979.01
Waste Collection	469.62
PPS	101.80
100 Club	438.50
Fundraising events	19.00
Misc	521.35
Repairs & Renewals	6,758.50
	<u>13,303.43</u>

Surplus for the year	<u>30,161.43</u>
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BALANCE SHEET AS AT 31st DECEMBER 2020

		Represented by:	
		HSBC Current Account	44,948.87
		Till float	25.00
Balance brought forward at 1st January 2020	44,973.87		<u>44,973.87</u>
Surplus for the year 2020	30,161.43	Represented by:	
		HSBC Current Account	49,344.30
		Hampshire Trust Bank 1 Year Bond	25,000.00
		Till float	25.00
		Unbanked Till cash at year-end	766.00
	<u>75,135.30</u>		<u>75,135.30</u>

The Accounts have been prepared on a cash basis. The following is for information only:

Outstanding creditors at year end:

Opus gas	46.46
Opus electricity	111.96
Lynn - coasters	123.69
	<u>282.11</u>

The above Income and Expenditure Account and Balance Sheet, has been prepared from the accounting records of the Leicester Forest East Community Library, supplied to me by the treasurer. In my opinion they are in accordance with these records.

Signed: Alison M Bluff, ACA
Linden House, Church Walk, Bruntingthorpe, Lutterworth, LE17 5QH

Date: 05.07.21

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