

Derwent Valley



Community Library & Resource Centre

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DERWENT Valley BRIDGE

Community Library and Resource Centre

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDING 31ST MARCH 2015

Charitable Incorporated Organisation: charity number 1152279

Registered Charity No.1152276

Funded through the North York Moors, Coast and Hills LEADER Programme

Working in Partnership with:



DERWENT Valley BRIDGE Community Library and Resource Centre Charitable Incorporated Organisation (CIO): charity number 1152279

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TRUSTEES and PROFESSIONAL ADVISORS

Trustees for the period 1.4 14 – 31.3.15

| | |
|------------------------------|-------------------------------------|
| *Suzanne Carr (Chair) | *Geraldine O'Brien Mead |
| *Peter Suggitt (Vice Chair) | *Hazel Rowley |
| *Laurel Armitage (Secretary) | *Helen Reay |
| *Anita Cassedy (Treasurer) | Janet Eade (elected 6.11.14) |
| *Robert Sword | David Knowleden (elected 6.11.14) |
| *Pauline Bedford | Alan Combes (co-opted from 17.2.15) |

Derwent Valley BRIDGE Community Library and Resource Centre was established as a Charitable Incorporated Organisation (CIO) on 3rd June 2013. Trustees are elected by Members at the AGM. The Trustees marked with a * were originally elected at the first AGM on 7.11.13. At every subsequent AGM one third of the Trustees are required to retire, but can stand for re-election.

Professional advisors

Bankers: The Co-operative Bank,
P.O. Box 250,
Delf House,
Southway,
Skelmersdale,
WN8 6WT.

Independent Examiner: James R Ingham CPFA
The Doubles
Main Street
Allerston,
Pickering
YO18 7PG

NYCC: Cllr D Jeffels
Orchard Cottage
19 Hall Garth Lane
West Ayton
Scarborough
YO13 9JA

DERWENT Valley BRIDGE Community Library and Resource Centre Charitable Incorporated Organisation(CIO): charity number 1152279

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure

Derwent Valley BRIDGE Community Library and Resource Centre is a Charitable Incorporated Organisation (CIO) with voting members, constituted under the terms of The Charities Act 2011.

The registered office: 3 Pickering Road,
 West Ayton
 North Yorkshire
 YO13 9JE

Governance

The governance of the organisation is determined by the Constitution, approved by the Charity Commission on 3.6.13 and entered on the list of Registered Charities on 4.6.13.

Derwent Valley BRIDGE is a membership organisation. Membership of the CIO is open to anyone who is interested in furthering the purposes of the organisation and who, by applying for membership, has indicated his/her or its agreement to become a member and acceptance of the duty of members as set out in Section 9 (sub clause 3) of the Constitution. A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated. Membership is renewed annually. Only members can vote at the AGM or at a General Meeting. Members have limited liability of £1.00.

Trustees are elected by Members at the AGM. The number of Trustees must not fall below three or exceed twelve. The Board of Trustees has the power to co-opt Trustees to fill a casual vacancy but that person must stand for election at the next available AGM if they wish to continue as a Trustee.

Management

The affairs of the organisation are managed by the Board of Trustees. The Board meets bi-monthly. Derwent Valley BRIDGE does not have any paid staff; all activities are carried out by volunteers. There are three sub committees to deal with the detailed operational aspects of specific activities - Library Services and Volunteers, Premises and Fundraising. The sub committees work to agreed Terms of Reference and report to the Board. The Board receives quarterly reports from the Treasurer and reviews financial performance and service performance and developments against the Business Plan and the annual Budget.

OBJECTIVES AND ACTIVITIES

Summary of objects as set out in the Constitution

1. To promote for the benefit of the residents of the Derwent Valley and surrounding area, a range of community led services in the interests of life-long learning, social welfare for recreation or other leisure time occupation with the object of improving the conditions of life for the residents.
2. To work in association with said residents, statutory authorities, voluntary and other organisations in a common effort to provide facilities in the interests of life-long learning, social welfare for recreation or other leisure time occupation.
3. To secure and maintain a community resource centre in furtherance of the objects.

The Derwent Valley electoral ward area is situated to the west of Scarborough in North Yorkshire.

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

The core of our provision is library and information services for adults and children. This comprises:

- the loan of books, including large print books, story tapes and talking books.
- the ability to reserve and access books from other parts of North Yorkshire
- the loan of DVDs
- access to computers, the internet, printing and photocopying
- access to local, regional and national information about a range of subjects such as health and social care, housing, education, leisure activities, cultural activities, welfare benefits, community safety, local authority services and responsibilities, voluntary groups, child care and transport
- participation in the Summer Reading Challenge for children and young people
- choosing books for the Home Library Service.

We also provide a range of community activities and resources:

- a weekly Storytime session for pre-school children and their parents/carers
- a monthly adult book group
- children's holiday activities
- volunteering opportunities
- a programme of talks of literary or local interest
- the hire of rooms and equipment, eg laptop, powerpoint projector, screen, high visibility jackets
- support to set up local groups, eg a heritage group and a knitting and craft group
- specific events for children, young people, and families, eg "design a sandwich" competition during British Sandwich week, participation in World Book Night, Father's Day activities
- social activities, eg coffee mornings and fundraising events
- host to the annual Pat Almond Memorial Lecture, sponsored by West Ayton Parish Council
- a community garden

The Trustees have complied with the Charities Act 2011 and Charity Commission guidance and have paid due regard to the public benefit in the provision of all activities during 2014/15.

ACHIEVEMENTS AND PERFORMANCE

Summary of main achievements during 2014/15.

1. Library and information services
 - a) open for **1,308** hours (26 hours a week)
 - b) **18,548** visits recorded by the door counter
 - c) issued **20,250** books to **592** active borrowers.
 - d) signed up **133** new members
 - e) **93** children took part in the Summer Reading Challenge
 - f) **892 PC users** used the computers for a total of **551.75 hours**.
2. Volunteers
 - a) library services volunteers gave **3,770 hours** of their time
 - b) provided induction training, training in the use of the "Soprano" library management system, first aid and computer training
 - c) recruited 5 new volunteers across library services, training and fundraising
 - d) received certificates in 2 categories in the Scarborough Borough "Big Thank You" Awards
3. Finance
 - a) Achieved all our income generating and fundraising targets.

4. Organisation

- a) In October 2014 Derwent Valley BRIDGE was presented with a **Duke of York Community Initiative Award** by the Duke of York.

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FINANCE

Reserves Policy

The Trustees have approved a Reserves Policy which supports the accumulation of unrestricted reserves to an amount that will enable the organisation to function for at least 12 months.

Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

NOTES TO THE ACCOUNTS

1. Basis of Preparation

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

2. Fund Accounting

Definitions:

- a) Unrestricted: general funds that are not earmarked in any way or for any specific purpose
- b) Restricted: grants or donations that require the funds be used for a specific purpose.
- c) Designated: funds which are available for the general purposes of the charity but which have been designated by Trustees to be used for a specific purpose.

3. Debtors

This is money expended for display equipment recovered after the year end via a grant from Scarborough Borough Council Central Rural Area Committee.

4. Creditors

This comprises money held by Derwent Valley BRIDGE on behalf of two associated groups, the Heritage Group (£32) and the Knit and Stitch Group (£271).

5. Restricted Funds

This comprises £270 remaining from the NYCC Maintenance Grant and £100 remaining from the Round Table grant for children's activities

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INCOME AND EXPENDITURE

Year ended 31 March 2015

| | 2014/15 | | | 2013/14 | |
|-------------------------------------|---------------------|-------------------|-------------------|----------------|---------------|
| | Unrestricted | Restricted | Designated | Total | Total |
| Income | Funds | Funds | Funds | £ | £ |
| | £ | £ | £ | | |
| Fundraising & Activities | | | | | |
| Friends of the Library | 500 | | | 500 | 460 |
| Events | 4,601 | | | 4,601 | 2,982 |
| Donations | 1,092 | | | 1,092 | 872 |
| Parish Councils | 1,000 | | | 1,000 | 1,604 |
| Book Club Subscriptions | 120 | | | 120 | 110 |
| Gift Aid | 183 | | | 183 | 50 |
| Grants & Sponsorship | | 748 | | 748 | 442 |
| Pat Almond Memorial | | | 961 | 961 | 564 |
| Talks & Library events | 428 | | | 428 | |
| Interest & Discrepancies | 237 | | | 237 | 26 |
| Services | | | | | |
| Fines | 841 | | | 841 | 635 |
| DVD Rental/Audio Books | 241 | | | 241 | 317 |
| Reservations | 223 | | | 223 | 213 |
| Internet Hire | 88 | | | 88 | 62 |
| Internet Consumables | 200 | | | 200 | 204 |
| Book Sales | 380 | | | 380 | 175 |
| Vending Machine | 53 | | | 53 | 149 |
| Meeting Room Hire | 393 | | | 393 | 220 |
| Photocopier/laminating | 91 | | | 91 | 69 |
| Childrens Activities | 268 | | | 268 | 221 |
| Advertisements | 15 | | | 15 | 39 |
| Box Office Commission | 53 | | | 53 | 124 |
| Total Income | £11,007 | £748 | £961 | £12,716 | £9,538 |

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INCOME AND EXPENDITURE

Year ended 31 March 2015

| Expenditure | 2014/15 | | | 2013/14 | |
|-----------------------------------------|---------------------------|-------------------------|-------------------------|----------------|---------------|
| | Unrestricted Funds | Restricted Funds | Designated Funds | Total | Total |
| | £ | £ | £ | £ | £ |
| Electricity | 837 | | | 837 | 769 |
| Gas | 482 | | | 482 | 729 |
| Rates | | | | 0 | |
| Water/Sewerage | 208 | | | 208 | 182 |
| Phone Rental | 416 | | | 416 | 257 |
| Maintenance | 309 | 313 | | 622 | 323 |
| Training Expenses | 224 | | | 224 | |
| Cleaning Materials | 88 | | | 88 | 139 |
| Stationery,office equip. Etc. | 603 | | 30 | 633 | 562 |
| Fundraising Purchases | 1,215 | | | 1,215 | 1,170 |
| Publicity/Marketing | 392 | | | 392 | 208 |
| Licences and Fees | 83 | | | 83 | 104 |
| Vending Consumables/Maint | 7 | | | 7 | 58 |
| Insurance | 573 | | | 573 | 550 |
| Window repairs and painting | 0 | | | 0 | 495 |
| Grants and Sponsorship | | 348 | | 348 | 67 |
| Nynet Basic | 1,200 | | | 1,200 | 1,150 |
| CRB checks | 13 | | | 13 | 39 |
| Gardening expenses | 84 | | | 84 | 54 |
| Pat Almond Mem. Lecture | | | 392 | 392 | 305 |
| Childrens Activities | 175 | 300 | | 475 | |
| Split ticket sales with RNLI | 70 | | | 70 | |
| Total Expenditure | 6,979 | 961 | 422 | 8,362 | 7,161 |
| Surplus / (Deficit) For The Year | 4,028 | (213) | 539 | 4,354 | 2,377 |
| | £11,007 | £748 | £961 | £12,716 | £9,538 |

**DERWENT Valley BRIDGE Community Library and Resource Centre
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Balance Sheet

| | AS AT | 31/3/2015 | AS AT | 31/3/2014 |
|---------------------------|--------------|----------------|--------------|---------------|
| FIXED ASSETS | | 0 | | 0 |
| DEBTORS | | 348 | | 0 |
| CASH AND BANK | | | | |
| Current Account | 10,371 | | 6,085 | |
| Petty Cash | <u>32</u> | | <u>9</u> | |
| | | 10,403 | | 6,094 |
| CREDITORS | | 303 | | 0 |
| NET CURRENT ASSETS | | <u>£10,448</u> | | <u>£6,094</u> |
| REPRESENTED BY: | | | | |
| UNRESTRICTED FUNDS | | | | |
| Surplus for Year | B/F 5,273 | | 2,639 | |
| | <u>4,028</u> | | <u>2,634</u> | |
| | C/F | 9,301 | | 5,273 |
| RESTRICTED FUNDS | | | | |
| Movement For Year | B/F 583 | | 1,078 | |
| | <u>(213)</u> | | <u>(495)</u> | |
| | C/F | 370 | | 583 |
| DESIGNATED FUNDS | | | | |
| Movement For Year | B/F 238 | | 0 | |
| | <u>539</u> | | <u>238</u> | |
| | C/F | 777 | | 238 |
| | | <u>£10,448</u> | | <u>£6,094</u> |

These accounts were approved by the Board of Trustees of Derwent Valley BRIDGE on 25.8.15

Signed on behalf of the Board:

**DERWENT Valley BRIDGE Community Library and Resource Centre
Charitable Incorporated Organisation (CIO): charity number 1152279**

Independent Examiners Report to the Trustees for the year ended 31 March 2015

I report on the accounts of Derwent Valley BRIDGE Community Library and Resource Centre for the year ended 31 March 2015 as set out on pages 6 - 8

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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

James R Ingham CPFA

Date: 25.8.15

The Doubles
Main Street
Allerston
Pickering
North Yorkshire
YO18 7PG

DERWENT Valley BRIDGE Community Library and Resource Centre Charitable Incorporated Organisation (CIO): charity number 1152279

ANNUAL REPORT

1ST APRIL 2014 – 31ST MARCH 2015

CHAIRMAN'S REPORT

The highlight of this year is recognition of Derwent Valley BRIDGE as a centre of excellence by the Duke of York's Community Initiative. The **Duke of York's Community Initiative Awards** are presented annually to a small number of Yorkshire based organisations that have been subjected to rigorous and robust scrutiny by independent assessors. A very lengthy application form and all our documentation had to be submitted in advance and two assessors spent a whole morning at the library talking to volunteers, library users and Trustees. It was quite nerve wracking! Of the 43 Award recipients in 2014 we were the only community library in Yorkshire to be honoured in this way. So a tremendous achievement for everyone and much deserved and royal recognition of all the work done by every single volunteer connected with the BRIDGE.

The advantages of being an Award holder include regular access to the experiences and expertise of other Award winners and the assessors. It also acts as a quality mark understood by funders, corporate and public bodies that defines us as an organisation "deemed to be of real value to the community, well run and an inspiration to others"

Our volunteers were also recognised more locally for their commitment and enthusiasm in two categories of the Scarborough Borough "Big Thank You" Awards – Volunteer of the Year and Borough Pride.

Use of the BRIDGE by local residents and visitors has increased in every aspect of our operation. But we cannot be complacent, the trend nationally is for library usage to reduce and we have already seen some evidence of this with our DVD rentals. We will need to find inspiring ways of encouraging people to use the BRIDGE for a variety of different purposes.

Support from the local community is imperative and we are grateful to the numbers of people who support our fundraising activities. The net amount raised by fundraising this year was **£3,043.70**. Two new initiatives, the Summer Draw and Snowflake Saturday were particularly successful. Membership of the **Friends** has increased, this is a valuable regular source of income to us and enables us to reach out to supporters with news and events across the whole area that we serve.

There are some significant challenges ahead. By 2017 there could be an additional 20 community libraries in North Yorkshire, the paid staff in NYCC managed libraries will be reduced and they will be recruiting volunteers. Although the financial support provided by NYCC will improve, there will be increased expectations about the services provided by community libraries. All these changes will have implications for the BRIDGE. The Trustees will be working with local communities, our volunteers and partner organisations to identify development opportunities and sources of funding to secure a sustainable future.

Suzanne Carr

DERWENT Valley BRIDGE Community Library and Resource Centre Charitable Incorporated Organisation (CIO): charity number 1152279

LIBRARY SERVICES AND VOLUNTEERS

During 2014/15 Derwent Valley BRIDGE issued **20,250** books to **592** active borrowers. **133** new members joined and we had **18,548** visits as recorded on our door counter. We had **892 PC users** who used the computers for a total of **551.75 hours**.

We continued to deliver books around through the Home Library Service, which provides an invaluable resource to those living in local villages but unable to access the library.

We have over 50 regular volunteers of which 40 are library volunteers who gave **3,770** hours of their time. In addition we have volunteers assisting with children's activities, cleaning and maintenance, fund-raising, gardening, providing displays and serving as Trustees. During the year two new volunteers joined our library services team, a further two joined our fund-raising group and another is giving computer training to volunteers.

Regular activities for children are the weekly Storytime session for the under 5s and school holiday activities which this year included a "Fairies Day" and a "Pirates Day". Special events have included a "Make a Sandwich" competition, activities to celebrate Father's Day and "Roald Dahl Day" and our popular Halloween evening. **93** children took part in the Summer Reading Challenge with **85** finishing, and we have had regular visits from the reception class at Ayton School

We have a monthly Book Club and fortnightly Knit and Stitch group, whose members worked very hard over the Autumn months, including two whole day sessions, making Christmas crafts and foods for a very successful fundraising event "Snowflake Saturday". We also support the local Heritage group whose members have catalogued our local history archive. Poppies were planted in the library garden in commemoration of World War I.

During the year the "Soprano" system was installed on our desk computer. This enables our volunteers to sign up new borrowers and check items on their accounts, reset pin numbers and expiry dates of library cards. We can also check books by category and reference number. Staff from Scarborough library trained our keyholder volunteers in the new system and in turn they passed the information to other volunteers. Two volunteers have started to produce a detailed Procedures Manual for the use of all the library services volunteers.

With the valued help of one of our volunteers, we held a six-week First Aid course attended by a large number of other volunteers and this was much appreciated and useful.

During the year the library hosted two talks given by Tom Clark, Coxswain of the Scarborough lifeboat, and Trevor Boag on families in World War I. The annual Pat Almond Memorial Lecture, given this year by Gervase Phinn, proved extremely popular and again was linked with competitions for local schoolchildren. West Ayton Parish Council have given money in perpetuity to put on this event and the winner of the essay competition receives a crystal engraved award. We also hosted information sessions for the Alzheimer's Society, Caring Support and Scarborough Dial a Ride.

Our third anniversary was celebrated with a meal at Walkers Restaurant. Volunteers also enjoyed a Christmas Dinner at the Copper Horse and all were presented with DVB pens and certificates to mark Volunteers' Week.

Laurel Armitage, Pauline Bedford, Geraldine O'Brien Mead, Hazel Rowley
(Volunteer Co-ordinators)

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PREMISES

We are indebted to John Warburton our volunteer handyman for his advice, practical assistance and commitment to undertake routine repairs to the premises. His expertise helps us keep our costs down and again this year we have not had any major maintenance expenses.

Routine repairs undertaken by outside contractors have included completion of the decoration of the entrance lobby doors and installation of an improved time clock and controls for the central heating boiler. The latter has improved our offer of providing out of hours meeting space to local groups.

Our cleaning team and gardening volunteers spend many hours behind the scenes making the building look "loved" and the external garden areas are a particularly impressive part of the amenity of the premises, so much so that sponsorship has enabled the high standard of presentation to continue.

Looking to the future, the spacial requirements of being able to function as a community facility and our lack of storage and meeting facilities, is still an important issue. Funding continues to be a difficulty but it remains an aspiration of the Trustees to explore the opportunities for funding as they arise.

Robert Sword, Peter Suggitt, Anita Cassedy, John Warburton.

TREASURER'S REPORT

The total income for 2014/15 was £12,716 and the total expenditure was £8,362 giving a surplus of £4,354. However, there are some restricted funds among that which means that the unrestricted surplus for the year is £4,028. Add this to our surplus from previous years and we now have a total surplus in the bank of £9,301. This is consistent with our Reserves Policy and puts us in a positive position.

We must remember that the majority of our income is down to fundraising and the teams of volunteers that put so much time into running the events. Here is a guide as to how the fundraising income is raised.

| <i>Income:</i> | <i>£</i> | <i>Expenditure:</i> | <i>£</i> |
|------------------------|------------------|--------------------------|------------------|
| Quiz Night | 629.60 | Refreshments | 591.05 |
| David Duggleby Evening | 300.00 | Licences and Fees | 213.07 |
| 2 x Easter Draws | 331.00 | Disposables | 321.42 |
| Jazz Night | 813.51 | Promotion and Advertsing | 78.87 |
| Grand Summer Draw | 634.00 | | |
| Snowflake Saturday | 923.10 | | |
| Christmas Draw | 304.00 | | |
| Summer Fairs and Galas | 312.90 | | |
| TOTAL | £4,248.11 | TOTAL | £1,204.41 |

Net funds raised: £3,043.70

This year we benefited from a collection by the Spar Shop by their intrepid staff who raised **£478.25** on our behalf.

We can now claim gift aid and that provided us with **£183** last year. Envelopes are available on the desk so it is well worth putting your donations into those with your details so we can claim that extra 25%.

DERWENT Valley BRIDGE Community Library and Resource Centre Charitable Incorporated Organisation (CIO): charity number 1152279

Our book sales have now become quite established. Income from these has more than doubled this year and although sometimes it is difficult to cope with the number of books we get, this has proved to be a very popular service, so please don't stop your donations of good quality books that we can sell.

The membership of the **Friends of Derwent Valley BRIDGE** increased to **50** this year all of them enjoying various benefits from being a Friend.

As predicted, the hire of DVD's has decreased but this is across all libraries. It still offers a reasonably priced service especially if you take out a subscription. DVD's can be ordered online from a large collection and if available, will arrive quite quickly.

We received a grant of **£400** from the Round Table to provide children's activities. We purchased a folding table for the children and lots of equipment to enhance our regular Storytime afternoons, summer and Easter holiday activities and one off children's events. Some of the money was carried forward into 2015/16 for further events.

We are grateful to the Parish Councils for their continued support and also to a number of local traders and supporters who give us special deals, prizes and sponsorship for raffles and fundraising events including Irton Garden Centre and Don French Signs whose donation of plants has enabled our garden to look prize winningly good. This "in kind" sponsorship is equivalent to **£337.45**

Anita Cassedy