

Newby and Scalby Library and Information Centre

Receipts and Payments Account 1 April 2017 to 31 March 2018

		£	
RECEIPTS	Grants	17,832	
	Donations	4,493	
	Friends	435	
	Events	2,341	
	Sales	3,876	
	Fines	1,963	
	Subs	937	
	Vending	1,430	
	Photocopy	1,328	
	Internet Hire	613	
	Reservations	635	
	Other miscellaneous	644	36,527
PAYMENTS	Utilities	3,578	
	Insurance	275	
	Consumables	1,382	
	Maintenance and decoration	4,363	
	Equipment	3,146	
	Stationery	391	
	Advertising and marketing	305	
	Goods for resale	318	
	Other miscellaneous	1,156	14,914
	Surplus for the year		21,613

Balance Sheet as at 31.3.2018

	£	£
Fixed Assets		0
Current Assets		
Debtors	0	
Cash at Bank	31,008	31,008
Total Assets		31,008
Represented by		
Funds on Incorporation		9395
Surplus for the Year		21613
Total Funds		31,008

Notes to the Accounts

The Accounts have been prepared on a Receipts and Payments or Cash basis. The suitability of the Receipts and Payments format will be monitored and reviewed in the future, but at the moment, simplicity in recording is deemed to be more important than any small increase in accuracy that accruals accounting would bring.

No allowance has been made for debtors or creditors and it can be confirmed that these are not distortive to the outturn.

A capitalisation limit of £1,000 has been applied and it can be confirmed that there are therefore, no fixed assets in the balance sheet or depreciation in the revenue account for 2017/18.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Newby and Scalby Library and Information Centre

**On accounts for the year
ended**

31 March 2018

**Charity no
(if any)**

1168661

Set out on pages

3, 4 and 5

(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 material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which 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:

Date:

12 April 2018

Name:

Peter Nixon

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

BA Hons Econ
Chartered Institute of Public Finance and Accountancy

Address:

8 West Park Road, Scalby, Scarborough YO13 0PX

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

Newby and Scalby Library and Information Centre

Registered Charity Number: 1168661

Trustees' Annual Report

November 2017 – September 2018

Clerk to the Trustees:

Lesley Newton
9, Newby Farm Road
Newby
YO12 6UJ

Tel: 01723 367003

Email: snltrustees@gmail.com

Names of Trustees

Isobel Nixon (Chair)
Lesley Newton (Secretary)
June Watson (Treasurer)
Patricia Whelan
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 2016 and governance is in accordance with its Constitution. The library was due for closure on 1 April 2017 and the building is owned by North Yorkshire County Council. It is leased to Newby and Scalby Library which expires in 2022.

The lease is a full repairing lease which means that, although no rent is payable, the Trustees are responsible for keeping the building in a good state of repair. The walls and roof continue to be the responsibility of NYCC.

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. It also requires that at every AGM of the members of the CIO, one third of the longest serving charity Trustees shall retire from office by rotation. Therefore, at this AGM, two Trustees will retire. They are eligible for re-appointment if they so wish.

The members or the Trustees may at any time decide to appoint a new charity trustee provided that no more than twelve Trustees are 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 and Privacy Statement

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 is 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, hand massage, scrabble club and a weekly 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 70 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. We have set up a club for Under Fives designed to encourage reading and use of the library.

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.

2017 - 2018 Achievements

After a very successful first year, we have continued to build both knowledge and skills. Our team of volunteers has remained steady and extremely reliable. They have willingly undertaken the additional required training and work effectively to maintain a pleasant environment and efficient service. We are pleased to report that we have a healthy number of volunteers but we continue to actively recruit and train newcomers.

A survey conducted amongst library users in December 2017 confirmed that an overwhelming majority of them felt the library had improved. The comments made very pleasing reading and were a tribute to the dedication and commitment of the volunteers to making our library the valuable resource for the community that it is.

Library attendance continues to be buoyant. We have worked hard to increase the number and range of events for all ages whilst recognising the importance of conserving both the energy and enthusiasm of volunteers and Trustees alike.

Christmas 2017 saw a whole week of events including a raffle, tombola, Christmas crafts and, of course, many mince pies. Then, to celebrate our first full year as a community library, we held a week of events in April. A special cake was baked, much bunting was festooned and the Mayor came to tea. The support for these events is very encouraging and the money raised is critical to our annual income. A very popular session during this week was the 'hand massage'. In fact, it went so well that we now offer it on a monthly basis. The two volunteers who do it donate all the funds to the library.

A particularly successful innovation in 2018 has been our Norman Bear Club. This is based on NYCC's existing 'Bookstart' programme. We obtained some funding from the Inspire Fund which allowed us to revamp the scheme and brand it as our very own club. Designed for children under five, every new member is allowed to choose their very own bear from a selection knitted by the Crafty Articles group. They have been very busy because the Bear Club now has over 100 members! They collect stickers each time they visit the library and borrow a book. Norman also invites them to special events such as his Teddy Bears' Picnic and Kathy Seabrook's music sessions.

The Friends of Newby and Scalby Library group has been well supported and most have opted to gift aid the tax so this is an important element of our fund raising. We are grateful that one of our volunteers has agreed to look after this particular aspect for the library.

We have continued to support community events to promote the library such as Scalby Fair and Rotary Fair. We have boosted our funds by dressing up to win prize money for the best dressed stall.

We continue to undertake routine maintenance jobs and improvements. This has been made possible by the money arising from our successful bid for lottery funding. A grant of £10,000 has enabled us to improve the lighting, put blinds up, improve flooring and purchase the furniture for our café area. (Sadly, some of it has also been used to improve security following a break-in in February; additional security lighting and CCTV have now been installed.) A screen has been installed in the library so that news and photos can be displayed to keep customers up to date with library events. We have also purchased a projector and a set of new folding seats so that we can more easily hold talks, presentations and training sessions within the library.

The Summer Reading Challenge for school aged children during the holidays was very successful and we once again exceeded our target registrations. This year's theme was Mischief Makers and to support this we organised several events including a cartoon art session, a magician, ghost story writing and a repeat visit from Love Science. All these events were extremely popular. They were offered free and were subsidised from library funds.

Last year, our future plans included the establishment of a garden at the back of the library. We took a decision that funding for this would be sought separately so that the project did not divert much needed cash from the library itself. Having approved a design, the project has been divided into three phases, each of which will be

developed as funding allows. Therefore, we were delighted to receive £5k from the JC Mein and CM Mein Charitable Will Trust specifically for the garden and the work on phase 1 will begin in October 2018.

Another pleasing development over the past months has been the establishment of a local area network of community libraries including More Than Books at Eastfield and Derwent Valley Bridge. We have met informally to discuss issues of mutual benefit to include fund raising opportunities, training and ideas for events. A decision was taken to meet on a quarterly basis. Other libraries have expressed an interest in joining the group, including Helmsley, Filey, Kirkbymoorside and Norton. It remains to be seen how this project develops but we believe it can only help to ensure a consistent and innovative approach within the library service.

Reserves Policy

The Charity maintained a prudent and cautious approach to budgeting in its first year and this has been continued.

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 once again, report a healthy cash position. It is the Trustees' future policy to maintain unrestricted reserves at a similar 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. In the current year restricted funds have been; the £10,000 lottery award, the £660 from the Inspire fund, £1000 from the Two Ridings Community Foundation and £5,000 from the JC and CM Mein Trust.

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

These continue to be at the forefront of our planning. Similarly, although we have made progress on the future plans, they have not changed. The speed and success of our achievements is dependent upon the capacity of our volunteers and the consistency of our funding. Therefore, for the future, we aim to:

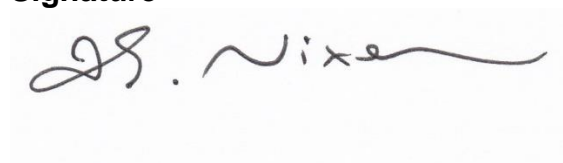
- Increase the use of the library building for the benefit of groups within the community
- Continue to encourage more regular visits both to and from local schools to establish closer links which will encourage reading and support the curriculum
- Expand our programme of cultural and educational events
- Complete the development of our garden project for the benefit of all library users

- Develop the Children's area of the library into an even more inviting and vibrant environment for children and parents
- 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 6 September 2018

**Newby and Scalby Library and Information Centre
Chairman's Statement
Accounts for the year ending 31 March 2018**

Introduction

Newby and Scalby Library was established as a Charitable Incorporated Organisation on 4 August 2016 and governance is in accordance with its Constitution. The library was due for closure on 1 April 2017 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.

On 1 April 2017 a balance of £9395 was brought forward from the Steering Group. The financial challenge facing the trustees in their first year of operation was that recurrent expenditure had been estimated and it was feared that it would exceed recurrent income from traditional sources ie sale of books, fines, computer use etc.

A huge effort was therefore made by volunteers, supporters and Trustees to diversify income sources, particularly in areas of grants, donations and fund raising events.

Results

The accounts show receipts of £36,527, payments of £14,914 leading to a surplus for the year of £21,613. This excellent result is reflected in the balance held at 31 March 2018 of £31,008.

Future

Looking forward, there is, of course, no ground for complacency but we have confidence in a much greater familiarity with, and understanding of, our operating environment.

Our financial objective will be to retain a secure balance in the bank whilst making a small surplus on the revenue account in the medium to long term.