# HARBURY COMMUNITY LIBRARY

## AGM 1st April 2025

## 7.30pm in the Library.

## AGENDA

1. **Apologies for absence.**
2. **Minutes of AGM held on March 25th, 2024**
3. **Matters arising from minutes.**
4. **Chairman's Report**
5. **Treasurer's Report**
   **> Fundraising Report**
6. **Library Report**
7. **Biblio's report**
8. **Community engagement report**
   **> art curators report**
9. **Buildings report**
10. **Election of Officers**
11. **Voting re change of constitution structure to CIO**
12. **Voting members of steering group**
13. **AOB**

**Bilbo's Café Report for year ending December 2024**

## Introduction

The café was open for fewer sessions in 2024. We were open for 189 sessions. This was due to the building having a new heating system installed. The Café as only open for 4 days in September. In December we were open for 11 days instead of 12 when the old heating system was The table below shows our footfall was lower than 2023, this was due to the closures during the autumn of 2024

Footfall is based on the number of drinks sold. The table below shows that in 2024 we sold 6014 drinks.

Our sales of baked goods have held up even after the closures.

## Footfall

| Financial Year | 2024 | 2023 | 2022 | 2021 P | 2020 P | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Drinks sold | 6014 | 6368 | 6040 | 3274 | 2270 | 7513 | 7097 | 6996 | 6794 | 7029 | 6468 | 6859 | 3746 |
| Baked goods sold | 4173 | 2991 | 3410 | 2330 | 1364 | 4361 | 4371 | 4380 | 4159 | 4271 | 4349 | NR | NR |
| Loyalty cards | 210 | 173 | 104 | 108 | 100 | 400 | 391 | 393 | 376 | 380 | NR | NR | NR |

**P** – Pandemic, **NR** Not recorded

## Trading Surplus passed to the Treasurer

| Year | Cash | Cards |
|---|---|---|
| 2024 | £3,972.00 | £9,826.86 |
| 2023 | £2,507.45 | £8,848.82 |
| 2022 | £2,557.86 | £8,409.81 |
| 2021 | £3,081.20 | £2,751.45 |
| 2020 | £3,951.32 | |
| 2019 | £12,491.89 | |
| 2018 | £12,010.91 | |
| 2017 | £11,646.12 | |
| 2016 | £11,209.93 | |
| 2015 | £11,587.20 | |
| 2014 | £10,472.77 | |
| 2013 | £10,500.04 | |
| 2012 | £5,808.99 | |

As can be seen above cards have taken over from cash as the preferred method of payment. The consequence of this is that we are paying the card company for their services.

We are now using BACS for consumable purchases. This system is working well. We are monitoring the price of coffee beans and Hot chocolate, as in the local Supermarket it has gone up to £6.50 a tub. If these items continue to increase in price we will have to consider increasing the selling price of these drinks.

## Volunteers and procedures

Volunteers are very loyal to the Café. We have recruited several new volunteers. It is our volunteers, including those who work in the Café or bake the cakes or do the purchasing or undertake the many other roles that have made the Cafe the success that it is.

We have recruited some new volunteers this year but need to attract more people to volunteer as we are finding it difficult to cover the all the shifts with a full cohort of volunteers. We intend to launch a recruitment programme in the spring.

The members of the committee help to ensure that standards are maintained and take responsibilities.

The procedures are reviewed on a regular basis. All new volunteers receive a copy of all the procedures as a part of their induction.

We had an Intern working towards their D of E on Saturdays in 2024.

**Cleaning**

The cleaning of the whole building takes place at the weekend, when the facility is not in use. The current cleaners are very accommodating and are willing to clean on a different day if that is required.

**Health and Safety**

We have had no accidents or safety issues in the last year.

We hope that the Café will continue to thrive. The Volunteers and the Committee Members have continued to support the Café in 2024. I would like to give my personal thanks to them.

**Financial Report for the Year Ending 31st December 2024.**

## Income:

The library's income for the year was £32,835 an increase of 11k from 2023. The increase was largely due to a payment from Harbury parish Council re S106 funds held and a significant increase in donations of £2,200.

Grant funds of £42,000, were received during the year from The National Lottery Community Fund, Garfield Weston and 1961 Charitable Trust. As the grants were specifically granted for the new heating system this income has been treated as 'Restricted Funds'. The balance of the heating project cost have been set against the S106 funds, reducing the funds to £4,780

Biblio's gross income of £17,615 was similar to 2023, however the library was closed for 3 weeks of September due to the installation of the new heating system. Trading expenses increased by £494, the cost of coffee and general food having risen has now been addressed and prices adjusted.

## Petty Cash:

The sale of tickets for Organisations continues to grow, managing this task can be onerous, but the service is welcomed by the village. Only the net of income and expense is recorded within the accounts.

Book sales increased, some sales are invoiced, and others are paid quarterly on receipt of sales. The main stay of petty cash is donations received by the main groups using the library and print/copy/laminate, which provides the funds for refreshments and newpapers.

| Type of Income | Square Card | Petty Cash | Total Paid | Total Income |
|---|---|---|---|---|
| Book Sales | 294.49 | 254.50 | 446.63 | 102.36 |
| Card Sales | 22.23 | 71.00 | 56.88 | 36.35 |
| Audio Books | | 4.50 | | 4.50 |
| Donations | | 607.82 | | 607.82 |
| Harbury & Labroke News | 0.79 | 16.80 | 22.70 | -5.11 |
| H&L Pens | 4.12 | 13.00 | 48.18 | -31.06 |
| Miscellaeous | 2.96 | 26.14 | | 29.10 |
| Print, Copy & Laminate | 220.53 | 354.60 | | 575.13 |

| | | | | |
|---|---|---|---|---|
| **Total:** | **545.12** | **1,348.36** | **574.39** | **1,319.09** |

| **Type of Expense** | **Petty Cash** | **Total Expense** |
|---|---|---|
| Consumables | 20.05 | 20.05 |
| Newspapers | 352.10 | 352.10 |
| Refreshments | 283.35 | 283.35 |
| Cash Banked | 682.00 | 682.00 |
| **Total:** | **1,337.50** | **1,337.50** |

**<u>Expenditure:</u>**

A small increase in expenditure, takes in both positive and negative changes.  Utilities and insurance increased by approx. 18% and library consumables almost doubled. Repairs and maintenance decreased by £2k.

Biblio's replaced the fridge and freezer, and a new printer was purchased for the library, donations being received to cover their costs.

The monies held under Connections Cafe of £388.31 were paid to Harbury Church.

Overall, cost have been kept well under control, going forward we need to monitor the change to our utilities costs with the change of heating from gas to electric.

**<u>Summary:</u>**

A trading surplus of £10,039 is recorded, however the heating project cost £15k more than the grants received, therefore the S106 funds held at December 2023 of £21.5 k were allocated to the project. The fund as at 31st December 2024 were reduced to £4.6K.

The £18k originally allocated from the library's working capital to the heating project were not required, A separate document is available on the Heating Project budget and costs and attached at the end of this report along with the Statement of Receipts and Payments for the year 2024.

Considering all that has been achieved during the year, Harbury Village Library remains financially secure and looks forward to being a key part of the community.

I would like to thank Robert Powell who has for the second year carried out the audit, and as required completed and signed the Independant Examiners Report.

Rosemary Blackburn

Treasurer

March 2025

**Harbury Village Library (HVL) Annual General Meeting**

**1st April, 2025**

**Steering Group Chair's report**

The current library steering group comprises of a mix of relatively new and some very experienced trustees. For newer trustees the last year has been a time of learning and trying out new ideas, with much support and organizational memory of long-standing members of the steering group.

The membership of the steering group is evolving. Lessons learnt in relation to the heating project have meant two new roles on the steering group. The first lesson has been how important the maintenance of the building and environment is to the functioning of the charity. To this end a "buildings trustee" has been added to the steering group. Jacqui Temple has taken up this role and is getting to grips with issues relating to the building. The second lesson in relation to the heating project is how important good communication is with the preschool. Sarah Davis (secretary to preschool trustee board) has been co-opted on to the hvl steering group to ensure good liaison with the preschool continues.

The wider hvl volunteer group is large and all its parts contribute to the library's success. Biblio's continue to provide a significant social hub in addition to funds that contribute significantly to the financial stability of the charity. As cost pressures increase and having a strong desire to maintain financial stability, a fund-raising plan is being developed, which is being led by Jacqui Temple and Nicola Thompson. Active fund-raising and donations from individuals mean that this year we have agreed a spend of approximately £6,000 to improving the environment including new furniture and computers.

One of our sad losses this year, was the death of Terry Timms.  His death will have been felt by many involved in the library, so it is fitting that the story-telling chair serves as a reminder both of his contribution to the library and his is warmth and vitality as a person.

Ed Wilson, not only did such wonderful job in relation to managing the heating project, he also took on many of the maintenance tasks when Terry was no longer available. With the completion of the heating project it was time for Ed to step down. Paul Roe has now taken on the lead maintenance role and is working closely with Jacqui on buildings issues. We are grateful to both for stepping forward.

**Moving Forward**

Moving forward, the steering group has work to do up-dating its structure and charity commission paperwork. In addition to confirming steering group membership and roles, the structure of the charity needs to be brought up to date. If agreed by the AGM the charity will look to becoming a Charitable Incorporated Organisation (CIO) as opposed to our current Unincorporated Charitable Association (UCA). As well as updating our paperwork, the new structure would be more appropriate for entering into contracts and, as a legal entity, provides limited liability for trustees. One of the other issues for consideration is whether the responsibility re the leasing of the building should change. Hvl currently has a sub-lease with the parish council who have a primary lease from the diocese. However, although streamlining the lease responsibilities would have positives and provide clarity, the process and incurred legal costs may be prohibitive. Current steering group position is to move forward on becoming a CIO and to give the issue of the lease further consideration.

One of the other key areas for the charity is how to improve communication. The operational leads in their roles are considering ways to do this, and the steering group has agreed funds to improve and up-date the website. We are a team and we want everyone involved to feel part of that team. To that end, social connections are important. We had a very-well attended Christmas party in December and are planning to host our second volunteer bbq (after last year's success) on Sunday 8th June. A date for your diary.

**Art in the Library Annual report for 2024**

**AGM 010425**

During 2024 we had 54 exhibits from 11 different artists, with three new exhibitors. Total income during the year was £201, including £104 on the commission from six sales. We have tried to source displays from artists from a wider geographical area and during the year we had exhibitors from Leamington, Southam, Oxfordshire.

We continued the sale of greetings cards produced by nine local artists and exhibitors, with commission on sales to contribute to Library funds. Martin is grateful for the continuing support of exhibitors. If any other local artists would like to exhibit some of their work in the library, please contact him on harburylibraryart@gmail.com

# Core Library Report for HVL AGM 1/4/25

The focus in 2024 was on refurbishment of the library and stock. This process has largely been completed now and the library is a much more welcoming space. We have increased the size of the children's area and brightened it up with a new children's rug and furniture, we also have a comfy reading nook for adults. The close working relationship with the cafe means that we can support each other with ideas for both of us to gain more customers, and volunteers. The foyer area is much improved with increased recycling and community sharing facilities. The toilet has been decorated but storage still remains a problem and further work needs to be done on this. The appointment of the buildings trustee and team of maintenance volunteers will be a huge help in maintaining the standards that we are trying to set.

Stockwise: We are pushing Warwickshire to keep our stock up to date and we regularly change Harbury books. The book buying committee has been revived and we are about to make our first purchases. The aim will be to have more modern and diverse stock at all times, well displayed so that we can attract more customers. Old books initially go on the takeaway shelves and we then have a method of ethically disposing of unwanted books.

Organisationally: The library committee is no longer functional, but more individuals have been given specific jobs. Further work need to be done to encourage volunteers to have definite roles to support the library leads. Our volunteer coordinator is stepping down this year and we hope to recruit shortly into this role.
A safeguarding policy has been written that allows teenage volunteers and our first 14 year old has been doing fantastic work. Closer links have been established with Community Managed Libraries peer network and maximum use has been made of advice from from WCC although I would say this is limited. Next week a new Library Management System will be introduced by Warwickshire. Frustratingly we still do not have full details or training information.
A decision was made not to renew the Find my Past Licence due to its high cost.

Statistics: We have some statistics to compare with previous years. Our volunteer Thom has, with the help of his father compiled stats for HVL (ONLY!) books and footfall for 2024. These are attached.

The good news is that our footfall is increasing. We had 18000 daytime visits in 2024, compared with 15800 in 2019. (we still compare to pre covid). That is approximately 50 visits per day.
The slightly less cheering news is that, in common with libraries around the world, our number of book loans has decreased. Combined a total of around 7500 books were taken out in 2024, fairly evenly split between adults and children overall. Loans of jigsaws and spoken word was constantly averaging 6-8 per month and large print were still loaned at 3 per week.

The decrease in number of loans overall, and the number of unique borrowers on the Harbury system shows the importance of the library being seen as a community hub and part of the circular economy where more than just books are reused.

Going forward: Volunteer training is paramount and our handbook needs updating. I suspect that the installation of the new Library Management System will prove tiresome for a number of our volunteers.
Fire drills need to happen, and all staff need to updated on safeguarding training.
Website, social media, calendars and google accounts need much more work. Sarah Parry has joined us and is now doing great work with social media, aiming to raise our profile in the surrounding area.
We will need new public access and Harbury computers as we cannot upgrade our present computers to Windows 11.

A ‘how to’ file needs completing for all library activities, passwords, notices etc so that we can begin succession planning.
Lastly I would like to start a new book club and a reading together group. Better display stands book rotation and an electronic noticeboard will help to advertise our activities and stock further.

Thank you to all of the volunteers who have supported me this year.
Liz Ball

# Library Footfall 2024 and early 2025

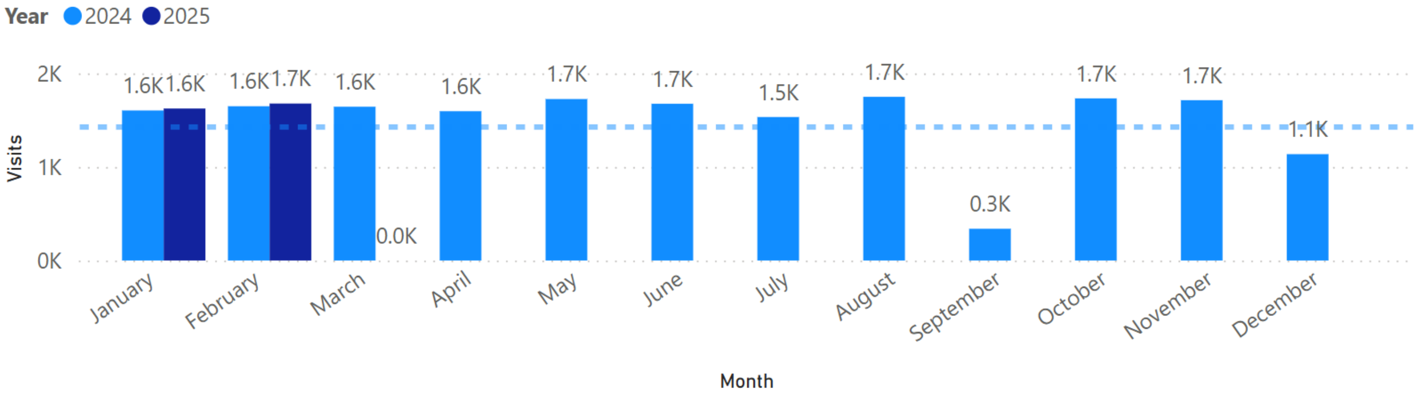
### Total Visits in 2024

**18K**

### Average Visits Per Day

**50.45**

### Visits per Month

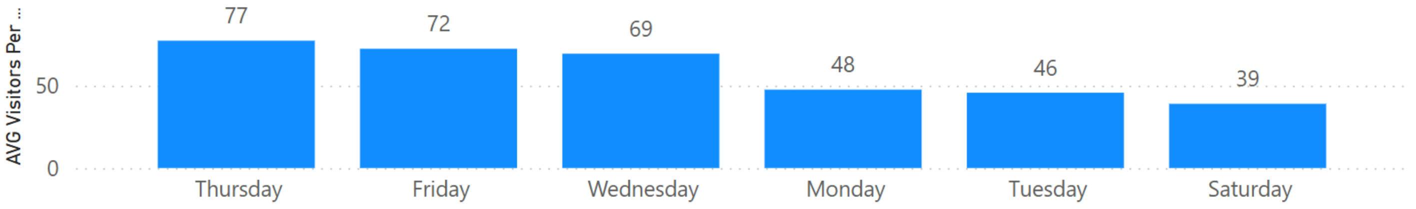



| Year | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2024 | 1603 | 1648 | 1643 | 1595 | 1725 | 1675 | 1533 | 1749 | 339 | 1732 | 1713 | 1136 |
| 2025 | 1624 | 1677 | 0 | | | | | | | | | |

### 2025 Visitor Analysis (Morning Vs Afternoon)

| Month Name | Morning Visitors | Afternoon Visitors |
|---|---|---|
| January | 1117 | 507 |
| February | 1202 | 475 |
| March | 0 | 0 |
| **Total** | **2319** | **982** |

### Average Visits by Day of the Week (ordered by most to least popular)

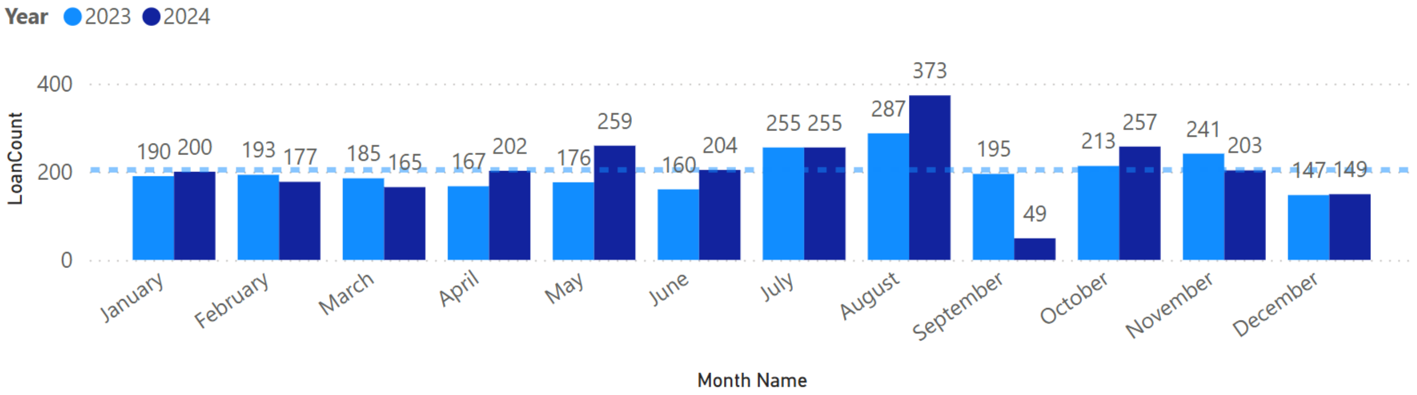


# Library Loans during 2024

## Total Loans in 2024

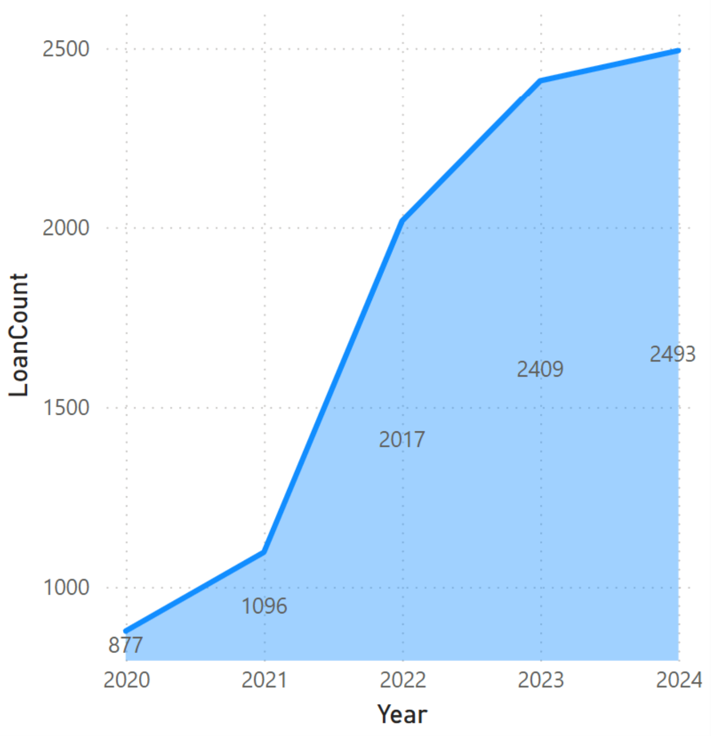
**2493**

## Loans per Month (comparing 2024 to 2023)

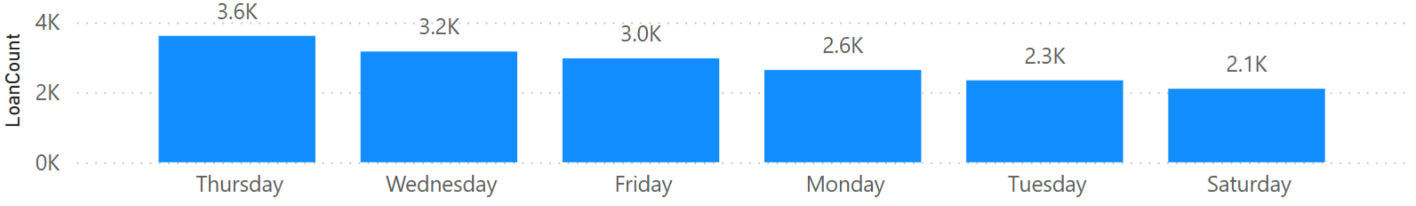



| Year | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2024 | 200 | 177 | 165 | 202 | 259 | 204 | 255 | 373 | 49 | 257 | 203 | 149 |
| 2023 | 190 | 193 | 185 | 167 | 176 | 160 | 255 | 287 | 195 | 213 | 241 | 147 |
| 2022 | 136 | 107 | 121 | 118 | 172 | 143 | 214 | 237 | 232 | 190 | 209 | 138 |

## Loans by Year




## Total Loans by Day of the Week



# Loans by Month and Borrower in 2024

Total Loans to Adults in 2024

**1519**

Total Loans to Children in 2024

**886**

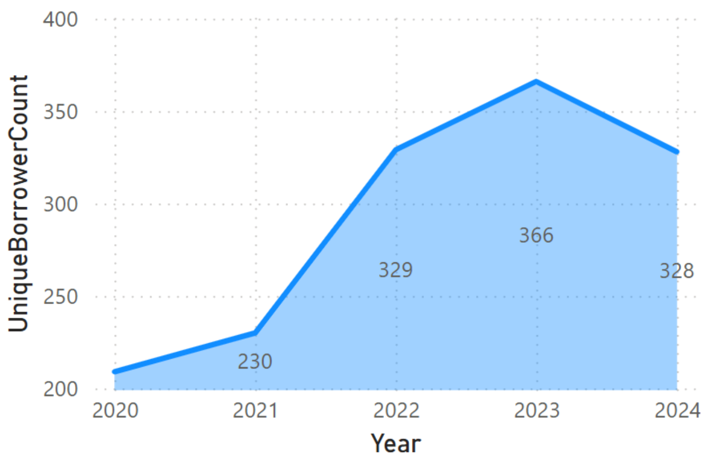
Unique Adult Borrowers in 2024

**205**

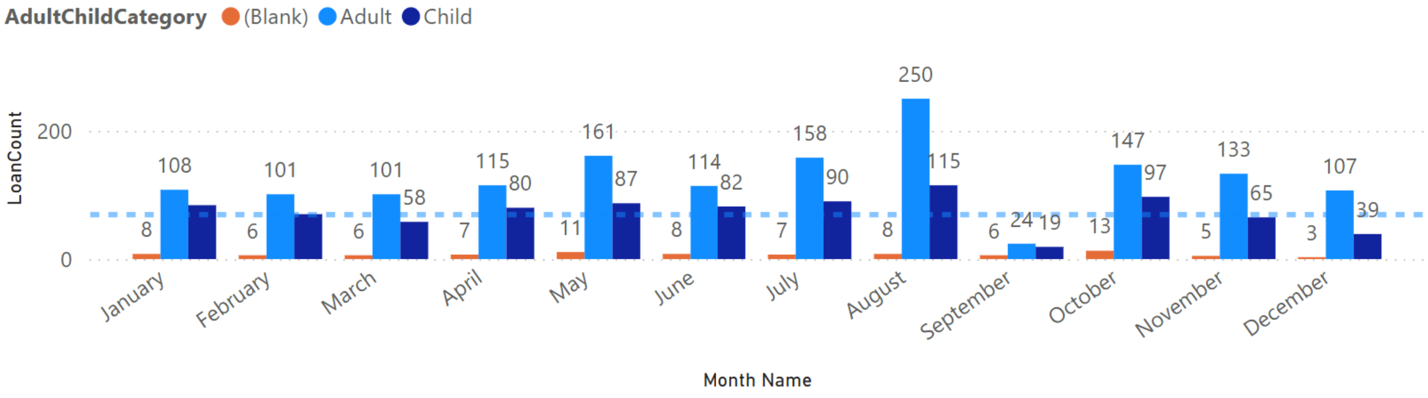
Unique Child Borrowers in 2024

**115**

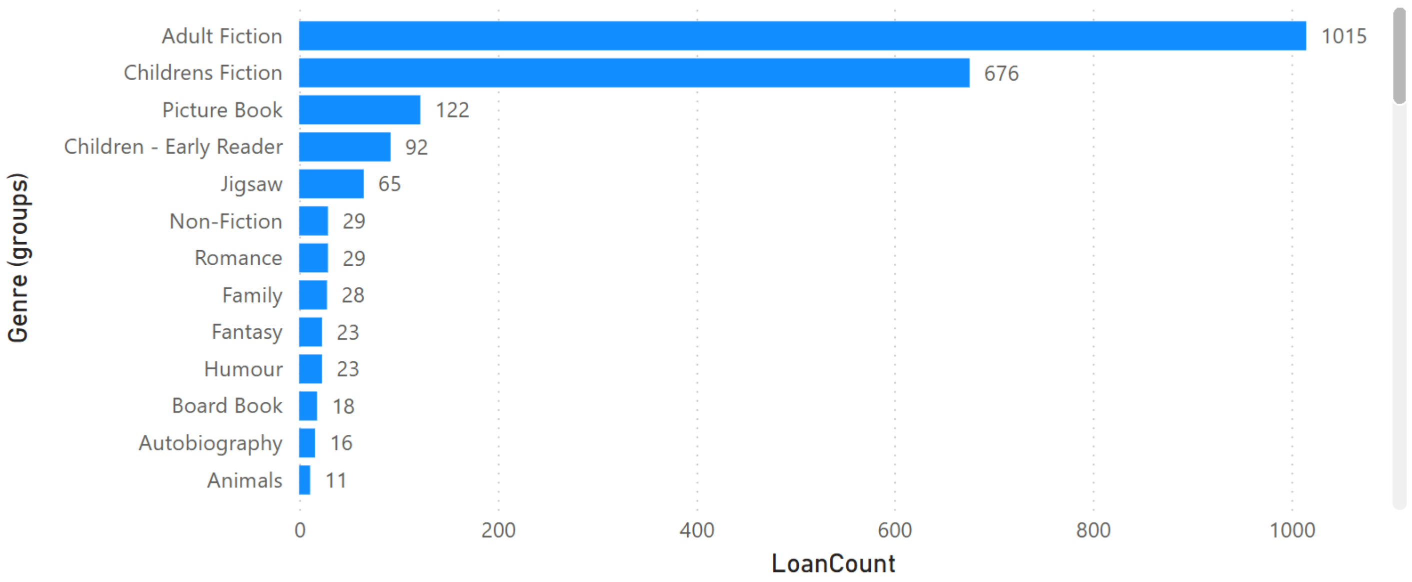
Unique Borrowers by Year




Loans by Adult & Child Borrower




Popular Genres in 2024



Report for Library AGM

from: Library lead for Liaison and engagement (community)

1. Overview - by far and away the main achievement to celebrate is, I think, the way that we have created a space that is welcoming, open, with colour and a sense that we are one organisation in one shared space. We have a little tweaking to do on space management and furniture, but the building now feels like a shared community space in a way that was not so apparent before.

2. Liaison and engagement

The range of activities taking place within the Library has grown extensively with:

2.1 New groups making use of the space during opening hours, for example

The Home/School Group - a rapidly developing and successful initiative that has very quickly found its role in supporting a large number of parents engaged in home schooling.

NHS Social Prescribing - a recent development to try to develop reach-out for professional support for those referred to the Social Prescribing team by their surgery, but who would benefit from a non-medical environment for its delivery.

The crafting group 'pleasant pastimes' adopted us as their new 'home', we welcome them fortnightly on Thursdays.

Last summer we had a short series of poetry readings - the 'Pop-up Poetry' sessions at which a guest poet gave a 20 minute reading towards the end of a Saturday morning. There are more poets out there ready to come along, expect to see some more poetry popping up.

2.2 Out of hour bookings of the library continue to grow. One of the main developments in the last year has been engagement with 'Live & Local' with two sell-out performances early in 2025. This is something that will be continued next season, concentrating on 'spoken word' events. Both performances were very well received. The second was an exceptional piece of solo storytelling that was a privilege to host.

Otherwise the building continues to be used by a wide range of groups, from language classes, book groups, the repair cafe, murder-mystery evenings, Sheep Dip Sessions, folk choir rehearsals, occasional Theatre Group rehearsals, as a base during 'Open Gardens' and will host the tour groups for VE celebration tours of the village this summer put on by Harbury Heritage Centre.

2.2 Engaging with the youngest members of our community:

(i) The pre-school continue to visit weekly for storytime with us. In addition, Banana Moon Nursery have recently started visiting fortnightly for a storytime session.

(ii). School age children:

(a) Thanks to key volunteers, we continue to offer craft sessions during the school holidays, with structured and well supported activities.

Also, there have been a number of new initiatives around story-telling (after all, books are engines for the imagination):

(a) story-writing challenge during the Library shut-down for the heating works. This led to the submission of 18 short stories, prizes were awarded and each entrant received a biro with the inscription - 'Harbury Writers'.
(b) story-telling workshop in spring half term at which half a dozen children produced their own stories (in some cases multiple stories) and then read them out to the group.
(c) story-telling workshop with Year 3 at Harbury Primary School on World Book Day, that produced a classroom of story-tellers eager to come to the front of the class at the end of session and tell their stories.
(d) We are currently planning a story-telling evening for World Book Night on 23 April, watch this space.

2.3. The 'Threads Project'
This project has involved a lot of planning, design, consultation and discussion, but we now have a design and are ready to go. In addition, we have secured sponsorship from local businesses: Alsters Kelly, Southam Carpets and the Co-op Helping Hearts scheme, with a further local application in the pipeline.
The data is in, the design in place and with about a dozen needle-handlers ready to go. We are about to start work. The design includes elements that can be made, with support, by children at the village school and we will run a session or two there for that purpose.

3. Going forward

3.1. A key goal is to increase our engagement with school age children, especially with the primary school. We are exploring ways of developing the good contacts we already have. Recent engagements have been very successful, but there is more work to be done.

## AGM Report March 2025: Buildings

**Harbury Village Library Heating Project**

The installation of the new heating system is now complete and the old radiators etc have been removed. We are slowly getting to grips with the new system, and we are monitoring costs. HVL would like to thank Ed Wilson who project managed its installation and all of the other volunteers who helped along the way.

Early stages of the project started in late 2022 defining the project scope and then obtaining quotes in 2023. This was followed by a fundraising exercise which concluded in 2024.

The installation involving 4 main contractors was planned as a six-month programme from the start of July 2024 with an expectation that it would complete at the end of December 2024. The start date targeted the school holidays to carryout works in the closed pre-school for two weeks. During the holidays the library prefers to be open for children's extracurricular activities. The Library and Café was closed for 3 weeks work after the holidays. In both cases the work was successfully completed within the planned periods.

Completion had to wait for National Grid and the energy supplier to install the 3-phase cable and metering (at their own pace) including a road closure.

Ultimately the installation was complete in mid-January 2025 significantly under budget. The project team was stood down in early February having completed the works successfully. At which time, the weather was particularly cold which provided a good test of the system. As a result, some minor improvements will be carried out in the pre-school offices.

Our grateful thanks go to the grantors and various volunteers who made this project possible. Harbury now has a reliable, warm and welcoming space that can be enjoyed by the pre-school children of the village as well as the wider community.

### Fund Raising

We are currently fundraising for new IT equipment including three computers, a monitor, two computer tables, a privacy screen and an LCD screen. The computers will be available for the public to use and the LCD screen will be used for displaying events and other information about what's on at the library and café as well as other events around the village.

**Face Lift**

The next significant project will for to give Harbury Village Library a bit of a face lift with new decoration both inside and out and a new sign at the front of the building.

### General Maintenance

On-going maintenance and repairs are never ending but we are keeping on top of things with thanks to our brilliant volunteers

# HVL Fundraising Report

## March 2025

In recent months we have had two ‘Live and Local’ social evenings raising £113 and £83.78. We also raised £286.62 at a local market. This brings us up to £483.47 on the recent fundraising.

Fundraising activities have included coffee mornings in a local church hall. We will be holding additional coffee mornings, also in the local church hall, in April and August. These each raise about £250.

We are currently applying for donation towards three much needed computers, associated equipment and an LCD screen. The LCD screen will be used to highlight all the activities going on in the library and café and also possibly elsewhere in the village as well. We feel that this will further enhance the library as a vibrant community hub for the whole village.

**<u>Annual General Meeting of Harbury Village Library and Biblio's Cafe</u>**

**<u>March 25th, 2024</u>**

**Present:** Sharon Hancock (Chairman), Jill Baker (Cafe), Michael Luntley (Library), Rosemary Blackburn (Treasurer), Tim Lockley (Parish Council),Liz McBride (Church representative), Karen Rea (School representative),Ian Credland,  Kay Garvey, Gill Holden, Dee Luntley, Janice Montague, Judi Piper, Linda Roe, Paul Roe, Keith Thompson , Mary Thompson, Sue Wurr,  Ruth Walton (Minutes)

**Apologies:** Liz Ball (Library),  Nicola Thompson,

**Matters Arising:** None

**Approval of Minutes:** The minutes of the AGM held on 6th March 2023 were approved.

**Chairman's Report (Sharon - circulated prior to meeting):**

Sharon noted her thanks to Ed Wilson for his tireless work on planning a replacement boiler and his grant applications. She also thanked Richard Fowler for his previous library leadership, Janice Montague for stepping into the role pending a replacement, and Liz Ball and Michael Luntley for taking on the role of Joint Library Leads.

She felt it was now the right time to step down from her role as Chairman and expressed her gratitude for the recent presentation and gifts from the HVL volunteers which had been a wonderful surprise.

She also thanked the other committee members, volunteers and the village for their support of the library and the cafe.

**Treasurer's Report (Rosemary - circulated prior to meeting)**

Rosemary drew the meeting's attention to the loss in the accounts and explained the increase in the library's costs due to higher utility costs, hire costs for a temporary heating system and repairs to the existing system, together with a consultancy fee for the heating project. She noted that certain items were now recorded differently from previous years. For example, monies received by the library in respect of ticket sales are now shown net rather than gross. Rosemary thanked Robert Powell for carrying out the audit and Nicola for her support.

It was agreed that, given the significant increase in overheads, the organisation had done well to minimise the level of the loss.  Sharon thanked Rosemary for the clarity of the accounts.

**Library Report (Michael Luntley and Liz Ball – circulated prior to meeting**):  Michael noted that it seems footfall is now back to pre-pandemic levels. He highlighted a number of the initiatives such as having dedicated displays for special occasions, a book of the week and volunteers' recommendations.

Michael and Liz had attended the Community Library Network to learn from and share best practice and Michael has joined the working party on digital inclusion.

The range of activities is being extended such as poetry readings and starter sessions on the Find my Past software.

Links with the school have been re-established and Michael had enjoyed a visit to the school on World Book Day.

Michael highlighted various challenges such as the numerous email addresses for the library and the need to ensure the website was fit for purpose. Sharon wondered whether this required professional help.

**Biblio's Report (Jill – circulated prior to meeting):** Jill said that visits to the cafe were improving albeit not quite at pre-pandemic levels. The cafe faced a number of challenges such as the increase in the cost of commodities (notably coffee) and the predominance of card payments whereas volunteers were paid in cash for cakes. She was grateful to Judi for taking on purchases for the café.

In terms of volunteers, new volunteers tend to be younger members of the community and there are a number of volunteers on the circulation list who do not volunteer but like to be kept informed. Committee members support Jill to maintain standards in the cafe and procedures are updated as necessary. There have been no new capital purchases and existing equipment is regularly maintained. No Health and Safety issues had arisen during the year.

Jill thanked all the volunteers for their support.

Kay wondered how the Thursday morning sessions were working given the need to integrate existing customers and new customers attending the Tunes and Tales session. Judi and Jill confirmed that this had, in fact, been in existence for some time and Judi confirmed it offered a fantastic asset.

**Heating Report: (Circulated prior to meeting)** Sharon talked through Ed's report in his absence and said he had undertaken a great deal of work in respect of grants. Unfortunately, two major grants had been declined because the premises are sublet from the Parish Council so Ed is looking into smaller grant applications. He is hoping that some work can be undertaken over the summer.

Michael noted that should work be carried out in the autumn, there would be an impact on activities within the building and queried whether it was possible to have an indication of the works' timeline. Sharon confirmed nothing was yet certain in that respect.

**Art report:** (Martin - Circulated prior to meeting) In Martin's absence, Sharon read from his report. It was agreed that the artwork enhanced the ambience of the building.

Jill highlighted the work David Turner had undertaken on the menu and recorded her thanks.

**Election of Officers:** Sharon stepped down while Tim oversaw the election of the Chairman and Treasurer.

Chairman –Sharon proposed Kay Garvey as Chairman. Michael Luntley seconded.

Kay was elected unanimously.

Treasurer – Rosemary Blackburn. There were no other proposals. Rosemary was unanimously elected.

**AOB**:

Kay noted that she had shadowed Sharon for the past year and had found this experience invaluable.

Maintenance - She discussed the issue of maintaining the premises and its complexities and proposed formalising operational leads who could meet regularly and then report back to the steering committee. This was agreed.

IT: It was acknowledged that the IT systems need to be addressed to decide what is historic, what is required and who can maintain systems going forward. Kay highlighted that as a charity, we want our systems to be transparent. Karen observed that having links to the library that were accessible to parents might encourage greater use of its facilities.

Paul noted that he had been unable to view documents to clarify what maintenance work had been approved and what work had actually been undertaken.

The consensus was that the IT system and website require streamlining. Kay acknowledged that this would take time.

Charity Commission: It was agreed that the fact that Sharon had stood down and Kay had been elected as Chairman would need to be registered with the Charity Commission.

Sharon: Tim expressed his thanks on behalf of the village for Sharon's service to the community and specifically to HVL which she had undertaken with care, sensitivity and diligence, facing the challenges of Covid, building maintenance and the Queen's Award for Volunteering.

The meeting closed at 8.05 p.m.

**Receipts & Payments Acccounts - Harbury Village Library & Biblio's Cafe for the year ended 31.12.24**

| | | 2024 | 2023 |
|---|---|---|---|
| **Receipts** | | | |
| Grant Payments | | £500.00 | £1,120.34 |
| Donations (to Library & Biblios) | | £2,356.90 | £160.00 |
| S106 Funds | | £8,303.00 | - |
| Library Till | | £314.50 | £334.06 |
| Events Revenue (Online Ticket sales) | £5,355.39 | | |
| Less Events Expenditure (Transfer to Event ) | £4,823.99 | £531.40 | -£127.54 |
| Hire of Premises | | £937.50 | £710.00 |
| Biblio's Cafe - Gross Sales (Cash sales) | £7,205.69 | | £7,692.11 |
| Biblio's Cafe - Gross Sales (Contactless) | £10,409.17 | £17,614.86 | £9,594.15 |
| Art Gallery - Fees & Commissions | | £109.00 | £331.02 |
| Charity Recycle | | £58.35 | £110.00 |
| Miscellaneous | | - | £76.05 |
| Bank Interest | | £1,312.02 | £866.69 |
| Spanish Classes (Net of Tutor Fees) | | - | £135.00 |
| Square Card Reader Net Receipts ** | | £797.89 | £245.08 |
| **Total Receipts to 31.12.24** | | **£32,835.42** | **£21,246.96** |
| | | | |
| **Payments** | | | |
| Insurance (Net of Pre-school contribution) | | £2,026.82 | £1,648.83 |
| Utilities (Net of Pre-school & E-Car) | | £7,604.26 | £6,217.09 |
| Repairs & Maintenance | | £435.38 | £2,974.98 |
| Equipment Purchases | | £833.08 | - |
| Broadband/Phone | | £1,019.53 | £870.26 |
| Cleaning (Library & Biblios) | | £1,225.00 | £1,450.00 |
| Subscriptions | | £162.56 | £873.08 |
| Library Consumables | | £2,238.26 | £1,231.86 |
| Biblio's Expenses (Equipment Purchases) | | £751.76 | |
| Biblio's Expenses (Equipment Maintenance) | | £778.00 | £304.00 |
| Biblios Trading Expenses | | £4,379.27 | £3,885.32 |
| Sum Up Commission (Biblios) | | £136.58 | £162.62 |
| Buy a Book Fund (Net of Receipts) | | - | £2.83 |
| Bank Charges | | £60.00 | £60.00 |
| Consultancy Fee's (Heating Project) | | - | £1,980.00 |
| Volunteer's Party | | £288.12 | £331.64 |
| Miscellaneous (Paid to Harbury Church re ConnectionsCafe) | | £388.31 | |
| Paid to Harbury News (sale of copies 2023) | | £22.70 | £17.70 |
| Paid to Harbury Heritage Group (Book Sales) | | £446.62 | £14.74 |
| **Total Payments to 31.12.24** | | **£22,796.25** | **£22,024.95** |
| | | | |
| **Restricted Funds:** | | | |
| Grants received for Heating Project | | £42,000.00 | |
| Project Cost to 31.12.2024 | | £67,098.03 | |
| Project Deficit Against Grants | | **-£25,098.03** | |

| | | |
|---|---|---|
| **Represented by cash at bank:** | | |
| Balance b/fwd January | £53,641.15 | £54,419.14 |
| Trading Surplus | £10,039.17 | -£777.99 |
| Project Deficit Against Grants | -£25,098.03 | |
| Balance at Bank | **£38,582.29** | **£53,641.15** |
| | | |
| **Funds are made up as follows:** | | |
| Bank Accounts 31/12/2024 | | |
| CAF - Current Acc | £2,213.91 | £3,879.58 |
| CAF - Gold Acc | £36,368.38 | £49,761.57 |
| Total | **£38,582.29** | **£53,641.15** |
| | | |
| **Analysis of Funds - 31/12/2024** | | |
| General Funds | £33,156.67 | £31,032.19 |
| Buy a Book Fund | £554.96 | £554.96 |
| S106 (Capital Exp) | £4,870.66 | £21,665.69 |
| Connections Cafe | - | £388.31 |
| | **£38,582.29** | **£53,641.15** |