

Newby and Scalby Library and Information Centre

Registered Charity Number: 1168661

Trustees' Annual Report

August 2016 – November 2017

Clerk to the Trustees:

Lesley Newton
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Names of Trustees

Isobel Nixon (Chair)
Lesley Newton (Secretary)
June Watson (Treasurer)
Patricia Gardner (Vice Chair)
Judith Woodroffe
Kelsey Hodgson

Sources of advice and support

Bank: Santander, Westborough, Scarborough

Governance

Newby and Scalby Library was established as a Charitable Incorporated Organisation on 4 August 2017 and governance is in accordance with its Constitution. The library was due for closure on 1 April 2016 and the building is owned by North Yorkshire County Council. It is leased to Newby and Scalby Library on a 5 year lease which expires in 2022.

The lease requires that, although no rent is payable, the library Trustees are responsible for keeping the premises in good repair and condition. This means all areas other than structural external repairs to the walls and roof.

Appointment of Trustees

The Constitution outlines the procedure for the appointment of Trustees and the management of the Charity. Six Trustees are currently responsible for the management of the Charity. The Constitution requires a minimum of three. At this first Annual General Meeting of the members of the CIO all the charity trustees shall retire from office. Thereafter, at every subsequent AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees is serving at any one time.

The management committee may include other individuals who may be co-opted to assist in the running of the charity but who will not be Trustees.

Policies and Procedures

To guide the Trustees in exercising their duty of care to members and users of the library, the following policies have been adopted:

- Health and Safety Policy
- Child and Vulnerable Adults Policy
- Equality and Diversity Policy
- Data Protection Policy

Copies of these policies are made available to all Volunteers and to library users on request.

Risk Management

Insurance – The library is insured with respect to contents and damage to glazing by Came & Company Local Government Insurance (£50,000 cover). It is insured with the same company with respect to, public liability (£10m), employers' liability (£5m), legal assistance and personal accident .

The Trustees recognise that they are under a legal obligation to protect the building, its users and volunteers through adequate and appropriate insurance.

Building Issues

- A building condition survey will be undertaken at 5-year intervals by NYCC
- Gas appliances and portable electrical appliances are tested by qualified personnel annually
- The mains electrical installation is checked by a qualified engineer every 5 years
- A Fire Safety Risk Assessment is updated annually
- Fire fighting appliances are inspected annually under contract with the supplier
- A member of the management committee carries out other regular maintenance checks as required

Objectives of the Charity

To promote for the inhabitants of Newby and Scalby Parish, to the north of Scarborough in North Yorkshire, and the surrounding area, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

This will include:

- i. The provision of a modern reading service within the Community for all ages and in all formats in order to extend and promote the pleasures and benefits of reading for everyone and especially children and young people.
- ii. The facilitation or provision of, in liaison with other agencies, an information service to support people in vital areas, including national and local government online information and services, careers and job seeking, health, personal financial information and benefits. The library will contribute to the promotion of good health and well-being through key health partnerships eg doctors' surgeries, NHS and health charities.
- iii. A contribution towards, alongside other relevant agencies, the opportunities for lifelong learning within the community. This will include the provision of digital services which underpin all other aspects of the Library's aims and objectives.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

The principal activity of the Charity is to operate a library. The library is open on five days a week including Friday evening until 7pm and Saturday until 1.30pm. Library users enjoy a regularly changing stock of books and resources, the use of computers and a tea and coffee facility. A number of regular activities take place including a pre-school story time and a knitting and craft group. The library has hosted several nursery and school visits as well as providing children's activities during the Summer holiday. The volunteers maintain the Home Library service for up to 60 elderly and

infirm individuals both in their homes and in residential homes. Drop-in sessions have been held by different community organisations including Totally Socially, Dementia Awareness, Support for Carers and East Yorkshire Family History Society.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. In order to do this we rely on the contributions made by users of the library in the shape of reservation fees, fines and fees for media and computer subscriptions. Two Trustees have the key responsibility for fund raising and this comes in two forms: running fund raising events such as book sales and making bids for funds from both local and national organisations.

Volunteers' Effort

Running costs are kept to a minimum through the use of volunteers for running the library service and cleaning the library and some maintenance. A team of 40 volunteers operate the library while it is open. Most do a half-day session per week which represents a combined average of over 150 hours per week. In addition, Trustees give 100 hours a week to the library, either on duty or meetings, administration and fund raising.

On average, 6 - 8 hours of volunteer time are given each week to cover routine tasks such as cleaning and maintenance.

This combined effort is praiseworthy and absolutely essential for keeping the library functioning.

2016 - 2017 Achievements

The Trustees worked hard to ensure that the transition to a fully functioning community library went according to plan. From 4 August 2016, when Charity Registration was achieved, the following 7 months was taken up with securing the lease with NYCC, recruiting and training over 50 volunteers, writing the necessary policies and most important of all, raising our target of £10,000 to provide us with sufficient funds to run the library for a year. We are delighted to report that all of these targets were achieved with the assistance of great support from the NYCC libraries service and the increasing band of volunteers.

The decision was taken to close the library for a week of familiarisation and further training before a very successful grand opening on 10 April attended by the Mayor and Lady Mayoress. The support of local groups has been essential in promoting the cause of the library in securing new volunteers and in contributing much needed funding. Our two qualified librarians have also worked very hard on our behalf during their sessions with us especially in training volunteers and ensuring we all understand the library systems.

In our first six months of operation, we are pleased to report that the library has been run successfully and with increasing confidence by the Trustees and the team of regular Volunteers who have all received training. Library attendance has been very

gratifying. The Summer Reading Challenge for school aged children during the holidays was hugely successful with the Newby and Scalby Library being the only one in the Eastern Area to achieve both its targets for children signing up and completing the challenge. To support the Animal Agents theme, we organised 6 different animal related events including a craft afternoon, the visit of a real live bat, a talk on cat care, a fossil activity and a science event.

A library website has been established along with Twitter and Facebook platforms for the promotion of the library and to provide a link for Volunteers and library users. We have also launched a Friends of Newby and Scalby Library group and we hope to extend the membership of this as an important element of our fund raising.

Despite many library commitments, several community and fund raising events have been held including a Vintage Tea as well as attendance at local events to promote the library such as Scalby Fair and Rotary Fair.

Another aspect of the Trustees' activities has included responsibility for the building. We have undertaken a series of routine maintenance jobs and improvements including a new roof for the porch, new signage and most importantly, setting out designated parking for library users including a space for disabled drivers. Lack of parking had been an on-going issue and we are pleased to report a vast improvement for users.

We are also pleased to report that we have a healthy number of volunteers and we continue to recruit and train newcomers. In particular, we have had a number of student volunteers who are gaining both work experience and may also be taking part in the Duke of Edinburgh Award Scheme. This satisfies a very important element of our charitable purpose.

Reserves Policy

As the Charity is in its first year of voluntary management, the operating environment is uncertain. Revenue budgets have been prudent and this was reflected in the reserves policy.

As a principle, it is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. It is, therefore, pleasing to report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a healthy level.

The Trustees are responsible for the maintenance of the community library and from time to time this may involve major works in excess of cash reserves held. On identifying such works, fundraising will be undertaken with the object of meeting the costs in full. Such funds would be restricted. There are no restricted funds in hand.

Future Plans

The Trustees' main objectives in the first year have been to establish:

- a well-trained and motivated team of volunteers
- efficient and friendly working practices

- a secure financial status

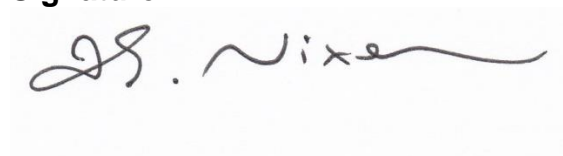
For the future, we aim to:

- Increase the use of the library building for the benefit of groups within the community
- Introduce more regular visits both to and from local schools to establish closer links which will encourage reading and support the curriculum
- Introduce a programme of cultural and educational events
- Create a larger, more comfortable café area
- Establish a multi-sensory garden with raised beds and seating area behind the library for the benefit of all library users
- Develop our fund raising activities to ensure a regular, substantial income to support the library activities

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

Signed on behalf of the Charity's Trustees

Signature

A handwritten signature in dark ink, appearing to read 'Is. Nixon', written on a light-colored rectangular background.

Full name Mrs Isobel Emmeline Nixon

Position Chair of Trustees

Date 20 November 2017

NEWBY AND SCALBY LIBRARY AND INFORMATION CENTRE

	REVISED BUDGET 2017 / 18	Performance to date	Variance to date
RECEIPTS	£	£	£
GRANTS	12534	12534	0
DONATIONS	4500	3949	551
FRIENDS	250	180	70
EVENTS	2500	1429	1071
SALES	3000	2205	795
FINES etc	2000	1130	870
DVD AUDIO BOOKS	200	97	104
SUBS	1000	868	133
VEND MACH	1200	771	429
PHOTO-COPY	1000	729	271
Reserv.	700	369	331
INTERNET HIRE	750	503	247
BANK INT.		0	0
OTHER	200	115	85
OTHER		9	-9
			0
	<u>29834</u>	<u>24763</u>	<u>4871</u>
PAYMENTS			
CASH FLOAT	500	260	240
UTILITIES	6000	1663	4337
RATES	0	0	0
INSURANCE	275	275	0
CONSUM.	1000	701	299
STOCK FOR RESALE	50	26	24
RENT	0	0	0
PHONE	30	10	20
STATIONERY ETC	250	81	169
ADVERT + MKTG	500	305	195
NEWS & PERIODICAL	300	83	217
MAIN'CE & DECORN.	3500	2531	969
VOLUNTEER EXPSES	0	0	0
EQUIP'T	2000	1206	794
MISC	200	62	138
OTHER	250	160	90
OTHER		0	0
OTHER		0	0
		0	0
			0
	<u>14855</u>	<u>7363</u>	<u>7492</u>
Surplus or (Deficit)	<u><u>14979</u></u>	<u><u>17400</u></u>	<u><u>-2621</u></u>