



**Community Managed Libraries National Peer Network
Report and Financial Statements
for the year ended 31 March 2023**

Charity name: Community Managed Libraries National Peer Network
Charity Registration Number: [1184488](#)

Objectives and Activities

The purposes of the Charity as set out in its governing document

The promotion of the efficiency and effectiveness and the effective use of charitable resources of community managed libraries for the benefit of the public in particular but not exclusively by:

- Providing and co-ordinating the effective use of workshops, conferences and training activities
- Providing support to assist in the good governance and practice of community libraries in the delivery of services
- Providing a forum for shared learning and networking

The main activities in relation to those purposes for the public benefit

The Community Managed Libraries Peer Network (CMLNPN) was formed in 2017 by Upper Norwood Library Trust (UNLT), in collaboration with the Arts Council, Locality and Libraries Connected with funding from Power to Change. CMLNPN received additional funding from Power to Change in October 2018, to formalise, develop and grow the Network. In 2019 the Network formalized its legal status as a Charitable Incorporated Organisation (CIO).

Our Vision

To help community managed libraries thrive in their communities.

We want community managed libraries to:

- be aware of, and able to grasp opportunities such as funding and advice
- provide mutual support and learning
- operate as effectively as possible, to make them sustainable in the long term

Our Governance

The Network is run by a volunteer trustee board supported by other dedicated volunteers from the Community Managed Library (CML) sector. Together they are working with the Network Manager and Regional Network Co-ordinators to create a sustainable network. Trustees are fully committed to building an organisation which helps CMLs to be successful, by supporting them in regional meetings and events and liaising on a national level, building relationships and communication with CMLs and with a wide range of sector agencies and organisations including Libraries Connected, The Arts Council, Department of Culture Media and Sport and many others to achieve its charitable objectives.

Measuring Success

CMLNPN maintains various methods of impact and evaluation to ensure that achievements are measured against funding milestones, board and sector expectations and the needs of CMLs and their stakeholders.

National Lottery – Funding Milestones

The Network's activities timeline and budget are set against pre-agreed milestones with our principal funder, National Lottery, through the 'Growing Great Ideas' programme. This includes:

- Operations and business development
- Development of regional networks
- Events, training & guidance
- Membership scheme
- Community hub development
- Stakeholder & sector development
- Advocacy
- Educational & product development

Progress is maintained and monitored through quarterly funder meetings and progress reports.

Quarterly Network Manager Reports

The Network Manager prepares quarterly reports outlining progress against funding milestones as well as additional areas of business development and support for CMLs. Reports are scrutinised by CMLNPN trustees and updates informing the reports are shared with members through monthly network meetings, newsletters and the website.

Evaluation Framework

Regular surveys and polls of CMLs are undertaken to gather insights and data informing future support and training & guidance requirements. CMLNPN also maintains a community library dataset to aid with targeted support and to track successes and learning, for example from successful fundraising or community hub development activities.

Achievements and Performance in 2023

Three year funding from the National Lottery 'Growing Great Ideas' programme enabled the implementation of a business plan to recruit 3 paid CMLNPN staff members, and vastly increase the level of support and development of CMLs in England & Wales. The funding in the first year has been vital in order to setup business operations, strengthen engagement with CMLs and partners and to develop community hubs through training, guidance and peer support.

CMLNPN has recruited 1 full time Network Manager and 2 Regional Network Co-ordinators (starting in Jul '22, Feb '23 and Jun '23) respectively. The appointments have enabled us to initiate a milestone plan of activities:

Community Managed Library Dataset

The Network Manager has created a dataset to audit and track community libraries across England & Wales, continually being monitored and updated by the CMLNPN team. 43 'discovered' CMLs were added to the dataset in 2022-23.

The dataset aids with engagement, national and sector advocacy, funding support for CMLs and training and support requirements. This forms the backbone of our process to target appropriate support and development for CMLs while tracking needs.

Engagement and Communications

Regular monthly Network Meetings have been re-established, open to all trustees, staff, volunteers and supporters from community libraries and the wider sector. Meetings feature guest speakers from related organisations and from spot-lit CMLs, and help to encourage collaborative discussion and foster new connections.

A monthly newsletter is sent to approximately 1000 CML and library sector contacts focusing on sector news, ideas, events, funding and training opportunities tailored to members. The newsletter format and style was redeveloped in 2022-23 with support from charity sector digital experts to best suit the requirements of CMLs.

The CMLNPN website has also been updated to include news, events, funding and training resources as well as to foster connection and communication between CMLs through our online forum.

Regional Networks

6 regional networks, involving 198 community libraries, have been identified and are being developed across the country, through a combination of regional meetings, partnerships, peer visits and collaborative working on funding and activities.

To date, strengthened links and relationships between community libraries have helped to improve resilience and innovation amongst members. A new community library, opening in 2023, has benefitted from this approach when considering flexible shelving and flooring, and developing community activities to a new community served by their library.

Events and Educational Development

A series of online training sessions have been developed and are being delivered both internally and alongside external partners. Training is reflective of community library needs and requirements as identified in network meetings, CMLNPN staff engagement and consultation with staff, trustees and volunteers in the sector.

The first of an annual series of regional mini-conferences took place in Jun '23 in London, with other events planned for the North and South-West of England and Wales during 2023-24.

Toolkits and guidance have been produced on a range of subjects including: environmental policy, recycling hubs and supporting vulnerable people in libraries.

Community Hub Development

Community libraries are continually being identified and developed into 'Community Hubs' by the CMLNPN team, particularly focusing on digital transformation, funding, green initiatives, food and fuel poverty support and outreach and income generation and trading. 25 CMLs have been supported this year, with a standout feature being the support given

to CMLs to provide Warm Welcome space during the winter months of 2022-23. This included feeding into a national campaign and advocacy programme and leveraging local and national funding to support delivery plans.

Future plans

CMLNPN staff and trustees will continue to engage and support CMLs, principally through continuation of the milestones plan and supported by continued funding from the National Lottery.

Alongside growth and expansion of existing 2022-23 initiatives, we will be delivering the additional key objectives:

Membership

CMLNPN will be commencing an inclusive membership scheme for community libraries, supporters and stakeholders in 2023. CMLNPN staff have engaged closely with community libraries to create a membership structure which is both accessible and affordable depending on their specific needs.

Awards Programme

An awards programme will be launched in autumn 2023, recognising and celebrating the work which community library trustees, volunteers, staff and supporters do to maintain invaluable library services in their communities. Awards will be nominated by peers.

Events & Training

Events, both online and in-person, will continue to grow in the coming year and will be planned through close consultation and engagement with partners and members.

We will also be launching a 'Leading Community Spaces' course, which will take a modular approach to develop capacity and experience in the sector.

Financial Review

At the beginning of the 2022/23 financial year, the Charity had reserves of £11,226 of which £10,253 was restricted and £973 was unrestricted.

During 2022-23 financial year, the Charity was awarded a 3 year grant of £315,400 from National Lottery of which £79,490 was paid during the year. There were no donations received during the year (2021/22: £150). The Charity spent £37,954 (2021/22: £Nil) to meet its charitable objectives. Work to raise funds was carried out at no cost to the Charity by the trustees as volunteers. The Charity was granted permission by Power to Change, who provided an original grant to set up and fund the activities of the Network, to transfer the remaining balance of funds from that grant, amounting to £10,253, to unrestricted funds to be spent in meeting any costs incurred by the Charity in meeting its charitable objectives that the trustees deemed appropriate.

At the end of the 2022/23 financial year, the Charity had reserves of £52,762 (2021/22: £11,226) of which £41,536 (2021/22: £10,253) was restricted and £11,226

(2021/22: £973) was unrestricted.

The trustees are satisfied with the year-end position of the Charity and do not believe there are any uncertainties currently of the Charity continuing as a going concern. No commitments have been made that cannot be met out of current reserves. Future activities requiring significant funding will only be undertaken when that funding has been secured. Many valuable activities can be provided effectively at low cost from volunteer resources.

Reserves policy

CMLNPN reserves policy requires 6 months of running expenses set aside to continue operations. This will allow the Charity to respond in a considered way to an adverse change in circumstances, give sufficient time to assess emerging circumstances, and to develop and implement appropriate plans, without requiring a crisis response.

Investment policy and objectives including social investment policy

The Charity does not currently have any financial investments and therefore the trustees have not yet adopted an investment policy. It has adopted a social investment policy whereby all its activities and services are delivered on a voluntary basis to those involved in organizations whose beneficiaries are their local communities. The average age of volunteers is 65+; this approach supports social inclusion.

Principal risks and uncertainties

The Trustees have given consideration to major risks faced by the Charity and how these can be managed.

Dependence on volunteers:

By the year end the Network had 2 employees to run its day to day activities reaching as many CMLs who need our support but is still dependent on volunteers to support their work. In June 23 a third employee was recruited. The Network Manager and two regional co-ordinators will work to ensure CMLs are fully engaged and involved, to help the Network deliver on its business and financial strategy and to implement a new membership scheme.

Income risk:

The Charity is reliant on grant funding and from 2022/23 has regular expenditure commitments. We will work very hard to build our membership income and implement some business development ideas to help us earn our own income.

Trustees mitigate any income risk by not making commitments unless funding has already been secured. They review regularly reports of funding and financial performance against plan so they can act on variances and adjust plans accordingly.

Reference and administration details

Type of governing document	Constitution
How the Charity is constituted	Charitable Incorporated Organisation
Charity Name	Community Managed Libraries National Peer Network
Other name the Charity uses	None
Registered Charity Number	1184488
Charity's Principal Address	Corbett Community Library, 103-105 Torridon Road, London, SE6 1RQ
Description of the assets held in this capacity	N/A
Name and objects of the Charity on whose behalf the assets are held and how this falls within the custodian Charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Trustees

	Trustee name	Office (if any)	Appointed	Resigned
1	<i>David Smith</i>	<i>Chair (stood down as chair June 2023)</i>	<i>18 July 2019</i>	
2	<i>Jeremy Clynes</i>	<i>Treasurer</i>	<i>17 March 2020</i>	
3	<i>Christopher Clarke</i>	<i>Trustee</i>	<i>18 July 2019</i>	
4	<i>Susan Wills</i>	<i>Trustee</i>	<i>17 March 2020</i>	
5	<i>Richard Fowler</i>	<i>Trustee</i>	<i>17 March 2020</i>	<i>03 December 2022</i>
6	<i>Margaret Adjaye</i>	<i>Trustee</i>	<i>18 July 2019</i>	<i>27 June 2022</i>
7	<i>Sarah Long</i>	<i>Trustee</i>	<i>18 July 2019</i>	
8	<i>Kamal Shah</i>	<i>Trustee (appointed chair June 2023)</i>	<i>17 March 2021</i>	

The Network focuses on the skills mix of the Trustees to ensure that the Board has all the necessary skills to contribute fully to the Charity's development. Trustees are inducted through meetings with existing trustees and references to the Charity Commission website to ensure they fully understand their responsibilities. No person (or body) is entitled to appoint any trustees. Trustees may be appointed in

accordance with the Constitution by the members or the trustee board. All new trustees retire at the next annual general meeting and may then be reappointed by the members at that meeting. Trustees are not eligible for reappointment if they have served three consecutive terms unless there has been an interval of at least three years since they last served.

All decisions must be made by a quorum of trustees

Trustees met as a body four times and additionally considered specific items via email and telephone conference calls. No trustee received any remuneration from the Charity during the year.

The AGM for the Charity was held on 27 June 2022, *the next AGM for the charity will be held on 5 September 2023.*

Day to day management is delegated to the Network Manager from 6 July 2022. Before then Margaret Adjaye, until she resigned, and Peter Ranken led on day to day activities. All strategic and other major decisions are considered and taken by the Trustees.

No trustees hold any title to property belonging to the charity.

Relationships with related parties

Donation to the Charity by Trustee or Third Party

The total amount of donations received from a Trustee or a related party was £nil (2021/22: £150).

Declarations

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

Signed on behalf of the charity's trustees

Signatures	<i>Kamal Shah</i>	
Full Name	Kamal Shah	
Position	Chair	
Date:	06/09/2023	

Independent Examiner's Report

I report to the trustees on my examination of the accounts of Community Managed Libraries National Peer Network for the year ended 31 March 2023 which are set out on pages 11 to 18.

Respective responsibilities of trustees and examiner

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(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 giving me reasonable cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 Act or the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Jane Gillis

Relevant professional qualification/membership of professional bodies: ACA
ICAEW

Address: 28 Ardoch Road, SE6 1SJ

Date: 6 September 2023

Community Managed Libraries National Peer Network
Report and Accounts for the Year Ended 31 March 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Donations and Legacies		-	-	-	150	-	150
Grants receivable - National Lottery		-	79,490	79,490	-	-	-
Total Income		-	79,490	79,490	150	-	150
Raising Funds		-	-	-	-	-	-
Charitable Activities	4	-	37,954	37,954	-	-	-
Total Expenditure		-	37,954	37,954	-	-	-
Net Income Before and After Tax		-	41,536	41,536	150	-	150
Transfers between Funds		10,253	(10,253)	-	-	-	-
Net Movements in Funds		10,253	31,283	41,536	150	-	150
Total Funds Brought Forward		973	10,253	11,226	823	10,253	11,076
Total Funds Carried Forward		11,226	41,536	52,762	973	10,253	11,226

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 13 to 18 form part of these accounts.

Balance Sheet As at 31 March 2023

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2023	2023	2023	2022
		£	£	£	£
Fixed Assets			359	359	
Current assets					
Debtors and prepayments		-	174	174	-
Bank and cash		11,226	46,773	57,999	11,226
Total current assets		11,226	46,947	58,173	11,226
Liabilities					
Creditors falling due within one year		-	(5,770)	(5,770)	-
Net current assets		11,226	41,177	52,403	11,226
Total assets less current liabilities		11,226	41,536	52,762	11,226
Total net assets		11,226	41,536	52,762	11,226
The funds of the Charity					
Unrestricted funds		11,226	-	11,226	973
Restricted funds		-	41,536	41,536	10,253
Total charity funds	10	11,226	41,536	52,762	11,226

The notes on pages 13 to 18 form part of these accounts

Approved by the Trustees on 6th September 2023 .

Signed on their behalf by:

Kamal Shah

Kamal Shah
Trustee (Chair)

Charity no. 1184488

Notes to the financial statements

1 Principal Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation or uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019 - Charities SORP (FRS 102).

The Charity meets the definition of a public benefit entity under FRS 102 and of the Charity Commission. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

The trustees are of the view that the charity is a going concern and consider that there are no material uncertainties about the Charity's ability to continue as a going concern. A three year grant from the National Lottery has commenced during the year and further grants will be applied for. In future years the key risks to the Charity are a fall in income from grants receivable and donations but the trustees have arrangements in place to mitigate those risks (see their annual report for more information).

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance of provision of a specified service is deferred until the criteria for income recognition are met.

d) Donated services and facilities

In accordance with the Charities SORP (FRS 102), the services provided by volunteers is not recognised in the financial statements. The trustees' annual report includes more information about their contribution.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings: raising funds and charitable activities. Costs of charitable activities comprise all costs incurred in pursuit of the charitable objects of the Charity. Currently all costs are wholly attributable to charitable activities.

Irrecoverable VAT is charged as a cost for which the expenditure was incurred.

g) Allocation of support costs

Support costs which include governance costs are those costs that assist the work of the charity but do not directly undertake fund raising or charitable activities. Currently all costs are wholly attributable to charitable activities.

h) Tangible fixed assets and fixed asset investments

Tangible fixed assets are initially recognised at their transaction value. This initial value is written off in equal instalments over the expected useful life of the asset, normally 3 years in the case of office equipment, which is currently the only class of asset.

i) Stocks

The charity has no stocks.

j) Debtors

Debtors are amounts due to the Charity. They are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation

resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due. Amounts which are payable in more than a year are shown as long-term creditors.

l) Financial instruments

The charity has no financial assets and financial liabilities except for those stated above. Cash at bank and in hand is held to meet the charitable expenditure and day to day running costs as they fall due.

m) Restricted funds

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

n) Unrestricted funds

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the Charity's charitable objects.

2) Legal status of the Trust

The organisation is a Charitable Incorporated Organisation and has no share capital. If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

3) Donations

No donations were received during the year (2022: £150).

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in the annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

4) Expenses and support costs

Expenses allocated to charitable activities was £37,954 (2022: £nil) and were paid from the National Lottery grant. Other activity was undertaken by volunteers at no cost to the Charity.

	Raising funds	Charitable activity	2023	2022
	£	£	Total £	Total £
People costs	-	34,140	34,140	-
Marketing & communications	-	27	27	-
Office costs	-	3,284	3,284	-
Governance	-	503	503	-
	<u>-</u>	<u>37,954</u>	<u>37,954</u>	<u>-</u>

People costs include recruitment, travel and subsistence. Governance includes trustees' expenses and insurance.

5) Staff costs and trustees remuneration

	2023	2022
	£	£
Wages and salaries	29,250	-
Social security costs	2,994	-
Pension costs	706	-
	<u>32,950</u>	<u>-</u>

A Network Manager was appointed in July 2022 as the Charity's first employee and was joined in February 2023 by a Regional Co-ordinator. Salaries are set by the trustees. Staff costs during the year are shown above. The Charity as employer contributes to a defined contribution pension plan as an employee benefit expense, as contributions fall due. A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Charity has no further legal or constructive obligation to pay any further contributions.

No trustee has received any remuneration during the period and £33 travel expenses were repaid to one trustee (2022: £nil). Since July 2022 the Trustees have the benefit of Trustees' and Officers' liability insurance in respect of the charity and its trustees. This provides cover up to £100,000 and is part of a comprehensive insurance policy costing £627pa.

6) Taxation

The Charity is a registered charity and therefore not liable to taxes on income derived from its charitable activities as it falls within the various exemptions available to registered charities.

7) Tangible Fixed Assets

	IT equipment 2023	IT equipment 2022
	£	£
Cost or valuation		
At 1 April	-	-
Additions	538	-
Disposals	-	-
At 31 March	<u>538</u>	<u>-</u>
Accumulated depreciation		
At 1 April	-	-
Depreciation for the current year	179	-
Disposals	-	-
At 31 March	<u>179</u>	<u>-</u>
Net book value		
At 31 March	<u>359</u>	<u>-</u>

8) Debtors and prepayments

All amounts fall due within one year.

9) Creditors: amounts falling due within one year

The Charity owed HMRC £5,070 at the end of March 2023 (2022: nil) and held an accrual of £700 for office facilities (2022: nil).

10) Movements in funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
Restricted funds					
Power to Change grant	£10,253			(£10,253)	£0
National Lottery grant		£79,490	(£37,954)		£41,536
Unrestricted funds					
General funds	£973			£10,253	£11,226
Total funds	<u>£11,226</u>	<u>£79,490</u>	<u>(£37,954)</u>	<u>£0</u>	<u>£52,762</u>

The restricted funds comprise the balance of the released instalments already

received of the grant of £315,400 over 3 years from the National Lottery grant to be applied for specified purposes to develop and implement day to day activities which further the Trustees' strategy.

Unrestricted funds comprise the balance of general funds held which may be applied to any purpose within the Charity's objects. During the year Power to Change agreed that the balance of their previously restricted grant could now be used in this way.

11) Related party transactions

There were no related party transactions during the year.

12) Post balance sheet events

There have been no events between the balance sheet date and the signing of these accounts which relate to conditions that arose after the end of the reporting period that would impact on the understanding of these accounts.