



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2017		31	03	2018

## 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	Alison Britton	Chair		
2	Sheila Freeman	Vice-Chair		
3	Evelyn Lindqvist	Minutes secretary		
4	James Michael Stephens	Treasurer *	Until July 2017	
5	Alison Hopkins			
6	Natalie Lloyd-Evans			
7	David Olds		From 4 <sup>th</sup> May 2017	
8	Yvonne Sandison		From 4 <sup>th</sup> May 2017	
9	Irene Thomas			
10				
11				
12				
13				
14	*David Borer took over as Treasurer in October 2017 but did not become a trustee until 2018-2019			
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)	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:

- 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.

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

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

- 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)**

- 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 45) of volunteers from among the Friends of Halesworth Library. They contribute a great deal of time to the Library (approximately 180 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.

## Section D

## Achievements and performance

**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:**

The main part of the money raised by "The Friends" has been spent this year on the complete refurbishment of the junior library in July 2017.

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).

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 raffle: two quiz nights. The Friends agreed to the purchase of Readyspex and Halesworth Library pens – investing to raise money. Both have proved popular.
- **Educational and informative events:** Kinetic Adventure Sensory dome activities for children. Storyteller at the Junior Library opening. Launch of book written by one of the librarians and published by Walker Books. Launch of book written by one of the Friends Trustees. Supporting the Summer Reading Challenge.
- **Recreational events:** Murder Mystery event. Board Games afternoons.

Purchase of gazebo and advertising banners to support us at external fund raising and recruitment events..

## Section E

## Financial review

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

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

**Details of any funds materially in deficit**

N/A

**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 2017-2018)

#### 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

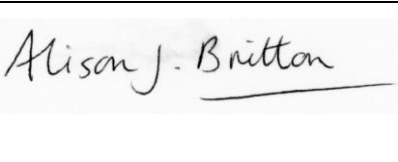

## Other optional information

## 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)	
	Position (eg Secretary, Chair, etc)	
	Alison Jean Britton	Sheila Constance Freeman
	Chair	Vice-Chair
Date	25 <sup>th</sup> January 2019	

# Friends of Halesworth County Library

Registered Charity Number 1153765

## Summary of Account for the year 1/4/2017 to 31/3/2018

### Payments

Petty cash	£	2,374.31
Advertising	£	38.40
HBC subscription	£	12.00
Repairs & Fabric	£	11,118.63
Kinetic Adventure	£	500.00
Miscellaneous	£	280.01
Readyspex	£	804.84
Pens	£	146.96
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Total payments	£	15,275.15

### Receipts

Donations	£	10,778.21
Craft commission	£	793.25
Bags	£	39.00
Beverages	£	106.00
Bookmarks	£	8.00
Glasses	£	477.75
Pens	£	67.50
Maps	£	17.97
Quizes	£	24.00
Donated items	£	895.81
Lessons	£	860.00
Artists commission	£	42.59
Artists display	£	260.00
Fundraising	£	2,752.87
Adverts	£	17.50
Poster display	£	210.00
Kinetic Adventure refund	£	100.00
Savings account interest	£	2.97
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Total receipts	£	17,453.42
Plus opening balance	£	20,594.83
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	£	38,048.25
Less payments	£	15,275.15
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Closing balance	£	22,773.10
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