

THE CHALFONT ST PETER COMMUNITY LIBRARY

England & Wales · Charity number 1144104

Details

Other names	CSP COMMUNITY LIBRARY
Status	Registered
Legal form	Other
Registered	2011-10-03
Register	View on the Charity Commission register

Contact

Address	Chalfont St. Peter Library High Street Chalfont St. Peter Gerrards Cross Buckingham
Phone	01296382415
Email	enquiries@csp-communitylibrary.co.uk
Website	www.csp-communitylibrary.co.uk

Activities

Objects: A) TO ADVANCE THE EDUCATION OF THE PUBLIC BY THE PROVISION OF A LENDING LIBRARY SERVICE FOR THE BENEFIT OF THE RESIDENTS OF CHALFONT ST PETER AND THE SURROUNDING AREA.B) TO PROVIDE THE SERVICE TO THE PUBLIC WITHOUT DISCRIMINATION ON GROUNDS OF SEX, AGE, DISABILITY OR SIMILAR CONSIDERATIONS.C) TO SECURE THE CO-ORDINATION OF STAFFING, WHETHER PAID OR VOLUNTARY TO ENABLE OBJECT (A).

Activities: To advance the education of the public by the provision of a lending library in Chalfont St Peter for the benefit of the residents of Chalfont St Peter and the surrounding area.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Buckinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£32,061	£28,041	-	-
2024-12-31	£23,756	£28,716	-	-
2023-12-31	£25,806	£40,863	-	-
2022-12-31	£22,087	£50,429	-	-
2021-12-31	£19,576	£17,042	-	-

Trustees

Name	Role	Appointed
John Hatton	Chair	2026-04-13
Anita Pam Wallace		2023-03-13
Anne Christine Bell		2023-03-13
Elizabeth Agnes Mary Neill		2021-03-22
Frank Charles Warren		2023-03-13
Imelda Micallef		2024-03-18
Jenny Wray		2024-03-18
KAREN DICKSON		2011-10-03
Meenakshi Westhead		2020-04-20
Peter Brayshaw		2020-04-20
Rupa Vijayan		2023-03-13
Susan Woodrow		2013-04-23

THE CHALFONT ST PETER COMMUNITY LIBRARY

England & Wales - Charity number 1144104

Accounts

**MINUTES OF THE CHALFONT ST PETER COMMUNITY LIBRARY ANNUAL GENERAL MEETING
HELD ON MONDAY 16th MARCH 2026 at 7.00 p.m.**

1. PRESENT AND APOLOGIES

Present: Frank Warren (Chair), Peter Brayshaw (Treasurer), Sue Woodrow, Beth Neill, Anne Bell, Meenu Westhead, Rupa Vijayan, Jenny Wray, Kate Trotman, Anita Wallace (Secretary) and 11 Volunteers, Friends of CSPCL and members of the public.

Apologies: Shirley Clarke, Heather Pells, Sally Hatton

2. APPROVAL OF MINUTES OF 2025 AGM

The Minutes of the 2025 AGM had been given to Volunteers before the meeting. Acceptance of them was proposed by the Chair and confirmed by a show of hands.

3. CHAIR'S REPORT (ATTACHED)

4. TREASURER'S REPORT FOR THE YEAR ENDED 31st December 2025 (ATTACHED)

5. MOTIONS

No Motions.

6. ELECTIONS OF OFFICERS

6.1 Election of Chair

Frank Warren was proposed for the role of Chair by Beth Neill and seconded by Jenny Wray. There being only one nomination, Frank Warren was duly elected as Chair.

6.2 Election of Treasurer

Peter Brayshaw was proposed for the role of Treasurer by Kate Trotman and seconded by Rupa Vijayan. There being only one nomination, Peter Brayshaw was duly elected as Treasurer.

6.3 Election of Secretary

Anita Wallace was proposed for the role of Secretary by Anne Bell and seconded by Rupa Vijayan. There being only one nomination, Anita Wallace was duly elected as Secretary.

7. ELECTION OF COMMITTEE MEMBERS

Beth Neill, Karen Dickson, Meenakshi Westhead, Anne Bell, Rupa Vijayan, Jenny Wray and Kate Trotman were proposed en bloc by Frank Warren, seconded by Anita Wallace. They were duly elected as Committee Members.

8. APPOINTMENT OF INDEPENDENT EXAMINER FOR THE ACCOUNTS

Karen Little as agreed to carry on as Independent Examiner for the Accounts for a further year.

9. ANY OTHER BUSINESS ACCEPTABLE TO THE CHAIRMAN

A discussion around the sale of the ambulance bay took place.

Chair's Report

This Current year was expected to have been a financial challenge, arising from the reduction in funding from Bucks County Council, however, an extremely generous donation from a local business, fully offset the expected shortfall.

At the request of the donor, we we are extremely grateful to them for this very generous contribution.

Additionally, our fund-raising committee has worked extremely hard to generate sufficient funds in order to maintain an equilibrium within our financial reserves.

Whilst we continue to work hard to keep the balance between income and expenditure, this year will require an uplift in receipts to offset receiving, from Bucks, only £6,000, a drop of £10,000 on what we received in the previous agreement.

Also, Bucks Council have reduced our book fund from £4,000 to £2,500, over this period. Our current agreement terminates next year and there are three main areas of concern that I have regarding this.

1. Bucks may decide that they will no longer be giving us any funding.

We anticipated this when we took over running the library in 2012, and agreed to build a contingency fund that would cover operational expenses for five years.

I am pleased to report that this was achieved within our first 5 years and continues against current costs.

2. Bucks, the owners of the ambulance station, behind our library, have sold the land to developers.

Our library, situated on the same ground, might be consider another source of income for the council and may try to relocate us, or cancel our lease under the terms of the agreement, to enable them to generate funds by selling the library.

Working alongside the Parish Council, we are trying to get the library listed as an Asset of Community Value. I particularly wish to thank Diane Mynors, Parish Councillor, for her invaluable assistance with this.

Whilst this may offer some protection, we will need the voice of the entire community to make their objections known, in an attempt to ensure a stronger level of protection.

I would ask you all to consider what you would be able to do, should this become a reality.

3. Bucks may decide to introduce a rental charge for the property, currently rent free.

NOW FOR SOME POSITIVITY

We are blessed with a strong group of volunteers who continue to operate our library, invitingly, friendly and a comforting place to visit, whilst still ensuring that all agreed projects are achieved.

Our Trustees Committee are doing an excellent job in maintaining the organisation and operation of the library.

I continue to be amazed and delighted with the energy, ingenuity, integrity and commitment of each member. Everyone has taken responsibility for the roles that suit their strengths and interests, with both vigour, enthusiasm and success.

Measuring a part of this success, our footfall for 2025 against 2024. In 2024 there were 15,400 recorded visitors, in 2025 this measurement increased to 19,120 up 24%. A meaningful measure of the success and a reward for the efforts put in by all of our volunteers.

It would be remiss of me not to mention the longevity of our volunteers.

I had the pleasure, on behalf of the Trustees, to present to over a third of them, a commemorative glass hanging ornament, recognising the completion of more than ten years uninterrupted service to the library.

Almost 30 volunteers, over the duration, have given their time and commitment to our community library success.

Thanks to each and every one of you.

We have continued in our efforts to live up to the title of a COMMUNITY library. Every action we consider and take is aimed at becoming even more integrated within the community.

I would now like to address you all from a personal point of view..

With the approval of the committee, I have agreed to continue as chair until a replacement steps forward however, there will be a time limit of three months on this.

During my tenure, my only responsibilities were to liaise with the Bucks Council to discuss the Regional Grant Allowance (RGA), chair regular monthly meetings and have an input on proposals for taking the library forward.

There was never a need for me to be involved in the daily running of the library, this was always efficiently controlled by the Library Operations Team (LOT) and Trustees.

What I am trying to say is that being the Chair of the library is not a life consuming responsibility.

Anyone with some experience of negotiation and the understanding of people's needs could easily take over the role

The Community as a whole should be grateful that their library is in such good hands If you would like to become one of our Trustees and utilise your experience and be involved in an area that satisfies your personal needs and interests, please step forward and let our hard working Secretary, Anita Wallace, have your details, either at the end of this meeting or given into the library before the end of the month, which will then be considered at the Trustee's committee meeting.

I thank you all for your attendance this evening and would also thank your Trustees and volunteers for making my tenure such an enjoyable and satisfying experience.

Thank you.

Frank Warren (Chair)

Treasurer's Report for the year ended 31st December 2025

The activities of Chalfont St Peter library in 2025 resulted in overall net income of £4,020 (2024 net expenditure £4,961).

Income

Income this year increased by £12,911 to £32,061 (2024: 19,070). This, despite the Buckinghamshire Council grant reducing by £3,019 in the year to £8,500. To offset this reduction the Committee and volunteers have worked together to identify event opportunities, drive donations and look for additional income streams. Key achievements include:

- Donations taken (including gift aid claims) increased to just under £12,000 (2024: £3,777)
- Film activities and fund-raising Events increased to £4,526 (2024: £3,672)
- New room rental activities generating £1,810 in additional income (2024: £155)

The year also benefitted from a full year of renegotiated interest for cash on deposit, increasing interest received to £1,569 (£1,772 in 2024).

The annual Grant income from Buckinghamshire Council in 2026 has further reduced to £6,500.

Expenditure

Costs reduced by 2% year on year to £28,041 (£28,716 in 2024)

Book buying was £2,327 in the year (£3,180 in 2024). The prior year included additional investment in Child sensory books.

Utility costs have been relatively stable over the last couple of years but remain significantly higher than 5 years ago, costs in the year increased by 7% (£1,129) in the year.

Cash Balances & Accruals

The library cash reserves have increased this year and remain strong with a bank and cash balance of £133,405 (£119,519 last year).

Accruals (amounts owed to others but not yet invoiced or paid) have increased to £24,285 (£13,351 in 2024). This largely represent utility recharges payable to the Council and the Supplier Drax.

Summary and Outlook

Whilst we were able to generate a surplus this year, the library benefitted substantially from a single donation of £10,000. With the Council Grant further reducing this year, we anticipate 2026's activities resulting in a net expenditure of £9,500.

Our cash reserves remain solid; the constitution aims to hold reserves to cover 5 years of activity assuming no Council Grant. We estimate this would require c.£100,000.

Assuming the utility accruals are settled during the coming year and costs do exceed income by £9,500 as we anticipate, our cash balances will reduce to c£100,000.

In order to arrest any further decline in reserves, the Trustees have agreed that it is appropriate to restart the Friends donation programme.

I'd like to finish by thanking all those who continue to financially support the library and the volunteers who work tirelessly across all our fundraising activities. Without this ongoing effort, our financial position would not be in the strong position we see today.

Peter Brayshaw, Treasurer



Section A Independent Examiner's Report

Report to the trustees

Charity Name

CHALFONT ST PETER COMMUNITY LIBRARY

On accounts for the year ended

31 DECEMBER 2025

Charity no
(if any)

1144104

Set out on pages

Page 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2025.

Responsibilities and basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below*~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Karen Little

Date:

20/02/2026

Name:

KAREN LITTLE

Relevant professional qualification(s) or body

ACCA AFFILIATE

(if any):

Address:

33A LANSDOWN ROAD

CHAALFONT ST PETER

BUCKS SL9 9SP

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Accounts for The Chalfont St. Peter Community Library

to 31st December 2025



Income	Actual	Budget	Prior Year
Grants BCC	8,500	8,500	11,519
Friends/Benefactors Donations	440	600	614
One off Subscriptions	10,866	1,200	2,547
Gift Aid	657	600	616
Fundraising Events	4,526	2,150	3,672
Bank Interest	1,569	2,400	1,772
Other Operational Income	5,503	3,620	3,017
Total Income	£32,061	£19,070	£23,756

Expenditure	Actual	Budget	Prior Year
Insurance	951	951	912
School Donations	72	0	109
Cleaning	3,299	2,980	3,040
Furniture & Equipment	1,121	1,482	1,576
Maintenance	192	1,100	478
Utilities	17,195	17,500	16,066
Books	2,327	3,300	3,180
Printing & Stationery	397	360	164
Newspapers/Periodicals	662	600	670
Events/Meetings/Publicity	823	950	1,220
Security/H&S	517	600	985
Miscellaneous	484	504	317
Total Expenditure	£28,041	£30,327	£28,716
Net Income/Expenditure	£4,020	-£11,257	-£4,961

Balance Sheet

	as at 31st December 2025		at at 31st December 2024	
	£	£	£	£
Fixed Assets				
Current Assets				
Deposit Account	127,172		113,103	
Prepayments	2,453		1,564	
Cash at Bank	6,132		6,316	
Petty Cash	50		50	
Till Float	50	135,858	50	121,083
Current Liabilities				
Accruals Unrestricted	-24,285		-13,531	
Creditors	0	-24,285	0	-13,531
		£111,573		£107,552
Represented by				
Net Income over Expenditure				
Balance brought forward		107,552		112,513
Movement in Year		4,020		-4,961
		£111,573		£107,552

Accounts approved by the Trustees at a meeting held on

Frank Warren  Chair

Peter Brayshaw  Treasurer

THE CHALFONT ST PETER COMMUNITY LIBRARY

England & Wales - Charity number 1144104

Accounts

Chalfont St Peter Community Library AGM

Monday 18th March 2024 – 7.30pm

Chair & Treasurers Report

Chair's report – Frank Warren

To lead in, 2023/2024 has been an interesting period.

During this last year the following has been achieved;-

The update and refurbishment of the children's library has been completed and has received nothing but admiration from those that have been into the library. We should also mention the very welcome financial contribution that was received from the Chalfont St. Peter Tennis Club.

Our website, which had looked outdated, has now been addressed. Whilst there are items that still need fine tuning, Anne Bodman is continuing, with the assistance of Andy Watts, a local computer developer, to ensure that it is a user friendly, informative addition for our image.

The parking problem has been addressed, successfully it seems, by installing bollards on a heavy metal base. With the demise of the Co-op, this has become a much needed intervention.

Movie "Night" has been moved from the evening session and is now Movie Day. The format remains the same however the move was necessary to ensure there was adequate volunteer cover for each screening. The impact on the number of movie attendees arising from this change has not been negative.

During the year we purchased and had installed a defibrillator, which Sarah Green MP launched for us. Arising from this Anne Bell arranged, with the Medical Response Team, first aid training sessions in CPR and the use of the defibrillator. The two sessions were very well attended. Anne is reviewing whether there are enough volunteers who wish to attend further sessions in the coming year. If this is of interest to you, please let Anne know.

We became a "Warm Space" for local residents during the year. We were able to offer scones and a warm drink on Wednesday 31st January for those who came in to the library, courtesy of our Master Baker, Heather Trowbridge.

The display screen, by the reception desk, has been replaced with a newer version, supplied, free of charge, with the courtesy of Sevenoaks Electrical. We are aiming to recognise this generous gift with a small name plate above the screen.

No longer required, used children's books have been supplied to more needed countries abroad.

We continue to support local initiatives and are displaying, on the new screen, pictures entered in the Childrens Art Competition. The prizes will be presented in the library on 14th March (relevant when this was being prepared).

On Remembrance Sunday we presented a poppy wreath at the local church, as part of the village Memorial service.

This year we have joined, on a 12-month trial basis, our local Chamber of Commerce, to establish that we, as the community library, continue our wish to be aware of matters affecting the whole community.

This coming year we have major challenges ahead of us. Bucks Council have proposed an eye watering reduction in our funding. Additionally, our utility costs, as for the rest of the nation, have increased significantly over previous years. Peter Brayshaw, our Treasurer, will explain in more detail the financial trials and tribulations we expect over the coming years. Suffice to say that, whilst we have a “fighting fund” this could be dramatically reduced over the coming years, threatening the survival of our library. All methods of generating future income will need to be addressed in the coming months.

On a positive note, our library is blessed with a complete group of volunteers who love the library and gain pleasure from their involvement in the library development, the camaraderie of fellow volunteers, the respect of our members and the involvement within the community.

Treasurer's Report – Peter Brayshaw

The activities of Chalfont St Peter library in 2023 resulted in overall net expenditure of £15,057 (2022 net expenditure £28,343) with a combination of utility escalation and continued investment in library facilities driving the spend.

Income

Overall income increased in 2023 by £3,719 to £25,806. One off donations increased to £1,678 and our thanks in particular go to Chalfont St Peter tennis club who kindly donated £1,145.

Income from library activities increased to £7,042 (£4,771 in 2022) with Film night and other Events activity generating £2,203 (£1,611 in 2022).

This year also benefitted from a renegotiation of our interest rate for cash on deposit, increasing interest received to £1,215 (£35 in 2022).

Grant income from Buckinghamshire Council in 2023 was maintained at £16,074.

Expenditure

Costs reduced year on year to £40,863 (£50,429 in 2022)

Our programme of investment continued this year with £8,742 invested in furniture and equipment including:

- Children's Library (furniture and storage units)
- New coloured trollies
- Defibrillator
- Vacuum cleaner

We indicated at last year's AGM our concerns about the impact of increased electricity bills and, although the monthly costs started to reduce towards the end of the year, overall, the costs increased by 63% from 2022 and an incredible 246% on 2021.

Event costs were lower this year with 2022 including the costs associated with a series of events through the Summer celebrating the 10th anniversary of the volunteer library operation.

Book buying was £2,546 in the year (£2,833 in 2022).

Cash Balances & Accruals

The library cash resources have reduced again this year but remain strong with a bank and cash balance of £130,607 (£136,080 last year).

The increase in accruals this year (£19,504) largely represent a provision for utility cost recharges for 2023 from Buckinghamshire Council.

Outlook

Although not formally agreed, Buckinghamshire Council have advised the library that Grants will significantly reduce from April 2024. The new annual maintenance grant currently being proposed is £6,000 p/a (currently £16,074). This is currently being challenged by the Committee with Frank leading the ongoing negotiations, but a significant reduction is still anticipated.

This change, plus the likelihood of a continuation of inflated utility costs present a challenge for the library in the medium term.

To illustrate, if we exclude the furniture and equipment investment from this year's accounts and apply the £6,000 grant proposal, we would be left with a shortfall in funding of £16,389.

Our cash reserves protect us from any immediate difficulty, and indeed, our current reserves would sustain us for 7 years at this level of loss. However, to mitigate this risk, the Committee and volunteers are working hard to identify fund raising opportunities to bridge the gap.

Accounts for The Chalfont St. Peter Community Library

to 31st December 2023



Registered Charity No
1144104

Income	Actual	Budget	Prior Year
Grants BCC	16,074	16,076	16,074
Friends/Benefactors Donations	420	240	320
One off Subscriptions	1,678	600	807
Gift Aid	568	200	49
DVD Income	42	0	66
Other Operational Income	7,024	4,465	4,771
Total Income	£25,806	£21,581	£22,087

Expenditure	Actual	Budget	Prior Year
Insurance	843	843	1,230
School Donations	175	0	0
Cleaning	2,850	2,940	2,163
Furniture & Equipment	8,742	18,650	25,370
Maintenance	1,071	2,400	2,112
Utilities	21,490	15,250	13,206
Books	2,546	4,200	2,833
DVD Costs	0	0	0
Printing & Stationery	233	600	175
Newspapers/Periodicals	604	600	523
Events/Meetings/Publicity	803	640	2,255
Security/H&S	981	600	341
Miscellaneous	525	564	222
Total Expenditure	£40,863	£47,287	£50,429
Net Expenditure	<u>-£15,057</u>	<u>-£25,706</u>	<u>-£28,343</u>

Balance Sheet

	at 31st December 2023		as at 31st December 2022	
	£	£	£	£
Fixed Assets				
Current Assets				
Deposit Account	128,831		127,616	
Prepayments	1,478		503	
Cash at Bank	1,676		8,364	
Petty Cash	50		50	
Till Float	50	132,085	50	136,584
Current Liabilities				
Accruals Unrestricted	-19,504		-9,014	
Creditors	-68	-19,572	0	-9,014
		<u>£112,513</u>		<u>£127,570</u>
Represented by				
Net Income over Expenditure				
Balance brought forward		127,570		155,913
Movement in Year		-15,057		-28,343
		<u>£112,513</u>		<u>£127,570</u>

Accounts approved by the Trustees at a meeting held on

Frank Warren  - Chair

Peter Brayshaw  Treasurer



Section A Independent Examiner's Report

Report to the trustees

Charity Name
Chalfont St Peter Community Library

On accounts for the year
ended

31 December 2023

Charity no
(if any)

1144104

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2023.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Karen Little

Date:

10/2/2024

Name:

Karen Little

Relevant professional
qualification(s) or body
(if any):

ACCA Affiliate

Address:

33a Lansdown Road, Chalfont St Peter, Buckinghamshire, SL9 9SP

Section B

Disclosure

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