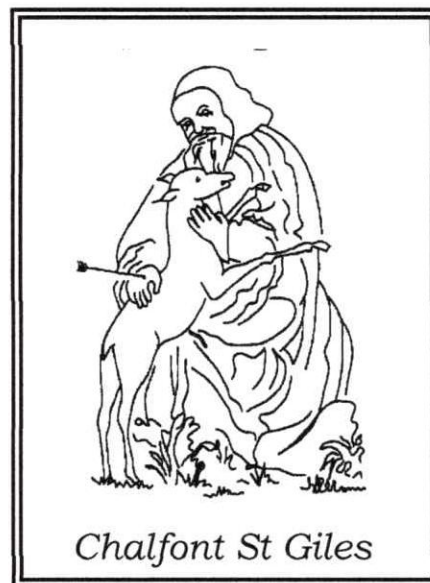




Chalfont St Giles Community Library

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
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	
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 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.

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.

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 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)**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2023.

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

| February 2024

Chalfont St Giles Community Library

Receipts and payments for the year ended 31 December

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

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

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

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.