



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2023		31	March	2024

Section A Reference and administration details

Charity name The Saffron Walden Public Library

Other names charity is known by The Gibson Library

Registered charity number (if any) 310665

Charity's principal address

2 King Street
Saffron Walden
Essex
Postcode CB10 1ES

Names of the charity 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)
1 Essex County council	Library Service		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Scheme dated 24 th January 1967
How the charity is constituted (eg. trust, association, company)	Trust

Trustee selection methods
(eg. appointed by, elected by)

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Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

ONE OR BOTH THE FOLLOWING;- (A) THE MAINTENANCE AND IMPROVEMENT OF THE LIBRARY; (B) THE PROVISION OF LIBRARY FACILITIES ADDITIONAL TO THOSE NORMALLY PROVIDED BY THE COUNCIL UNDER THE PUBLIC LIBRARIES AND MUSEUMS ACT 19649

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

As a trustee Essex County Council has supported a Heritage Lottery Funding Application for the digitisation of rare books and items will protect the collection from damage or loss. Many items in the Gibson Library are unique or rare, and local ephemera and photography collections are irreplaceable. The Gibson Library’s natural history collection will be more accessible online, fostering appreciation for the environment. The Flora project will engage the public in monitoring local habitats. The Library aims to involve more young people through digitisation projects with schools and online curriculum resources. Reminiscence boxes will engage elderly residents. Volunteer support is crucial, and the project will enhance volunteer management and training through structured cataloguing and digitisation tasks. We are hoping the application is successful.

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Section D Achievements and performance

Summary of the main achievements of the charity during the year

The volunteer-run Gibson Library Society also provided a series of well-attended lectures, exhibitions and other events to publicise the Gibson Library, and raise awareness of the importance of the collection, and for general educational purposes, and several volunteers were working throughout the year, indexing and cataloguing parts of the collection, working on publicity materials and organising the rebinding and conservation programme.

Section E Financial review

Brief statement of the charity's policy on reserves

The general policy is (a) to maintain a minimum figure in reserves, equivalent to at least one year's average annual expenditure. This is in recognition of the fact that the Charity's main source of expenditure is the income from a single property (b) to maintain a contingency figure equivalent to a further 6 months annual expenditure. Reserves above this level are from time to time allocated to special projects

Details of any funds materially in deficit

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Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	J Pirez	
Full name(s)	Juliet Pirez	
Position (eg Secretary, Chair, etc)	Head of Libraries	
Date	17.2.25	

The Saffron Walden Public Library

Independent Examiner's Report

To The Trustees Of The Saffron Walden Public Library

I report on the accounts of The Trust for the period ended 31 March 2024, which are set out on page 1.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- i. examine the accounts under section 145 of the 2011 Act;
- ii. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- iii. to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

- a) which gives me reasonable cause to believe that in any material respect the requirements:
 - i. to keep accounting records in accordance with section 130 of the 2011 Act; and
 - ii. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Loucas

Loucas
Chartered Certified Accountants
The Carriage House
Mill Street
Maidstone
Kent
ME15 6YE

Dated: 30/01/2025

SAFFRON WALDEN PUBLIC LIBRARY CHARITY (Gibson Trust)
Registered Charity Number 310665
FINANCE REPORT
2023/24 ACCOUNTS
as at 31st March 2024

	Actuals to date (£)	Adjust Prior Yr (£)	Accrued to date (£)	Forecast (£)	Projected Outturn (£)
<u>Income and Expenditure (SAFFLIBR)</u>					
<i>INCOME</i>					
Rental Income	(16,832)		(9,168)		(26,000)
Contributions	0				0
Dividends	0				0
Interest	0				0
	(16,832)	0	(9,168)	0	(26,000)
<i>less EXPENDITURE</i>					
Books and Periodicals	9,473				9,473
Bookbinding	7,974				7,974
Other	245				245
Photography	0				0
Furniture and Equipment	620				620
Printing & Stationery	241				241
Mileage	0				0
Postage	0				0
Premises Costs	0				0
Staff	0				0
Audit Fee	2,400				2,400
	20,952	0	0	0	20,952
(Surplus) / Deficit to Date	4,120	0	(9,168)		(5,048)

Note: the SAFFLIBR follows general ledger rules of income showing as credit and expenditure as debit entries

	Actuals (£)	Adjust Prior Yr	Projected Outturn (£)
<u>TRUST FUND</u>			
Cash at Bank 01/04/2023	64,224		64,224
Net Current Assets 01/04/2023	36,399		36,399
Total net current assets and cash at bank	100,623	0	100,623
Surplus / (Deficit) for the year	5,048		5,048
Total net current assets and cash at bank c/fwd to 01/04/2024	£105,670	£0	£105,670
Cash at Bank 31/03/2024			£64,227
Net Current Assets 31/03/2024			£32,275
			£96,502

SAFFRON WALDEN PUBLIC LIBRARY CHARITY
FINANCE REPORT - COMMENTARY
2023/24 ACCOUNTS

Income and Expenditure on SAFFLIBR

Income

- **Rental Income** from the lease of Newport Jewellery Workshop Ltd is £26,000 for 23/24 financial year. This is broken down as Actual Rental Income received (£500) relating to 2022/23 and £17,332 relating to 2023/24 and a year end accrual of £9,168.

Expenditure

- **Material expenditure items including Books, Binding, Furniture & Equipment and Premises**
Business as usual, no issues

The Saffron Walden Public Library

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