

## The Chalfont St Peter Community Library Annual General Meeting 2019

### Chair's report

I am pleased to report that we have now entered our 8<sup>th</sup> year as a thriving voluntary library

Even more amazing is the number of volunteers who have been with us from day one. Originally, we were told volunteers tend to leave after about a year, but our volunteers have great staying power.

Thank you to all of them from the committee and from Chiltern District Council who presented us with an award for volunteering just after last year's A.G.M.

I would like to pick out 3 volunteers in particular for the amount of work they have done over many years.

Firstly, Ray Randall, who is resigning from the Committee after seven years. Ray has always been available to keep the building safe and secure. From getting new light fittings to replace the obsolete ones, painting railings, fitting a new volunteer's kitchen, arranging and assisting in the move of the computers from the children's section and investigating all improvement possibilities to the premises as well as overseeing them.

We owe him a huge level of thanks for his constant availability if something doesn't work, or breaks or the alarms go off.

Without Ray I don't know how we would have made these improvements and we are grateful he is willing to still assist us in the future. We would still like someone on the committee that could assist with the premises, so if interested please talk to a committee member.

Secondly Andy Piggott for saving the library thousands of pounds by making and painting the new shelf ends in the children's library that delights the parents and children in spotting the wonderful carvings.

Andy has also assisted Ray in the computer move, dismantling the old desks, creating new stations, both up and downstairs and putting together the sofa. He and Ray will be involved with the transformation upstairs, creating a new, large meeting room and moving the young adult's library.

Lastly Hazel Piggott, for assisting Andy in the transformation of the children's library and for all her ideas. I know how many hours (not to mention the stress) all these changes have taken and there are still more to come. Hazel also kept us all on track with the new Spydus website last year and its recent updates.

During 2018 volunteers have been trained in the new Spydus system and data protection guidelines in order for us to use the Bucks library database.

The Committee have updated the Constitution to make it more relevant to the current situation.

The Monday Movies continue to be well attended. Thankyou to all volunteers who assist with this, over and above their regular shifts. We know from comments from our movie goers how much they enjoy it and from the fact they have given us biscuits and sweets and queue up to collect tickets as soon as they are available.

One disappointment for the last year is the data the committee review periodically regarding the books borrowed from the library. As with most libraries the number of borrowers are reducing.

In November 2018 we had 999 active borrowers, we now have 984. The drop is in over 65s and children. The numbers are very small, however, being 4 and 11 respectively, so probably statistically suspect. In addition, our book issues have reduced from November 17 to October 18 by 8%. This is similar to neighbouring libraries which are down 10.4%, 7.13% and 7.1%

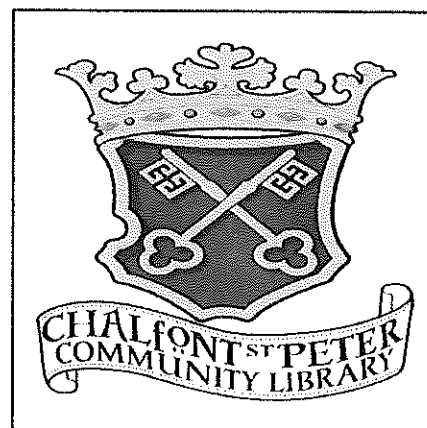
As you may have seen in the press, this is consistent across the country, in many libraries. We will monitor this over the next year and will consider any suggestions to improve book borrowing.

Thankyou to all our customers and let's hope we can continue to meet their requirements over the next year, and increase our footfall.

Sue Woodrow

# Accounts for The Chalfont St. Peter Community Library

covering the period from  
1st January 2018 to 31st December 2018



Registered Charity No 1144104

## Income

		Prior Year
Grants BCC	15,920	15,497
Grants Parish Council	0	0
Sponsorships (Co-op)	0	3,687
Friends/Benefactors Donations	1,176	1,886
One off Subscriptions	545	932
Gift Aid	741	611
DVD Income	732	1,332
Other Operational Income	7,061	9,177
<b>Total Income</b>	<b>£26,175</b>	<b>£33,123</b>

## Expenditure



Insurance	732	696
Rates	0	286
Rent	0	0
Cleaning	1,632	1,556
Furniture & Equipment	4,103	267
Maintenance	669	2,287
Utilities	2,027	5,226
Books	1,885	2,144
DVD Costs	-1,864	999
Printing & Stationery	371	667
Newspapers/Periodicals	395	369
Events/Meetings/Publicity	981	1,870
Security/H&S	388	280
Miscellaneous	373	549
<b>Total Expenditure</b>	<b>£11,693</b>	<b>£17,196</b>
<b>Net Income over Expenditure</b>	<b>£14,482</b>	<b>£15,927</b>

## Balance Sheet as at 31st December 2018

<b>Fixed Assets</b>		0		0
<b>Current Assets</b>				
Deposit Account	125,023		107,065	
Prepayments	593		1,229	
Cash at Bank	1,642		2,609	
Petty Cash	45		50	
Till Float	50	127,353	50	111,002
<b>Current Liabilities</b>				
Accruals Unrestricted	-6,286		-2,698	
Accruals Restricted	-409		-409	
Prepaid Grant	-4,744		-4,589	
DVD Income for BCC	-500	-11,938	-2,373	-10,069
		<b>£115,414</b>		<b>£100,933</b>
<b>Represented by</b>				
Net Income over Expenditure				
Balance brought forward		100,933		85,005
Movement in Year		14,482		15,927
		<b>£115,414</b>		<b>£100,933</b>

£0

Accounts approved by the Trustees at a meeting held on 19/03/2019

Sue Woodrow Chair   
Frank C Warren Treasurer 

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CHALFONT ST PETER COMMUNITY LIBRARY**

I report on the accounts of the Charity for the period ended 31<sup>st</sup> December 2018, which are set out in the attached document.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act),
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

## **Basis of independent examiners report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect;

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination have not been met; or

I 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.



**ISOBEL DARBY**

Isobel Darby Accountancy Services

2 Copthall Corner

Chalfont St Peter

Bucks SL9 0BZ

31<sup>st</sup> March 2019