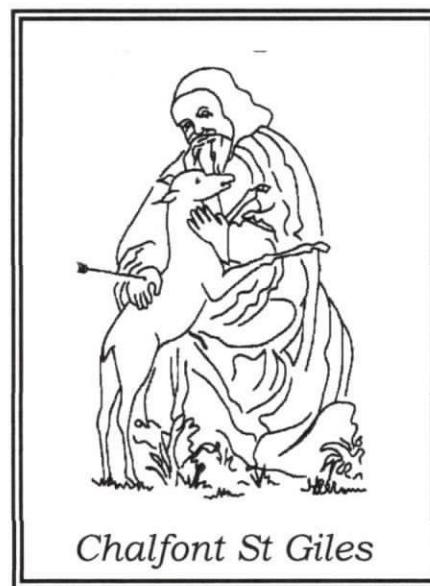




# **Chalfont St Giles Community Library**

## **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 did 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 is 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').

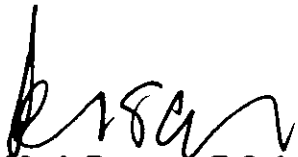
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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