



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	04	2015	To	31	03	2016

## Section A Reference and administration details

Charity name	Kegworth Community Library
Other names charity is known by	KCL
Registered charity number (if any)	1162461
Charity's principal address	High Street
	Kegworth
	Leicestershire
Postcode	DE74 2EE

### 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	Nicola J Mullins	Chair		
2	Teresa J Curtis	Vice Chair		
3	Sheila D Daglish	Treasurer		
4	Sue A Evans	Secretary		
5	Elizabeth D Mee			
6	Diane V Powell			
7	Hilary J Tansley			
8				
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

**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)

Charitable Incorporated Organisation (CIO)

Trustee selection methods  
(eg. appointed by, elected by)

Future Trustees to be appointed by the serving Trustees and will be appointed for a two year term.

**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.

We have a range of policies in place covering all elements of our work. Copies are handed out to each Volunteer during their induction training and these are reviewed annually with support from Voluntary Action Leicestershire. All policies can be found on our website: [kclweb.org](http://kclweb.org)

We are one of 30 + libraries that have or are due to transfer from County management to Community management. Strong links have been forged with those in our cluster group, we hold regular meetings which help us to share resources, ideas and in some cases bulk purchases.

The Trustees have a regular monthly meeting to cover all aspects of running the charity, we also hold weekly discussion groups to which volunteers can be invited to oversee the day to day library business.

We also have a strong link with Leicestershire District Council (LCC) Library Services. They provide the building on a peppercorn rent and will continue to supply and invest in the book stock along with web based offerings. They will also provide tapered funding till March 2021.

The Trustees feel that the only major risk is financial, in that we will not be able to raise enough funds long term. In the short term (2-3 years) we have financial support from LCC and our Parish Council and we are eagerly fundraising to build up a solid reserve.

We also feel that Trustee and Volunteer recruitment will prove to be an on-going issue and a successful strategy is still to be identified.



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

- 1) The advancement of education for the public benefit in Kegworth and the surrounding area by the provision of a volunteer run lending library.
- 2) To promote for the benefit of the residents of Kegworth and the surrounding area the provision of a public library for recreation and/or 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 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)**

The Trustees of Kegworth Community Library assumed responsibility for providing a lending library service to the village of Kegworth on Saturday 30<sup>th</sup> January 2016.

There followed a frantic week of transformation prior to the re-launch on 6<sup>th</sup> February 2016.

The services of KCL are freely available to the general public, residents of the surrounding areas including all Leicestershire County Council Library Card holders.

We provide access to in excess of 7000 books in the library with free access to a much wider selection available on the online catalogue. In addition to this library users have access to EAudio and EBooks free via LCCs website.

All library card holders also have free access to the public computers where they can access sites such as Ancestry and Which free of charge.

In addition to this we have set up School Class Visits with our local School, these are the first in 25 years and something we aim to continue providing each term.

We also run a fortnightly Owl Time Story and Rhyme session for the younger (pre-school) children, along with crafting sessions monthly for the older ones, both of which are well supported.

There are also a number of local groups that like to use the library as a meeting space, along with EmbarrasSING a local singing group that meet up fortnightly to rehearse.

When the Trustees established the charity we read and understood the regulations and understood fully the guidance on public benefit (PB1, PB2 & PB3) issued by the Charity Commission. We took this guidance fully in to account when setting up the charity and the principles have guided all our work during the past year.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We do not make any grants.

At present we have no investments other than our current account.

Volunteers do and always will play a key role in the success of KCL, they are essential to keeping the library open and are fully supported by all the Trustees who continue to work alongside our volunteers working in the library.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

In the short space of time that we have been open (less than two months) it is a little difficult to gauge the achievement and performance.

With the help of a grant from East Midlands Airport we have been able to create a relaxed seating area with the provision of 2 large sofas and an armchair. We also used part of the grant to provide brightly coloured tables and chairs for the children which have gone down a storm.

We have set up the KCL Friends Lottery Club, which generates a much needed income and held our first draw at our opening event on 6<sup>th</sup> February.

Prior to opening we invested £1000 in to the purchase of books to enhance the lending stock, this money came from Section 106 monies held by LCC.

All Trustees and Volunteers underwent full training by LCC. Additional training will be carried out periodically when required, for example when the library plays host to the Summer Reading Challenge for children.

We have also been very lucky to have received a large quantity of good quality donated books, these have been processed and are available for purchase for 50p - £1, which provides much needed income. The donations continue to arrive and often once read the donations turn up back in the library to be sold a second, third and sometimes fourth time.

Under LCC management the level of service had been eroded to a very basic 13 hours a week, with the opening hours not particularly user friendly. KCL have already started to consult its users and the wider public with regard to extending the provision and adjusting the hours to suit the needs. We plan to execute the findings of this consultation in early-mid July 2016.

We have and will continue to seek to reduce our operational costs and have already identified new suppliers for both Gas and Electricity which will result in an approximate saving of £800 on the previous year. We also have secured 100% relief on our rates from North West Leicestershire District Council.

During the next financial year the operational costs will be met by LCC, however as of April 2017 we will be able to re-negotiate these contracts and are confident we will be able to reduce our costs further.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Currently, our only reserves are held in our current account, our policy is to endeavour to maintain a minimum of six months expenditure, approximately £4000, however we are working towards one years reserve approximately £8000. At the end of our first financial year this was approximately £2000.

We will investigate a deposit account in order to gain some interest on the monies held.

### Details of any funds materially in deficit

None

### 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.

Our funds during this year have been provided by our Parish Council (£1,000), LCC (£5,220), East Midlands Airport (£2,000).

This has enabled us to transform a very tired looking library in to a vibrant and friendly place to be. Along with being able to provide new furniture and equipment to enable us to continue to support the growing needs of our community.

As much as we would have liked to use the funds from LCC to pay our running costs going forward this was not allowed, all monies had to be spent on capital expenditure;

The KCL Friends Lottery Club generated £1470, with an extra £273 in Gift Aid, prize money of £150 has been paid out to date.

We currently have no investments other than the equipment and materials that have been purchased to help provide a lending library to our community.

## 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

Signature(s)	N. J. Mullins	Susan Evans
Full name(s)	NICOLA JEAN MULLINS	SUSAN EVANS
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	30/8/2016	



Kegworth Community Library

116241

## Receipts and payments accounts

CC16a

For the period  
from

01-04-15

To

31-03-16

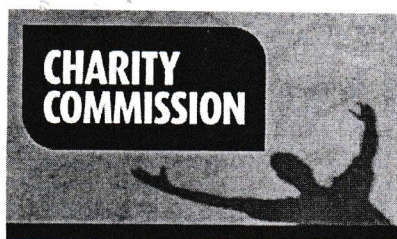
### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Kegworth Parish Council Grant		1,000	-	1,000	-
Leicestershire County Council Grants	970		-	970	-
Leicestershire County Council Grants	-	4,250	-	4,250	-
East Midlands Airport Grant	-	2,000	-	2,000	-
KCL Friends Lottery Club	-	1,470	-	1,470	-
HMRC Gift Aid		274		275	
Cheque / Cash Donations	482	-	-	482	-
Fines	97	-	-	97	-
Refreshment / Book sales	78	-	-	78	-
<b>Sub total (Gross income for AR)</b>	<b>1,627</b>	<b>8,994</b>	<b>-</b>	<b>10,622</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,627</b>	<b>8,994</b>	<b>-</b>	<b>10,622</b>	<b>-</b>
<b>A3 Payments</b>					
Professional Printing & Advertising	-	820	-	820	-
Repairs & Maintenance	-	1,980	-	1,980	-
KCL Friends Lottery Club Prize Money	-	150	-	150	-
Insurance	-	564	-	564	-
Legal Fees	-	1,243	-	1,243	-
Stationery etc	-	207	-	207	-
Consumables (for drinks machine)	-	229	-	229	-
Mugs, Glasses, Kettle etc	-	84	-	84	-
Fees & Subscriptions	-	216	-	216	-
Volunteer and Launch Events	-	226	-	226	-
Postage	-	33	-	33	-
Travel expenses	-	24	-	24	-
<b>Sub total</b>	<b>-</b>	<b>5,776</b>	<b>-</b>	<b>5,776</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Furniture	690	2,000	-	2,690	-
Office Equipment	69		-	69	-
<b>Sub total</b>	<b>759</b>	<b>2,000</b>	<b>-</b>	<b>2,759.00</b>	<b>-</b>
<b>Total payments</b>	<b>759</b>	<b>7,776</b>	<b>-</b>	<b>8,535</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>868</b>	<b>1,218</b>	<b>-</b>	<b>2,086</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>868</b>	<b>1,218</b>	<b>-</b>	<b>2,086</b>	<b>-</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Unity Trust Bank Account	868	1,218	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>868</b>	<b>1,218</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



# Independent Examiner's Report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/members of

Charity Name

KEGWORTH COMMUNITY LIBRARY

On accounts for the year ended

310316

Charity no (if any)

1162461

Set out on pages

(remember to include the page numbers of additional sheets)

### 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking explanations from the 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 (~~other than that disclosed below~~):

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

\* Please delete the words in the brackets if they do not apply.

Signed

*Susan Haggerwood*

Date

25/10/16

Name

SUSAN HAGGERWOOD

Relevant professional qualification(s) or body (if any)

AAT

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DE74 2GT