



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 April 2020** Period start date To **31 March 2021**
Period end date

Charity name: **Earls Barton Library & Community Centre**

Charity registration number: **1184350**

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | Provision of a public library plus related community activities for recreation and/or other leisure time occupation for the benefit of the residents of Earls Barton and the surrounding area. |
| 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 | At the commencement of the financial year, the country was in lockdown and the library effectively closed. During the lockdown, our facilities were made available to a disabled couple (essential users) once a week for 3 hours. In addition, we operated an enhanced 'Library to You' service to the entire community - delivering books and jigsaws, as required. As lockdown eased, and we reopened for limited hours, we also introduced a few other income- generating activities. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | All trustees have been issued with all guidance notes as issued by the Charity Commission on public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|------------------------|----------------|------------------------|
| Policy on grant making | Para 1.38 | Not Applicable. |
| | Para 1.38 | Not Applicable. |

| | | |
|--|-----------|--|
| Policy on social investment including program related investment | | |
| Contribution made by volunteers | Para 1.38 | We have over 35 active volunteers who are fully involved in the day to day running of this Community Managed Facility. These are supported by a strong management team and a variety of small sub-committees which take responsibility for different aspects of our work. |
| Other | | |

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 | By providing a delivery service throughout the pandemic and access to our disabled couple (essential users), we were able to support the whole community throughout lockdown. Often, the delivery service co-ordinator, was the only person, many of our users had spoken to for days on end. This was seen as a real lifeline by elderly, housebound, disabled, and young families alike. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 | Although unable to meet our primary objective of the provision of a Public Library and Community Related Activities, due to lockdown, we know that the limited services we provided were widely acknowledged and appreciated. |
| Performance of fundraising activities | Para 1.41 | As above, but additionally, we submitted a successful bid for a grant contribution towards a |

| | | |
|---|-----------|------------------------------------|
| against objectives set | | planned building extension. |
| 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 | A surplus of £5081 was achieved from overall income amounting to £6262. Of significance was a transfer to the Charity of £10,488.92; being the accumulated reserves generated over 5 years by The Friends of Earls Barton Library, agreed unanimously by all the Friends through a Special Resolution |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The Charity's policy for reserves is that these will be reinvested to enhance the Facility. Our primary objective is to fund a much-needed extension. Other plans include: <ul style="list-style-type: none"> - Replacement Heating - Office Space - Reroofing |
| Amount of reserves held | Para 1.22 | £15,814 |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | The charity is properly constituted, well supported by Earls Barton Parish Council, and has no issues about continuing as a going concern |

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 | The County Council have agreed that, going forward, any revenue raised by library services, remain with the Charity. Our main income streams will be generated through hiring of space and related activities - when these can resume. Regrettably, our annual Literary Festival, which is |
|--|-----------|---|

| | | |
|---|-----------|--|
| | | our main fundraiser, was cancelled for 2020. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | Not applicable |
| A description of the principal risks facing the charity | Para 1.46 | On-going pandemic restrictions, both for activities and for volunteer support |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | 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 | We try to have a mix of trustees from different elements of the local community i.e. Teacher and Governor of local school, Parish Councillors, Library Volunteers, Local Magazine Editor, Financial and Health & Safety Experts. Our first team of trustees are still in post. |

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 | Trustees' induction documents sent to all trustees |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | Earls Barton Parish Council are the formal leaseholders under a 25-year lease. We continue to work with them in formulating a suitable agreement to allow us to run the facility. |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Earls Barton Library & Community Centre |
| Other name the charity uses | |
| Registered charity number | 1184350 |

| | |
|-----------------------------|---|
| Charity's principal address | Earls Barton Library & Community Centre 27 Broad Street Earls Barton Northamptonshire NN6 0ND |
| | |

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 | Ian Chacksfield | Chairman | | |
| 2 | Robert Watts | Treasurer | | |
| 3 | Carolyn Palôt-Watts | Secretary | | |
| 4 | Claire Poole | | | |
| 5 | Wayne Mills | | | |
| 6 | Peter Morrall | | | |
| 7 | Jon Rees | | | |
| 8 | Tina Skett | | | |
| 9 | Stephen Watkins | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| | | |
| | | |

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|-----|
| Description of the assets held in this capacity | NIL |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
|--|
| |
|--|

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)

Carolyn Lesley Palôt-Watts

| | |
|----------------------------|--|
| Carolyn Lesley Palôt-Watts | |
|----------------------------|--|

Position (eg
Secretary, Chair, etc)

Secretary

| | |
|-----------|--|
| Secretary | |
|-----------|--|

Date

16 November 2021

| |
|------------------|
| 16 November 2021 |
|------------------|

EARLS BARTON LIBRARY AND COMMUNITY CENTRE
INCOME AND EXPENDITURE ACCOUNT - 1 April 2020 to 31 March 2021

| INCOME | | EXPENDITURE |
|---|-----------------------------------|--|
| Cash Takings - | (see separate cash ledger) | |
| Cash balance transferred as at 31 March 2020 from FEBL | £323.77 | Sundry Purchases |
| Donations - specific (Robinsons) | £2,282.00 | Non cash purchases - (see separate sheet) |
| Donations - general | £483.00 | Cash Purchases (see separate sheet) |
| Yard Sale | £690.00 | |
| Father Christmas | £161.00 | DBS Costs |
| Other (ukulele £12 + craft morning £25 + books £203.50 + jigsaws £181.50 + cards £43) | <u>£465.00</u> | NicenStripy |
| | £4,081.00 | MPLC - Licence |
| | | GLN Subscription |
| Non Cash Income | | Computer Expenses |
| Book Sales | £318.86 | Printing |
| Donations - specific (see separate sheet) | £89.00 | |
| Room Hire | £25.00 | |
| | | |
| GRANT - Co-operative Community Fund | <u>£1,424.42</u> | Surplus |
| | <u>£6,262.05</u> | |
| | | |
| Transfer from Friends of Earls Barton Library | £10,488.92 | Represented by - Cash held at 3 |
| Bank Balance as at 31 March 2020 | £245.00 | Bank balance - |
| Surplus | <u>£5,081.00</u> | |
| | <u>£15,814.92</u> | |

We the undersigned, confirm that we have examined the accounts and are of the opinion that they show a true and accurate record of the Group's activities for the last financial year,

BOB WATTS
TREASURER

PETER BOLCH.....

SALLY BOLCH.....

DATE

Apr 10, 21

DATE

DATE

.....

E

| | |
|----------------|---------|
| e sheet) | £437.09 |
| e cash ledger) | £6.00 |

| |
|---------|
| £40.00 |
| £132.00 |
| £319.97 |
| £30.00 |
| £119.99 |
| £96.00 |

| | |
|------------------|-------------------------|
| Sub-total | <u>£1,181.05</u> |
| | <u>£5,081.00</u> |
| | <u>£6,262.05</u> |

| | |
|-----------------|-------------------|
| 1 March 2021 | £1,165.77 |
| - 31 March 2021 | £14,649.15 |
| | <u>£15,814.92</u> |

.....

