

Bilton & Woodfield Community Library

Annual report 2021-22

An introduction to our library

Bilton and Woodfield Community Library Group is a small charity, entirely run and managed by local volunteers; we have no paid staff.

In partnership with North Yorkshire County Council our intention is to provide a full library service in the Bilton and Woodfield area of Harrogate, for the benefit of the local community and everyone in north Harrogate and beyond.

Despite the fact that there has been no lock down during this reporting period our continued desire to keep our volunteers and library users safe has impacted the services we have been able to supply.

In March we were forced to close our doors again when a burst boiler in the adjacent Children's Centre caused flood damage to our premises. We stayed closed for the whole of the month.

Since the end of the pandemic, because of staffing issues we have had to reduce our opening hours slightly, but we do hope that we will be able to reinstate the Friday afternoon session at some time.

What our volunteers do

Our volunteers continue to provide the highest possible service whatever is thrown at them.

Story time has resumed and we have also been able to restart our Scrabble Group, coffee mornings and PC drop in sessions.

A new day time book group has started.

The Summer Reading Challenge took place and was well received by those who attended. As we were unable to visit schools to promote it numbers were lower than previously. Despite this we were able to help 73 children to continue enjoying reading during the school summer holiday period.

Everything in our library is done by volunteers, we have no paid staff.

How is the library paid for?

In 2021-22, our running costs were £7080. Our charity is responsible for paying for all the costs associated with running the library, be it utilities, cleaning, insurance, equipment or consumables.

Our cleaning bill continues to be our biggest expenditure. The Harrogate Lottery continues to provide a steady income and we are constantly urging more people to join and nominate us as their chosen charity. During the last year we have not been able to organise fund raising events as people were still understandably wary of being in crowded places. This has meant we have had to draw on our reserves.

Thank you to everyone who has donated their time or money to help keep Bilton and Woodfield Community Library open and providing a service to our local community .

What we did in 2021 - 2022

Restarted our popular Story Time

Resumed coffee mornings

Resumed our Scrabble Group

Resumed our evening Book Group

Helped 73 children complete the Summer Reading Challenge

Promoted under 5's week

Continued to promote the Buzzy Bees scheme

Took part in a Christmas Reading Challenge

Held an exhibition of art work by the U3A Painting for Pleasure Group

Started a highly successful plant shop and held a giant book sale to swell funds

Continued to use social media and local advertising to keep as many people as possible informed about the library

Continued to provide free computer access and WiFi

To the end of February (we were closed in March due to flooding)we loaned 16275 books. We were visited by members of the public 12295 times.

Although this is still not a return to our pre pandemic level of borrowing and visits but we are moving in the right direction.

These figures compare favourably with borrowing across North Yorkshire and nationally.

Looking Forward

Bilton and Woodfield Community Library continues to be highly regarded by North Yorkshire County Council, and by all the professional organisations that we come into contact with.

Our biggest challenge is, and always will be, fund raising. We have set a budget for 2021/22 that requires us to raise £6565 to keep the library operational and because none of the funding that we secured last year can be guaranteed for future years, fundraising continues to be a priority.

Our plans to establish Bilton and Woodfield Community Library as a real community hub will continue and we have many plans to develop our services in the coming year.

Our library is a vibrant and popular venue, much appreciated by the community. None of this could happen without the support of our partners, the local community and our volunteers.

Annual Report and Presentation of Accounts for Bilton and Woodfield Community Library Group, 1st April 2021 to 31st March 2022

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31 March 2022. The statements appear in the format required by the Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2005). The report and statements also comply with the Companies Act 2006 as Bilton and Woodfield Community Library Group was incorporated by guarantee on 14/04/2012.

Charity's full name	Bilton and Woodfield Community Library Group
Other names the charity is known by	Bilton and Woodfield Community Library
Status	A registered charity established as a Company limited by guarantee.
Registered as a Company on	14/04/2012
Registered as a Charity on	25/07/2012
Registered Company number	8030683
Registered Charity number	1148291
Registered office	Oakbeck House Grounds of Woodfield School Woodfield Road Harrogate HG1 4HZ
Bankers	HSBC 7 Prospect Crescent Harrogate HG1 1RN
Independent Examiner	Peter Barnes

Names of the directors (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)
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Greta Knight	Chairman		Election by Trustees
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Emily Diamand			
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Wendy Warren			
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Kathleen Metcalfe			
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Michael Joyce	Vice Chairman		
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Jonet Bown		Resigned December 2021	
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Names of the directors (trustees) for the charity, if any

None

Name of Company Secretary

None

Structure, Governance and Management

Description of the charity's trusts

Governing Document:

Memorandum and Articles of Association

How the charity is constituted

Registered company limited by guarantee. The trustees are company directors

Trustee selection methods

Trustees consider any recommendations made to them for appointment to the board. If appropriate these are ratified by the existing Trustees.

Additional governance issues

The charity is run and led entirely by volunteers, including all trustees. There are no paid staff, although some specialist activities are paid for using outside professionals. Trustees meet quarterly. Day-to-day operations are delegated to the Steering Group (which meets monthly) and a small number of sub groups, such as administration, these in turn delegate to the daily volunteers. Significant decisions may be taken by the steering group or referred to the trustees. Trustees also review finances and performance in relation to the business plan objectives. They also regularly review Policies and Procedures.

Trustees have put in place Terms of Reference for Steering and other groups.

Objectives and Activities

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

OBJECT ONE: To advance education of the public of North Yorkshire with a focus on the Harrogate District through the provision of a community library facility and associated services

OBJECT TWO: To further other purposes recognised as charitable under English law or under the Recreational Charities Act 1958 (now replaced by s. 5 of the Charities Act 2011) and any charitable purpose not covered by the other descriptions of purposes set out in s. 3 of the Charities Act 2011 and any new charitable purposes that may be recognised in the future as being similar to or within the spirit of another charitable purpose.

Summary of the main activities undertaken for the public benefit in relation to these objects

Between 1st April 2021 and 31st March 2022, with the exception of the time closed due to flooding, Bilton and Woodfield Community Library provided library services five days per week providing a full range of fiction, non-fiction and reference materials for children and adults (book stock is provided by North Yorkshire Library Service).

Membership of and access to the library and loan of books is free to all, and late return charges are applied in line with North Yorkshire Library Service. Reference materials, local information and access to computers are also provided to all users. Computer use is free for the first hour, thereafter a small charge is made.

Volunteers resumed Story Times.

Because of Covid restrictions volunteers were still unable to visit primary schools to prepare for the Summer Reading Challenge, nevertheless 102 started and 73 finished the challenge.

Between April 2021 and February 2022 there were on average 1117 visits per month by members of the public to the library.

Summary of the main achievements of the charity during the year

Bilton & Woodfield Community Library continued to provide full library services to residents of North Harrogate for five days per week.

Bilton & Woodfield Community Library provided story time sessions for children under five.

The Scrabble Group has continued to flourish.

Volunteers ran a book groups for adults.

Volunteers held regular coffee mornings.

Volunteers gave in excess of 3500 hours of their time to maintain the library service.

Bilton & Woodfield Community Library is starting to be recognised as a Community hub.

Bilton and Woodfield Community Library raised funds sufficient to meet financial needs for the year, and for the following year's anticipated costs.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and Performance

Summary of the main achievements of the charity during the year

Bilton & Woodfield Community Library continued to provide full library services to residents of North Harrogate for five days per week.

Bilton & Woodfield Community Library provided story time sessions for children under five.

Bilton & Woodfield Community Library provided a venue for volunteer run Scrabble and Book groups.

Volunteers held regular coffee mornings.

Volunteers gave in excess of 3500 hours of their time to maintain the library service.

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Financial Review

Reserves Policy

Although the charity derives income from library charges (payments for overdue book returns) and services (printing and photocopying) to a large extent we depend on fund raising, both in the community and by attracting grants and donations from public bodies and philanthropic trusts. As the flow of such funds is uncertain, we need to establish and maintain some reserves to ensure that we can pay our bills and so continue to provide the library services for which we were formed.

Given the uncertainties in the coming financial year, and the fact that the charity provides a public service, the trustees have opted for a conservative reserves policy, allowing for 12 months of continued operation and allowing time for emergency fundraising should such a situation arise. The budget that has been set for the coming year allows for expenditure of £7565, this sets the reserve at £7565.

Funds materially in deficit

None

Trustee Responsibilities in relation to Financial Statements

Company law requires the directors (trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The directors (trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, as well as exercising proper financial controls.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 9.

Disclosure of information

In accordance with company law, as the company's Directors, each of the Board of Trustees certify that so far as they are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- As Directors of the company, they have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet)

DECLARATION

The trustees declare that they have approved the trustees' report above, and the Accounts attached as Appendix 1.

Signed on behalf of the charity's trustees

A handwritten signature in blue ink that reads "Greta Knight". The signature is written in a cursive style with a large 'G' and 'K'.

Full Name Greta Bridie Knight

Position Chairman of Trustees

Date 1st September 2022