

# THE SOMERTON LIBRARY TRUST

Registered Charity No: 1181508

## ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDING 31 MARCH 2025

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# THE SOMERTON LIBRARY TRUST

## Trust information

Charity number 1181508

Trust's correspondence address:

Little Barns  
The Triangle  
Somerton  
Somerset  
TA11 6ND

Library address:

Somerton Library  
Cox's Yard  
West Street  
Somerton  
TA11 7PR

Charity Trustees:

<b>Trustee name</b>	<b>Office</b>	<b>Dates as Trustee if not for whole year</b>
Jeremy Greenop	First charity Trustee, Chair, Communications and PR and Fundraising	Throughout
Martyn Smith	First charity Trustee, Treasurer.	Throughout
Robert Cherry	Facilities Manager	Throughout
Susan Partington	Community Engagement	Throughout
Alexandra Stannett	Health & Safety	Throughout
Philip Flowers	Town Council Nominated Trustee	From 1 May 2024

# THE SOMERTON LIBRARY TRUST

## THE TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2025

### The Trust

The Trust's Constitution as a Charitable Incorporated Organisation (CIO) with a Foundation Structure was approved and registered by the Charity Commission on 10 January 2019. The Trust's Object is:

**The advancement of education for the public benefit by supporting the operation and maintenance of a public library in Somerton for the benefit of local residents.**

The Trust entered into a Service-Level Agreement [**the Agreement**] with Somerset County Council (SCC – now Somerset Council; hereafter referred to as '**SC**') to establish a Community Library Partnership (**CLP**). The 'Commencement Date' for the terms of the Agreement was 1 April 2019 and the 'Expiry Date' is 7 years from the Commencement Date. Somerton Town Council (**STC**) leases the library building to the Trust at a peppercorn rent, with an initial term of no more than 7 years from 31 March 2019. STC owns the library building and is responsible for the maintenance of the building's structure. The Trust assumed responsibility for running Somerton Library as a CLP on 1 April 2019.

Successful delivery of the Trust's Object is dependent on commitment to the 'Partnership' by SC, STC and the Trust.

### Trust Management

The Trust is managed in accordance with the Constitution endorsed by the Charity Commission.

Meetings are held when required. In the reporting year the Trust has held 2 routine meetings. The 2023/2024 Annual General Meeting was held on 2 May 2024. Minutes are produced for all meetings and retained with key Trust documents to which all Trustees have access.

On 16 August 2024, the Charity Commission acknowledged receipt of the Annual Return for 2023/2024 and the Trustees' Annual Report and Accounts. The Report was publicised locally and copies submitted to SC and STC.

The Trustees' Annual Report and Accounts document for 2024/2025 (this report) was circulated by e-mail. It was endorsed by the Trustees and subsequently approved by the Members at the Annual General Meeting on 10 April 2025.

Details of serving Trustees are on page 2.

A programme of continuous improvement and self-appraisal, that was introduced in January 2021 and repeated in January 2022, has been deferred for a further year while the purpose and benefit of the process are reviewed.

The Trust and the Somerset Library Service (**SLS**) hold regular CLP review meetings to assess the effective delivery of library services and interaction with the community. Once again SLS has noted the added range of community activities offered by Somerton Community Library and noted that statistical data gathered by SLS marks the Library as one of the highest achieving libraries within the CLPs in Somerset.

## Trust Priorities and EOY Review

Priorities for 2024/2025 were to:

- ❖ Develop more effective lines of communication with STC;
  - ✓ Partially achieved. Lines of communication remain tenuous. STC nominated a trustee in May but STC does not always acknowledge or responded to communications from the Trust.
- ❖ Work with STC to agree a memorandum of understanding (MoU) for the security and maintenance of the Library premises;
  - ✓ An agreement was reached at a meeting on 15 November 2024. Additional detail is contained in the paragraph on 'Facilities Management'.
- ❖ Recruit Trustees to undertake the roles of: 'Communications and PR' and 'Fundraising';
  - ✓ Partially achieved. A volunteer has been identified who if inducted will assume the 'Fundraising' role. The 'Communications and PR' role remains unfilled and is covered by the Chair.
- ❖ Based on the findings of a survey for Somerton businesses, develop a plan to strengthen ties with local businesses;
  - ✗ Little progress has been made. The majority of local businesses that were surveyed endorsed the value of the Library as an asset for their employees and the community, but they are disinclined to sponsor the Trust.
- ❖ Maintain an enthusiastic volunteer base and continue a rolling training programme;
  - ✓ Achieved. Offers to join the volunteers exceeds the number of volunteers required. An effective training programme is maintained.
- ❖ Review and update the programme of work and enhancements to the building with particular focus on redecoration of the interior.
  - ✓ Ongoing.

As indicated above (✓) there has been substantial success in the achievement of many of the 2024/2025 goals. Those that require further work (✗) will be pursued in 2025/26.

Priorities for 2025/2026 are on page 6.

### Volunteers

A volunteer policy document is being drafted.

The volunteer programme is managed by 2 coordinators, one of whom is the Clerk to the Trust.

A programme for volunteer refresher training was agreed with SLS and is in place: all volunteers undergo inhouse training once a year. Customer Service volunteers have undertaken a programme of training for the new Library Management System.

### Facilities Management

STC own the library building. It had been understood that STC – the Trust's landlord - is responsible for the security and maintenance of the building; however, STC's lawyers stated this is not the case. The Trust proposed the development of a MoU to overcome the difference in interpretation of the lease without recourse to litigation. A meeting was held on 15 November 2024. Agreement was reached whereby, without prejudice, the

Trust assumed responsibility for the security and maintenance of the building for the duration of the current lease, and STC will provide funding for the outstanding maintenance and defects, including those identified by a Fire Risk Assessment (FRA) undertaken in January 2023. Other than notes of the meeting the Chair of the Trust circulated by email, no written agreement followed. The Trust remains responsible for managing the utilities and facilities within the library building. SLS maintains the library IT systems and associated infrastructure.

### **Health & Safety (H&S)**

H&S responsibilities are apportioned between SLS and the Trust for which there are separate policies. The division of responsibility for observance and implementation of the policies is defined in the Agreement. The Trust is responsible for the H&S policy as it applies to the building and for activities outside staffed opening hours, while SLS is responsible for the implementation of both policies during staffed opening hours.

The Trust's Health & Safety Policy was reviewed, updated and endorsed in October 2023, and is due for review by 1 October 2026. The Trust's Risk Assessment was updated on 22 February 2024.

Librarians and volunteers receive induction training in accordance with the H&S Policy and changes in the Risk Assessment.

As noted in the 'Facilities Management' paragraph, a FRA was conducted in January 2023. STC has provided funding to rectify the outstanding deficiencies and these should be actioned by the end of April 2025.

### **Insurance**

The Trust is insured with Zurich for: Public Liability; Employer's Liability; Hirer's Liability; and Contents.

### **Finance**

SLT banks with the Unity Trust Bank and has no investments. This year, SLT approved a motion to ringfence £10,000. This amount is held in reserve but available, should the need arise, to maintain Library operations (in accordance with the terms of the Agreement) if the Trust has to be wound-up.

The Trust receives £8,000 each year from SC: a payment called the 'Annual Sum' as set out in the Agreement. In addition, there is income from rentals and fines, as well as donations from local parishes and various benefactors.

Expenditure is primarily to SC for provision of full-time library staff. Other budgeted expenditure is for: utilities; maintenance; and various administrative outgoings.

On 1<sup>st</sup> April 2024 the balance was £15,536.

### **INCOME**

For 2024-25 STC agreed a total support package of £18,000 which has been included in the Grant column.

STC asked SLT to coordinate maintenance after a FRA and has paid the estimated bill.

SLT:

Received two grants from Somerton Community Association for CCTV and fans.

Received £200 support from one local parish council.

Received £2,800 income from fines and loans.

Reclaimed just over £6,900 of VAT (VAT is reclaimed on the project work).

Received £12,000 from SC (£10,000 +VAT) – 5 payments instead of 4 due to phasing.

Received an interim payment of £500 from the Co-Op Communities Fund.

Total income was almost £56,570

## EXPENDITURE

Once again SC made a large back-dated pay award. SLT's wage bill to SC was almost £27,500 including VAT.

The cleaner was paid £1,400 which will increase from 1<sup>st</sup> April 2025 to reflect the National Living Wage.

SLT has spent £3,800 on utilities.

Expenditure on door maintenance and the projects for CCTV and fans were reimbursed.

Maintenance to rectify FRA defects is not yet complete, but STC has already credited SLT.

General maintenance cost just over £1,000.

Admin costs were high due to lifetime licences for the digital display screens and upfront cost of equipment hire for the "Get on-line" events scheduled in April 2025.. Installation of CCTV was included in admin.

Total expenditure amounted to £48,144.

On 31st March 2025 the balance was £23,962.

Following lengthy discussions, STC has agreed to budget £24,000 for SLT in 2025-2026. This will cover ongoing building maintenance and will be drawn down as required.

## Future Plans

Priorities for 2025/2026 are to:

- ❖ Negotiate and agree a replacement Agreement (now termed a Contract) with SC to commence on 1 April 2026;
- ❖ Negotiate and agree a new Lease with STC to commence on 1 April 2026;
- ❖ Recruit a Trustees to undertake the role of: 'Communications and PR';
- ❖ Maintain an enthusiastic volunteer base and continue a rolling training programme;
- ❖ Review and update the programme of work and enhancements to the building with particular focus on redecoration of the interior.

## Appreciation

Thanks are due to STC, the Trustees, generous donors and, above all, to the volunteers, without whom the library could not operate.



Jeremy Greenop  
Chair of Trustees

10 April 2025

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

## APPROVAL OF THE ACCOUNTS

The attached accounts (below) are approved on behalf of the Trustees.



Jeremy Greenop  
Chair of Trustees

10 April 2025

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# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2025

### ACCOUNT DETAILS:

Balance on 1 April 2024:	£15,536
Total receipts to 31 March 2025:	£56,570
Total 31 March 2025:	£72,106
Total payments to 31 March 2025:	£48,144
Balance on 31 March 2025:	£23,962



Martyn Smith  
Treasurer of the Somerton Library Trust

07 April 2025

# THE SOMERTON LIBRARY TRUST

ACCOUNTS FOR YEAR ENDING 31 MARCH 2025

## BREAKDOWN OF ACCOUNTS

31 March 2024		31 March 2025
	<b>RECEIPTS</b>	
£2,892	Grants	£33,125
£2,495	Library Income	£2,846
£2,824	VAT repayments	£6,993
£11,645	Lettings & Service provision	£12,171
£9,939	Donations	£1,495
<b>£29,796</b>	<b>TOTAL</b>	<b>£56,570</b>
	<b>PAYMENTS</b>	
£27,939	Wages SC/Cleaner	£28,812
£3,114	Gas, Electricity, Water	£3,805
£9,108	Maintenance	£9,945
£2,924	Administration	£5,582
<b>£43,085</b>	<b>TOTAL</b>	<b>£48,144</b>
<b>-£13,289</b>	Net for year	£8,426
£28,825	Balance brought forward	£15,536
<b>£15,536</b>	<b>BALANCE CARRIED FORWARD</b>	<b>£23,962</b>



Martyn Smith  
Treasurer  
Somerton Library Trust

07 April 2025



# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS 2024-2025

## **The Somerton Library Trust**

Accounts are set out on pages 7 and 8

### **Responsibilities and basis of report**

I report to the Trustees on my examination of the accounts for the year ended 31 March 2025.

I report in respect of my examination of the Trust's accounts carried out under s145 of the Charities Act 2011 [the Act] and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(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 give 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.



Mary Palmer  
The Old Shoemaker's  
Sutton Road  
SOMERTON

10 April 2025