



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2016		31	03	2017

Section A Reference and administration details

Charity name Friends of Halesworth Library

Other names charity is known by

Registered charity number (if any) 1153765

Charity's principal address Halesworth Library

Bridge Street

Halesworth, Suffolk

Postcode IP19 8AD

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	Andrew Payne	Chair		
2	Alison Britton	Vice-Chair		
3	Alan Holzer	Secretary		
4	James Michael Stephens	Treasurer		
5	Sheila Freeman	Events Officer		
6	Wendy Boyden			
7	Umi Hashim		1 st April – 24 th November 2016	
8	Tamsyn Imison			
9	Evelyn Lindqvist			
10	Natalie Lloyd-Evans			
11	David Olds			
12				
13				
14				
15				
16				

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)	Association
Trustee selection methods (eg. appointed by, elected by)	By election

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- 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.

Policies and procedures adopted for the induction and training of trustees

- New trustees are inducted in line with the guidance for such procedures as laid down by Suffolk Libraries.

Section C Objectives and activities

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

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- To advance the education of the general public in Halesworth, Suffolk and the surrounding area, in particular but not exclusively, by the provision of a lending library.
- To advance education and to provide facilities in the interests of social welfare for recreational leisure time occupation with the objective of improving the conditions of life for the 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)

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- Raising the profile of the Library through fundraising and by hosting educational and recreational events.
- Volunteer support of the Library helping to enable it to meet the needs of the community (see below for role of volunteers).
- The charity trustees have understood the guidance issued on public benefit and remain focused on what the charity was established to achieve as laid down in its objectives.

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.

Policy on grant making: No grants are currently made.

Policy on programme related investment: No current investments.

Contribution made by volunteers:

This is an essential part of our functioning!
We have a large group (currently 48) of volunteers from among the Friends of Halesworth Library. They contribute a great deal of time to the Library (approximately 175 hours a month) on a regular basis. The scope of the service has grown beyond the tasks which paid staff are able to accomplish and volunteers can take on routine library and administrative tasks. For example, they shelve the returned books and sound and vision items; they tidy the shelves and items for sale; they locate requested books and do general stock work; they unpack new books and process withdrawn stock.
Their contributions allow staff to run and promote the library and its services and to form local partnerships in the community. Importantly too, the work by volunteers releases time for staff to collaborate with other volunteers and with the Trustees to organise events and fundraise as described in section D of this report.

Summary of the main achievements of the charity during the year

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Ways in which funds have been used to improve the facilities in the Library:

Money raised by “The Friends” (which in 2016-2017 was approximately £8,500) has been spent this year on the Wi-Fi running costs, a shed to store our chairs for events, a magazine display stand and new computer screens and monitor risers for the staff work stations. Other smaller costs are covered on a regular basis (e.g. refreshments and decorations for events, materials for workshops, expenses for workshops with external facilitators and small items for the Library such as plastic document stands).

A complete refurbishment of the junior library is planned for July 2017, so care has been taken to limit spending this last year in order to have funds for this upcoming large expense.

In accordance with our objectives, as listed in section C (above), “The Friends” have organised or helped fund or fully funded (as appropriate) numerous activities including the following:

- **Fundraising:** Plant Sale; Antiques Street Market Stall; Christmas sale and raffle; Easter sale and raffle: two quiz nights.
- **Educational and informative events:** two author visits; a Welcome to Halesworth event for new residents; children’s workshops and events including a sensory tent provided by Kinetic Adventure from Stowmarket; I. T. group sessions and one to one sessions; “I Move Freely” exercise sessions; regular social group for older people to ease loneliness; Baby Bounce and Tot Rock for carers and babies.
- **Recreational events:** 20th Birthday Celebration Event (including magic shows for children and for adults); regular monthly board games cafes; Christmas decorations workshops; Winterlight Festival celebrated in February and involving all ages in activities indoor and outdoor by lantern light; hand bell ringing.

There is an overlap of aims in some activities. For example, a recreational event might also be educational, and a fundraising event might also be recreational!

Section E

Financial review

Brief statement of the charity's policy on reserves

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We always retain a minimum of £5,000 reserves in a separate bank account for unexpected contingencies.

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.

The charity's principal sources of funds

Own fundraising, throughout the year

Donations and bequests

Grant from Halesworth Town Council (£3,000 in 2016-2017)

How expenditure has supported the key objectives of the charity

This has been shown in the above report (e.g. sections C and D)

Section F

Other optional information

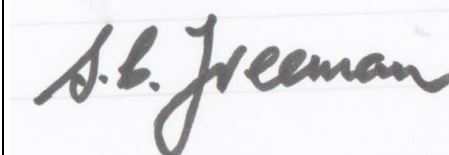
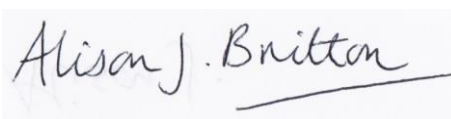
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Alison Jean Britton

Sheila Constance Freenman

Position (eg Secretary, Chair, etc)

Vice Chair (2016-7, now Chair)

Events Co-ordinator (2016-7, now Vice Chair)

Date

January 9th 2018

Receipts and Payments Accounts

Friends of Halesworth County Library

Charity Number 1153765

For the period 1st April 2016 to 31st March 2017

Receipts	Unrestricted Funds	Last Year 15/16
Town Council	3000.00	3000.00
Tony Goldson	250.00	
Membership		31.00
Fundraising	3720.56	622.19
Lessons	640.00	1028.00
Rent	260.00	680.00
Commission	571.62	621.92
Donations/Sales	2667.74	3305.90
100 Club	350.50	1162.00
Quiz	304.50	228.00
Bank Interest	2.78	2.87
Total Receipts	11767.70	10681.88

Payments

Fundraising	40.00	989.12
Childrens activities/workshops	87.44	324.57
Display		76.50
Advertising	124.80	51.60
Promotions	120.70	407.88
Consumables	327.77	417.71
Miscellaneous	575.83	225.00
Decorating		15606.64
Equipment	1955.69	675.00
Total Payments	3232.23	18774.02
Credit of receipts over payments	8535.47	-8092.14
Balance brought forward from 2015	11912.84	20004.98
Balance carried forward	20448.31	11912.84

Represented by:

Current account	15401.48
Deposit account	5007.55
Petty cash	39.28

Total liquid assets **20448.31**