

# CHALFONT ST GILES COMMUNITY LIBRARY

England & Wales · Charity number 1159743

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-12-30

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Chalfont St. Giles Community  
Library  
High Street  
Chalfont St. Giles  
HP8 4QA

**Phone** 01494873966

**Website** [www.chalfontstgiles.org.uk/shops/communitylibrary.htm](http://www.chalfontstgiles.org.uk/shops/communitylibrary.htm)

## Activities

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**Objects:** A) TO ADVANCE THE EDUCATION OF THE PUBLIC BY THE PROVISION OF A LENDING LIBRARY AND INFORMATION SERVICE FOR THE BENEFIT OF RESIDENTS OF CHALFONT ST GILES AND THE SURROUNDING AREA.B) TO PROVIDE THAT SERVICE TO THE PUBLIC WITHOUT DISCRIMINATION ON GROUNDS OF SEX, AGE, DISABILITY OR OTHER PROTECTED CHARACTERISTIC .

**Activities:** Provides a library lending service and local information to residents and visitors.Operates the Chalfont St Giles Community Library

## Classification

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

## Geography

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- Buckinghamshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£12,717	£14,778	-	-
2024-12-31	£14,477	£16,686	-	-
2023-12-31	£12,670	£12,979	-	-
2022-12-31	£11,197	£13,584	-	-
2021-12-31	£9,537	£10,495	-	-

## Trustees

Name	Role	Appointed
<b>Jill Brown</b>	Chair	2021-05-04
ANTHONY JAMES HOARE		2014-12-30
Andrew James Davies		2016-07-30
DONNA WESTALL		2015-06-30
Dr MICHAEL WALTER FOXTON		2014-12-30
JUDY THOMPSON		2017-10-01
KATHLEEN MARGARET MARTIN		2015-06-30
MR MICHAEL JOHN BEDFORD		2014-12-30
Sarah long		2019-05-15

**CHALFONT ST GILES COMMUNITY LIBRARY**

England & Wales - Charity number 1159743

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# Accounts

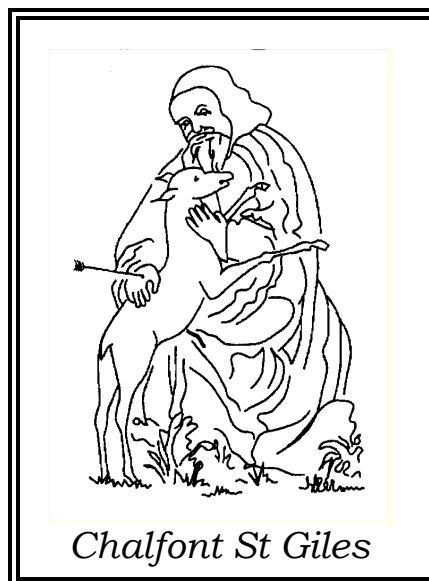
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# Chalfont St Giles Community Library

## Trustees' Report and Accounts

### for the year ended 31 December 2025



**Charity number 1159743**

**Chalfont St Giles Community Library**  
**Legal and administrative information**

Chalfont St Giles Community Library is a foundation charitable incorporated organisation.

Charity number 1159743 - registered 30 December 2014

**Trustees**

Mr A J Hoare	President
Mrs J Brown	Chair
Dr M W Foxtton	Secretary
Mr M J Bedford	Treasurer
Mr A J Davies	
Mrs S Long	
Miss K M Martin	
Mrs J M Thompson	
Mrs M Ware (to 30 January 2025)	
Mrs D Westall	

**Independent Examiner**

Mr A Penson F.C.A.  
Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

**Chalfont St Giles Community Library**  
**High Street**  
**Chalfont St Giles**  
**Buckinghamshire**  
**HP8 4QA**

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2025**

#### **Introduction**

The trustees present their eleventh Annual Report as a charitable incorporated organisation (CIO).

The library is a community managed public library working in partnership with Buckinghamshire Council (the County).

The Community Library opened in January 2007 following the closure of the County-run library in the village.

#### **Object of the charity**

The object of the charity is to advance the education of the public by providing a lending library and information service for the residents of Chalfont St Giles and the surrounding area. The service is provided to the public without discrimination on grounds of age, disability or other protected characteristic.

#### **Structure, governance and management**

The charity's activities are governed by a Management Committee (the trustees) who normally meet at least four times per year. Day to day management is delegated to the Officers who report progress to each Management Committee meeting.

Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees. Those who served during the year are listed on page 1. None of the trustees has any beneficial interest in the charity nor do they receive remuneration.

The trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

The officers and trustees assess the major risks to which the charity is exposed and ensure that controls are in place to mitigate exposure to the risks. Insurance includes cover for public and volunteer liability and for the loss of stock, furniture and equipment. Banked funds are held in accounts protected by the Financial Services Compensation Scheme.

The Community Library is operated by and is entirely dependent on unpaid volunteers.

Under an agreement with the County, the County provides the Community Library with a grant towards running costs and provides without charge the IT equipment, a broadband link, the library management system, the public internet and Wi-Fi system together with technical support. The County provides a limited amount of library stock and supports the training of volunteers. The library is included in the County's inter-library delivery network. County support has been agreed through to March 2027.

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2025**

Lending from the Community Library is on the same terms as the County. Residents can borrow and return books across the county library network. Users can reserve county books at the Community Library or online for pick up at the library. Residents thus benefit from a service that is integrated with the County's library service.

A local information service is provided in the library building. This service is administered separately from the library. All volunteers work in partnership to achieve the best possible service for the village.

The library receives some financial support from village residents who are 'Friends of the Library'.

The library building is leased from Chalfont St Giles Parish Council.

### **Summary of main activities and achievements**

The library continues to be well used by the village. The library had a positive 2025 with lending for the year just ahead of 2024. Opening hours were maintained at a healthy level and we continue to invest in the book stock to ensure it is up to date and relevant to users. We also added some books for very young readers thanks to a grant from the Misbourne Matins Rotary Club.

Both 'Bounce and Rhyme' on Friday mornings and 'Knit and Natter' on Monday afternoons continue to be popular. 'Storytime' has recently started for pre-school children on a Wednesday morning.

The children at the village school visited the library during the year class by class. A grant to support the use of the 'Reading Eggs' software at the village school was made for the final time in 2025.

The CIO's financial result for the year was a net cash outflow of £2,061. Action is being taken to reduce the deficit. At 31 December 2025 the charity had an unrestricted cash fund of £70,402.

As always, a huge thank you is due to all our volunteers who have again done a wonderful job over the past year.

The trustees also express their appreciation of the support for the library from village residents, local organisations and the Parish and County Councils.

### **Reserves policy**

Since nearly all of the Community Library's services are provided free, the charity is dependent on grants and donations. The trustees consider that the charity should hold a level of unrestricted cash funds that will provide at least two years library running costs together with sufficient funds to maintain and where appropriate improve the library. Funds are required to periodically redecorate the library and to ensure the timely replacement of the library's stock, equipment and furniture.

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2025**

Maintaining reserves at this level will ensure that, in the event of a significant drop in funding, the charity can continue its activities while consideration is given to ways in which additional funds may be raised.

#### **Declaration**

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

Signed on behalf of the charity's trustees:

**Mrs J Brown**  
Chair

4 February 2026

**Independent Examiner's Report to the  
Trustees of the Chalfont St Giles Community Library  
(Charity no. 1159743)**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 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 charity's accounts carried out under section 145 of the 2011 Act and in carrying 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

**Mr A Penson F.C.A.**

5 February 2026

Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

## Chalfont St Giles Community Library

### Receipts and payments

for the year ended 31 December

	2025			2024
	Notes	Unrestricted fund £	Restricted fund £	Total £
<b><u>Receipts</u></b>				
Buckinghamshire Council grant		6,000	-	6,000
Library friends' donations		1,952	-	1,952
Library operating receipts	(2)	2,042	-	2,042
Other income		-	-	400
Bank interest received		2,723	-	2,723
Total receipts		<b>12,717</b>	-	<b>12,717</b>
<b><u>Payments</u></b>				
Insurance		1,529	-	1,529
Electricity		4,064	-	4,064
Water and waste water		300	-	300
Telephone		315	-	315
Maintenance and repairs		1,444	-	1,444
Books, Newspapers etc.	(3)	3,888	-	3,888
Stationery, printing and promotion		231	-	231
Grant to CSG Village School - Reading Eggs		2,500	-	2,500
Minor refurbishment		-	-	329
Volunteer costs		222	-	222
Other costs		285	-	285
Total payments		<b>14,778</b>	-	<b>14,778</b>
<b><u>Receipts less (payments)</u></b>		<b>(2,061)</b>	-	<b>(2,061)</b>
Cash funds at the start of the year		72,463	30	72,493
<b><u>Cash funds at 31 December</u></b>		<b>70,402</b>	<b>30</b>	<b>70,432</b>

**Chalfont St Giles Community Library**  
**Statement of assets and liabilities at 31 December**

	31 December 2025		31 December 2024	
	Unrestricted fund £	Restricted fund £	Total £	Total £
Cash funds	<b>70,402</b>	<b>30</b>	<b>70,432</b>	<b>72,493</b>

The CIO also owns the library's furniture and most of the book stock.

Signed on behalf of the trustees:

**Mrs J Brown**  
Chair

**M J Bedford**  
Treasurer

4 February 2026

## **Chalfont St Giles Community Library**

### **Notes to the Accounts for the year ended 31 December 2025**

**1. Accounting basis**

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

**2. Library operating receipts**

Library operating receipts arose from book fines, book sales, print charges, public internet usage and sundry sales.

**3. Books, Newspapers etc.**

Books, Newspapers etc. comprise the purchase of books, newspapers, book covers and labels. As well as purchased books, some books are provided by the County and by agreement books can be donated by the public.

**4. Restricted fund**

The Restricted Fund is to provide library materials for the visually impaired. £30 remains to be spent at 31 December 2025.

**5. Secured debts and guarantees**

The charity has no secured debts and has not provided any guarantees.

**CHALFONT ST GILES COMMUNITY LIBRARY**

England & Wales - Charity number 1159743

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# Accounts

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**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# **Chalfont St Giles Community Library**

## **Trustees' Report and Accounts**

**for the year ended 31 December 2024**



**Charity number 1159743**

## **Chalfont St Giles Community Library**

### **Legal and administrative information**

Chalfont St Giles Community Library is a foundation charitable incorporated organisation.

Charity number 1159743 - registered 30 December 2014

#### **Trustees**

Mr A J Hoare	President
Mrs J Brown	Chair
Dr M W Foxton	Secretary
Mr M J Bedford	Treasurer
Mr A J Davies	
Mrs S Long	
Miss K M Martin	
Mrs J M Thompson	
Mrs M Ware (to 30 January 2025)	
Mrs D Westall	

#### **Independent Examiner**

Mr A Penson F.C.A.  
Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

**Chalfont St Giles Community Library  
High Street  
Chalfont St Giles  
Buckinghamshire  
HP8 4QA**

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2024**

#### **Introduction**

The trustees present their tenth Annual Report as a charitable incorporated organisation (CIO).

The library is a community managed public library working in partnership with Buckinghamshire Council (the County).

The Community Library opened in January 2007 following the closure of the County-run library in the village.

#### **Object of the charity**

The object of the charity is to advance the education of the public by providing a lending library and information service for the residents of Chalfont St Giles and the surrounding area. The service is provided to the public without discrimination on grounds of age, disability or other protected characteristic.

#### **Structure, governance and management**

The charity's activities are governed by a Management Committee (the trustees) who normally meet at least four times per year. Day to day management is delegated to the Officers who report progress to each Management Committee meeting.

Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees. Those who served during the year are listed on page 1. None of the trustees has any beneficial interest in the charity nor do they receive remuneration.

The trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

The officers and trustees assess the major risks to which the charity is exposed and ensure that controls are in place to mitigate exposure to the risks. Insurance includes cover for public and volunteer liability and for the loss of stock, furniture and equipment. Banked funds are held in accounts protected by the Financial Services Compensation Scheme.

The Community Library is operated by and is entirely dependent on unpaid volunteers.

Under an agreement with the County, the County provides the Community Library with a grant towards running costs and provides without charge the IT equipment, a broadband link, the library management system, the public internet and Wi-Fi system together with technical support. The County provides a limited amount of library stock and supports the training of volunteers. The library is included in the County's inter-library delivery network. County support through to March 2027 was agreed this year.

Lending from the Community Library is on the same terms as the County. Residents can borrow and return books across the county library network. Users can reserve county books at the Community Library or online for pick up at the library. Residents thus benefit from a service that is integrated with the County's library service.

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2024**

A local information service is provided in the library building. This service is administered separately from the library. All volunteers work in partnership to achieve the best possible service for the village.

The library receives some financial support from village residents who are 'Friends of the Library'.

The library building is leased from Chalfont St Giles Parish Council.

#### **Summary of main activities and achievements**

The library continues to be well used by the village. After the increased usage of the library in 2023, library visits in 2024 were similar to last year which was good considering flooding in the centre of the village right by the library in February and March. Whilst library usage was inevitably affected at that time, it was great to see how determined our users and volunteers were to make it to the library despite the conditions.

Opening hours have been maintained following an increase in hours in 2023.

We continue to invest in the book stock to ensure it is up to date, good quality and relevant to our users.

Both 'Bounce and Rhyme' on Friday mornings and 'Knit and Natter' on Monday afternoons continue to be popular.

The library continued to fund a subscription to the 'Reading Eggs' software for the children at the Chalfont St Giles Village School. The children at the school also visited the library twice this year class by class. These two initiatives encourage reading and the use of the library.

The CIO's financial result for the year was a net cash outflow of £2,209. The result was impacted by increased costs, particularly for heating. At 31 December 2024 the charity had an unrestricted cash fund of £72,463.

As always, a huge thank you is due to all our volunteers who have done such a sterling job over the past year.

The trustees also express their appreciation of the support for the library from village residents, local organisations and the Parish and County Councils.

#### **Reserves policy**

Since nearly all of the Community Library's services are provided free, the charity is dependent on grants and donations. The trustees consider that the charity should hold a level of unrestricted cash funds that will provide at least two years library running costs together with sufficient funds to maintain and where appropriate improve the library. Funds are required to periodically redecorate the library and to ensure the timely replacement of the library's stock, equipment and furniture.

**Chalfont St Giles Community Library**

**Trustees' report for the year ended 31 December 2024**

Maintaining reserves at this level will ensure that, in the event of a significant drop in funding, the charity can continue its activities while consideration is given to ways in which additional funds may be raised.

**Declaration**

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

Signed on behalf of the charity's trustees:



**Mrs J Brown**  
Chair

29 January 2025

**Independent Examiner's Report to the  
Trustees of the Chalfont St Giles Community Library  
(Charity no. 1159743)**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2024.

**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 charity's accounts carried out under section 145 of the 2011 Act and in carrying 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Mr A Penson F.C.A.**  
Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

3 February 2025

## Chalfont St Giles Community Library

### Receipts and payments

for the year ended 31 December

	2024			2023	
	Notes	Unrestricted fund £	Restricted fund £	Total £	Total £
<b><u>Receipts</u></b>					
Buckinghamshire Council grant		7,565	-	7,565	6,262
Library friends' donations		2,042	-	2,042	2,119
Library operating receipts	(2)	1,539	-	1,539	1,958
Other income		400	-	400	-
Bank interest received		2,931	-	2,931	2,331
Total receipts		<b>14,477</b>	<b>-</b>	<b>14,477</b>	<b>12,670</b>
<b><u>Payments</u></b>					
Insurance		1,425	-	1,425	1,270
Electricity		5,046	-	5,046	1,903
Water and waste water		232	-	232	103
Telephone		313	-	313	292
Maintenance and repairs		1,610	-	1,610	483
Books, Newspapers etc.	(3)	3,721	-	3,721	3,777
Stationery, supplies and printing		957	-	957	735
Grant to CSG Village School - Reading Eggs		2,500	-	2,500	2,500
Entrance refurbishment		-	-	-	582
Updating to LED lighting		-	-	-	400
Minor refurbishment		329	-	329	361
Volunteer costs		258	-	258	273
Other costs		295	-	295	300
Total payments		<b>16,686</b>	<b>-</b>	<b>16,686</b>	<b>12,979</b>
<b><u>Receipts less (payments)</u></b>		<b>(2,209)</b>	<b>-</b>	<b>(2,209)</b>	<b>(309)</b>
Cash funds at the start of the year		74,672	30	74,702	75,011
<b><u>Cash funds at 31 December</u></b>		<b>72,463</b>	<b>30</b>	<b>72,493</b>	<b>74,702</b>

**Chalfont St Giles Community Library**  
**Statement of assets and liabilities at 31 December**

	31 December 2024			31 December 2023
	Unrestricted fund £	Restricted fund £	Total £	Total £
Cash funds	72,463	30	72,493	74,702

The CIO also owns the library's furniture and most of the book stock.

Signed on behalf of the trustees:



**Mrs J Brown**  
Chair



**M J Bedford**  
Treasurer

29 January 2025

## **Chalfont St Giles Community Library**

### **Notes to the Accounts for the year ended 31 December 2024**

**1. Accounting basis**

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

**2. Library operating receipts**

Library operating receipts arose from book fines, book sales, print charges, public internet usage and sundry sales.

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**4. Restricted fund**

The Restricted Fund is to provide library materials for the visually impaired. £30 remains to be spent at 31 December 2024.

**5. Secured debts and guarantees**

The charity has no secured debts and has not provided any guarantees.

**CHALFONT ST GILES COMMUNITY LIBRARY**

England & Wales - Charity number 1159743

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# Accounts

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# **Chalfont St Giles Community Library**

## **Trustees' Report and Accounts**

### **for the year ended 31 December 2023**



**Charity number 1159743**

**Chalfont St Giles Community Library**  
**Legal and administrative information**

Chalfont St Giles Community Library is a foundation charitable incorporated organisation.

Charity number 1159743 - registered 30 December 2014

**Trustees**

Mr A J Hoare	President
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Dr M W Foxton	Secretary
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Mrs J M Thompson	
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**Independent Examiner**

Mr A Penson F.C.A.  
Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

**Chalfont St Giles Community Library**  
**High Street**  
**Chalfont St Giles**  
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**HP8 4QA**

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2023**

#### **Introduction**

The trustees present their ninth Annual Report as a charitable incorporated organisation (CIO).

The library is a community managed public library working in partnership with Buckinghamshire Council (the County).

The Community Library opened in January 2007 following the closure of the County-run library in the village.

#### **Object of the charity**

The object of the charity is to advance the education of the public by providing a lending library and information service for the residents of Chalfont St Giles and the surrounding area. The service is provided to the public without discrimination on grounds of age, disability or other protected characteristic.

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Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees. Those who served during the year are listed on page 1. None of the trustees has any beneficial interest in the charity nor do they receive remuneration.

The trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

The officers and trustees assess the major risks to which the charity is exposed and ensure that controls are in place to mitigate exposure to the risks. Insurance includes cover for public and volunteer liability and for the loss of stock, furniture and equipment. Banked funds are held in accounts protected by the Financial Services Compensation Scheme.

The Community Library is operated by and is entirely dependent on unpaid volunteers.

Under an agreement with the County, the County provides the Community Library with a grant towards running costs and provides without charge the IT equipment, a broadband link, the library management system, the public internet and Wi-Fi system together with technical support. The County provides a limited amount of library stock and supports the training of volunteers. The library is included in the County's inter-library delivery network.

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## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2023**

An information service is provided in the library which is a separate organisation from the library. All volunteers work in partnership to achieve the best possible service for the village.

The library receives some financial support from village residents who are 'Friends of the Library'.

The library building is leased from Chalfont St Giles Parish Council.

#### **Summary of main activities and achievements**

2023 was a positive year for the library. Overall lending was 10% up on 2022. It was particular pleasing to see a 19% increase in lending to adults.

Opening hours were increased during the year with the library opening longer on Wednesday (now open to 7pm).

Lending was no doubt helped both by the increased opening hours and by our continuing focus on ensuring the library's book stock is good quality, up to date and relevant to our village users.

Both 'Bounce and Rhyme' on Friday mornings and 'Knit and Natter on Monday afternoons continue to be popular. The Knit and Natter group knitted some delightful decorations that were displayed at various points around the village at Christmas. The library won the village's Christmas Tree competition.

The library continued to fund a subscription to the 'Reading Eggs' software for the children at the Chalfont St Giles Village School. The children at the school also visited the library twice this year class by class. These two initiatives encourage reading and the use of the library.

The CIO's financial result for the year was a small net cash outflow of £309. The result benefitted from significant interest income due to higher interest rates. At 31 December 2023 the charity had an unrestricted cash fund of £74,672.

An increased deficit seems likely in 2024 mainly due to higher electricity costs and potentially lower interest income should interest rates fall.

As always, a huge thank you is due to all our library and information volunteers who have done such a sterling job over the past year.

The trustees also express their appreciation of the support for the library from village residents, local organisations and the Parish and County Councils.

#### **Reserves policy**

Since nearly all of the Community Library's services are provided free, the charity is dependent on grants and donations.

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2023**

The trustees consider that the charity should hold a level of unrestricted cash funds that will provide at least two years library running costs together with sufficient funds to maintain and where appropriate improve the library. Funds are required to periodically redecorate the library and to ensure the timely replacement of the library's stock, equipment and furniture.

Maintaining reserves at this level will ensure that, in the event of a significant drop in funding, the charity can continue its activities while consideration is given to ways in which additional funds may be raised.

#### **Declaration**

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

Signed on behalf of the charity's trustees:



**Mrs J Brown**  
Chair

**31** January 2024

**Independent Examiner's Report to the  
Trustees of the Chalfont St Giles Community Library  
(Charity no. 1159743)**

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**Responsibilities and basis of report**

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**Independent examiner's statement**

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1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Mr A Penson F.C.A.**  
Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

| February 2024

## Chalfont St Giles Community Library

### Receipts and payments

for the year ended 31 December

	2023	2022		
	Unrestricted fund £	Restricted fund £	Total £	Total £
Notes				
<b><u>Receipts</u></b>				
Buckinghamshire Council grant	6,262	-	6,262	6,262
Library friends' donations	2,119	-	2,119	2,441
Library operating receipts (2)	1,958	-	1,958	1,614
Bank interest received	2,331	-	2,331	880
Total receipts	<b>12,670</b>	-	<b>12,670</b>	<b>11,197</b>
<b><u>Payments</u></b>				
Insurance	1,270	-	1,270	1,137
Electricity	1,903	-	1,903	1,932
Water and waste water	103	-	103	274
Telephone	292	-	292	267
Maintenance and repairs	483	-	483	1,422
Books, Newspapers etc. (3)	3,777	-	3,777	3,536
Stationery, supplies and printing	735	-	735	814
Grant to CSG Village School - Reading Eggs	2,500	-	2,500	2,457
Entrance refurbishment	582	-	582	-
Updating to LED lighting	400	-	400	-
New shelving	-	-	-	500
Replacement chairs	-	-	-	458
Minor refurbishment	361	-	361	333
Volunteer costs	273	-	273	133
Other costs	300	-	300	321
Total payments	<b>12,979</b>	-	<b>12,979</b>	<b>13,584</b>
<b><u>Receipts less (payments)</u></b>	<b>(309)</b>	-	<b>(309)</b>	<b>(2,387)</b>
Cash funds at the start of the year	74,981	30	75,011	77,398
<b><u>Cash funds at 31 December</u></b>	<b>74,672</b>	<b>30</b>	<b>74,702</b>	<b>75,011</b>

**Chalfont St Giles Community Library**  
**Statement of assets and liabilities at 31 December**

	31 December 2023		31 December 2022
	Unrestricted fund £	Restricted fund £	Total £
Cash funds	<b>74,672</b>	<b>30</b>	<b>74,702</b>
			<b>75,011</b>

The CIO also owns the library's furniture and most of the book stock.

Signed on behalf of the trustees:

*Jui Brown*

**Mrs J Brown**  
Chair

*M J Bedford*

**M J Bedford**  
Treasurer

31 January 2024

## Chalfont St Giles Community Library

### Notes to the Accounts for the year ended 31 December 2023

**1. Accounting basis**

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

**2. Library operating receipts**

Library operating receipts arose from book fines, book sales, print charges, public internet usage and sundry sales.

**3. Books, Newspapers etc.**

Books, Newspapers etc. comprise the purchase of books, newspapers, book covers and labels. As well as purchased books, some books are provided by the County and by agreement books can be donated by the public.

**4. Restricted fund**

The Restricted Fund is to provide library materials for the visually impaired. £30 remains to be spent at 31 December 2023.

**5. Secured debts and guarantees**

The charity has no secured debts and has not provided any guarantees.

**CHALFONT ST GILES COMMUNITY LIBRARY**

England & Wales - Charity number 1159743

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# Accounts

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**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# **Chalfont St Giles Community Library**

## **Trustees' Report and Accounts**

**for the year ended 31 December 2022**



**Charity number 1159743**

## **Chalfont St Giles Community Library**

### **Legal and administrative information**

Chalfont St Giles Community Library is a foundation charitable incorporated organisation.

Charity number 1159743 - registered 30 December 2014

#### **Trustees**

Mr A J Hoare	Chairman
Dr M W Foxton	Secretary
Mr M J Bedford	Treasurer
Mrs J Brown	
Mr A J Davies	
Mrs S Long	
Miss K M Martin	
Mrs J M Thompson	
Mrs M Ware	
Mrs D Westall	

#### **Independent Examiner**

Mr A Penson F.C.A.  
Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

**Chalfont St Giles Community Library  
High Street  
Chalfont St Giles  
Buckinghamshire  
HP8 4QA**

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2022**

#### **Introduction**

The trustees present their eighth Annual Report as a charitable incorporated organisation (CIO).

The library is a community managed public library working in partnership with Buckinghamshire Council (the County).

The Community Library opened in January 2007 following the closure of the County-run library in the village.

#### **Object of the charity**

The object of the charity is to advance the education of the public by providing a lending library and information service for the residents of Chalfont St Giles and the surrounding area. The service is provided to the public without discrimination on grounds of age, disability or other protected characteristic.

#### **Structure, governance and management**

The charity's activities are governed by a Management Committee (the trustees) who normally meet at least four times per year. Day to day management is delegated to the Officers who report progress to each Management Committee meeting.

Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees. Those who served during the year are listed on page 1. None of the trustees has any beneficial interest in the charity nor do they receive remuneration.

The trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

The officers and trustees assess the major risks to which the charity is exposed and ensure that controls are in place to mitigate exposure to the risks. Insurance includes cover for public and volunteer liability and for the loss of stock, furniture and equipment. Banked funds are held in accounts protected by the Financial Services Compensation Scheme.

The Community Library is operated by and is entirely dependent on unpaid volunteers.

Under an agreement with the County, the County provides the Community Library with a grant towards running costs and provides without charge the IT equipment, a broadband link, the library management system, the public internet and Wi-Fi system together with technical support. The County also supports the training of volunteers and provides a limited amount of library stock. The library is included in the County's inter-library delivery network.

Lending from the Community Library is on the same terms as the County. Residents can borrow and return books across the county library network. Users can reserve county books at the Community Library or online for pick up at the library. Residents thus benefit from a service that is integrated with the County's library service.

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2022**

An information service is provided in the library by volunteers who are a separate organisation from the library. All volunteers work in partnership to achieve the best possible service for the village.

The library receives some financial support from village residents who are 'Friends of the Library'.

The library building is leased from Chalfont St Giles Parish Council.

#### **Summary of main activities and achievements**

The library was open throughout 2022 in contrast to the two previous years that were affected by Covid 19 pandemic closures. In line with the village as a whole the library gradually built back usage and was able to restore events that ceased due to the pandemic.

Currently the library's lending is running around 15% below the pre-pandemic level. Lending to children is similar to before the pandemic but lending to adults is less. It is not clear whether this a general high street effect or something specific to libraries.

We continue to focus on ensuring the book stock is up to date and regularly refreshed. We are buying more of the latest books which we know is much appreciated by our users.

The library's broadband connection was at last upgraded by the County and new computers were provided. Less welcome was the County's decision to reduce van deliveries between the library and other Bucks libraries to once a week. This inevitably slows down the book reservation service we provide for our users.

'Bounce and Rhyme' on Friday mornings for pre-school children was successfully re-established and 'Knit and Natter' on Monday afternoons continues to be popular.

The library continued to fund a subscription to the 'Reading Eggs' software for the children at the Chalfont St Giles Village School. 'Reading Eggs' helps children learn to read and develop their reading skills. The children also visit the library class by class to familiarise themselves with the library.

The CIO's financial result for the year was a net cash outflow of £2,387. At 31 December 2022 the charity had an unrestricted cash fund of £74,981.

Looking ahead to 2023 the cost of electricity is a significant unknown. The library's current electricity contract ends in April 2023 and it seems likely that the library's electricity cost will increase significantly from May 2023.

The trustees thank all the volunteers for their support and hard work in another challenging year.

The trustees also express their appreciation of the support for the library from village residents, local organisations and the Parish and County Councils.

## Chalfont St Giles Community Library

### Trustees' report for the year ended 31 December 2022

#### Reserves policy

Since nearly all of the Community Library's services are provided free, the charity is dependent on grants and donations.

The trustees consider that the charity should hold a level of unrestricted cash funds that will provide at least two years library running costs together with sufficient funds to maintain and where appropriate improve the library. Funds are required to periodically redecorate the library and to ensure the timely replacement of the library's stock, equipment and furniture.

Maintaining reserves at this level will ensure that, in the event of a significant drop in funding, the charity can continue its activities while consideration is given to ways in which additional funds may be raised.

#### Declaration

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

Signed on behalf of the charity's trustees:



**A J Hoare**  
Chairman

*1st* February 2023

**Independent Examiner's Report to the  
Trustees of the Chalfont St Giles Community Library  
(Charity no. 1159743)**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2022.

**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').

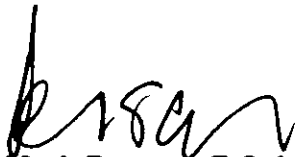
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Mr A Penson F.C.A.**  
Fairfield House  
Dodds Lane  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4EL

2 February 2023

**Chalfont St Giles Community Library**  
**Receipts and payments**  
**for the year ended 31 December 2022**

	2022			2021
Notes	Unrestricted fund £	Restricted fund £	Total £	Total £
<b><u>Receipts</u></b>				
Buckinghamshire Council grant	6,262	-	6,262	6,262
Friends' subscriptions and donations	2,441	-	2,441	1,644
Library operating receipts (2)	1,614	-	1,614	1,002
Bank interest received	880	-	880	629
Total receipts	<b>11,197</b>	<b>-</b>	<b>11,197</b>	<b>9,537</b>
<b><u>Payments</u></b>				
Insurance	1,137	-	1,137	924
Electricity	1,932	-	1,932	999
Water and waste water	274	-	274	572
Telephone	267	-	267	247
Maintenance and repairs	1,422	-	1,422	404
Books, Newspapers etc. (3)	3,536	-	3,536	2,303
Stationery, supplies and printing	814	-	814	967
Grant to CSG Village School - Reading Eggs	2,457	-	2,457	2,056
New shelving	500	-	500	-
Replacement chairs	458	-	458	-
Display shelving	-	-	-	1,368
Minor refurbishment	333	-	333	415
Volunteer costs	133	-	133	29
Other costs	321	-	321	211
Total payments	<b>13,584</b>	<b>-</b>	<b>13,584</b>	<b>10,495</b>
<b><u>Receipts less (payments)</u></b>	<b>(2,387)</b>	<b>-</b>	<b>(2,387)</b>	<b>(958)</b>
Cash funds at the start of the year	77,368	30	77,398	78,356
<b><u>Cash funds at 31 December</u></b>	<b>74,981</b>	<b>30</b>	<b>75,011</b>	<b>77,398</b>

**Chalfont St Giles Community Library**  
**Statement of assets and liabilities at 31 December 2022**

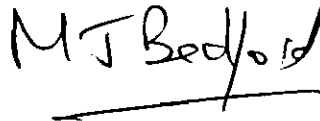
	31 December 2022		31 December 2021
	Unrestricted fund £	Restricted fund £	Total £
Cash funds	<b>74,981</b>	<b>30</b>	<b>75,011</b>
			<b>77,398</b>

The CIO also owns the library's book stock and furniture.

Signed on behalf of the trustees:



**A J Hoare**  
Chairman



**M J Bedford**  
Treasurer

*I H* February 2023

## **Chalfont St Giles Community Library**

### **Notes to the Accounts for the year ended 31 December 2022**

**1. Accounting basis**

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

**2. Library operating receipts**

Library operating receipts arose from book fines, book sales, print charges, public internet usage and sundry sales.

**3. Books, Newspapers etc.**

Books, Newspapers etc. comprise the purchase of books, newspapers, book covers and labels.

Books are also donated by residents and some books are provided by the County in accordance with the CIO's agreement with the County.

**4. Restricted fund**

The Restricted Fund is to provide library materials for the visually impaired. £30 remains to be spent at 31 December 2022.

**5. Secured debts and guarantees**

The charity has no secured debts and has not provided any guarantees.

**CHALFONT ST GILES COMMUNITY LIBRARY**

England & Wales - Charity number 1159743

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# Accounts

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**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# **Chalfont St Giles Community Library**

## **Trustees' Report and Accounts**

**for the year ended 31 December 2021**



**Charity number 1159743**

## **Chalfont St Giles Community Library**

### **Legal and administrative information**

Chalfont St Giles Community Library is a foundation charitable incorporated organisation.

Charity number 1159743 - registered 30 December 2014

#### **Trustees**

Mr A J Hoare	Chairman
Dr M W Foxton	Secretary
Mr M J Bedford	Treasurer
Mrs J Brown	From 19 August 2021
Mr A J Davies	
Mrs S Long	
Miss K M Martin	
Mrs J M Thompson	
Mrs M Ware	
Mrs D Westall	

#### **Independent Examiner**

Mr M J P Stevens F.C.A.  
Dean Cottage,  
38 Deanway,  
Chalfont St Giles,  
Buckinghamshire.  
HP8 4JR

**Chalfont St Giles Community Library  
High Street  
Chalfont St Giles  
Buckinghamshire  
HP8 4QA**

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2021**

#### **Introduction**

The trustees present their seventh Annual Report as a charitable incorporated organisation (CIO).

The library is a community managed public library working in partnership with Buckinghamshire Council (the County).

The Community Library opened in January 2007 following the closure of the County-run library in the village.

#### **Object of the charity**

The object of the charity is to advance the education of the public by providing a lending library and information service for the residents of Chalfont St Giles and the surrounding area. The service is provided to the public without discrimination on grounds of age, disability or other protected characteristic.

#### **Structure, governance and management**

The charity's activities are governed by a Management Committee (the trustees) who normally meet at least four times per year. Day to day management is delegated to the Officers who report progress to each Management Committee meeting. In the unusual circumstances of 2021, meetings were held virtually as required.

Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees. Those who served during the year are listed on page 1. None of the trustees has any beneficial interest in the charity nor do they receive remuneration.

The trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

The officers and trustees assess the major risks to which the charity is exposed and ensure that controls are in place to mitigate exposure to the risks. Insurance includes cover for public and volunteer liability and for the loss of stock, furniture and equipment. Banked funds are held in accounts protected by the Financial Services Compensation Scheme.

The Community Library is operated by and is entirely dependent on unpaid volunteers.

Under an agreement with the County, the County provides the Community Library with a grant towards running costs and provides without charge the IT equipment, a broadband link, the library management system, the public internet and Wi-Fi system together with technical support. The County also supports the training of volunteers and provides a limited amount of library stock. The library is included in the County's inter-library delivery network.

Lending from the Community Library is on the same terms as the County. Residents can borrow and return books, DVDs etc. across the county library network. Users can reserve county books at the Community Library or online for pick up at the library. Residents thus benefit from a service that is integrated with the County's library service.

## **Chalfont St Giles Community Library**

### **Trustees' report for the year ended 31 December 2021**

An information service is provided in the library by volunteers who are a separate organisation from the library. All volunteers work in partnership to achieve the best possible service for the village.

The library receives some financial support from village residents who are "Friends of the Library".

The library building is leased from Chalfont St Giles Parish Council.

#### **Summary of main activities and achievements**

The library's service in 2021 was again affected by the Covid 19 pandemic.

Lockdown regulations meant that the library was closed in the first part of 2021. The library re-opened in mid-April. Various Covid related restrictions applied through the year.

Footfall in the centre of the village was generally a little lower than the pre-pandemic level. Library usage increased steadily from April reaching the pre-pandemic level late in the year. Overall lending for May to December was approximately 90% of the 2019 pre-pandemic level. Thus the library continued to provide a valuable service to the village despite the difficulties.

Library events were limited in 2021 due to the restrictions. A notable exception was the Summer Reading Challenge for children that was able to go ahead.

The book stock was enhanced both by buying many new books and replacing old and much borrowed books with new copies. Some additional display shelving was also purchased.

The library continued to fund a subscription to the 'Reading Eggs' software for the children at the Chalfont St Giles Village School. 'Reading Eggs' helps children learn to read and develop their reading skills. The children also visited the library class by class to familiarise themselves with the library.

The CIO's financial result for the year was a net cash outflow of £958. At 31 December 2021 the charity had an unrestricted cash fund of £77,398.

The trustees thank all the volunteers for their outstanding support and hard work in the challenging circumstances of 2021.

The trustees also express their appreciation of the support for the library from village residents, local organisations and the Parish and County Councils.

#### **Reserves policy**

Since nearly all of the Community Library's services are provided free, the charity is dependent on grants and donations.

The trustees consider that the charity should hold a level of unrestricted cash funds that will provide at least two years library running costs together with sufficient funds to maintain and where appropriate improve the library. Funds are required to periodically

## Chalfont St Giles Community Library

### Trustees' report for the year ended 31 December 2021

redecorate the library and to ensure the timely replacement of the library's stock, equipment and furniture.

Maintaining reserves at this level will ensure that, in the event of a significant drop in funding, the charity can continue its activities while consideration is given to ways in which additional funds may be raised.

#### Declaration

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

Signed on behalf of the charity's trustees:



**A J Hoare**  
Chairman

*28<sup>th</sup>* February 2022

**Independent Examiner's Report to the  
Trustees of the Chalfont St Giles Community Library  
(Charity no. 1159743)**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2021.

**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 charity's accounts carried out under section 145 of the 2011 Act and in carrying 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Mr M J P Stevens FCA**  
Dean Cottage,  
38 Deanway,  
Chalfont St Giles,  
Buckinghamshire  
HP8 4JR

16 March 22

## Chalfont St Giles Community Library

### Receipts and payments

for the year ended 31 December 2021

	2021	2020		
	Unrestricted	Restricted		
Notes	fund	fund		
	£	£		
	Total	Total		
	£	£		
<b><u>Receipts</u></b>				
Buckinghamshire Council grant	6,262	-	6,262	6,251
Government Coronavirus grant	-	-	-	10,000
Friends' subscriptions and donations	1,644	-	1,644	2,240
Library operating receipts	(2) 1,002	-	1,002	674
Bank interest received	629	-	629	878
<b>Total receipts</b>	<b>9,537</b>	<b>-</b>	<b>9,537</b>	<b>20,043</b>
<b><u>Payments</u></b>				
Insurance	924	-	924	891
Electricity	999	-	999	945
Water and sewerage	572	-	572	58
Telephone	247	-	247	233
Maintenance and repairs	404	-	404	247
Books, Newspapers etc.	(3) 2,303	-	2,303	411
Stationery, supplies and printing	967	-	967	1,187
Volunteer costs	29	-	29	134
Grant to CSG Village School - Reading Eggs	2,056	-	2,056	2,377
Display shelving	1,368	-	1,368	-
Minor refurbishment	415	-	415	-
Other costs	211	-	211	334
<b>Total payments</b>	<b>10,495</b>	<b>-</b>	<b>10,495</b>	<b>6,817</b>
<b><u>Receipts less (payments)</u></b>	<b>(958)</b>	<b>-</b>	<b>(958)</b>	<b>13,226</b>
Cash funds at the start of the year	78,326	30	78,356	65,130
<b><u>Cash funds at 31 December</u></b>	<b>77,368</b>	<b>30</b>	<b>77,398</b>	<b>78,356</b>

**Chalfont St Giles Community Library**  
**Statement of assets and liabilities at 31 December 2021**

	31 December 2021	31 December 2020		
	Unrestricted fund £	Restricted fund £	Total £	Total £
Cash funds	<b>77,368</b>	<b>30</b>	<b>77,398</b>	<b>78,356</b>

The CIO also owns the library's book stock and furniture.

Signed on behalf of the trustees:



**A J Hoare**  
Chairman



**M J Bedford**  
Treasurer



February 2022

## Chalfont St Giles Community Library

### Notes to the Accounts for the year ended 31 December 2021

**1. Accounting basis**

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

**2. Library operating receipts**

Library operating receipts arose from book fines, book sales, print charges, public internet usage and sundry sales.

**3. Books, Newspapers etc.**

Books, Newspapers etc. comprise the purchase of books, newspapers, book covers and labels.

Books are also donated by residents and some books are provided by the County in accordance with the CIO's agreement with the County.

**4. Restricted fund**

The Restricted Fund is to provide library materials for the visually impaired. £30 remains to be spent at 31 December 2021.

**5. Secured debts and guarantees**

The charity has no secured debts and has not provided any guarantees.