



Trustees' Annual Report for the period

		Period start date				Period end date	
From	1	10	2018	To	30	9	2019

Section A

Reference and administration details

Charity name

Friends of Rock Road Library

Other names charity is known by

Registered charity number (if any) 1166498

Charity's principal address

Rock Road Library

69 Rock Road

Cambridge

Postcode

CB1 7UG

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	Peter Axe	Deputy Chair		
2	Sophie Barrell		1 October to 6 December 2018	
3	James Berry	Treasurer		
4	Nigel Blackmore	Membership Officer		
5	Stephanie Boyd			
6	Peter Chamberlain		7 December 2018 to 30 September 2019	
7	Alec Dyson	Chair		
8	Munazzah Naem	Publicity, Social Media and Press Liaison Officer		
9	Brenda Purkiss			
10	Jill Trend	Meeting Secretary		

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
Banker	Lloyds Bank	76-80 Cherry Hinton Road, Cambridge, CB1 7UH
Independent examiner	Adrian Burns	79 Hills Avenue, Cambridge CB1 7UZ

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)	Trustees are appointed by the Board of Trustees and this is confirmed at the next Annual General Meeting

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.

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

The object of the charity is the advancement of education for the public benefit in the area served by Rock Road Library, in particular but not exclusively by:

- supporting and promoting library services;
- facilitating educational, cultural and community courses, events and exhibitions in both the library and its garden;
- fostering links to educational, cultural and community organisations.

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 trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The benefits to the public are:

- The availability of a local library which is well cared for and partly staffed by volunteers, and which without financial and practical support from the Friends of Rock Road Library might have been closed by now.
- An attractive community garden in an area without much public open space, which is safe and secure and particularly valued by families and children.
- The provision of a community room and kitchen, which is an ideal space for courses, events and exhibitions.

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.

Summary of the main achievements of the charity during the year

This was yet another busy, productive and enjoyable year for the Friends of Rock Road Library.

Our membership reached a record 198 members during the year. All members pay a £10 annual subscription, although many more make an additional donation.

The project to improve the library frontage and front garden was practically completed during the year, with most of the work being done by volunteers and using Friends funds and donations. The work included renovating the shabby front doors, replacing the windows (funded by the County Council), installing a bench, replacing the information signs, moving the bicycle racks, making a shelter for the wheelie bins, painting the railings, enlarging the garden and a great deal of colourful planting.

Glenn Dakin was our Writer-in-Residence during the year, holding monthly drop-in sessions to advise and discuss any writing projects and visitors with library visitors. We held a Writing Competition with the challenge to compose a limerick on a Cambridge theme. Prizes were awarded to the 4 winners, whose work was published in an illustrated booklet.

As a cost saving measure, all City libraries, apart from Central, no longer receive newspapers. However, the Friends continue to fund the 'i' and The Guardian for Rock Road visitors to enjoy.

Our events programme included the Christmas Party, the Writing Competition, the Film Club, our annual 'Grand' plant sale, regular gardening sessions, Apple Day, summer garden party, textile group, summer community trail, history and author talks.

The Library Film Club offers an opportunity to watch and discuss a selection of stimulating films in good company. The programme included Tampopo, The Square, I Am Not A Witch, Kes, A Fantastic Woman and Play It Again Sam.

The textile group made a banner to celebrate "Cambridge Women" for display in Mandela House in the Cambridge city centre.

Continuing our popular talks programme, Tamsin Wimhurst gave a packed-out talk in October about the time capsule and artwork that is the David Parr House on Gwydir Street, Cambridge.

Our first Library Halloween, on 31 October, was a great success. Story-telling, tactile challenges, crafts and face painting were appreciated by children in wondrous costumes.

A record 50 members attended our Annual General Meeting in December. This was followed by the Christmas Party, an evening of delightful entertainments, quiz challenges and community singing.

We held our first Open Studio artist workshop in February 2019, inspired and led by artist Emma Bennett, when participants created a section of a collage bookshop.

On International Women's Day in March, historian Deborah Thom gave a talk about Clara Rackham, a feminist, politician and suffragist, and one of Rock Road Library's earliest supporters.

For two weekends in July, 3 Cambridge artists transformed the Community Room into a charming Open Studios art gallery and kindly donated 3 works to the Friends.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's policy is to (a) ensure that restricted reserves fully cover future spending commitments and (b) maintain an unrestricted reserve of at least £1,000 in order to meet fluctuations in receipts and payments. At 30 September 2019 total reserves were £5,882

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.

Our principal sources of funds are grants, fundraising, membership subscriptions and donations.

Over the years, much of our expenditure has "seeded" substantial grants which have transformed community facilities in both the library and its garden.

Our day-to day expenditure funds:

- Library events (e.g. Film Club, Open Studios, Children's Writing Competition)
- The provision of newspapers (no longer provided by the County Council)
- Equipment for the library and garden

Section F

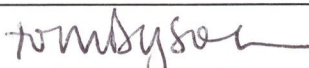
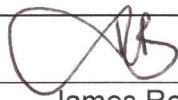
Other optional information

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)	Alec William Thomas Dyson	James Robert Berry
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	10 January 2019	



Friends of Rock Road Library		No 1166498	CC16a
Receipts and payments accounts			
For the period from	1 October 2018	To	30 September 2019

Section A Receipts and payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Last year £
A1 Receipts					
Collection boxes	177			177	104
Donations	1,397			1,397	1,338
Film club receipts	798			798	864
Gift aid	1,927			1,927	
Fundraising and events	1,684			1,684	1,389
Membership subscriptions	935			935	1,435
Total receipts	6,918			6,918	5,130

A3 Payments					
Community garden	224			224	113
Film club expenses	805			805	811
Fundraising and events	509			509	442
Library equipment	43			43	544
Library frontage project	3,600			3,600	271
Miscellaneous	253			253	136
Newspapers	576			576	531
Publicity	228			228	412
Total payments	6,238			6,238	3,260

Net of receipts/(payments)

A5 Transfers between funds	680			680	1,870
A6 Cash funds last year end	5,202			5,202	3,332
Cash funds this year end	5,882			5,882	5,202

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank	5,882		
	Total cash funds	5,882		



(agree balances with receipts and payments account(s))

	#REF!	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details			

		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details			

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Alec William Thomas Dyson	10-Jan-19
		James Robert Berry	10-Jan-19

Friends of Rock Road Library
Treasurer's Report for 12 months ending 30 September 2019

Summary

Income was £6,918 whilst payments came to £6,238, so that the surplus was £680. We had £5,882 in our accounts with Lloyds Bank.

Inflows

Collection boxes raised £177.

Donations of £1,397 included £439 to fund the Mary Ivy memorial bench. The remaining £958 comprised members who paid more than the standard £10 fee.

Film Club receipts were £798 compared to £864 in the previous year.

Gift Aid of £1,927 refunded by HMRC covered two tax years, ending 5 April 2018 and 5 April 2019.

Fundraising and events income of £1,684 included £807 for the Plant Sale in May.

Membership subscriptions came to £935. The total amount received from members was £1,893, taking together standard membership and additional donations.

Outflows

Film Club expenses of £805 included £583 in licence fees, £125 in room hire and £97 in refreshments and publicity.

Library frontage project Net spending over the last two financial years is £3,431. The main costs have been: refurbishing the doors £1,083; removing the old bike racks to extend the garden £840; topsoil and plants £401; installing new bike racks £367; the bin store £366; and new signs £282. Most of the work has been done by volunteers, to minimise costs.

James Berry
4 December 2019



Section A

Independent Examiner's Report

Report to the trustees/
members of

Friends of Rock Road Library

On accounts for the year
ended

30 September 2019

Charity no
(if any) 1166498

Set out on pages

1 - 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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.

Signed:

R. A. Burns

Date:

04 December 2019

Name:

RA Burns

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

CIPFA, retired

Address:

79 Hills Avenue, Cambridge, CB1 7UZ