



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2018		Day 31	Month March	Year 2019

### Section A

### Reference and administration details

Charity name

Newby and Scalby Library and Information Centre

Other names charity is known by

Registered charity number (if any)

1168661

Charity's principal address

450 Scalby Road

Scarborough

Postcode

YO12 6EE

### 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	I Nixon	Chair		
2	L Newton	Secretary		
3	J Watson	Treasurer		
4	P Gardner			
5	P Whelan			
6	J Woodroffe			
7				
8				
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17				
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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
Independent Examiner	P Nixon	8 West Park Rd., Scalby YO13 0PX
Bank	Santander	Scarborough

## 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
Trustee selection methods (eg. appointed by, elected by)	<p>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.</p> <p>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.</p> <p>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.</p>

## 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.

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.

The Trustees also work within the requirements of the Service Level Agreement which exists with North Yorkshire County Council as the basis of the Library's operation. These requirements include training for volunteers and acceptance of NYCC policies.

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.

Further precautions are undertaken with regard to buildings:

- 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

## Section C

## Objectives and activities

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

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

### 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 objects are met in the following ways:

- 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.

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 and Support for Carers. We have set up a club for Under Fives to encourage and use of the library.

## 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.

The library operation is run entirely by volunteers including cleaning the library and some maintenance. A team of approximately 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.

In addition to work within the library itself, a further team of volunteers undertakes the delivery of books and resources to up to 70 users who are housebound or in care homes.

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

## Section D

## Achievements and performance

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

We are pleased to report another very successful year in which we have continued to build both knowledge and skills. Our team of volunteers has remained steady and extremely reliable. They continue to work effectively to maintain a pleasant environment and efficient service. They form a very happy team and we constantly receive compliments from the public about the kindness and patience of the volunteers. Volunteer numbers have held up well though we continue to actively recruit and train newcomers.

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. We are particularly pleased to say that links with local schools have improved significantly with the support of our Outreach Librarian.

After undertaking a customer survey, we changed the day of our weekly story time and also invested in more resources for this group to include story sacks and a range of large books. A new team of storytellers led by one of the Trustees has worked well and attendance has increased significantly. This has been in conjunction with our Norman Bear Club, a particularly successful innovation in 2018, which has continued to thrive. The establishment of a database of members has meant that we can circulate information about suitable events more easily and so events are now very well attended.

The Crafty Articles group who meet every Wednesday is one of our most successful regular events. Many who attend live alone, are elderly or disabled and enjoy the camaraderie and banter of the group. In turn, its members support the library as well as a range of other charities. For example, a huge effort was made to knit and crochet thousands of poppies which were used to garland a local village as part of their Remembrance Day commemoration of the centenary of the end of the First World War. In addition, we have continued to support community events to promote the library such as Scalby Fair and Rotary Fair.

The Friends of Newby and Scalby Library group is now in its second year and has been well supported. 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 continue to host both a Reading Group and Scarborough's Writers' Circle who meet on a monthly basis as well as other, ad hoc events of a literary nature during the year. Displays of books and resources are changed regularly in response to anniversaries and events such as National Poetry Day or The Tour de Yorkshire.

The Summer Reading Challenge for children during the holidays was very successful in 2018 and we once again exceeded our target registrations. The theme was Mischief Makers and to support this we organised several events. In 2019, the theme is Space Chase and we have organised even more events for children this year. These include movement and music for toddlers, Zoo Lab events, Science activities, a cartoon art session and creative writing. All these events were extremely popular. They are offered free and are subsidised from library funds.

A long nurtured plan to establish a garden at the back of the library is now at the point of conclusion. Having taken a decision that funding for

## Section D

## Achievements and performance

this would be sought separately so that the project did not divert much needed cash from the library itself we were delighted to receive £5k from the JC Mein and CM Mein Charitable Will Trust specifically for the garden and with it we completed phase 1 in October 2018 which provided us with a large patio area. Since then we successfully campaigned for lottery funds from The Community Fund which has provided us with £19,800. We also gained support from the NYCC Inspire Fund which provided money for our publicity campaign to garner sufficient votes in the ITV Calendar North area to be one of the top three charities in the region. In particular, the process of publicising the vote and the garden had a remarkable effect on everyone, volunteers and public alike as they took the project to heart. Work on the final garden design began in May 2019

The establishment of a local area network of community libraries including More Than Books at Eastfield and Derwent Valley Bridge has continued to meet 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. During the year, other libraries have joined the group, including Helmsley, Kirkbymoorside and Norton Hive.

## Section E

## Financial review

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

The Charity has maintained a prudent and cautious approach to budgeting.

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.

## 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.

Under the terms of the Service Level Agreement with NYCC, the County provides the stock and IT equipment but otherwise, the library operation is self-funding. Our main source of income is from fines, reservations and subscriptions. The sale of donated second-hand books is another important source of funds. Many local groups contribute sums through the year for which we are very grateful. Thereafter, fund raising activities are key.

For two years we have also received amounts from Burniston, Cloughton, Hackness and Staintondale Parish Councils which has been enormously helpful in covering recurrent expenditure such as the cost of utilities. The combined total contribution in 2017/18 was £2000. It was a disappointment therefore, to see those funds reduced by two of the Parish Councils in the current year. The reduction in recurrent funds is not easily recouped from other sources.

As indicated above, considerable time and effort is put in to sourcing larger amounts where we need to fund major improvements and we have been quite successful in doing so. In the current year restricted funds have been; £10,000 lottery award, £980 from the Inspire fund, £5,000 from the JC and CM Mein Trust, £1000 from the Two Ridings Fund, £1000 from York AG Society and £2000 from the Brunton Charity (the latter two amounts will contribute to the cost of the new garage.)

## Section F

## Other optional information

### Future Plans

The Trustees' main objectives continue to be to maintain:

- 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
- An ongoing problem for the library is lack of storage, particularly in view of the increasing number of events and displays which we undertake. We also have an increasing stock of second hand books which provide a major income source for us. Therefore, future plans include the building of a garage which will be used for storing equipment and resources.

## Section G Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Isobel Emmeline Nixon	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	15 June 2019	



## Newby and Scalby Library and Information Centre

### Receipts and Payments Account 1 April 2018 to 31 March 2019

		£	
<b>RECEIPTS</b>	Grants	17,185	
	Donations	1,514	
	Friends	735	
	Events	4,246	
	Sales	4,710	
	Fines	2,258	
	Subs	1,118	
	Vending	1,735	
	Photocopy	1,474	
	Internet Hire	156	
	Reservations	929	
	Other miscellaneous	1,140	
	Lottery Income	10,000	<b>47,200</b>
<b>PAYMENTS</b>	Utilities	3,990	
	Insurance	681	
	Consumables	641	
	Maintenance and decoration	11,446	
	Equipment	3,366	
	Stationery	1347	
	Advertising and marketing	651	
	Goods for resale	512	
	Cash float	290	
	Volunteer expenses	541	
	Other miscellaneous	658	
	Event expenses	2,510	
	Lottery expenses	10,276	<b>36,909</b>
	<b>Surplus for the year</b>		<b>10,291</b>

### **Balance Sheet as at 31.3.2019**

	<b>£</b>	<b>£</b>
Fixed Assets		0
Current Assets		
Debtors	0	
Cash at Bank	41,339	41,339
Total Assets		<b>41,339</b>
Represented by		
Funds brought forward at 01/04/2018		31,048
Surplus for the Year		10,291
Total Funds		<b>41,339</b>

### **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 2018/19.



**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 2019

**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 May 2019

**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