

Annual General Meeting

Wednesday 27 Jan 2016 at 7pm



1963

2015



Contents:

- Meeting Agenda
- Chairman's Report
- Trustees' Report
- Financial Report
- External Examiner's Report



Friends of Greenhill Library

Annual General Meeting

Wednesday 27 January 2016 at 7pm

Meeting Agenda

1. Welcome
2. Presentation of Annual report.

 Questions from each section
3. Election of trustees for 3,2,and 1 year
 (After this initial phase all will be elected for 3 years unless replacing
 someone who has resigned during their period)

Refreshments will be served.

The chair's report. December 2015

The Annual General meeting gives us an opportunity to step back from the frustrations of what we have not managed to do and take stock of what we have done over the past year to eighteen months. We have much to celebrate.

It is difficult to believe that 2 years ago we were only a campaigning group. As recently as 18 months ago there were only 15 of us on a Steering group planning to take over the running of the Library.

When we wrote the business plan for the Library we said our vision was to

To provide a vibrant, welcoming and inclusive library as a focal point that meets the many needs of our community.

We recognise we need to develop complimentary services to build a sustainable community hub drawing on diverse income streams and building the social capital of our community.

What have we managed to do during these last 18 months?

Recruited and trained 150 volunteers to work in various areas of the Library – on the front desk, with children, maintaining & cleaning the building and grounds, and administration.

After an initial struggle about 70 of us have learnt how to use the Library Management system.

Our children's activities have increased considerably with growth in the number of children participating in the various groups, over 150 taking up the Summer reading challenge and schools and uniformed organisations visiting the library.

The building itself looks much better and we often receive compliments on this. Plans are in place for further improvements. We are still negotiating over the Lease (none of the Associate Libraries has yet signed).

We have a website that is regularly updated and have circulated most of our catchment area 3 times with newsletters about our activities. We have had monthly Friday evening events and a very successful farmers market – another is planned for April.

There has been a considerable increase in the use of the building by local organisations which is worthwhile in itself and contributes towards the running costs. In addition we have worked with several other organisations, creating partnerships that are mutually beneficial.

We still have a long way to go with fundraising as our Council grant lasts only to March 31st 2017. However, we have raised £8000 since January this year, which is £2000 more than the figure in our business plan. This needs to increase to £16,000 in the current financial year. Ideally the charity needs 400 – 500 people to make regular contributions.

Our initial focus was on learning how to run the library. Currently we are seeking to become more consistent in all we do, so that library users receive the same level of service. Also we are seeking to use LMS correctly and make sure financial matters are recorded appropriately. During the first quarter of 2016 the Board intends to look at our future plans.

Congratulations to each and every volunteer for all that you have contributed to the above and thanks to all who are supporting Greenhill Library financially.

Patrick Coghlan - Chair of Friends of Greenhill Library

Trustees' Annual Report for the period

From Period start date 21st July 2014

To Period end date 30th September 2015

Charity name	Friends of Greenhill Library
Other names charity is known by	FROGL
Registered charity number	1,158,656
Charity's principal address	Greenhill Library Hemper Lane Sheffield
Telephone:	0114 2377657
email:	info@greenhill-library.org
Postcode	S8 7FE

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year
Patrick Coghlan	Chair	
Margaret Davis	Vice-Chair	
David Basil Wildgoose	Treasurer	from 21/1/2015
Cynthia Hazel Russell	Operations manager	from 21/1/2015
Thomas Anthony Parker	Building manager	from 21/1/2015
Chris Brown	ICT manager	from 21/1/2015
Michael Serge Stern		22/7/2014 to 12 /01/2015
Michael Frederick Davis		22/7/2014 to 21/1/2015
Sharon Saunders	Volunteer coordinator	21/1/2015 to 3/6/2015

The body entitled to appoint trustees is the membership of the Friends of Greenhill Library.

Names and addresses of advisers

Type of adviser	Name	Address
Solicitor	Kerry Maddison	Taylor Bracewell Solicitors 17-23 Thorne Road, Doncaster DN1 2RP

Bank	Yorkshire Bank 681 Chesterfield Rd, Woodseats Sheffield S8 0RY
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Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution(Association model)
How the charity is constituted	Charitable Incorporated Organisation with voting members other than the trustees.
Trustee selection methods	By election from the membership for a period of 3 years.

At our first AGM one third will be elected for 1 year, one third for 2 years and one third for 3 years. In the future one third of trustees will be up for election each year.

Prior to Friends of Greenhill Library obtaining charity status in September 2014, a number of members of the Steering Group attended courses run by Voluntary Action Sheffield(VAS). Bev Cross, the solicitor at VAS, gave us invaluable help. She recommended that all the Associate Libraries should be Charitable Incorporated Organisation's (CIO) and Associations with a wider membership. So we have an Association model Constitution, (this means every member is entitled to vote) and are registered as a Charitable Incorporated Organisation. Trustees are elected from the membership for a period of 3 years. (At our first AGM one third will be elected for 1 year, 2 years and 3 years so that in the future one third will be up for election each year.)

Additional governance issues

We also decided that as the charity is a small one the Management Board and the Trustees should be the same body.

There are currently six trustees on the Board who fulfil the duties of:

Chair;

Vice Chair;

Treasurer;

Operations Manager;

Building Manager

IT Manager.

We have the services of a minute taker but no permanent secretary. The posts of Fund-raising Manager and Volunteer Co-ordinator are also unfilled but we are actively seeking the right volunteers to fill these roles.

In reality the trustees occupy more than one role and this ensures that the essentials are covered.

The Charity works in association with the other volunteer libraries and Sheffield City Council library services. We are also forming links with local schools and developing partnerships with other organisations working in this area including: Drinkwise Age Well; Ignite imaginations; Razzmatazz; Sheffield Family History Society; Brownies and Cubs and Activity Sheffield.

Policies

With the help of VAS, we developed the necessary policies prior to taking on responsibility for the library. A process of revising the policies in the light of several months experience has been started. We ensure that the policies are being implemented. We now have a framework of policies which cover the important aspects of running a volunteer library operation including compliance with the relevant legislation.

- Equality and Diversity Policy
- Health and Safety Policy

- Data Protection Policy
- Volunteer Policy
- Safeguarding Policy
- Comments and Complaints Policy
- Fire Safety
- Financial Procedures

Major risks to long term sustainability.

There are three major risks:

- 1) We need to maintain the long term commitment of volunteers and encourage some of them to undertake more responsibility with a view to succession. We also need to make sure that the number of volunteers remains stable. We have learned a lot in our first year about volunteer management and intend to provide more support and training in the coming year.
- 2) We are aware that we must significantly increase our fundraising activity. We are developing a Fund Raising Strategy and have recently formed a new team to implement this. Our objective is to be financially self supporting by April 2017.
- 3) The condition of the building and the need to reconfigure the space within it is becoming a major challenge. Initially we have plans for a public toilet and enlarged kitchen. Much refurbishment is required in the non-public areas. We are in negotiation with the council to resolve issues with the lease and our aim is to gain an assurance from the council that they will be responsible for major repairs.

Objectives and activities

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

The objects of the charity are to advance and promote education, in all its aspects, to the general public in Sheffield but particularly the areas of Greenhill, Lowedges and Bradway. The facility is open to all who have need, for whatever reason and regardless of their circumstances. These needs will be met particularly, but not exclusively, by a community based library facility and associated services and co-operation with other organisations whose aims and objectives include those of the charity.

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

The Charity runs a Community Library in Greenhill which is free to all users, except for the loan of DVDs, photocopying and computer prints.

There is also the provision of education and activities for children, which includes:

- Fun time for 0-2 year olds. Currently about 18 children attend.
- Storytime for 2-4 year olds. About 8 children.
- Chatterbooks for 8-12 year olds. About 10 children.
- Participation in the national Summer Reading challenge when approximately 150 junior and infant school children took part.
- School visits have successfully recommenced in 2014/15. The aim is to forge links with local schools and to this end we are arranging class visits to the library from local primary schools.
- There have been work experience placements for for the older pupils in years 10 and 13 from the local comprehensive school.

We are successfully developing links with local authors and potential authors through the creative writing group. We support two book groups for adults and and host three U3A groups –appreciating art, mathematics

and archaeology. We also connect with festivals such as Off the Shelf

We are a venue for the WEA creative writing group for adults. The teacher, who is a local writer and published author will be running two creative writing courses for children in support of our Creative Writing Competition for children aged 6-16. We are working in partnership with two voluntary organisations, Drinkwise Age Well and Activity Sheffield to provide support and health education to people over 50. We are also seeking to develop partnerships with other organisations working in this area by attending the local networking forum.

With over 100 volunteers, activities for children and adults, fund-raising events and a more welcoming building a greater sense of community has been built, particularly in the Greenhill area.

The trustees have noted their responsibility to have due regard for the guidance from the Charity Commissioners' on Public benefit and believe that activities noted above fulfil these responsibilities.

Additional details of objectives and activities

The Friends of Greenhill Library will:

Support the lifelong learning of our community to promote healthy living and lifestyle.

Evolve the library in response to community needs. The community should have a say in how the library is run. This is one of the reasons we wish to increase substantially the number of Friends of Greenhill Library. This also means working together with local schools, community groups and individuals.

Provide space for local activities and groups such as Neighbourhood Watch and U3A.

Provide a high quality community library service which nurtures a love of books, literature and the arts. One which meets the needs of our community and engages more of the community than at present.

Summary of the main achievements of the charity during the year

The recruitment and induction 150 volunteers, without whom there would no longer be a library facility in Greenhill nor the ability to offer other services for the public benefit. The volunteers are organised by means of a rota which keeps the Community Library running well. Initially the building was open for 21.5 hours and more recently for 26 hours per week.

The training of sufficient volunteers in the Library Management System to maintain the functioning of the library. Users continue to use their library services card, borrow books and use computers for free.

The setting up of financial procedures and the ongoing negotiation of the lease with Sheffield City Council.

Liaison with Library Services and ten other Associate and five Co-delivered libraries within Sheffield, over a myriad of detailed issues, through participation in fortnightly meetings.

Improved the look and feel of the building. We have ensured that the Council have completed all the maintenance of the building which comes under Fire and Health & Safety. The building is now more widely used by other community groups.

The lighting both internally and externally has been repaired. We have also had architectural plans drawn up for a public toilet and an enlarged kitchen. This will increase our ability to provide coffee mornings for our customers.

The various activities for children and young people, Funtime, Storytime, Chatterbooks and work placement experience, continue to be expanded

A website has been created which is regularly updated. We also have Facebook page. Quarterly newsletters, advertising what the library has to offer, have been produced and distributed. They are delivered to 4,500 homes. The profile of the library has also been raised by attending local summer fêtes where we provided

information about our services.

We have established regular Friday evening community and fund-raising events. One volunteer and local resident has compiled a DVD about the history of the local village. This was launched at a library event which proved to be very popular. All the proceeds from the DVD will go to the library. We have also held a highly successful Farmers market.

To celebrate our first year as a community library we held an Open Day. This provided an opportunity to have craft workshops for children and share our vision with our customers with a display of our achievements in the first year.

The provision of these activities has contributed to a halting of the decline in the use of the library in terms of numbers of users and books borrowed.

We have received almost £11,000 in grants, in addition to that provided by the Council and raised £8,000 in donations and library hire. We have also launched the Friends of Greenhill Library to the wider community and those who join will have voting rights at the Annual General Meeting. A standing order form has been produced for those who wish to make regular donations.

Contribution by volunteers

The charity is run entirely by volunteers. There are three main areas of activity:

- Running the library and providing a service to the public
- Fund-raising and associated events
- Managing the charitable organisation
 - providing sound financial management and governance
 - improving the state of the building
 - ensuring the charity is run in accordance with its policies and procedures
 - overseeing the development of partnerships and new services with the aim of becoming more functionally diverse and as a result more sustainable.

Volunteer roles include the day to day running of the library; management and training roles; financial support; fund-raising activities; cleaning and maintaining the building and grounds; health and safety; events management including publicity and marketing; and practical support. It is not unusual for volunteers to occupy more than one role.

We have 118 active volunteers, and 92 of these are involved in delivering the front line service:

- 52 are library assistants
- 17 are session leaders
- 12 work with children
- 7 undertake administrative tasks
- 2 manage the library rota
- 2 co-ordinate this function and recruit, train and support volunteers

A further 26 are involved:

- 12 undertake cleaning and buildings maintenance
- 1 specialises in health and safety
- 3 are involved in events and publicity
- 4 in fund-raising
- 1 treasurer
- 5 in developing new partnerships and areas of development

Volunteers providing the front line service donate 127 hours per week. This assumes 4 volunteers per shift and includes time given by operations manager, volunteers manager etc. There is a handover and set-up time of 30 minutes total per shift.

Brief statement of the charity's policy on reserves

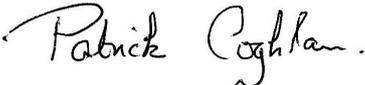
Greenhill Library will not have less than four months or more than nine months of the average expenditure of previous two years in reserve. Should we have more the treasurer will explain to the Trustees and AGM why this is so. Should we have less it is the duty of the treasurer to bring this to the attention of the Board and subsequently to the whole membership of the Friends of Greenhill Library.

Further financial review details

Funding will be available from Sheffield City Council until 31st March 2017. Since December 2014 the charity has gradually developed fund-raising activities. More recently this has included recruiting long term funding from the community.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) 

Full name(s) Patrick Coghlan

**Position(e.g. Secretary, Chairman
Chair etc)**

Friends of Greenhill Library

Receipts and payments account for the period ended 31 March 2015

	Unrestricted (1) funds £	Restricted (2) funds £	2015 Total £
Receipts:			
Grants	24,384	10,307	34,691
Fundraising	976	-	976
Donations	1,387	-	1,387
Library hire	310	-	310
Photocopies	364	-	364
Total receipts	<u>27,421</u>	<u>10,307</u>	<u>37,728</u>
Payments			
Building expenses	1,621	-	1,621
Office expenses	702	-	702
Insurance	1,278	-	1,278
Council tax	745	-	745
Water	28	-	28
Other	202	-	202
Ward pot	-	557	557
Legal fees	-	656	656
Training & consultancy	-	3,243	3,243
Financial systems	-	262	262
Name tags	-	220	220
Printing	-	646	646
Recruitment	-	45	45
Software licensing	-	201	201
Total payments	<u>4,576</u>	<u>5,830</u>	<u>10,406</u>
Net receipts for the period ended 31/3/2015	<u><u>22,845</u></u>	<u><u>4,477</u></u>	<u><u>27,322</u></u>

Friends of Greenhill library

Notes to the accounts for the period ended 31 March 2015

1) Receipts and payments accounts

These accounts summarise movements the in and out of “cash” during the financial year. “Cash” includes money in bank which can be easily with drawn to pay debts as they become due.

2) Restricted funds

Funds given to Friends of Greenhill Library to be used for specific purposes as set by the donor, which relate to the general objects of the organisation.

	Restricted funds 31-07-2014 £	Receipts £	Payments £	Restricted funds 31-03-2015 £
Social Inv. Business	-	9,750	5,273	4,477
Ward pot small grant	-	557	557	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	10,307	5,830	4,477
	<hr/>	<hr/>	<hr/>	<hr/>

The ward pot is money given for specific expenditure. The amount relates to two applications.

3) The unrestricted grant was received from Sheffield City Council. Future years will be restricted.

4) Trustees received no expenses, benefits or remuneration in this period.

Friends of Greenhill Library

Statement of assets and liabilities as at 31 March 2015

	2015 £
Cash assets	
Cash at bank	26,798
Cash in hand	524

Total	27,322

Approved by the trustees on 16 Dec 2015

Signed on behalf of the trustees by:

Patrick Coghlan.



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

FRIENDS OF GREENHILL LIBRARY

On accounts for the
period ended

31st MARCH 2015

Charity number

1158656

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 (~~other than that disclosed below*~~)

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 Act have 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.

* Please delete the words in the brackets if they do not apply.

Signed:

D Bingham

Date:

16th December 2015

Name:

DIANE BINGHAM

Relevant professional
qualification(s) or body

MBA, CDipAF (ACCA), FIIBI, DipHE Accounting
(previously FCCA now retired)

Address:

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STANNINGTON
SHEFFIELD S6 6AS