



Derwent Valley



Community Library & Resource Centre

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Summary Annual Report & Accounts: 1st April 2016 - 31st March 2017 **Charitable Incorporated Organisation (CIO): Charity Number: 1152276**

CHAIRMAN'S REPORT

I took over as 'Acting Chair' from November 2016, a temporary role while the board looked at the role of the chair and with a view to working towards the appointment of a successor to take over this important role within the organisation or perhaps changing the role to create a more 'shared' or 'rotating' chair role. These governance and succession planning discussions are ongoing.

All trustee boards of both small, medium and large charities encounter difficulties with sustaining a diverse, strong, and enthusiastic group of people to govern their charity but, despite these difficulties, I'm overwhelmingly proud that Derwent Valley BRIDGE has a great bunch of people, volunteering huge amounts of their time and energy so that the library goes from strength to strength offering more than just books to the communities it serves

A lot of these activities and achievements will be focussed on in the rest of this report but I'd like to highlight the Digital Neighbours funded computer training and the Talks Programme. Access to computers is an important part of the service that we provide. From April 2016 – February 2017 **613** people used the computers for a total of **357.50** hours. In March 2017 we successfully applied for a £4,000 grant from the Digital Neighbours Project to provide free IT training and support for the over 55's. A lot of planning and preparation took place to enable the courses to commence in April 2017. We purchased various digital equipment including 6 new tablets, which will prove to be an asset to our organisation long after the project finishes in April 2018. As for the Talks Programme, this goes from strength to strength and we are rightly proud that the library can offer a warm and entertaining space on cold winter evenings once a month for 6 months and that lively, interesting speakers on such a wide variety of subjects agree to come and talk to us for next to nothing in terms of a monetary reward!

Yes, there remain significant challenges ahead to all community run libraries – and there are now more than 25 of us in North Yorkshire – but, from the number of requests we have had for advice, information and support, it remains clear that Derwent Valley BRIDGE is still quoted as an example of good practice and successful management. For this we are justly proud.

Geraldine O'Brien Mead

Trustees during 2016/17 The Trustees marked with a * were originally elected 7.11.13.

* Suzanne Carr (Chair) resigned 19.11.16	*Helen Reay
*Geraldine O'Brien Mead (Acting Chair from 19.11.16)	Janet Eade (resigned 19.7.16)
*Laurel Armitage	David Knowleden
*Anita Cassidy	Ken Oakden (resigned 19.11.16)
*Robert Sword (resigned 19.11.16)	Margaret Barker (appointed 19.11.16)
*Pauline Bedford	Helen Evans (appointed 19.11.16)
	Clive Proctor (appointed 19.11.16)

This Annual Report is a summary of the Annual Report and Accounts 2016/17 prepared in accordance with Charity Commission requirements. If you would like a copy of the full report please contact the Chair c/o Derwent Valley BRIDGE Community Library and Resource Centre. Telephone 01723 863052 or info@derwentvalleybridge.co.uk

Library Services and Volunteers

During the year Derwent Valley BRIDGE issued **23,212** books to **577** active borrowers and had **19,449** visits. We continue to have the support of well over **50** regular volunteers. In addition we have also had volunteer help from two young people taking part in the Duke of Edinburgh Award Scheme and from one on placement from Scarborough 6th Form College. We recruited new volunteers for Storytime, for our Trustee Board and for our fund-raising committee.

We completed our volunteer feedback interviews and found that in general, our volunteers were very happy with what they were doing and did not want to take on any more commitments. But some useful suggestions were made that will help us plan for the future. Our volunteers continue in various roles from manning the desk and dealing with books, cleaning, picking books to be delivered to Home Library Service readers, fund-raising, children's activities, gardening, property maintenance and serving on the trustee board.

Regular visits from Ayton School reception class continued throughout the year and in February 2017 we hosted visits from all eight classes during a single week with storytellers being arranged for each of the visits. The Summer Reading Challenge (SRC) attracted 98 children to sign up with 85 finishing. Our regular Storytime sessions took place throughout term time, and other children's activities were a story walk and treasure hunt, two summer activities based on the SRC (Roald Dahl), and once again a very successful Halloween evening. A new venture was Baby Booktime which commenced in April 2016, targeted at parents and carers with babies from 0 – walking age ie 12/16 months. A primary purpose is to help parents learn how to explore books with their children, to introduce them to the library and encourage them to move on to Storytime. These sessions proved extremely popular with large numbers of parents and babies. We have new tables and chairs in the children's library thanks to financial support from an NYCC grant.

A further new venture was the setting up of a small satellite library at Snainton Reading Room. We provided around 300 books and arranged for some shelving and children's book bins to go to Snainton. The first few months were disappointing but with continued support from volunteers at Snainton we hope things will improve in future. The monthly book club and the Knit & Stitch group are well supported. Knit & Stitch members arranged another very successful "Snowflake Saturday" fundraiser.

The 'Pat Almond Memorial' lecture was a music and poetry evening given by Ian McMillan and Luke Carver-Goss. Tickets were oversubscribed and everyone enjoyed the evening. Once again children were asked to take part in competitions for artwork and written work, and prizes were awarded to the winners. Our Talks Programme re-commenced in October and once again a varied programme attracted large numbers of people with many events being sold out. During the year we hosted information sessions for Epilepsy Action, Yorkshire Coast Sight Support, UK On-Line, Support for Carers and MacMillan Cancer Support.

We thanked our volunteers with a drinks and canapés evening at the library; other social events were an evening at Walkers to celebrate our 4th anniversary and a Christmas meal at the Copper Horse.

Laurel Armitage

Premises

We continue to be indebted to John Warburton, volunteer handyman, for his advice and practical application to the carrying out of routine repairs. Without his support there would be considerable expenditure on such items. Behind the scenes the cleaning volunteers keep the interior of the building spotlessly clean and tidy. A big thank you to these "hidden gems".

Considerable work was undertaken by a small subgroup which looked into all aspects of Health and Safety for all library activities. This has resulted in a new Policy and the use of comprehensive risk assessments forms for all regular and one off activities both in the library and at other venues.

The gardening team excelled themselves by winning a Gold Award and Best in Category in the Annual Muck and Magic Award ceremony. A colourful partnership has been established with Forge Valley Rainbows who now cultivate a bed in the garden, as the youngest contenders in the Muck and Magic Competition the Rainbows won a Gold Award this year.

Plans are coming to fruition for additional external storage and a new fence

Clive Proctor, Anita Cassedy, John Warburton, Suzanne Carr

Fundraising Report

The library put together a number of successful events this year commencing with our Summer Draw offering some wonderful prizes donated by local businesses and individuals. We joined forces with the Jubilee Committee for a Ceilidh at the village hall during the celebrations for the Queen's 90th birthday and although this was not as successful as we would have liked, everyone who attended enjoyed the night.

We continue to support the summer fairs around the villages which helps to remind people that the library is here and among these we attended the Scarborough Community Fair where we came second with our stall decorated out and volunteers dressed up to represent 'Rio'. Our popular Christmas Draw was once again well supported with donations and the hampers which were put together by the volunteers were a pleasure to see and is what encourages people to purchase tickets. Snowflake Saturday is one of our biggest fundraisers and a lot of hard work is put into it by the Knit and Stitch Group and a number of dedicated volunteers. It was well attended and over £650 profit was made which was a real boost to our funds.

Into the New Year our annual Quiz night was held in Snainton and a full house enjoyed an evening of quizzing and curry. Altogether we have once again had a very successful year and we would like to thank the fundraising committee for all their hard work.

Anita Cassedy

Treasurer's Report

The accounts for the year ending 31/3/2017 show an excess of income of £4,682 which includes grants received of £4,529 during the year. This figure is instrumental in increasing the closing bank balance to £17,932, considerably higher than the previous year's closing balance of £13,632.

The grants received were utilised in the purchase of 6 new tablets and attachments to be used in conjunction with the computers on rental from NYCC. This rental was terminated at 31/3/2017, although we still have use of the computers, thus creating a future annual saving of £1,200. Net receipts, aided by an amazing Spar collection of £717, were up to £4,682 from £2,954 for the year ending 31/03/2016.

In view of the Charity Commission's stance on cash balances the Trustees have instigated a programme of improvements to the library to include a shed for secure storage, fence replacement, replacing worn out office equipment, a new photocopier and interior re-decoration. The Trustees feel that these improvements will greatly enhance the public and volunteer experience of using and working in the library.

The Pat Almond Lecture continues to hold its own, showing only a minor loss but it is important to remember that this event is self-financing, supported by a £100 grant from West Ayton Parish Council. .

Finally I would like to thank both Morna McLennan and Hazel Rowley for their unstinting efforts as my cashiers, dealing with the day-to-day preparation of the weekly cash reports and subsequent banking. They have been invaluable.

Robin Campbell. Hon. Treasurer

Note: 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 without any other income to ensure sustainability and continuity of service provision while replacement funding is secured.



Derwent Valley BRIDGE
Community Library and Resource Centre
(Charity Number 1152276)

Income & Expenditure Account for the period ending 31st March 2017

		Restricted	Designated	Unrestricted	2017	2016
		Funds	Funds	Funds	Total	Total
	Notes	£	£	£	Funds	Funds
					£	£
RECEIPTS						
Events				2,967	2,967	3,037
Friends of the Library				600	600	430
Donations	1			455	455	423
Book Sales				661	661	572
Pat Almond Memorial			1,442	-	1,442	669
Grants & Sponsorship	2	4,529		1,695	6,224	1,500
Room Hire				110	110	300
Rentals				248	248	302
Talks & Library events				708	708	615
Gift Aid				-	-	95
Children's Activities				385	385	286
Interest & Discrepancies				-	-	35
Fines				1,098	1,098	744
All Other Services		231		2,836	3,067	1,449
Total Receipts		4,760	1,442	11,763	17,965	10,457
PAYMENTS						
Electricity & Gas				1,402	1,402	1,566
Rates & Water				365	365	211
Phone Calls & Rental				574	574	540
Maintenance				242	242	120
Grant Funded Purchases		3,585		516	4,101	777
Publicity & Marketing				607	607	216
Insurance				618	618	605
Nynet Basic				1,200	1,200	1,200
Pat Almond Memorial Lecture			1,695	-	1,695	217
Children's Activities				201	201	271
Training Expenses				9	9	-
Stationary & Office Equipment				524	524	803
Licences & Fees				141	141	220
Sundry Expenses		159		1,157	1,316	507
Independent Examination				288	288	250
Total Payments		3,744	1,695	7,844	13,283	7,503
Net of Receipts for 2016/2017		1,016	(253)	3,919	4,682	2,954
Transfers between Funds		-	-	-	-	-
Balances from previous year		809	1,229	11,364	13,402	10,448
Balance Carried Forward to 2017/18		1,825	976	15,283	18,084	13,402

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Statement of assets and Liabilities at 31st March 2017

		Restricted Funds	Unrestricted Funds	2017 Total Funds	2016 Total Funds
		£	£	£	£
ASSETS	CURRENT ACCOUNT			17,932	13,382
	PETTY CASH			152	20
				18,084	13,402

		Restricted Funds	Unrestricted Funds	2017 Total Funds	2016 Total Funds
		£	£	£	£
FUNDING	RESTRICTED FUNDS	3		1,825	809
	DESIGNATED FUNDS	4		976	1,229
	UNRESTRICTED FUNDS	5		15,283	11,364
				18,084	13,402

Outstanding Liabilities Are:

2017 Examination Fees £275

Approval of the Accounts for the year ended 31st March 2017.

The Report and Accounts were approved at a meeting of the Trustees held on the 4th October 2017

Signed: Geraldine O'Brien Mead (Chair)

For and on behalf of the Trustees

These Accounts have been independently examined in accordance with general Directions given by the Charity Commission by Barrie Tuck BA (Hons), Charity Examiner. The independent examiners full statement is contained in the **Annual Report and Accounts 2016/17**.