



**SOUTH WESTERN REGIONAL
LIBRARY SERVICE**

**Eightieth Annual Report
Year ended 31st March 2017**

www.swrls.org.uk

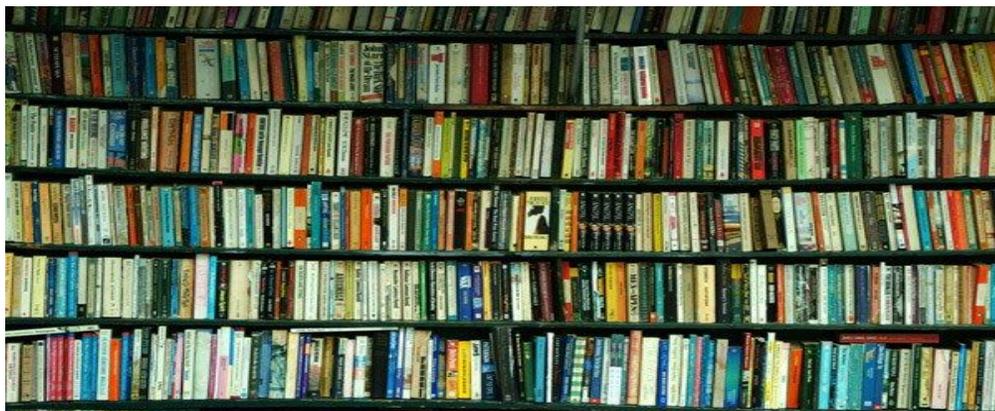
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Contents

1. Objectives, Activities and Public Benefit Statement	2
2. Chair's Comments	3
3. Achievements and Performance, 2016 - 17	4
4. Regional Interlending Statistics	10
5. Report of the Honorary Treasurer	13
6. Structure, Governance and Management	14
7. SWRLS Regional Council 2016 - 17	15
8. Reference and Administrative Information	16
9. Trustee Responsibilities	18
10. Independent Examiner's Report	19
11. Financial Statements	20



SOUTH WESTERN REGIONAL LIBRARY SERVICE

80th ANNUAL REPORT

REPORT OF THE TRUSTEES

1. Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their Annual Report and financial statements of the charity for the year ending 31 March 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015).

The charity's objects are:

- to promote co-operation between libraries in the area of Bath and North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Jersey, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay and Wiltshire;
- to arrange loans between constituent libraries;
- and to maintain access to a unified catalogue of resources as required;

which, in general terms, promote the principle of community education.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in 2016 - 17 are highlighted in section 3: Achievements and Performance of this report.

2. Chair's Comments

This has been an extremely exciting and busy year for the SWRLS Board. Having received the recommendations of the Fundamental Review in July 2016 we have had a lot to think about, to discuss and (finally) to agree upon. This has been particularly important in terms of considering how to develop SWRLS as a cross sector library organisation for the South West.

Indeed, the final report offered some helpful advice about how to improve the operation of SWRLS. This inspired us to work towards changing the type of organisation from an Unincorporated Charity to a Charitable Incorporated Organisation (Association), having taken into account various options that had been researched at length by the SWRLS Director. In tandem with this we have established some new objects which feature both the advancement of education and the advancement of culture for the benefit of the public.

Consideration has also been given to the priorities for SWRLS and its members, with interlibrary loans remaining as a core feature, but other aspects such as partnerships and workforce development coming to the fore. The subscription structure is being revised in order to be fairer and more streamlined and, along with this, the associate membership category is being removed.

We enjoyed a very full house for our Council meeting and AGM, last November, in Taunton where we learned more about the Conversation Cafes at the public library and the FE college. This initiative had been funded by a SWRLS grant and perfectly embodies the SWRLS ethos of partnership working between members to bring significant positive changes to the lives of local people.

Hopefully, this will entice you to read on and to discover more about SWRLS activities during 2016/17. More information is also available on the web site at www.swrls.org.uk.

Finally, I should like to extend a very large thank you to Shelagh Levett, our Director, who has impressed us, amongst other talents, with her excellent knowledge of the intricacies of Charity Commission regulations, as she steers us to submit our application as a new entity. Also, many thanks to the Board members who have been dealing with a deluge of email communication supplemented by extraordinary meetings to discuss the future of SWRLS.

All this, and a big Happy Birthday to SWRLS! Established in 1937, its 80th year is turning out to be extremely eventful.

**Jackie Chelin,
Chair**

🌀 3. Achievements and Performance, 2016 - 17

Introduction

The annual review is arranged using the [Strategic Plan](#) headings. The Plan, covering 2014 - 17, was revised and updated in October 2016. It continues to provide a useful template for directing and reporting on the activities of SWRLS. Updates are provided for Management Board meetings and reviews carried out by Regional Council. Notable activities during the year include the fifth year of the Reading Passport and the start of the SWRLS Fundamental Review.

1. Governance.

- a. **Board membership** remains at full strength. Karen Foster was appointed at the AGM in November 2016, representing academic and other libraries, to fill the vacancy created by Donna Gundry being appointed as Vice Chair. Medi Bernard was co-opted to cover for Marie Quinnell's maternity leave. The Board met four times during the year, in July, September, December and March.
- b. **Fundamental Review:** The main focus for the Board during the year was the review of the organisation. As reported in last year's Annual Report, LISU (the Library and Information Statistics Unit) was appointed to carry out the initial research and make recommendations to take the organisation forward and ensure it is fit for purpose. Their final [report](#) was presented at the Board's July meeting. The Board accepted the majority of the recommendations and work commenced on the prioritised actions of the charity's status, developing new charitable objects, developing a mission and vision and consideration of a new name.

The Review was discussed at the regular Board meetings and at two specifically convened meetings in August 2016 and January 2017. There was also a meeting of inter-library lending practitioners held in December 2016 to discuss the inter-library lending specific issues raised in the final report. It was agreed that inter-lending would remain part of the core offer of SWRLS.

The following were agreed at the AGM in November 2016:

- New objects;
- To become a Charitable Incorporated Organisation or CIO;
- To change the charity's name by adding an 's' to the word Service.

The Board's proposals for the mission and vision were not agreed by Regional Council and the Board was asked to reconsider. Following review, these were represented and approved at the Regional Council in April 2017 and will be reported on in the 2017 - 18 Annual Report. The minutes of the 2016 AGM can be accessed [here](#).

Work then moved on to the writing of a new constitution, rules of membership, the procedure for approval to dissolve the current charity and establish the new CIO and a review of the subscription rates. These were all presented and approved at the Regional Council in April 2017 and so the detail falls outside this Annual Report. Work continues to set up the new CIO.

The SWRLS offer has been defined and includes the following benefits:

- Networking and the provision of an information exchange;
- Workforce development;
- The SWRLS Grant Scheme;
- A framework for inter-library lending and resource sharing;
- The development of strategic partnerships to benefit members and their communities.

2. Advocacy.

a. **Membership** levels remained stable with two members, Bristol Baptist College and St. Luke's Science and Sports College, resigning and one member joining, The Cotswold School in Gloucestershire, in September 2016.

b. **Raising SWRLS profile with the cultural and heritage sectors:**

- A representative of the **South Western Federation of Museums and Arts Galleries** was invited to speak at the Board's December meeting. It was interesting to hear how the Federation works, the initiatives they are involved in and how the two organisations could work more closely together in the future. As a first step, two trustees have been invited to present at the Federation's conference in July 2017. It is hoped to develop a working relationship after the Fundamental Review work has been completed.
- Following an invite to the Director to attend a heritage workshop at the **University of Exeter**, a successful bid was submitted to the University for an undergraduate intern to research the 'Hidden Collections' held in members' libraries. The research will investigate special collections held in libraries that may be 'hidden' as they may not be fully catalogued. It will result in a database of collections that will be hosted on the SWRLS website. The intern will report in summer 2017 and results will be reported in the 2017 - 18 Annual Report.

3. Value for Money.

a. **Inter-library loans:**

- A **Unity UK User Group** was held in April 2016 which attracted 7 attendees. OCLC gave a presentation on latest developments and a representative from the delivery service DX also provided an update on new developments. The User Group was followed by the [Southern Interlending Forum \(SIL\)](#). This is open to all members and the meeting attracted 17 attendees representing 15 services across the public, academic and health sectors. It was particularly good to welcome representatives from FE colleges and health libraries. The Forum heard a presentation by the British Library on its current work and future developments.

- A comparative review of fees and charges of SWRLS public library service members was produced and circulated.

b. SWRLS Grant Scheme:

- Two bids awarded last year, concluded this year. The copyright training for the Local Studies Librarians group was very well received by those attending. The *Conversation Café* project, a partnership between Somerset College and Somerset Libraries in Taunton, was again another very successful initiative. This brought together foreign language speakers to practice speaking English. Those taking part gained confidence and their improved skills helped them be more effective when applying for jobs or educational courses. A comprehensive [report](#) was provided and a [presentation](#) given at the AGM by the project leader and some of those who took part. This proved inspirational for the audience and gave an insight into how enabling the project has been. It is good to see that the College is hoping to continue the work following the conclusion of the grant funding.
- Three awards were made during the year.
 - The CILIP SW Members Network was awarded £400 towards their gadget day course. This took place in Bristol in November 2016 and attracted 42 attendees. It scored very highly with 95% of those attending being happy with the event.
 - Somerset Libraries was awarded £8000 to carry out a review of performing arts collections across the region. The report will be presented during 2017 - 18 and detail will be included in next year's Annual Report.
 - [Caroline Tomlin](#), from Bristol City Libraries, was awarded an Individual Training Grant to attend the annual National Acquisitions Group (NAG) Conference in September 2016.

4. Co-operation and Partnership.

a. Reading Development:

Reading Passport: 2016 - 17 was the fifth year of this reader development initiative. The theme chosen was *Book to the Future, reading through the decades*. 30,000 passports were again printed and distributed through members' libraries as well as through community venues such as arts and health centres, cafes and tourist information.

The programme this year saw an increase in online activity with page views for the blog, Facebook likes and Twitter all showing significant improvements and use.

The competition to win a suitcase full of books by presenting a full Passport of stamps, one for each book read per decade, also attracted a higher number of entrants than in previous years, with over 200 received. The winner was Hilary Bloodworth from Wells Library, Somerset. More details about the Reading Passport can be found at www.readingpassport.org



Hilary Bloodworth (centre) receiving her prize from Helen Chaloner (CEO of Literature Works) left and Shelagh Levett (Director, SWRLS) right. (Photograph courtesy of Shelagh Levett).

A new initiative this year was the offer of awards, in partnership with Literature Works, for events to support the Reading Passport. Four bids were successful:

- Cornwall Library and Information Service supported a tour of theatre group Scary Little Girls. A number of events were themed around the Reading Passport, including readings from books on the Reading Passport list and quizzes with a round featuring books from the list. In all, fourteen libraries took part, including Tiverton in Devon, with an audience of 420 at Reading Passport themed events. One attendee commented: *Thoroughly enjoyed having stories read to me. It never usually happens once you've passed the age of 8! I want more! (Launceston Library, Cornwall).*

Scary Little Girls performing at Launceston Library. (Photograph courtesy of Cornwall Library and Information Service).



- Gloucestershire Libraries held a poetry event called Slam's the Word to celebrate World Book Day at Cheltenham Library. Angie Belcher, a poet and script writer, facilitated the event and performed some of her poetry. The participants were invited to write a poem about a book which meant a lot to them - good or bad! Poems were judged by the audience, using a specially designed 'clapometer'. The winner and runner up won a goodie bag including poetry anthologies. The event attracted 20 participants.
- Bideford Library, (Libraries Unlimited (Devon)) worked with parents to rediscover the joys of reading. A family day kicked off a series of events with talks from three authors. 35 adults attended, along with 40 children, with 10 signing up to take part in Reading Passport and 20 joining the library. This was followed by a talk to young parents with 12 attending and two further author visits with 44 participants. Comments included *I didn't know so much went on in the library* and *This is the first time we have visited and it's lovely to see so much going on.*



Author Veronica Henry at Bideford Library.
(Photograph courtesy of Libraries Unlimited).

- Petroc College (Devon) invited Jem Lester, author of autism themed novel *Schtum*, to talk about his work. The event proved very popular with 144 attending.

A South West Region of Readers: SWRLS supported a successful bid, led by Bournemouth Libraries, to the Arts Council England's Innovation Fund. An award of £137,000 has been secured that will fund a number of reading groups and related cultural activities in areas of deprivation in Bournemouth, Bristol, Dorset, South Gloucestershire, Poole and Wiltshire. A digital app will also be developed which will promote an online Reading Passport reading promotion available across the region. Results of the project will be reported in next year's Annual Report.

- b. **Working with CILIP:** SWRLS continues to support the **South West Members Network** by attending meetings and supporting training as can be seen above in 3b.
- c. **Links with the Arts Council:** The Director attended a workshop on the procedure to become a National Portfolio Organisation. The ACE SW Relationship Manager, Libraries attends SWRLS Regional Council meetings.
- d. **Working with government initiatives:** The Director and some of the Trustees attended meetings with the government established [Libraries Taskforce](#) on their [Ambition for Public Libraries in England](#) vision.

5. Resource Sharing.

Following a discussion by the Board, it was agreed that SWRLS would cease membership of **The Combined Regions (TCR)** due to there being no further benefit to membership. Attendance at meetings was also thought not to be a good use of the Director's time. The Director therefore resigned from the Management Board and Council of TCR.

6. Workforce Development.

- A very successful training course on working with those with hidden disabilities, called *Overcoming Invisible Barriers*, was held at Exeter Central Library, in partnership with The Network and CILIP's Community, Equalities and Diversity Group. The course attracted cross sector attendance of 43 delegates from academic, health and public libraries who heard speakers from academia, the health sector, public libraries and support organisations. The course was very well received with over 95% of attendees scoring the venue and content very good or excellent. The course also fulfilled attendees' expectations either fully or mostly. Comments included: *excellent day; very well presented; informative and varied; well organised; thank you for a great day.*
- As reported in 3b above, SWRLS provided sponsorship for CILIP SWMN's Gadget Day.
- [Lisa Hacker](#) of the University of the West of England was sponsored to attend the Forum of Interlending (FIL) Conference. As reported in 3b, SWRLS also provided a grant for attendance at the 2016 NAG Conference.
- Planning took place during the year on a bibliotherapy course called *The Art of Bibliotherapy*, to be held in April 2017. This will be reported on in next year's Annual Report.
- The Director attended a conference on Charity Reform. This focused on implementing the new regulations being introduced following aggressive fundraising by some charities and, whilst not currently relevant to SWRLS, was useful to help highlight this issue. Other speakers covered how to ensure good governance for charities, including managing risk.

4. Regional Interlending Statistics 2016 - 17

SWRLS continues to support and monitor interlibrary loans between members, offering advice when members seek help.

Since 2008, SWRLS has only collected interlibrary loans statistics between SWRLS members under four categories: monographs (including fiction); play sets; music sets (excluding items borrowed from the Plymouth Music Service) and alternative formats. These are all materials for which, if a member lends more items than they borrow, they will receive a net lending credit allowance which will reduce the cost of the next annual subscription. It should be noted that as the subscription fee for public libraries for 2017 - 18 has been reduced, net lending credit no longer applies to public libraries. The statistics exclude loans between Libraries West members.

Public libraries

Library Service	From SWRLS members	To SWRLS members
Bath and NE Somerset*	54	18
Bournemouth	153	312
Bristol*	58	57
Cornwall	140	246
Devon (Libraries Unlimited)	244	472
Dorset*	142	166
Gloucestershire	248	124
Guernsey	4	16
Jersey	10	5
North Somerset*	81	9
Plymouth	420	35
Poole*	9	31
Somerset*	276	212
South Gloucestershire*	33	5
Swindon	24	61
Torbay	40	74
Wiltshire	193	220
Totals	2129	2063

*Libraries West members.

Associate Members

Library Service	From SWRLS members	To SWRLS members
Hampshire	1252	1178
Isle of Wight	23	10
Portsmouth	96	114
Southampton	459	148
Totals	1830	1450

Academic and special libraries

Library	From SWRLS members	To SWRLS members	Net credit
Arts University Bournemouth	35	9	0
Basingstoke College of Technology	0	0	0
Bath Spa University	0	1	1
Bournemouth University	7	13	6
Bridgwater College	3	5	2
Cirencester College	0	0	0
City College Plymouth	0	0	0
Cornwall College	0	0	0
Cotswold School	0	0	0
Cranfield University	0	0	0
Exeter College	0	0	0
Falmouth University	0	0	0
Gloucestershire College	0	0	0
Lenkiewicz Foundation	0	0	0
National Meteorological Office	0	0	0
New College, Swindon	1	24	23
North Bristol NHS Trust	0	0	0
North Somerset Healthcare	0	0	0
Petroc	0	0	0
Plymouth College of Art	0	0	0
Ribston Hall High School	0	0	0
Sarum College	1	9	8
Science Museum	0	0	0
Somerset College	4	0	0
South Devon College	0	0	0
South Glos and Stroud College	0	0	0
Strode College	0	0	0
Swindon College	0	0	0
University of Bath	34	11	0
University of Bristol	67	457	390
University of Exeter	74	115	41
University of Gloucestershire	5	2	0
University of Plymouth	0	0	0
University of the West of England	8	66	58
University of Winchester	96	375	279
Weston College	0	0	0
Weymouth College	0	0	0
Wiltshire College	12	0	0
Yeovil College	0	0	0
Totals	347	1088	

Comparison of 2016 - 17 against 2015 - 16, excluding Associate Members.

	2015/16	2016/17	Items	% difference
From SWRLS members				
Public	2544	2129	-415	-16
Academic	307	347	+40	+13
Totals	2851	2476	-375	-13
To SWRLS members				
Public	2595	2063	-532	-21
Academic	1462	1088	-374	-25
Totals	4057	3151	-906	-22
Total SWRLS transactions (from + to)				
Public	5139	4192	-947	-18
Academic	1769	1435	-334	-19
Totals	6908	5627	-1281	-19

The year shows a smaller decline than the previous year. This is to be welcomed, as is the slight increase in use by academic libraries, halting the decline of previous years. The following needs to be taken into consideration:

- Last year Libraries West figures were not complete due to a problem with the library management system. The problem has been resolved and full figures were available this year.
- Two library services have joined Libraries West, Dorset and Poole, bringing the total to seven services within the consortium. Interlending between the members is not reported to SWRLS and so this will have an effect on the figures.
- A number of libraries are satisfying requests by buying through Amazon and other internet based book suppliers.
- Three public library services reported a much sharper decline - well above the average decline. No reasons can be established for this decline.

5. Report of Honorary Treasurer, 2016 - 17

Risk Management

The trustees have considered the major risks to which the charity is exposed, have identified areas that need ongoing work and are confident that review services have been established to mitigate those risks.

Financial review

The Charity has continued to operate in an effective and efficient manner, supporting a range of professional activity across all library sectors.

Our funds have been allocated to a number of SWRLS Grants and used as match funding for several regional bids, as outlined in section 3 of this report.

The Board meeting on 10 January 2017 and the Regional Council on 5 April 2017, unanimously approved new membership subscription rates to be implemented from 2017/18. The new rates will better reflect the work of the Charity, be easier to understand and break the direct link with interlibrary lending.

The Charity aims to hold unrestricted funds sufficient to cover one year's operating costs, currently £60,000. Unrestricted funds at 31 March 2017 amounted to £93,837.

Andy Brisley
Honorary Treasurer

6. Structure, Governance and Management

SWRLS is governed by the Constitution, amended and agreed in 2011, which sets out the appointment process for the Trustees as follows. The Council, at the AGM, appoints from its members a Chair, a Vice-Chair, an Honorary Secretary and an Honorary Treasurer, to serve for one year. Seven ordinary members are also elected by Council to serve for three years. The charity is a charitable unincorporated association. The Management Board, all of whom are Trustees, is composed of the Officers and Ordinary Board members. The Director is an *ex-officio* member of the Management Board and the Regional Council, though is not a trustee. The Officers nominated and elected at the Annual General Meeting on 3 November 2016 to serve for 2016 - 17 were Jackie Chelin (Chair), Donna Gundry (Vice Chair), Scott Jordan (Honorary Secretary) and Andy Brisley (Honorary Treasurer). In addition, the Management Board consists of Jill Barker, Medi Bernard (co-opted to cover the maternity leave of Marie Quinnell), Karen Foster, Merryn Kent, Chris Moore, Kate Murray, Patricia Rogers and Marie Quinnell (on maternity leave from June 2016).

The Regional Council meets twice yearly, one of the meetings being designated the AGM, and delegates responsibility for carrying out its policies to the Management Board, which meets a minimum of four times a year.

Member Organisations: SWRLS is proud of its cross-sectoral membership. In 2016 - 17 the following organisations were members:

Public Libraries (21): Bath and North East Somerset; Bournemouth; Bristol; Cornwall; Devon (Libraries Unlimited); Dorset; Gloucestershire; Guernsey; Jersey; North Somerset; Plymouth; Poole; Somerset; South Gloucestershire; Swindon; Torbay; Wiltshire and including Associate Members Hampshire; the Isle of Wight; Portsmouth and Southampton.

Higher Education (12): Arts University Bournemouth; Bath Spa University; Bournemouth University; Cranfield University; Falmouth University; University of Bath; University of Bristol; University of Exeter; University of Gloucestershire; University of Plymouth; University of the West of England; University of Winchester.

Further Education and Health (22): Basingstoke College of Technology; Bridgwater College; Cirencester College; City College Plymouth; Cornwall College; Exeter College; Gloucestershire College; New College Swindon; North Bristol NHS Trust; North Somerset Healthcare; Petroc; Plymouth College of Art; Sarum College; Somerset College; South Devon College; South Gloucestershire and Stroud College; Strode College; Swindon College; Weston College; Weymouth College; Wiltshire College; Yeovil College.

National and Special (3): The Lenkiewicz Foundation; the National Meteorological Library and Archive; the Science Museum, Library and Archive at Wroughton.

Schools (2): The Cotswold School (joined June 2016); Ribston Hall High School.

7. Members of Regional Council, April 2016 - March 2017

Steve Alston (University of Bath)	Ed Jewell (Jersey)
Jill Barker (Gloucestershire)	Allyson Jordan (Swindon)
Alexandra Barton (South Devon College)	Scott Jordan (University of Gloucestershire)
Alison Baud (Bath Spa University)	Liz Kent (Torbay)
Medi Bernard (Bournemouth)	Merryn Kent (Cornwall)
Mark Breedon (Basingstoke College)*	Angela Leavens/Mirjam Virkus (Stroud College)
Andy Brisley (North Somerset)	Tracy Long (Dorset)
Louise Burkett (Ribston Hall High School)	John Loy (North Bristol NHS Trust)
Martin Burton (South Gloucestershire)	Amanda Macdonald (Plymouth)
Lesley Castens (University of Plymouth)	Laura Milligan (Guernsey)
Jackie Chelin (University of the West of England)	Claire Moore (Weston College)
Sue Crowley (Somerset)	Kate Murray (Bristol)
Joan Davis (Wiltshire)	Catherine Northeast (Cirencester College)
Jane Davison (Wiltshire College)	Sarah Pankiewicz (National Meteorological Library and Archive)
Jayne Downey (Sarum College)	Jolanta Peters (Somerset College)
Tammy East (Exeter College)	Doreen Pinfold (Falmouth University)
Ciara Eastell (Libraries Unlimited Devon)	Claire Powne (University of Exeter)
Kay Ecclestone (Cornwall college)	Patricia Rogers (University of Bristol)
David Farley (University of Winchester)	Paul Scarsbrook (City College Plymouth)
Jackie Fielder (Bath and North East Somerset)	Helen Smith (Gloucestershire College)
Karen Foster (Yeovil College)	John-Paul Somerville (The Lenkiewicz Foundation)
Christine Fowler (Bournemouth University)	Sally Wilkinson (Cranfield University)
Trudy Gabell (Bridgwater College)	Katie Williams (The Cotswold School) from June 2016
Ryan Gajda (South Gloucestershire and Stroud College)	Sue Wills (Poole)
Janine Goodbourne (Swindon College)	Charlotte Wilmot (Arts University Bournemouth)
Donna Gundry (Plymouth College of Art)	Sarah Woodcock (Petroc)
Lee Hancock (New College Swindon)	Nick Wyatt (Science Museum)
Nicola Healey (North Somerset Healthcare)	
Katie Henshaw (Weymouth College)	

*Gave notice to resign effective 01/04/17

Associate Members (non-voting):

Lindy Elliot (Portsmouth)
 Linda Francis (Southampton)
 Rob Jones (Isle of Wight)
 Linda Thompson (Hampshire)

8. Reference and Administrative Information

Registered Charity	284072
Registered Office	University of Gloucestershire The Park Cheltenham GL50 2RH
Independent Examiner	Neil Hitchings FCA Francis Clark LLP Woodwater Park Pynes Hill Exeter EX2 5FD
Bankers	Royal Bank of Scotland Winchester Branch 67-68, High Street Winchester SO23 9DA

Honorary Officers 2016 - 17

At the Annual General Meeting in November 2016, the following members of the Regional Council were elected as Honorary Officers for the Regional Council and Management Board. They also act as Trustees:

Chair: Jacqueline Chelin (University of the West of England)

Vice-Chair: Donna Gundry (Plymouth College of Art)

Honorary Secretary: Scott Jordan (University of Gloucestershire)

Honorary Treasurer: Andrew Brisley (North Somerset)

Ordinary Members of the Management Board/Trustees:

The Ordinary Members of the Management Board have been elected for the periods shown:

Gillian Barker (Gloucestershire)	2016 - 2019
Karen Foster (Yeovil College)	2016 - 2019
Merryn Kent (Cornwall)	2015 - 2018
Christopher Moore (Wiltshire)	2015 - 2018
Kate Murray (Bristol)	2014 - 2017
Marie Quinnell (Bath and North East Somerset) (on maternity leave until June 2017)	2015 - 2018
Patricia Rogers (University of Bristol)	2015 - 2018

Co-options: Medi Bernard was co-opted as Ordinary Member of the Board to cover the maternity leave of Marie Quinnell.

Director: Shelagh Levett is an *ex-officio* member of the Management Board and Regional Council, but is not a Trustee.

Representatives on other regional bodies:

CILIP South West Members Network	Shelagh Levett
Inspire, Libraries in Cornwall	Shelagh Levett
Literature Works	Kate Murray
Read South West Executive	Shelagh Levett
Society of Chief Librarians South West (SCLSW)	Shelagh Levett
South West Higher Education Libraries (SWHELS)	Shelagh Levett

Signed on behalf of the Trustees

.....Trustee

9. Trustees' Responsibilities in Relation to the Financial Statements

The charity Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

10. Independent Examiner's Report

I report on the accounts of South West Regional Library Service for the year ended 31 March 2017 which are set out on pages 21 to 27.

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:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- 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 Commissioner. 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 the seeking of 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:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Neil Hitchings FCA
Francis Clark LLP
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Woodwater Park
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EX2 5FD

11. Financial Statements

Statement of Financial Activities (SOFA)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income					
<i>Income from charitable activities:</i>					
Full member subscriptions		47,269	-	47,269	46,551
Reading passport SW		-	-	-	3,880
Share The Vision		3,181	-	3,181	3,180
User payments		1,611	-	1,611	1,897
Overcoming invisible barrier		1,216	-	1,216	-
Other income		-	-	-	(50)
<i>Investment income:</i>					
Bank deposit income		286	-	286	420
Total Income		53,563	-	53,563	55,878
Expenditure					
<i>Expenditure on charitable activities:</i>					
Grants payable		6,750	-	6,750	5,600
Director's costs	6	17,105	-	17,105	17,820
Travelling and subsistence		3,056	-	3,056	3,203
Training and conference fees		1,385	-	1,385	1,334
Hospitality		1,332	-	1,332	-
Website / internet		-	-	-	3,169
Postage and stationery		20	-	20	-
Reading passport 16/17		-	2,000	2,000	-
Reading passport SW		10,000	-	10,000	17,377
Subscriptions		459	-	459	459
User lending charges					
-Non LAs		2,905	-	2,905	2,888
-LAs		1,513	-	1,513	2,176
Sundry expenses		208	-	208	1,171
Insurance		482	-	482	466
Overcoming invisible barrier		74	-	74	-
Share The Vision donation		3,188	-	3,188	3,188
<i>Support and governance costs:</i>					
Office support services		5,300	-	5,300	5,300
Independent Examiner's report		1,020	-	1,020	1,079
Consultancy fees		9,960	-	9,960	-
Total Expenditure		64,757	2,000	66,757	65,230

Statement of Financial Activities (SOFA) continued

Net income/ (expenditure)		(11,194)	(2,000)	(13,194)	(9,352)
Transfers between funds	3	(2,000)	2,000	-	-
Net Movement in Funds		<u>(13,194)</u>	<u>-</u>	<u>(13,194)</u>	<u>(9,352)</u>
Reconciliation of Funds					
Total funds brought forward		107,031	-	107,031	116,383
Total funds carried forward		<u>93,837</u>	<u>-</u>	<u>93,837</u>	<u>107,031</u>

Balance Sheet as at 31 March 2017

	Note	£	2017 £	£	2016 £
Current assets					
Debtors	2		196		1,420
Cash at bank and in hand					
Bank Deposit Accounts			100,707		112,721
Bank Current Account			1,000		1,000
			<u>101,903</u>		<u>115,141</u>
Creditors falling due within one year					
Trade creditors			7,016		7,000
Accruals and deferred income			1,050		1,110
			<u>8,066</u>		<u>8,110</u>
Net current assets			93,837		107,031
Net assets			93,837		107,031
The funds of the charity:					
General fund	3		93,837		107,031
Total unrestricted funds			<u>93,837</u>		<u>107,031</u>
Restricted funds	3		-		-
Total charity funds			93,837		107,031

Approved by the Board of Trustees on

2017, and signed on its behalf by

J Chelin

Notes forming part of the financial statements

1.) Accounting Policies

a) Scope and Basis of the Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has been withdrawn.

South Western Regional Library Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical or transaction value unless otherwise stated in the accounting policy note.

The financial statements have been prepared on a going concern basis and the Trustees are not aware of any material uncertainties that cast would cast doubt on the charity's ability to continue as a going concern.

The functional currency of the charity is considered to be pounds sterling because it is the primary economic environment in which the Charity operates.

b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Membership subscriptions and grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

Deposit interest is recognised in the accounts when receivable.

Other income represents the amount invoiced by the charity for the services provided.

Notes forming part of the financial statements (continued)

c) Resources expended and allocation of costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Grants payable are payments made third parties in the furtherance of SWRLS' charitable objects.

Charitable expenditure comprises those costs incurred by the charity in order to meet its charitable activities. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

e) Taxation

The charity is exempt from income and capital gains taxes under the provisions of sections 521 to 536 of the Income Tax Act 2007 and section 256 TCGA 1992 respectively.

f) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. The charity currently holds - trade debtors, trade creditors and cash at bank.

2.) Debtors

	2017	2016
	£	£
Trade debtors	196	40
Arts Council grant	-	1,380
	<u>196</u>	<u>1,420</u>
	<u><u>196</u></u>	<u><u>1,420</u></u>

Notes forming part of the financial statements (continued)

3.) Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2016	107,031	-	107,031
Income	53,563	-	53,563
Expenditure	(64,757)	(2,000)	(66,757)
Net transfers between funds	(2,000)	2,000	-
At 31 March 2017	93,837	-	93,837

The Restricted Fund is in respect of the Reading Passport project, a reader development initiative across libraries in the South West.

2016 Comparative Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2015	104,686	11,697	116,383
Income	51,998	3,880	55,878
Expenditure	(47,853)	(17,377)	(65,230)
Net transfers between funds	(1,800)	1,800	-
At 31 March 2016	107,031	-	107,031

The Restricted Fund is in respect of the Reading Passport project, a reader development initiative across libraries in the South West.

4.) Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	101,903	-	101,903
Current liabilities	(8,066)	-	(8,066)
Total net assets	93,837	-	93,837

Notes forming part of the financial statements (continued)

5.) Transactions with Trustees

	2017	2016
	£	£
Chairman	-	158
Other trustees	1,320	717
	<u>1,320</u>	<u>875</u>

No remuneration was paid to trustees, or persons connected to trustees, in the period.

There were no related party transactions in the period.

6.) Consultancy

Consultancy fees of £17,105 (2016: £17,820) were paid to S Levett, who was a member of the board of management (not a trustee).

7.) Staff costs and remuneration

The charity has no employees.