



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2021 To 31<sup>st</sup> March 2022

**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. There were 10 new volunteers in the year, having lost just 3.
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"> <li>• From September 2021, when the Government eased restrictions concerning COVID, the library reverted to being open to the public for 21 hours each week.</li> <li>• The total of books issued in year was 7,897, well up on previous year of 2,000. Total number of new library joiners in year: 245.</li> <li>• Regular activities during 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; Tai Chi classes; Coffee morning first Saturday each month.</li> <li>• Library and meeting rooms hired on a regular basis generating income for the library – LFE Ladies group, Knit and Natter group and Tuesday Teapot club.</li> <li>• Other successful events have included a Diwali celebration and a Chinese New Year festival, a Family fun day for children at Christmas time, a Children's activity afternoon, a Plant sale, a Sunday Market, and a Christmas paper quiz which was received with enthusiasm.</li> <li>• The Reading Challenge for 2022 was "Gadgeteers".</li> <li>• In July the local Montessori nursery came and joined. They are aiming to bring the pre-school children once a month to choose books and read a story to them whilst they visit.</li> </ul>

		<ul style="list-style-type: none"> <li>We have increased our social media presence this year by adding Instagram, Twitter and Facebook to our repertoire, in addition to the website that has been our main tool for promoting ourselves up to now.</li> </ul>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Our ongoing objective is to expand on the existing levels of service and availability of the library service and its facilities to the local community.
Performance of fundraising activities against objectives set	Para 1.41	More fundraising activities were organised during the year but there was still a lack of support from the wider community which needs to be built upon in future.
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	The Charity is in a very strong financial position as at the end of March 2022 having received a further £32k in various grants during the year.
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	£92,898
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	Apart from the receipt of various grants in the year the principal source of funds has included sales of refreshments, coffee mornings, room hire income, individual donations, various events, quizzes, and other activities such as "100 Club" draw.
Investment policy and objectives including any social investment policy adopted	Para 1.46	All funds are invested back into the library and directly support our key objectives and provision of library services.
A description of the principal risks facing the charity	Para 1.46	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. Lack of attendees at events or activities organised at the library. High energy bills and running costs could put a strain on the library's finances after a few years.
Other		LCC are still discussing the way forward after the current ten-year lease for the premises runs out.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	CIO Foundation Constitution
How is the charity constituted?	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	Martyn Luczka	Treasurer		
7	Paul Turner			
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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
	Not applicable.	

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

Not applicable.
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable.
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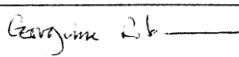
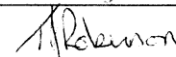
## Other optional information

Not applicable.
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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)		
Full name(s)	Georgina Robson	Teresa Robinson
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date

30 <sup>th</sup> September 2022
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**LEICESTER FOREST EAST COMMUNITY LIBRARY****INCOME AND EXPENDITURE ACCOUNT FOR THE 15 MONTH 1st JANUARY 2021 TO 31st MARCH 2022**

	<b><u>15 months to 31.03.2022</u></b>	<b><u>12 months to 31.12.2020</u></b>
<b>INCOME</b>		
General Sales	1,046.04	1,054.76
Clubs, Societies	3,199.97	751.95
Room Hire	1,507.00	560.00
Donations	812.04	346.40
100 Club	998.00	921.00
Fundraising events	909.82	146.00
Miscellaneous	135.33	-
LCC Support grant	4,664.00	4,248.00
LCC s106	2,360.85	9,839.75
LFE Parish Council Grant	5,848.88	-
Blaby DC Grant	18,750.00	-
Other grants re: Covid support	0.00	25,597.00
Bank interest	250.00	-
	<b><u>40,481.93</u></b>	<b><u>43,464.86</u></b>
<b>EXPENDITURE</b>		
General Running costs	593.70	359.17
Electricity	1,656.54	1,226.30
Gas	551.83	377.95
Telephone	580.08	478.79
Water	823.24	408.80
Insurance	623.00	1,164.64
Cleaning	1,163.58	979.01
Waste Collection	942.22	469.62
PPS	405.22	101.80
100 Club	594.50	438.50
Fundraising events	314.71	19.00
Misc	1,515.00	521.35
Repairs & Renewals	7,541.01	6,758.50
Capital expenditure	5,414.88	0.00
	<b><u>22,719.51</u></b>	<b><u>13,303.43</u></b>
<b>Surplus for the period</b>	<b><u>17,762.42</u></b>	<b><u>30,161.43</u></b>

**BALANCE SHEET AS AT 31st MARCH 2022**

		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
Balance brought forward at 1st January 2021	75,135.30		<b><u>75,135.30</u></b>
Surplus for the 15 months ended 31st March 2022	17,762.42	Represented by:	
		HSBC Current Account	47,580.72
		Hampshire Trust Bank 1 Year Bond	45,250.00
		Till float	35.00
		Coffee morning float	32.00
	<b><u>92,897.72</u></b>		<b><u>92,897.72</u></b>

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

**Outstanding creditors at year end:**

Opus gas	62.13
Opus electricity	128.57
	<b><u>190.70</u></b>

**Outstanding s106 monies**

	expiry date	
Enhancement of library facilities	06.06.23	4,683.37
Library stock	06.06.23	1,157.85
Library stock	09.01.24	1,115.71
		<b><u>6,956.93</u></b>

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, FCA  
Linden House, Church Walk, Bruntingthorpe, Lutterworth, LE17 5QH

Date: 18.08.22

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