

**MINUTES OF THE CHALFONT ST PETER COMMUNITY LIBRARY ANNUAL GENERAL MEETING  
HELD ON MONDAY 16<sup>th</sup> 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 31<sup>st</sup> 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):

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Address:

33A LANSDOWN ROAD
CHALFONT 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.

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# 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
<b>Total Income</b>	<b>£32,061</b>	<b>£19,070</b>	<b>£23,756</b>

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
<b>Total Expenditure</b>	<b>£28,041</b>	<b>£30,327</b>	<b>£28,716</b>
<b>Net Income/Expenditure</b>	<b>£4,020</b>	<b>-£11,257</b>	<b>-£4,961</b>

## Balance Sheet

	as at 31st December 2025		at at 31st December 2024	
<b>Fixed Assets</b>	£	£	£	£
<b>Current Assets</b>				
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
<b>Current Liabilities</b>				
Accruals Unrestricted	-24,285		-13,531	
Creditors	0	-24,285	0	-13,531
		<b>£111,573</b>		<b>£107,552</b>
<b>Represented by</b>				
Net Income over Expenditure				
Balance brought forward		107,552		112,513
Movement in Year		4,020		-4,961
		<b>£111,573</b>		<b>£107,552</b>

Accounts approved by the Trustees at a meeting held on

Frank Warren  Chair

Peter Brayshaw  Treasurer