

Charity Registered number
309250

Morrab Library
Report and Unaudited Accounts
31 December 2020

**Morrab Library
Report and accounts
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**Morrab Library
Trustees' Report
for the year ended 31 December 2020
Charity Information**

The Trustees present their report and accounts for the year ended 31 December 2020.

Reference and Administrative Information

Charity name

Morrab Library

Charity Registered number

309250

Principal Address

Morrab Gardens
Penzance
Cornwall
TR18 4DA

President

Michael Grandage CBE

Trustees

Vacant - Chair
Peter Chapman - Chair - resigned March 2020
Jacqueline Stringer - Vice Chair
Stephen Clark - Hon. Secretary
Julian Little - Hon. Treasurer - resigned March 2020
Myfanwy Barrett - Hon. Treasurer - appointed June 2020
Ashley Axten - Hon. Librarian - resigned March 2020
Harry Spry-Leverton - Honorary Librarian
Tim Kendall-Carpenter - Health & Safety Officer - resigned January 2021
Sue Nebesnulck- resigned March 2020
David Puddfoot
George Care
Susan Soyinka
Daniel Garside - appointed May 2020 and resigned January 2021
Tina Clark - resigned January 2020

Custodian Trustees

This function no longer exists under an amended constitution agreed at the AGM in March 2020
The Management Trustees who are appointed as Officers (Holding Trustees) hold the assets of the Library (including, but not limited to, the books, archives, furniture, equipment, and the lease of its premises) is vested in the name of the Official Custodian for Charities and the portfolio of investments is held in the name of a nominee broker.

Independent Examiner

Mr Neil Hallam FCCA
Crane & Johnston
Chartered Certified Accountants
11 Alverton Terrace
Penzance
Cornwall, TR18 4JH

Bankers

Barclays Bank PLC
8 - 9 Market Jew Street
Penzance
Cornwall, TR18 2TW

Investment Advisors

Charles Stanley
25 Luke Street
London, EC2A 4AR

**Morrab Library
Trustees' Report
for the year ended 31 December 2020**

Governing document

The Charity was established by a constitution as an unincorporated association and registered as a charity on 4 October 1963. The governing document is originally dated 21 February 1944 as altered 16 April 1957, 4 February 1974, 6 March 1995, 3 March 1997, 2 March 1998, 2 March, 19 May 2015, 4th March 2019 and 2 March 2020

The accounts comply with current statutory requirements and the charity's governing documents.

Recruitment and Appointment of Trustees

The Trustees are normally appointed at an Annual General Meeting. The elected Trustees shall serve for a three year period, and shall each hold office for three years. Thereafter they shall be eligible for re-election or for election to other offices. but shall not be eligible to serve consecutively in the same office for more than two periods of three years.

Trustees are required to provide a CV and two referees upon entering office.

Organisational Structure

Trustees meet on a monthly basis and are responsible for the strategic direction and policy of the charity. Currently there are 7 Management Trustees who have the day to day responsibility of the charity along with the Librarian.

Objectives and Activities

The Charity's objects are:

The aims of the library shall be, for the public benefit in West Cornwall and beyond: the advancement of education, the diffusion of knowledge, and the provision of literature and for such purposes to provide its members and the public with library, reference and research facilities (including photographic and other archives), and lectures, exhibitions, and other similar events.

The Library was significantly affected by the pandemic, and was closed for part of the year. Nevertheless progress was made in a number of areas.

**Morrab Library
Trustees' Report
for the year ended 31 December 2020**

The main activities for 2020 were as follows:

- The Committee developed and agreed a new vision, strategy and business plan;
- The Committee reviewed its governance arrangements, and will be making some proposals to update the constitution to the AGM in March 2021;
- The Finance and HR Sub-Committees were re-established and met regularly to provide advice and support to the Management Committee;
- A full building survey was commissioned, with financial assistance from the Tanner Trust;
- Further repairs to the roof were carried out, with financial assistance from the Tanner Trust;
- Where possible, the Library had opening hours 5 days per week i.e. Tuesday, Wednesday, Thursday, Friday and Saturday from 10am - 4pm servicing the above objectives;
- A number of successful talks and other events were fully attended in the earlier part of the year;
- The Arts Society continued to work, under supervision of the Library staff, on methodical inspection, cleaning and repair, with conservation materials, of books and newspapers throughout the Library;.
- A Library Management System was introduced (with financial assistance from the Tanner Trust) and work commenced to digitise the book catalogue;
- Work continued to digitise an index of archived records in connection with the National Archives.
- The Library continues to be a member of the Independent Libraries Association (ILA) and the National Council for Voluntary Organisations (NCVO);
- The Library membership at the end of the year stood at 593 (compared with 715 at the end of 2019).

Staffing:

1 x Librarian = Lisa di Tomasso - 5 days per week including Saturday.

2 x Assistant Librarians - 3 days per week

1 x Cleaner - 12 hours per week

The Trustees continue their financial responsibilities annually for their employees' salaries.

Volunteers:

In addition to the staff above the library heavily relies on some 60 volunteers to assist with a range of activities including conservation, fundraising, reception, digitisation and assisting with financial affairs.

Premises:

The 99-year lease with Cornwall Council requires that the Trustees have responsibilities for the maintenance of the building, to include heating, repair and decoration.

**Morrab Library
Trustees' Report
for the year ended 31 December 2020**

2021 Plans

During the year ending 31 December 2021, whilst recognising that there will be a further period of closure, we aim to deliver the new strategy and business plan, and in particular:

- Develop plans to refurbish the basement;
- Address the findings in the building survey;
- Progress conservation and digitisation of records;
- Work on funding bids for the above;
- Recruit a new bookkeeper/administrator to the team;
- Develop revised friends and benefactors' schemes.

Review of Financial Position

The Library secured income of £146,902, and incurred expenditure of £130,898 resulting in a net surplus of £16,004. Despite the periods of closure, income levels were maintained due to a grant from Cornwall Council of £25,000, the government's job retention scheme (furlough), and a generous donation of £10,000. Funding from the Dennis Myner Trust continued to be the largest single source of income, at £48,000, and further restricted funding of £10,000 was secured from the Tanner Trust. Other than staff costs, which totalled £59,231, the most significant items of expenditure were roof repairs, the rare books valuation, and the building survey.

The cash funds at 31 December 2020 were £167,629 and the charity also has funds invested which had a market value of £282,265 at the year end, a total of £449,893.

As at 31.12.20, the Library's assets had a value of £19,471. This comprises furniture and equipment. Computer equipment is depreciated over 5 years and other assets over 10 years.

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities and projects.

Risk Management

The constitution provides that:

To safeguard the Library assets, the conduct of the Library's financial business shall involve a clear separation from the responsibilities of the Hon. Treasurer (financial systems, controls, record-keeping and accounts) from authorisation of expenditure on the Library's behalf. Thus the Hon. Treasurer will not be a cheque signatory, nor have the authority to make changes in the Library's Portfolio Investments.

The financial business of Morrab Library is overseen by an elected Financial Sub-Committee, who report regularly to the Management Committee.

The Trustees are also responsible for assessing the major risks to which the charity is exposed. As part of the development of the new Strategy, the Trustees carried out a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) and identified the main risks to its operation..

**Morrab Library
Trustees' Report
for the year ended 31 December 2020**

Investment Policy

Investment activities are managed in line with the requirements of the Trustee Act 2000. The trustees have appointed 'Charles Stanley' as investment manager. Our investment policy is a medium-low risk approach for both some income and some growth from the portfolio of investments.

Level of Reserves

The Trustees have considered the reserves of the charity. They consider that the balance of £440,398 unrestricted funds at the year end is required to sustain the operations of the charity in the forthcoming years and to meet any unforeseen expenditure that may occur. A reserves policy has been established in which there is an operational reserve set to remain at approximately 6 months anticipated regular expenditure together with a further £200,000 designated as a contingency reserve. Much of the contingency reserve will be needed to address the findings in the building survey over the next 10-20 years.

The Trustees have considered the impact and implications that the COVID-19 pandemic will have on the charity. The Library is currently closed and the staff are working from home. It is believed that the charity has sufficient reserves and income to support the charity in the short term.


Statement of trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of trustees on 23 March 21 and signed on their behalf by:


Stephen Clark - Hon. Secretary

Morrab Library

Independent examiner's report to the Trustees of Morrab Library

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Neil Hallam FCCA
Crane & Johnston
Chartered Certified Accountants
11 Alverton Terrace
Penzance
Cornwall, TR18 4JH

25 May 2021.

Dated

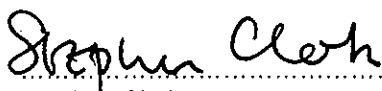
Morrab Library
Receipts and payments
for the year ended 31 December 2020

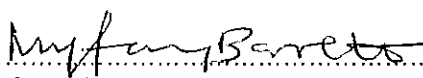
| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total funds 2020 £ | 2019 £ |
|--|------------------------------------|----------------------------------|-----------------------------|----------------|
| Receipts | | | | |
| Subscriptions | 16,038 | - | 16,038 | 18,473 |
| Friends of Morrab | 3,070 | - | 3,070 | 1,728 |
| Gift Aid Receipts | 3,575 | - | 3,575 | 3,908 |
| Donations | 15,023 | 10,000 | 25,023 | 15,431 |
| Donations - Photo archive | - | 190 | 190 | 1,194 |
| Dennis Myner Trust | 48,800 | 1,200 | 48,000 | 48,000 |
| Investment Dividends & Interest | 9,757 | - | 9,757 | 10,159 |
| Legacies received | - | - | - | 69,000 |
| Room rental | 710 | - | 710 | 2,472 |
| Book Fair & sales | 1,036 | - | 1,036 | 4,040 |
| Other Income | 1,252 | - | 1,252 | 7,686 |
| Grants received | 25,000 | 199 | 25,199 | - |
| Government Grants | 3,557 | - | 3,557 | - |
| | <u>125,818</u> | <u>11,589</u> | <u>137,407</u> | <u>182,091</u> |
| Receipt from sales of Investments | 9,495 | - | 9,495 | 35,388 |
| Total receipts | 135,313 | 11,589 | 146,902 | 217,479 |
| Payments | | | | |
| Wages and salaries | 58,282 | - | 58,282 | 58,442 |
| Pensions | 949 | - | 949 | 851 |
| Staff training and welfare | 932 | - | 932 | 945 |
| Travel and subsistence | 120 | - | 120 | 418 |
| Rent and rates | 282 | - | 282 | 722 |
| Light and heat | 5,507 | - | 5,507 | 6,171 |
| Book purchases | 2,873 | - | 2,873 | 3,318 |
| Other legal and professional | 2,612 | - | 2,612 | 2,238 |
| Telephone and fax | 1,718 | - | 1,718 | 1,849 |
| Stationery, printing and postage | 3,277 | - | 3,277 | 3,742 |
| Subscriptions | 511 | - | 511 | 568 |
| Bank charges | 598 | - | 598 | 530 |
| Insurance | 5,897 | - | 5,897 | 3,383 |
| Software | - | 206 | 206 | 1,325 |
| Repairs and maintenance | 9,546 | 9,600 | 19,146 | 5,485 |
| Photo archive expenses | - | - | - | 71 |
| Conservation Materials | 172 | 483 | 655 | 1,776 |
| Accountancy fees | 2,714 | - | 2,714 | 2,813 |
| Consultancy fees | 5,226 | 2,310 | 7,536 | - |
| Advertising and PR | 303 | - | 303 | 185 |
| Fundraising expenses | 44 | - | 44 | 356 |
| Refreshments | 122 | - | 122 | 590 |
| Recruitment Expenses | - | - | - | 480 |
| Sundry expenses | - | - | - | 271 |
| | <u>101,685</u> | <u>12,599</u> | <u>114,284</u> | <u>96,529</u> |
| Asset and investment purchases, etc | 16,415 | 199 | 16,614 | 132,600 |
| Total payments | 118,100 | 12,798 | 130,898 | 229,129 |
| Net of receipts/(payments) | 17,213 | (1,209) | 16,004 | (11,650) |
| Transfers between funds | - | - | - | - |
| Cash funds last year end | 140,921 | 10,704 | 151,625 | 163,275 |
| Cash funds this year end | 158,134 | 9,495 | 167,629 | 151,625 |

Morrab Library
Statement of assets and liabilities
as at 31 December 2020

| | Notes | Unrestricted funds | Restricted funds | 2020 | 2019 |
|---|-------|--------------------|------------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Cash funds | | | | | |
| Cash at bank and in hand | | 157,282 | 9,495 | 166,777 | 141,463 |
| Cash held by Charles Stanley | | 851 | - | 851 | 10,162 |
| Total cash funds | | <u>158,133</u> | <u>9,495</u> | <u>167,628</u> | <u>151,625</u> |
| Investment assets | | | | | |
| Portfolio | | <u>282,265</u> | - | <u>282,265</u> | <u>288,080</u> |
| Assets retained for the charity's own use | | | | | |
| Computers & other equipment - estimated written down value | | | | 5,499 | 7,361 |
| Furniture, fixtures & fittings - estimated written down value | | | | 13,972 | 16,497 |
| | | | | <u>19,471</u> | <u>23,858</u> |
| Liabilities | | | | | |
| Taxes and social security costs | | <u>928</u> | - | <u>928</u> | <u>902</u> |

The accounts were approved by the Board on 23 March 21 and signed on their behalf by:


 Stephen Clark
 Hon Secretary


 Myfanwy Barrett
 Treasurer

Morrab Library
Notes to the Accounts
for the year ended 31 December 2020

1 Accounting policies

Basis of preparation

The accounts have been prepared on the receipts and payments basis.

The accounts are in accordance with applicable accounting standards and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 2011.

Receipts

Receipts are the total amounts received by the charity for goods and services provided to the public. Any donations and covenants have been included in the accounts when received.

Payments

Expenditure is included on a paid basis, inclusive of any VAT which cannot be recovered.

Investment Income

Income from investments is included in the Receipts and Payments account in the year in which it is received.

2 Trustees

None of the trustees (or any persons connected with them) received any authorised remuneration during the year.

None of the trustees (or any persons connected with them) were reimbursed any expenses during the year.

3 Employees

| | 2020 | 2019 |
|-----------------------------|----------|----------|
| Average number of employees | | |
| Part time | 3 | 3 |
| Full time | 1 | 1 |
| | <u>4</u> | <u>4</u> |

| | 2020 | 2019 |
|------------------|---------------|---------------|
| | £ | £ |
| Wages & salaries | 58,282 | 58,442 |
| Pension costs | 949 | 851 |
| | <u>59,231</u> | <u>59,293</u> |

There were no employees whose emoluments were £60,000 or more.

Morrab Library
Notes to the Accounts
for the year ended 31 December 2020

| | | |
|---|----------------|----------------|
| 4 Investments held as current assets | 2020 | 2019 |
| | £ | £ |
| Listed investments - market value | <u>282,265</u> | <u>288,080</u> |

| | | | | | |
|----------------------------------|---------------------------------------|-----------------|-----------------|--|---|
| 5 Movement in funds | Balance as at 1.1.2020 | Receipts | Payments | Movement on Investments & transfers | Balance as at 31.12.2020 |
| | £ | £ | £ | £ | £ |
| Restricted funds | | | | | |
| Photo Archive | 6,012 | 1,390 | 689 | - | 6,713 |
| Tanner Trust | 4,391 | 10,000 | 11,910 | - | 2,481 |
| Cornwall Council Community Chest | - | 199 | 199 | - | - |
| Foxes Book of Martyrs | 301 | - | - | - | 301 |
| | <u>10,704</u> | <u>11,589</u> | <u>12,798</u> | <u>-</u> | <u>9,495</u> |
| Unrestricted funds | | | | | |
| General funds | 429,001 | 135,313 | 118,100 | (5,816) | 440,398 |
| Total funds | <u>439,705</u> | <u>146,902</u> | <u>130,898</u> | <u>(5,816)</u> | <u>449,893</u> |

Restricted funds

Photo archive - the balance at the year ending 31 December 2020 represents monies available to carry forward for specific expenditure in relation to the Photo Archive.

Tanner Trust - this balance relates to monies given to the Library for certain expenditure. During the year ending 31 December 2020 the Tanner Trust kindly donated a further £10,000 to enable essential roof repairs to be carried out.

Cornwall Council Community Chest - a grant was received during the year to purchase two bean bag settees for the enhancement of children's space at the Library.

Foxes Book of Martyrs - this fund relates specifically to monies towards the conservation project.