



RAUNDS TOWN COUNCIL

Report to: Full Council
Raunds Library

Summary:

Report on Raunds Community Library Trust (RCLT)- Business Plan

Attachments:

RCLT: Income and Expenditure Forecast received 23 August 2019.

Notes to income and Expenditure forecast

RCLT: Income and Expenditure Forecast received 9 July 2019

1.0 Background

1.1 As members will know RCLT submitted their business plan for the running of the Raunds Library to Northamptonshire County Council. This business plan has been accepted by NCC and RCLT are expected to take over operation of the library this Autumn.

RCLT are able to run the library on a day to day basis whilst the Town Council continues its due diligence and negotiations around the planned purchase of the building.

As part of the Town Council's due diligence a working group has met with RCLT and examined the business plan in detail. The meeting was very positive; however, it was agreed that RCLT would revisit their income and expenditure forecasts with a view to reducing the future financial reliance on the Town Council.

The revised forecast and associated notes are attached to this report, along with a copy of the previous forecast for comparison.

2.0 Recommendation

That the Town Council consider the revised income and expenditure statement from RCLT.

Implications:

Council objectives:	Good risk management	X
Equalities & Human Rights	There are no equalities and human rights issues	X
Bio-Diversity	There are no biodiversity issues	x
Crime and Disorder	There are no crime and disorder issues	x
Financial	There are no financial implications at this stage	x
	There will be financial implications –	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
Legal	Decisions may have potential for income generation	
	Power: Common Law, Health and Safety at Work Act 1974 and subsequent amendments, regulations and guidance notes.	
Risk Management	Other considerations: None	
	Material risks exist and these are recorded in the risk register reference:	X
	- Inherent risk score:	
	- Residual risk score:	

Person originating this report: Kate Houlihan Clerk of the Council

Date: 3 September 2019

Raunds Community Library Trust

Notes to the Income & Expenditure Forecast

The Trust has worked on the assumption that the owner of the building, Raunds Town Council, will be responsible for the property costs as defined in the Report to Council dated 14 November 2017 in the sum of £19640.

We have also assumed that missing strip lights will be replaced and non-closing doors be repaired.

These costs have therefore not been included in our forecast.

Income

Based on NCC figures for the year 2018/19

Operating costs

Staff costs are nil as the library will be run by volunteers, however we have allowed for training costs to cover software training, children's services training, blue badge and bus pass training.

Insurance is for public liability and owned equipment only

Papers/magazines is the cost of newspapers and periodicals

Subscriptions are the cost of software, such as Ancestry etc.

Stationery comprises paper, card etc.

Telephone costs are for the emergency mobile

Marketing costs cover website, posters, advertising etc.

Equipment purchase for computer, printer, card reader, CCTV

Equipment rental is cost of system printer/photocopier

Decoration is the cost of internal decoration only

Window cleaning is self-explanatory

DBS checks is self-explanatory

Staff refreshment is the cost of tea/coffee/milk for the volunteers

The contribution from Raunds Town Council is high in the first year as it includes start-up costs also NCC have not maintained the library for the last 18 months and is looking very tired.

This contribution shows a significant reduction in year 2 followed by further deductions in years 3, 4 and 5

It is hoped that once we attain charitable status we will be able to attract corporate donations which will enable us to reduce RTC's contribution further.

Revised - received 9-7-19

	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Recoverable	Total (less recoverable VAT)	
Raunds Community Library Trust									
Income & Expenditure Forecast									
Income									
Printing / Photocopy	780	780	780	780	780	3900		3900	NCC figures
Sale of books	344	300	300	300	300	1544		1544	RCLT generation
Fines	463	463	463	63	463	1915		1915	NCC figures
Resource Rental charges	388	280	280	280	280	1508		1508	NCC figures
Room hire	400	400	400	400	400	2000		2000	NCC figures
Equipment hire /	172	170	170	170	170	852		852	NCC figures
Donations	80	200	220	260	300	1060		1060	RCLT generation
Other (please specify)	120	400	500	600	800	2420		2420	RCLT function generation
RTC input	21460	21876	22315	22772	23228	111651		111651	RTC support
Total Income	24207	24869	25428	25625	26721	126850	0	126850	
Expenditure									
Staff costs						0		0	
Premises costs - Rent, lease, insurance	10600	10800	11020	11250	11470	55140		55140	
Premises costs - repairs/renewals	1200	1224	1248	1273	1300	6245		6245	
Utilities & Rates	3600	3672	3745	3820	3896	18733		18733	
Book / magazine purchases	1200	1224	1248	1273	1300	6245		6245	
Subscriptions	600	672	686	700	714	3432		3432	
Stationary	500	612	624	636	650	3122		3122	
Equipment purchase costs						0		0	
Equipment maintenance	1200	1224	1248	1273	1300	6245		6245	
Other (please specify)	2400	2448	2496	2547	2598	12489		12489	
Total Expenditure	21460	21876	22315	22772	23228	111651	0	111651	
Operating profit	2747	2993	3113	2853	3493	15199	0	15199	