



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From April 2023 Period start date **To March 2024** Period end date

Charity name: Little Chalfont Community Library

Charity registration number: 1154802

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the Public by the provision of a Lending Library Service for the benefit of the local residents.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Book lending, jigsaw lending, printing and photocopying, Public PC access, film nights, scrabble club, duplo club, Knit & Knatter, Book clubs
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Confirmed.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Library is funded by a combination of Grants, donations and fund raising activities. Grants are requested from Buckinghamshire Council and Little Chalfont Parish Council. Further Grants are requested from various bodies. The Library does not itself provide Grants.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Library is run by Volunteers, without whom the Library would not be able to function. The Trustees are Volunteers and the Library shifts are all filled by Volunteers.

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>For a local population of 6,500 the Library has an annual footfall approaching 20,000. The Library provides a 'Warm Space' and encourages reading.</p> <p>54% of the books loaned are taken out by children and new books are bought every month for the children's section, fiction, non-fiction and large print books.</p> <p>The Library also runs a weekly Community Café for those who are lonely, new to the area or who would just like tea/coffee, cake and a chat.</p> <p>A lovely Library which is much loved by the local Community.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The Library achievement can be measured by its footfall. Post Covid footfall figures have increased year on year and annual footfall is now approaching 20,000 visitors per annum.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising is required to ensure income is greater than expenditure. Old or unwanted books are sold through a third party, other books are sold in the Library, we have book sales, jigsaw sales and various other sales to raise money as well as the annual Library Quiz night.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Library is in a strong position with Reserves of £50,000 and other monies of just over £50,000. Annual expenditure is approximately £20,000 per annum.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Library has a Reserves Policy and Reserves of £50,000. If the Library was forced to close £40,000 of the Reserves would allow a two year closedown period. A further £10,000 Reserve is held for any unforeseen major expenditure (roof replacement, legislation requiring electrical replacement etc)
Amount of reserves held	Para 1.22	£50,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Grant – Buckinghamshire Council Grant – Little Chalfont Parish Council Fundraising (book & jigsaw sales, Annual Quiz night, various groups such as Knit & Knatter, Scrabble club, duplo club and Film nights) Other Grants as applied for by the Library Trustees Donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Principal risk is removal of funding from Buckinghamshire Council or Little Chalfont Parish Council. The Grant Agreement with Buckinghamshire Council has been agreed until 31 March 2027 whereas the Parish Council grant is determined annually.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (1154802)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees can only be appointed by the Chairman and Secretary of the Library. Interviews are held with prospective Trustees prior to nomination. If nominated the prospective Trustees are proposed to the Trustees who vote accordingly.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All Trustees are provided with the Volunteers Induction Pack which provides an overview of the Library activities. Further induction is determined by any particular speciality they may have (finance, equipment/electrical knowledge etc).
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Library is a stand-alone entity and is governed by Trustees (Chairman, Secretary, Treasurer and other Trustees). The Trustees are responsible for income and expenditure, projects and liaison with various bodies. The Library is managed on a day by day basis by a three person management team who organise rotas, displays etc and can purchase items up to £100 in value without requiring Trustee approval. No staff are employed.
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Little Chalfont Community Library
Other name the charity uses	
Registered charity number	1154802

Charity's principal address	Little Chalfont Community Library Cokes Lane Little Chalfont HP7 9QA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alan Graham Yellowley	Chairman		
2	Jon Fantes	Secretary		
3	Julia Hughes-Morgan	Treasurer		
4	Rowland Buck			
5	Rohan Dale			
6	Michael Richardson			
7	David Wolstenholme			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


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Declarations

The trustees declare that they have approved the trustees' report above.

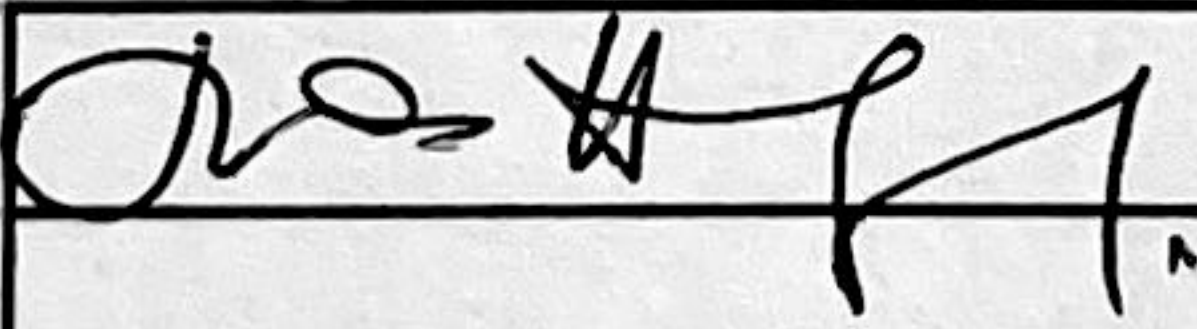
Signed on behalf of the charity's trustees

Signature(s)	A G YELLOWLEY	
Full name(s)	Alan Graham Yellowley	
Position (eg Secretary, Chair, etc)	Chairman	
Date	2 nd December 2024	

	Charity Name Little Chalfont Community Library		No (if any) 1154602		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 6/4/2023	To	Period end date 5/4/2024	

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Regular Donations	£2,351.00	-	-	2,351	2,126
One off Donations	£741.00	-	-	741	174
Council Grants	£10,707.80	-	-	10,708	6,459
Other Grants	£5,000.00	-	-	5,000	-
Fund Raising	£1,896.41	-	-	1,896	1,810
Film Nights	£2,387.00	-	-	2,387	1,880
Library Hire	£365.00	-	-	365	618
Counter Takings	£4,099.42	-	-	4,099	3,268
Interest / Gift Aid	£1,821.93	-	-	1,822	2,288
	-	-	-	-	-
Sub total (Gross income for AR)	29,370	-	-	29,370	18,623
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,370	-	-	29,370	18,623
A3 Payments					
Utilities	4,768	-	-	4,768	4,550
Books etc	9,306	-	-	9,306	9,070
Maintenance	3,472	-	-	3,472	3,091
Insurance	797	-	-	797	780
Internal Projects	40	-	-	40	-
Photocopier	-	-	-	-	66
cleaning stationery etc	2,313	-	-	2,313	2,258
IT charges	70	-	-	70	250
Fund raising costs	952	-	-	952	1,236
Bank charges	96	-	-	96	78
Sub total	21,814	-	-	21,814	21,379
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	21,814	-	-	21,814	21,379
Net of receipts/(payments)	7,556	-	-	7,556	- 2,756
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	96,325	-	-	96,325	99,081
Cash funds this year end	103,881	-	-	103,881	96,325

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Treasurers Account	9,708	-	-
	Business money manager	15,072	-	-
	Bond	79,064	-	-
	Petty cash	37	-	-
	Total cash funds	103,881	-	-

	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		JULIA A HUGHES-MORGAN		2/12/24



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Little Chalfont Community Library

**On accounts for the year
ended**

5 April 2024

**Charity no
(if any)**

1154802

Set out on pages

One

(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 05/04/2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Date:

2/12/2024

Name:

H R Thomas

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

ACA (Retired)

Address:

Tamlan House

Loudhams Wood Lane

Chalfont St Giles Bucks HP8 4AR

Only complete if the examiner needs to highlight 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.