



**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



Chalfont St Giles



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

28th 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
	Notes	Unrestricted fund £	Restricted fund £	Total £
Receipts				
Buckinghamshire Council grant		6,262	-	6,262
Government Coronavirus grant		-	-	10,000
Friends' subscriptions and donations		1,644	-	2,240
Library operating receipts	(2)	1,002	-	674
Bank interest received		629	-	878
Total receipts		9,537	-	20,043
Payments				
Insurance		924	-	891
Electricity		999	-	945
Water and sewerage		572	-	58
Telephone		247	-	233
Maintenance and repairs		404	-	247
Books, Newspapers etc.	(3)	2,303	-	411
Stationery, supplies and printing		967	-	1,187
Volunteer costs		29	-	134
Grant to CSG Village School - Reading Eggs		2,056	-	2,377
Display shelving		1,368	-	-
Minor refurbishment		415	-	-
Other costs		211	-	334
Total payments		10,495	-	6,817
Receipts less (payments)		(958)	-	13,226
Cash funds at the start of the year		78,326	30	65,130
Cash funds at 31 December		77,368	30	78,356

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 £
Cash funds	77,368	30	77,398
			78,356

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.