

MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE

Minutes of Meeting Number 3 of the Dunchurch Parish Council Library Sub-Committee held in The Library, The Green, Dunchurch, 17th November 2011 Meeting commenced at 7.30pm

PRESENT:

Councillor Robin T Aird [Chairman] Councillor Jayne Moore
Councillor Fiona Fitzsimmons Margaret Stapley
Clerk to the Parish Council Mrs P M Knowles

OTHERS:

Jon Bass

1. Apologises for Absence

Councillor Paula Twigger Councillor Brian Nesbit
Councillor Ian Lowe Ann Wright
County Councillor Hazelton

2. Declaration of Interest

None

3. Formally Elect Jon Bass onto the Library Sub-Committee

Proposed by Councillor Moore, seconded by Councillor Fitzsimons and agreed by all present.

4. Public Participation

None

5. To Approve Minutes of Meeting Number 2 – 20th October 2011

Councillor Moore proposed the Minutes of Meeting Number 2 be approved, seconded by Margaret Stapley and approved by all present. The Chairman signed the Minutes.

6. Matters Arising

Councillor Aird apologised that he had not yet visited the Evangelical Church Coffee shop in Bilton.

7. Up-date on the current position with the Library

Councillor Aird confirmed the workshop held on 24th October at Shire Hall proved to be a useful exercise in ticking boxes regarding how are plans had progressed. WCC confirmed they are

producing a manual for Community Libraries as a guide to using operating systems in addition to providing training courses for volunteers.

WCC also confirmed that they will be providing a building condition report together with photographs to accompany the proposed lease. Councillor Aird confirmed that Paul Smith has kindly volunteered to look over the proposed lease and service level agreement when they become available.

A grant of £500 has been received from the Dunchurch & Thurlaston Community Trust to help with volunteer training. The grant is very much appreciated and will certainly go a long way towards meeting the training costs of volunteers. The Parish Clerk has written to the Trust to thank them for the donation.

The Parish Council as agreed, in principle, to reassign the lease of the current PC Office to the new proprietors of Amore Plus.

8. Building Alterations

WCC were shown the plans indicating the proposed changes to the building at the workshop on 24th October. Property Services did not indicate that they would have a problem with the suggested changes. The Clerk confirmed that RBC Planners have confirmed in writing that no planning permissions are required either to change the current Parish Council Office back to Retail use or to make the proposed alterations to the Library building.

9. Friends of The Library

It was agreed that the name registered with the Charity Commissioners should be Dunchurch Library Supporters Group Trust. Jon Bass confirmed that the Charity Commissioners will require an amount of money to be in a bank account for the trust to be set up. The Clerk will put the item on the next PC Agenda asking for £100 to be made available.

Ann Wright and Jon Bass have already agreed to become Trustees on the charitable trust several other names were suggested as possible trustees, these people will be contacted to ascertain if they are interested in the position.

10. Volunteers

Unfortunately Ann Wright was unable to attend the meeting as she is unwell; however Ann has agreed to contact The Clerk to discuss the volunteer situation early next week.

Training for volunteers with both WCC and CAVA should be organised to commence in February/March 2012. CRB Checking will also be carried out by CAVA on a limited number of volunteers.

11. Merchandise

Councillor Moore has agreed to obtain details of merchandise that may be suitable by the next meeting.

It was agreed to purchase a Flavia Coffee/Tea Machine from KSV for £1790+VAT. The Clerk will put this on the next PC Agenda. A refrigerated soft drinks machine should be available free of charge from Coca Cola Enterprises – The Clerk to arrange.

12. Opening Ceremony

It was agreed that the opening ceremony should be in May/June 2012 when the alterations have been completed and the new self- service machine and other equipment is installed. Everyone will think about who may be available to perform the opening ceremony.

13. Opening Hours

Although it was originally anticipated that the library would retain its present opening hours, once the data promised has been received from WCC some small alterations may be made.

14. Miscellaneous

Councillor Aird advised that the Godiva Awakes project will be coming through Dunchurch next year which would be a further opportunity to hold a fundraising event for the Library alongside the Olympic Torch visiting the village and also the Queen's Jubilee Celebrations.

For further information on Godiva Awakes use the link: www.godivaawakes.com

15. Date of Next Meeting

15th December 2011

Signed

Date: