

Burbage Community Library Income and Expenditure 2018-2019



Chair of Burbage Community Library P. Walcott

Prepared by - Treasurer Shuttlase

Signed off by [Signature]

Date 16/9/19

Date 11-4-19

Date 16-9-19

Burbage Community Library Income and Expenditure 2018-2019

Balance to 17/18 Accounts

Bank account at 31/3/18	£10,268.77
Unpaid cheques for 17-18	£36.65
Income for 17/18 paid into bank 18/19	£147.82
Balance to accounts 17/18	£10,379.94

Burbage Community Library Income and Expenditure 2018-2019

APRIL **2018**

Opening Balance 31/03/2018 £10,379.94

<u>Non Day to Day Income</u>	LCC Grant	£1,043.50
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<u>Day to Day Income</u>		
Book Related		£68.06
Card sales		
Craft		£0.50
Jigsaw		£2.00
Farmers Market		
Copying		£14.70
Memory Sticks		
Room Hire		
Donation		£11.54
Coffee etc		£16.50
100 Club		£8.00
Cash Balance		3.13
Cash Income		£124.43
less cash paid out		£47.14
Cash Paid Into Bank		£77.29
Income for 18/19		£1,167.93

<u>Expenditure</u>		
03/04	1/5	dd Hiscox £101.74
		dd British Gas £659.85
		c/n 46 LCC waste £5.41
		cash Milk £0.64
		cash 100 Club pay out for May £46.50
		c/n 45 Proudcastle alarm & fire £762.00
		£1,576.14

Closing Balance 01/05/2018 **£9,971.73**

Burbage Community Library Income and Expenditure 2018-2019

MAY

2018

Opening Balance

28/04/2018

£9,971.73

Non Day to Day income

Day to Day Income

Book Related	£53.31
Card sales	£0.00
Craft	£2.00
Jigsaw	£0.00
Farmers Market	£0.00
copying	£14.35
Memory Sticks	£0.00
Room Hire	£0.00
Donation	£3.50
Coffee etc	£14.50
100 Club	£8.00
Cash Balance	-£0.46

Cash Income £95.20

Less Cash Paid out £50.15

Cash Paid into Bank £45.05

Income for 18/19 £95.20

Expenditure

01-Jun dd	Hiscox	£52.40
Cash	Milk	3.15
Cash	100 Club pay out June	£47.00

£102.55

Closing Balance

01/06/2018

£9,964.38

Burbage Community Library Income and Expenditure 2018-2019

JUNE 2018

Opening Balance

01/06/2018

£9,964.38

<u>Non day to Day Income</u>		
DC	Leics CC	£1,043.50
Cash	Carnival Income	£88.25

<u>Day to day Income</u>		
Book Related		£54.52
Card sales		
Craft		£1.20
Jigsaw		£1.00
Farmers Market		
Copying		£3.50
Memory Sticks		
Room Hire		
Donation		£7.08
Coffee etc		£19.50
100 Club		£30.00
Cash balance		£1.50
Cash Income		£118.30
Total cash received inc Carnival		£206.55
Less Cash Paid Out		£51.98
Paid Into Bank		£154.57
Income for 18/19		£1,250.05

<u>Expenditure</u>		
08-Jun DD	British Gas	£5.51
Cash Misc		£2.48
Cash 100Club Pay out for July		£49.50
05-Jun c/n 48	Chubb	£37.80
Expenditure		£95.29



04-Jun Cash Milk £1.78
25-Jun Cash Tape Stat £0.70

Closing Balance

28/06/2017

£11,119.14

Burbage Community Library Income and Expenditure 2018-2019

JULY

2018

Opening Balance

28/06/2018

£11,119.14

Non day to Day Income

Day To day Income

Book Related	£88.97
Card sales	£0.00
Craft	£1.50
Jigsaw	£0.00
Farmers Market	£0.00
Copying	£23.55
Memory sticks	£0.00
Room Hire	£0.00
Donation	£19.65 inc. Wiggly Readers £16.98
Coffee etc	£10.10
100 Club	£6.00
Cash Balance	£1.08

Cash income

£150.85

Less Cash paid out

£57.76

Paid into Bank

£93.09

Expenditure

02/07 & 1/	DD	Hiscox	£104.56
17-Jul	DD	British Gas	£199.89
09-Jul	Cash	Milk/Coffee/Blu Tak	£8.26
	Cash	100Club Pay out for August	£49.50
01-Aug c/n 49		3 Rings IT	£140.00
Outgoings			£502.21

Closing Balance

01/08/2018

£10,767.78

Burbage Community Library Income and Expenditure 2018-2019

AUGUST

2018

£10,767.78

Opening Balance

01/08/2018

on day to Day Income

Day to Day Income

£69.67

Book Related

Card sales

£6.50

Craft

£1.00

Jigsaw

£40.00

Farmers Market

£11.00

Copying

Memory sticks

Room Hire

£10.60

Donation

£6.62

Coffee etc

100 Club

£9.92

Cash Balance

£155.31

Cash Income

Less Cash Paid Out

£49.50

Paid into bank

£105.81

Expenditure

26-Jul 100Club Pay out for September

£49.50

14-May c/n 50

Proudcastle

£108.00

c/n 47

J Gore

W Readers

£158.95

£316.45

Closing Balance

01/09/2018

£10,606.64

Burbage Community Library Income and Expenditure 2018-2019

SEPTEMBER 2018

Opening Balance 01/09/2018 £10,606.64

<u>Non Day to Day Income</u>	27-Sep DC	LCC	£1,043.50
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<u>Day To Day Income</u>			
Book Related			£65.03
Card sales			£0.00
Craft			£7.00
Jigsaw			£0.00
Farmers Market			£0.00
Copying			£9.25
Memory sticks			£0.00
Room Hire			£0.00
Donation			£2.53
Coffee etc			£6.50
100 Club			£3.00
Cash Balance			£0.00
	Cash Income		£93.31
	less Cash Paid Out		£50.00
	Paid in		£43.31
	Total Income		£1,136.81

<u>Expenditure</u>				
01/09 & 1/10	DD	Hiscox		£104.56
04-Jun	DD	British Gas		£312.82
26-Aug	c/n 51	LCC Security		£26.40
14-Sep	c/n 52	100Club License		£20.00
		100Club Pay out for October		£50.00
				£513.78

Closing Balance 29/09/2018 £11,229.67

Burbage Community Library Income and Expenditure 2018-2019

OCTOBER

2018

Opening Balance 29/09/2018 £11,229.67

Non Day To Day Income		
Cash	Prize Draw	£125.00

Day To Day Income		
	Book Related	£63.70
	Card sales	
	Craft	£7.50
	Jigsaw	£0.50
	Farmers Market	
	Copying	£13.75
	Memory tickets	
	Room Hire	
	Donation	£3.48
	Coffee etc	£3.50
	100 Club	£64.00
	Cash Balance	£1.25
	Day to day Income	£156.43
	Total cash income	£282.68
	Less Cash Paid Out	£59.70
	Cash Carried into Novem	£222.98
	Direct to Bank	£24.00

60 £24.00

Expenditure		
18 Oct DD	Hiscox	£52.28
10 Oct DD	British Gas	£104.42
c/n 54	LCC Security	£132.00
Cash	Misc	£8.70
01-Nov Cash	100Club Pay out for Nov	£51.00
17-Oct c/n 53	R Harbour trees	£300.00
29-Oct c/n 55	Wriggly Readers	£171.48
	Expenditure	£819.88

Closing Balance 01/11/2018 £10,493.49

Burbage Community Library Income and Expenditure 2018-2019

NOVEMBER 2018

Opening Balance 01/11/2018 £10,493.49

Non Day To Day Income

Christmas Fayre £1,019.01
Prize Draw £1,049.00

Day To day Income

Book Related £50.62
Card sales £0.00
Craft £3.90
Jigsaw £13.00
Farmers Market £0.00
Copying £3.00
Memory sticks £0.00
Room Hire £0.00
Donation £206.15
Coffee etc £9.50
100 Club £432.00
Cash Balance -£2.01

Day To Day income £715.76

Cash b/f from October

£222.98

Total Cash Income for November inc Non day to Day

£2,783.77

Less Cash Paid Out

£51.00

Cash in November

£2,955.75

Paid Into bank 19/11

£1,128.00

Cash C/F

£1,827.75

Direct to bank see N 24

£60.00

Into Bank
£60.00

Expenditure

100 Club Pay out for December £51.00

Closing Balance 01/12/2018 £11,681.49

Burbage Community Library Income and Expenditure 2018-2019

DECEMBER 2018

Opening Balance 01/12/2018 £11,681.49

Non Day To day Income		
DC	Burbage Land Charity	£200.00
	Cash	£228.00

Day to Day Income	
Book Related	£51.87
Card sales	£0.00
Craft	£15.00
Hesaw	£1.50
Farmers Market	£0.00
Copying	£4.00
Memory sticks	£0.00
AGORA Hubs	£00.00
Donation	£6.60
Coffee etc	£11.50
100 CLUB	£144.00
Cash Balance	£0.00
Total day to day income	

Bank	Cash	Cash	Cash
£160.00	£48.00	£72.00	£24.00

Cash B/F from November	£1,827.75
Total Cash Income for December	£1,004.37
Cash expenditure	£46.13
Cash Paid into Bank 3/12	£1,827.75
Cash Paid into bank 18/12	£698.52
Cash c/f to January	£259.72
Direct to bank	£160.00

EXPENDITURE		
03-Dec DD	Hiscox	£52.28
21-Dec DD	British Gas	£73.20
17-Dec cash	Milk & T Rolls	£3.13
31-Dec Cash	100 Club Draw for Janu	£43.00
15-Nov c/n 56	Elite Printing	£193.20
30-Nov c/n 57	Flowers for Judy	£24.50
05-Dec c/n 58	Wine for volunteers	£39.78
Total expenditure		£429.09

Closing Balance

29/12/2018 £13,984.80

Burbage Community Library Income and Expenditure 2018-2018

January 2019

Opening Balance 29/12/2018 £13,984.80

Non Day to Day Income	07/01/2019 dc	Leics CC	£1,043.50
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Day to Day Income	Book Related	£36.84
	Card sales	£0.00
	Craft	£14.00
	Jigsaw	£0.00
	Farmers Market	£0.00
	Copying	£12.10
	Memory sticks	£0.00
	Room Hire	£0.00
	Donation	£8.80
	Coffee etc	£5.50
	100 Club	£22.00
	Cash Balance	£3.25
	Total Day to Day income	£102.49
	Cash B/f from Dec	£259.72
	Less Cash Paid Out Out	£44.50
	Cash banked	£317.71
	Direct to bank	£115.00

Bank 115 Cash £22.00

Expenditure	02/01 & 1/2 DD	Miscos	£104.56
	25-Jan DD	British gas	£151.35
	10-Jan c/n 61 void	Sketchley Hill re W/Reader	£0.00
	Cash	100Club Pay out for February	£44.50
	24-Jan c/n 59	Phil, Door Keys	£36.50
	10-Jan c/n 60	Xmas Fayre expenses	£299.74
	24-Jan c/n 62	Spot on Website	£240.00
			£876.65

Closing Balance 01/02/2019 £14,628.86

Burbage Community Library Income and Expenditure 2018-2019

FEBRUARY

Opening Balance

31/01/2019

£14,628.86

Non Day to Day Income

Amazon Direct to Bank

£6.84

Day to Day Income

Book Related	£33.99
Card sales	£3.50
Craft	£2.00
Jigsaw	£0.00
Farmers Market	£0.00
Copying	£9.75
Memory sticks	£0.00
Room Hire	£20.00
Donation	£12.70
Coffee etc	£6.50
100 Club	£22.00
Cash Balance	£9.50

Total Day to Day Income

£119.94

Less Cash paid out

£50.64

Paid in to Bank

£69.30

Direct to bank or 100 club

£4.00

Expenditure

Hiscox	£52.28
Cash Cleaning Materials & Milk	£5.64
04-Feb 100Club Pay out for March	£45.00

£102.92

Bank

Cash

Cash

4

£12.00

£10.00

Closing Balance

28/02/2019

£14,656.72

Burbage Community Library Income and Expenditure 2018-2019

MARCH

2019

28/02/2019

£14,656.72

Opening Balance

Non Day to Day Income

22-Mar LCC

£806.00

NB for 19-20

Day to Day Income

Book Related

£51.79

Card sales

£0.75

Craft

£0.00

Jigsaw

£8.00

Farmers Market

£0.00

Copying

£19.45

Memory sticks

£0.00

Room Hire

£0.25

Donation

£5.00

Coffee etc

£0.00

100 Club

-£0.10

Cash Balance

£85.14

Total day to day Income

£45.00

Less Cash Paid Out

£40.14

Banked

£4.00

Direct to bank

Bank

4

Expenditure

DD

Hiscox

£52.28

DD

British gas

5.51

Cash

100Club Pay out for April

£45.00

DD

Website

£24.00

Total Expenditure

£126.79

Closing Balance

31/03/2019

£15,425.07

Year End Bank

£15,425.07

Burbage Community Library Income and Expenditure 2018-2019

Year 18-19 Total

<u>Opening Balance</u>	31/03/2018	£10,379.94		
<u>Income</u>				
	LCC Support Grant	£4,980.00		
	Amazon	£6.84		
	LCC Other	£0.00		
	Other Grants	£200.00		
	Carnival/Events	£2,831.26		
		£8,018.10		
	Book related	£688.37		
	Card sales	£4.25		
	Craft	£60.70		
	Jigsaw	£27.00		
	Farmers Market	£40.00		
	Copying	£138.90		
	Memory sticks	£0.00		
	Room Hire	£40.00		
	Donation	£292.88		
	Coffee etc	£115.22		
	100 Club	£739.00	Plus Direct to bank	£367 £1 106
	Cash Balance	£26.46		
		£2,539.78		
	Income for 18/19	£10,557.88		
<u>Expenditure</u>				
	Hiscox Insurance	£676.94		
	British Gas Utilities	£1,512.55		
	LCC Services	£163.81		
	Petty Cash Expenses	£32.00		
	100 Club Pay Out	£591.50		
	Major Building Work	£0.00		
	Maintenance	£1,244.30		
	Event Expenses	£887.65		
	IT Costs/Licenses	£404.00		
		£5,512.75		
Year End Bank	31/03/2019	£15,425.07		
	Paid out in 18-19 for 19*20	£45.00		
	Remove Credit	£806.00		
Closing Balance		£14,664.07		

Income

22-Mar LCC

LCC Support Grant
LCC Capital Grant
Amazon
Other Grants
Carnival/Events

April

1043.5

May

June

1043.5

July

August

September

1043.5

October

November

December

January

February

March

Year

10379.94

4980

0

0

6.84

200

2831.26

806

8

51.79

0.75

2

33.99

3.5

14

12.1

9.75

19.45

40

27

60.7

4.25

688.37

Book Related
Card sales
Craft

68.06

53.31

54.52

88.97

69.67

65.03

63.7

50.62

51.87

36.84

33.99

51.79

8018.1

0

0

6.84

200

2831.26

8

51.79

0.75

2

33.99

3.5

14

12.1

9.75

19.45

40

27

60.7

4.25

688.37

0

0

6.84

200

2831.26

8

51.79

0.75

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33.99

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12.1

9.75

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688.37

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6.84

200

2831.26

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51.79

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33.99

3.5

14

12.1

9.75

19.45

40

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60.7

4.25

688.37

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6.84

200

2831.26

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51.79

0.75

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33.99

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9.75

19.45

40

27

60.7

4.25

688.37

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6.84

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2831.26

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51.79

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33.99

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12.1

9.75

19.45

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27

60.7

4.25

688.37

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6.84

200

2831.26

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51.79

0.75

2

33.99

3.5

14

12.1

9.75

19.45

40

27

60.7

4.25

688.37

0

0

6.84

200

2831.26

8

51.79

0.75

2

33.99

3.5

14

12.1

9.75

19.45

40

27

60.7

4.25

688.37

0

0

6.84

200

2831.26

8

51.79

0.75

2

33.99

3.5

14

12.1

9.75

19.45

40

27

60.7

4.25

688.37

0

0

6.84

200

2831.26

8

51.79

0.75

2

33.99

3.5

14

12.1

9.75

19.45

40

27

60.7

4.25

688.37

0

0

6.84

200

2831.26

8

51.79

0.75

2

33.99

3.5

14

12.1

9.75

19.45

40

27

60.7

4.25

688

Burbage Community Library Income and Expenditure 2018-2019

Year End Bank	£15,425.07
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Income in 19-20 banked in 18-19	£806.00
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Balance to "year end"	£14,619.07
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100 Club pay out for April in March	£45.00
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Carries forward to 2019-120	£14,664.07
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Burbage Community Library Income and Expenditure 2018-2019

Financial update Year 2018/19



Opening balance 1/4/18		<u>£10,379.94</u>	141%	Year 17/18 <u>£4,311.42</u>
Income	LCC Support	£4,174.00	-19%	£5,124.00
	Amazon	£6.84		£6,629.30 Other LCC Grants
	Other Grants	£200.00	-64%	£550.00
	Carnival/ Events	£2,831.26	56%	£1,816.09
Day to Day				
	Book related	£688.37	7%	£642.18
	Card sales	£4.25		
	Craft	£60.70	-71%	£212.25
	Jigsaw	£27.00	-56%	£61.75
	Farmers Market	£40.00	1%	£39.50
	Copying	£138.90	-3%	£142.94
	Memory sticks	£0.00	-100%	£11.50
	Room Hire	£40.00	-62%	£105.00
	Donation	£292.88	140%	£122.06
	Coffee etc	£115.22	-51%	£237.53
	100 Club	£1,106.00	0%	£1,108.00
	Cash Balance	£26.46	-31%	£38.44
	Sub Total	£2,539.78	-7%	£2,721.15
		<u>£9,751.88</u>	-42%	<u>£16,840.54</u>
Expenditure	Hiscox Insurance	£676.94	9%	618.26
	British Gas Utilities	£1,512.55	83%	826.47
	LCC Services	£163.81	20%	136.59
	Petty Cash Expenses	£32.00	39%	23.01
	100Club Pay Out	£546.50	5%	522
	MajorBuilding Work	£0.00	-100%	6987.23
	Maintenance	£1,244.30	20%	1033.2
	Event Expenses	£887.65	87%	475.67
	IT Costs/Licenses	£404.00	170%	149.59
		<u>£5,467.75</u>	-49%	<u>£10,772.02</u>
Opening balance 31/3/19		<u>£14,664.07</u>	41%	£10,379.94



... more than just books

Annual Review May 2018 to May 2019

1) Executive Summary

We are continuing to build on the success of our first few years. The Library usually runs quite smoothly and our regular volunteers are getting very competent in their tasks.

The smooth running of the Library, and fund-raising events, may well be disturbed by the resignation and change in employment status of our event coordinator and fundraiser. Problems with key personnel seem to be a continuing feature in the running of our library.

The “Three Rings” system continues to be most useful. Most shifts are fully staffed and the remaining staffed with at least two volunteers. We are continuing to have people joining as new volunteers which is very heartening.

Since taking over the Library, the structure of the building has been greatly improved. We are now gaining benefits from the improved energy efficiency of the building.

Our special events are well-attended, especially the Christmas Fayre.

Our Treasurer maintains that we require about £6000 annual income to keep the Library open. We continue to hope that it is within our ability to raise this.

2) Library performance

Our total book issues show a yearly increase of 2% for adults but a yearly decrease of 1% for juniors. The total issues for all age groups increased from 11,217 for June 2017 – May 2018 to 11,288 for June 2018 – May 2019.

The Summer Reading Challenge, themed ‘Space Chase’, saw 184 starters, down slightly from 192 last year.

Wiggly Readers is continuing on Thursday mornings and the attendance at this has dropped a little since the local play group were unable to send children to attend – they had staffing issues, but still attracts upwards of 5 toddlers plus their keepers.

Throughout the year we have had three children help out as part of the Duke of Edinburgh award scheme. We also have had two children helping out as part of their school’s work experience program. Every Thursday, a young man on the autistic spectrum has been educated by an experienced teacher

Our Christmas Fayre was again very successful; the library was packed all evening; everybody had a good time and we raised around £2,300 to swell the library coffers.

On 25th March our volunteers arranged a popular Children’s Spring Craft Morning.

In May, for the first time since it opened, Burbage Community Library hosted a Burbage Community Arts Festival event, “Traveller’s Tales - around the world in 80 days”, billed as “A

travel talk with a literary twist!!! by Sue Ablett". We understand that this was well-attended and the Festival organisers were very happy with our venue.

Also in May, we were eagerly anticipating the launch of our new website.

We entertained 5796 visitors from June 2018 to May 2019. This is substantially down from the previous year's total of 7186 visitors, but similar to the figure for June 2016 to May 2017.

The dispute with our neighbour regarding overhanging branches from trees on our grounds seems to have been resolved as it appears that our neighbour has employed a tree surgeon to cut back the offending branches.

We continue to receive many verbal expressions of gratitude that the Library is still carrying on.

There have been no recorded public/volunteer accidents.

At the time of the last Annual Review we had 56 volunteers signed onto the "three Rings" system. We now have 47 following the removal of some inactive volunteers by Carole Kemp, our Volunteer Coordinator.

We no longer continue to be the hub for "Action for health Burbage" set up by a local Doctor, as she is now in full-time employment and unable to maintain the hub.

Burbage Parish Council help the Library in several ways including mowing our lawns and collecting green waste from our grounds maintenance.

3) Financial performance

Our Yearly accounts are still with the Auditor. They will be forwarded as soon as they are returned.

Apart from a small grant for play equipment for Wriggly Readers we have received no external grants this year.

Funding summary included in audit

We have no investment plans at present.

The library is staffed by volunteers.

4) Progress update on current plans

We continue to build on the success of the previous year.

I was decided that we would not sufficient return on the expenditure to alter the rear offices to an internet café and link it directly to the library. We do however wish to insert a personnel door between the main library and the back office, to facilitate moving books, chairs and tables back and forth.

Our 100 CLUB now has 90 members and generates a very useful income for the Library.

Fines for late return of books continue to provide a steady income.

Coffee, fruit juice and biscuit sales are steady.

Crafts sales being miniscule, and with library space at a premium, we have sadly decided to cease selling them. It is disappointing, as it was very kind of people to donate them.

Jigsaw sales have slumped and make little money. A few are still available in the second-hand book area.

Renting space in the library has improved. We had a very nice regular booking from a lady operating a "Music with Mummy" franchise, but she is now with child and is going to operate from home to avoid lugging equipment about. A local craft club temporarily re-located to the library whilst the Millennium Hall was being refurbished, but this is now finished. Hinckley & Burbage Branch Labour Party do still occasionally hire the library, but only a few times a year. Nevertheless, it does seem like our availability is better known and we are hopeful for the future.

Second-hand book sales still generate a fair income but take up a lot of space. A dedicated second-hand bookshop would be ideal, but the creation of one is unlikely, at least in the short-term.

Little has been done yet to get local businesses to sponsor the library in return for advertising space, but they were very supportive indeed of our Christmas Prize Draw raffle.

Our deliberations concerning buying or commissioning an interactive donation bin have been shelved owing to the high cost of such an item.

5) Future plans for development.

We will continue to provide a complete library service to all residents of Burbage and the surrounding areas and find new ways to encourage residents into the library.

We will continue to carry on with all our existing activities that generate income and we will try to promote the library as a place to bring local groups together.

We will also try to get local businesses to sponsor the library in return for advertising space.

We are going to host an 'Afternoon Tea at Burbage Library' event to test the demand.

6) Risk Management

All tests required within the risk log are carried out at their correct time

Should the library suffer a power cut or LCC computers go down we would be able to operate via a paper system until things return to normal.

The insurance is up to date.

The committee consists of 7 trustees at the next AGM 3 of these will retire and replacements voted in. One of our trustees is a Parish Councillors, giving us reasonable access to the Parish Council.

7) LCC Support

We are continuing to stay with LCC's computer systems.

The CML support officer Mandy Sohanpal has been very helpful and is always ready to offer assistance and guidance when asked.

The operational support services (hub) will always answer the queries we ask or put us in touch with someone who can. The delivery service is good and the staff very thoughtful and helpful.

BCL has moved away from using LCC contracts for hard FM and set up arrangements directly with the same companies, although some difficulties have still to be resolved, this is the maintenance of the automatic door. We have moved the intruder alarm contract to the provider of the fire alarm maintenance as they gave a discount for both services.

There have been no issues with in-kind services in the past year.

8) Volunteers

The gender make-up of our volunteers is 85 % female and 15 % male

We did not ask for the ethnicity of our volunteers

We do not have any volunteers with disabilities

We have no statistics for the age profile of our volunteers.

We feel that the support we receive from the Hub and Mandy is very good and at present cannot think of any additional training requirements.

Of some concern, two of our Volunteers and Management Team have resigned or entered full time employment. These two were active in fundraising and will be missed. This could well cause some problems in the coming year. It is noted that this issue seems to be a recurring problem.

9) Property Lease

For the financial year 2019-2020 with the grant funding from LCC and the savings we will from having an energy efficient building we can meet all expenditure to maintain the property.

The Building Manual/Log is up to date

All statutory testing certification and surveys are up to date

We don't seem to have a service level agreement for the services we are asking LCC to provide such as waste collection, hygiene collection and security.