



## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

**Charity name:** Friends of Church Stretton Library

**Charity registration number:** 1182554

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The purpose of the CIO is to promote the advancement of education for the general public in Church Stretton and surrounding area, in particular but not exclusively, by supporting the provision of a community library and information centre.</p> <p>To further or benefit the residents of Church Stretton and surrounding area, without distinction of sex, sexual orientation, race, disability or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisation in a common effort to advance education and facilitate learning and to provide facilities in the interests of social welfare for recreation, leisure time and occupation with the objective of improving the conditions of life for the residents.</p> <ul style="list-style-type: none"><li>• To support the provision of a community library and information centre in Church Stretton; to promote education, cultural activities and lifelong learning in Church Stretton and the surrounding area.</li><li>• To organise events and activities which support education, culture and the health and wellbeing of residents and visitors.</li><li>• To encourage the involvement of the local community in all we do without distinction of gender,</li></ul>

		age, sexual orientation, race, disability, religion or political opinions.
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	<p>Our activities in pursuit of these objects include:</p> <ul style="list-style-type: none"> <li>• Proactively encouraging the local community to make use of library facilities.</li> <li>• Raising funds to support and enhance the work of the library.</li> <li>• Running a programme of activities supporting lifelong learning, culture and promoting health and social well being.</li> <li>• Providing volunteers to support - but not replace - library staff and enhance the work of the library.</li> <li>• Acting as a link between the Church Stretton Library Service and the wider community.</li> <li>• Working in collaboration with other local groups and organisations to support a coordinated approach.</li> <li>• Encouraging the involvement of local community in all we do, without distinction of gender, sexual orientation, race, disability, religion or political opinions.</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In pursuing these activities, trustees have followed the guidance 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	We make grants to the library to improve and enhance its service.
Policy on social	Para 1.38	

investment including program related investment		
Contribution made by volunteers	Para 1.38	<p>We have a large and active corps of volunteers who support our work in several ways:</p> <ul style="list-style-type: none"> <li>• Raising funds through table top sales, stalls at charity fairs and other venues.</li> <li>• Advising visitors at the library's Visitor Information Centre during holiday periods.</li> <li>• Organising our programme of speakers.</li> <li>• Supporting events (selling tickets, organising seating, serving refreshments, etc).</li> <li>• Putting up posters and distributing other forms of publicity to advertise. such events</li> <li>• Assisting at holiday activities for children.</li> <li>• Proofreading publicity materials and articles</li> <li>• Baking cakes and other goods to serve at such events.</li> </ul> <p>These different contributions are much valued, and we hold occasional 'thank you' events that bring volunteers together and generate new links between the library service, local stake holders and the wider community.</p>
Other		

## Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>During 2020-21 the library has been closed during a succession of lockdowns, and the work of the Friends Group has been considerably constrained.</p> <p>We were unable to continue the usual programme of cultural, leisure and educational events: music, drama, local history, quiz evenings in support of our goals.</p> <p>We have adapted an approach in line with the constraints of successive lockdowns. For example, we held a very successful poetry event that brought established and emerging poets together to share their work on Zoom and arranged for the publication of the resulting poems in a local community magazine, 'Focus'.</p> <p>We also ran a geology walk following the Covid 19 guidelines in place at the time.</p> <p>We produced a calendar of local scenery with support from a local photographer to help raise funds. This was sold in shops in town and volunteers provided a telephone/online order service to people who were shielding and delivered to their homes.</p> <p>We have continued to make an active contribution to Shropshire Council Library development initiatives that seek to enhance the health, wellbeing and involvement of local residents. These all demonstrate the value of collaboration between a professionally run library, the Town Council and an active Friends group. They also show ways in which local engagement can help secure the future development of the library service and foster new generations of active users.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>Because of the constraints of lockdown, we were unable to meet our fundraising target. This meant our income was roughly half that of the previous year.</p>
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		<p>The library was closed for much of the year but we supported the library by keeping local residents informed of what service the library was able to provide during lockdown such as Zoom events and a click and collect book service.</p> <p>Despite only being able to meet through Zoom we did manage to recruit one new trustee to the committee.</p>
Performance of fundraising activities against objectives set	Para 1.41	Our fundraising activities have been necessarily constrained yet we have managed to raise £5,974.84.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>We raised £ 6,234.12 and our only expenses were £259.28, giving us a profit on the year of £5,974.84. We granted the library £289.20 to purchase a mat for toddler rhyming sessions.</p> <p>This left us with £16,314.94. (including the £10,629.30 brought forward from year end 2020).</p> <p>We have put £4,000 in our reserves and £5,000 in reserve for anticipated spend on the library in 2022/23. This left us with working funds of £7,000 for year ending 2022.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We are only in our second year and want to build a reserve to be prepared for unforeseen expense and eventually to have the capability of running larger events which require payment in advance.
Amount of reserves held	Para 1.22	£4,000 plus £5,000 earmarked reserve for future spending on the library.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	Donations from local residents, including some donations by regular standing order and profit made from running events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Our biggest risk is if Shropshire Council decided to make cuts and close the library service. Their current strategy is to continue running libraries in market towns and support them to become community hubs. We are supporting the Church Stretton Library Service in doing this.
Other		

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## 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	Elected by members at AGM or co-opted by Committee.
		<b>Additional governance issues (Optional information)</b> People interested in becoming a trustee are first invited to attend a few committee meetings so that they better understand the role, before agreeing to formally become a trustee.

### 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 are provided with the charity commission document 'Charity Trustee -what's involved CC3A' and copies of the policies listed below which can be found on our website. <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Equality</li> <li>• Financial</li> <li>• Safeguarding</li> <li>• Terms of Reference</li> </ul>
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	We regularly meet with Church Stretton Library staff who advise us on how we can support their work.

Other		

## Reference and Administrative details

Charity name	Friends of Church Stretton Library
Other name the charity uses	
Registered charity number	1182554
Charity's principal address	Church Stretton Library Church Street Church Stretton SY6 6DQ

## 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	Sheila Davies	Chair		
2	Madeline Haigh	Secretary		
3	Margaret Quartly	Treasurer		
4	Graham Lewis			
5	Ben Warren			
6	Beth Furlong		Became trustee 20 <sup>th</sup> February 2021	
7	Janet Newman			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



## Funds held as custodian trustees on behalf of others

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

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Ben Hilliard	Sandford Lodge, Clive Avenue, Church Stretton, United Kingdom, SY6 7BS

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg  
Secretary, Chair, etc)

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Date

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Friends of Church Stretton Library</b>	No (if any)
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## Receipts and payments accounts

For the period from	Period start date 01.04.20	To	Period end date 31.03.21
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Events	2,089	-	-	2,089
Donations	4,102	-	-	4,102
Gift Aid	762	-	-	762
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	<b>6,953</b>	<b>-</b>	<b>-</b>	<b>6,953</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,953</b>	<b>-</b>	<b>-</b>	<b>6,953</b>
<b>A3 Payments</b>				
Cost of events	719	-	-	719
Postage & Stationery	108	-	-	108
Publicity	7	-	-	7
Repairs & Renewals	-	-	-	-
Insurance	-	-	-	-
Miscellaneous	144	-	-	144
Grants to Library	289	-	-	289
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>1,267</b>	<b>-</b>	<b>-</b>	<b>1,267</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,267</b>	<b>-</b>	<b>-</b>	<b>1,267</b>
<b>Net of receipts/(payments)</b>	<b>5,686</b>	<b>-</b>	<b>-</b>	<b>5,686</b>
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	10,629	-	-	10,629
<b>Cash funds this year end</b>	<b>16,315</b>	<b>-</b>	<b>-</b>	<b>16,315</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Bank Account	16,295	-
	Cash In Hand	20	-
		-	-
	<b>Total cash funds</b>	<b>16,315</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	Donated projector	unrestricted	-
			-
			-
			-
			-
			-
			-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
S M Davies	Sheila Davies
Madeline P. Haigh	Madeline Haigh

**CC16a**



**Last year**

**to the nearest £**

<b>6,184</b>
<b>6,550</b>
<b>699</b>
-
-
-
-
-
<b>13,433</b>

-
-
-

<b>13,433</b>
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<b>1,110</b>
<b>284</b>
<b>343</b>
<b>109</b>
<b>199</b>
<b>55</b>
<b>704</b>
-
-
<b>2,804</b>

-
-
-

<b>2,804</b>
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<b>10,629</b>
-
-
<b>10,629</b>



**Endowment funds**

to nearest £

-
-
-
-

OK

**Endowment funds**

to nearest £

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-

**When due (optional)**


**Date of approval**
