



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2021		Day 31	Month 03	Year 2022

Section A Reference and administration details

Charity name Rothley Community Library

Other names charity is known by

Registered charity number (if any) 1163508

Charity's principal address

Mountsorrel Lane

Rothley

Leicestershire

Postcode LE77PS

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	Steve Mitchell	Trustee		
2	Sandra Webster	Treasurer		
3	Jill Williams	Secretary		
4	Sue Barnes	Trustee		
5	Carol Timson	Trustee		
6	Michelle Stephenson	Trustee		
7	Grace Henry	Trustee	From 8 TH March 2022	
8	Claire Cole	Trustee	From 8 TH March 2022	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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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)	CIO Association
Trustee selection methods (eg. appointed by, elected by)	Elected as per constitution and co-opted as appropriate when vacancies arise

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.

Trustees have prepared a Covid-19 risk assessment which has been updated during the course of the pandemic.

Section C Objectives and activities

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

The provision of a public library in Rothley and surrounding area.
To advance education of the public in Rothley by operating and managing a lending library.
To promote for the benefit of the residents of Rothley and the surrounding area the provision of a public library for recreation and / or other leisure time.

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)

A draft road map for reopening was drawn up in March 2021 to give some structure to when and how the library would get back to pre Covid levels of activity.

When national lockdown was lifted In June 2021, we were able to offer limited opening hours of 8 per week for the core activities of library lending and providing information and with limited public computer use.

With effect from February 2022, we were able to open for 12 hours per week, still 4 hours short of our pre Covid figure. Consultation has taken place with volunteers as to the best working option to get back to 16 hours. As a consequence, additional Tuesday afternoon openings have now begun.

All activities have been undertaken by the trustees with regard to the guidance issued by the Charity Commission on public benefit and in accordance with Covid 19 regulations.

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.

The library only operates on the huge contribution of volunteers from the community. When a request to local residents in a local newspaper was made for more volunteers, there was a significant response. The local community values this facility and appreciates the efforts of people who give up much of their time to keep the library open.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

From June 2021 we were able to partially reopen with limited hours and visitor numbers, in a 'Covid secure' environment.

Visitor numbers have steadily grown month on month. From January 2021 to December 2021 there were 2443 visitors. From April 2021 to March 2022 there were 3706 visitors. From Jan 2021 to Jan 2022 we had 130 new joiners and we issued a total of 6240 books.

We have maintained our Trustee meetings throughout the pandemic by Zoom and later in person. Communications with volunteers have been kept up via team newsletters, These have included the measures we have taken to be safe and for volunteers to feel confident in returning.

Communications with the public and library members have continued to be important to keep the library in people's minds, and let them know about our services. Bi-monthly newsletters in the local Rothley Post have been written. This is delivered across the village and available online. In addition the Website and Facebook page have been kept up to date.

We have recruited new volunteers, of whom 6 have been trained and are now on the rota. We have appointed 2 new Trustees with 8 Trustees elected altogether at the AGM in March 2022. The AGM was well attended and provided an opportunity to discuss library development.

We have received donations of books from the public. These have been sold in the library and online. During 'Big Green Week' in September 2021 we held a 'book giveaway' as a means of recycling books.

In September 2021 we held an outdoor film evening which was attended by over 200 people in the village. Entry to this event was free as a token of the library's appreciation of the support the local community has given over a difficult period.

The Leicestershire Libraries Summer reading challenge ran during July and August 2021. 51 children took part registered with Rothley Library from 7 different schools. 58% completed the challenge.

Whilst the library was required to be socially distanced, we remained closed to outside group bookings. However the walking group restarted from June 2021. The book group resumed from 1st October 2021.

The Under 5s Group resumed from February 2022.

The library has participated in the Charnwood Borough Council lottery scheme as a way of raising some additional funds and supporting other good causes in Charnwood.

There are a number of actions being undertaken to reduce energy consumption to reduce costs and make a positive impact to climate change.

The library is in a healthy financial position ,despite a reduction in its ability to generate income over the last 2 years. The library had been supported by non recurrent Covid grants .The Parish Council has agreed to some financial support for future years.

Brief statement of the charity's policy on reserves

The charity does not have a formal Reserves policy.

There was £35,554 of unallocated reserve at year end.

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.

Rothley Community Library's principal sources of funds for this year have been :

Leicestershire County Council Revenue grant £1,310

Covid Restart Grant Charnwood BC £ 8,000

Leicestershire County Council has provided the lease of the building at a peppercorn rent

Section F

Other optional information

Section G Declaration

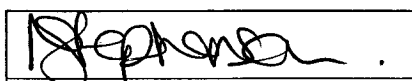
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

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*

Signature(s)

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S.E. Barnes

Full name(s)

MICHELLE STEPHENSON

SUSAN BARNES

Position (eg Secretary, Chair, etc)

TRUSTEE

Trustee

Date

06/05/22



Receipts and payments accounts

For the period from	Period start date 4/1/2021	To	Period end date 3/31/2022
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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 £
A1 Receipts				
Leicestershire County Council Section 106 Developer Funding		-		-
Leicestershire County Council CML Revenue grant 21-22		1,310		1,310
CO-OP Grant				
Donations	187			187
Gift Aid HMRC	24			24
Book sales (of donated books)	265			265
Library takings	141			141
Room hire				-
Events				-
Film Club takings				-
Insurance settlement				-
Charnwood Lottery	696			696
Other	20			20
Leicestershire County Council Covid support grant				-
Business support grant national lockdown 1				-
Local Business support grant (tier 4)				-
Discretionary business support grant Charnwood BC				-
Business support grant national lockdown 2				-
Discretionary business support grant Charnwood BC				-
Local restrictions support grant				-
Restart Grant Charnwood BC	8,000			8,000
				-
				-
				-
Sub total(Gross income for AR)	9,334	1,310	-	10,644
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	9,334	1,310	-	10,644
A3 Payments				
Running costs	5,074	1,310		6,384
Consumables	804			804
Film club costs	-			-
Events	250			250
CO-OP Grant-book boxes	-			-
s106 Expenditure	-			-
IT costs	1,550			1,550
				-
				-
Sub total	7,679	1,310	-	8,989
A4 Asset and investment purchases, (see table)				
	-	-	-	-

	-	-	-	
Sub total	-	-	-	-
Total payments	7,679	1,310	-	8,989
Net of receipts/(payments)	1,655	-	-	1,655
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	33,699	200	-	33,899
Cash funds this year end	35,354	200	-	35,554

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Total	35,354	
	Co-op Grant	#	200
		-	-
	Total cash funds	35,354	200
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
			-
	Building alterations -counter, heaters , cabling		16,358
	Furniture		2,000
	Childrens area equipment		1,294
	Fixtures & fittings transferred from Council at nil value		-
	IT project		10,133
	Counters& cupboards & lighting		7,805
	Kitchen refurbishment		4,561
	Counter Sneeze screen		545
	Carpet & flooring		5,980
			-
	B5 Liabilities	Details	Fund to which liability relates
			-
			-
			-
			-

CC16a

Last year

to the nearest £

6,525
2,380
48
27
193
-
-
-
-
-
673
29
1,310
10,000
1,501
2,500
6,239
2,500
2,096
-
-
-
36,021

-
-

36,021

5,241
383
-
-
-
6,525
1,550
-
-
13,699

-

13,699

22,322
-
11,577
33,899



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-
-
-

**When due
(optional)**
