STOWEY SUTTON PARISH COUNCIL

Clerk: Jo Bryant Email: clerk@stoweysuttonpc.org Website: www.stoweysuttonpc.org

**Minutes of the meeting of the Bishop Sutton Community Library Sub-Committee to be held on Tuesday 14th August 2018 at The Link, Bishop Sutton BS39 5UU**

Attendees: J Bryant (Clerk), Chair L Kingston, H Clewett, E Daly, C Emmett (Volunteer)

1. **Apologies for absence**

Apologies received from Cllr Arnold.

1. **Declaration of interest**

There were no declarations of Interest.

1. **Chair’s Report**

The Chair made a brief presentation on progress to date, the purpose of this meeting and desired results.

The opportunity to look into prospect of a community library arose due to possible cessation of mobile library in future. Survey of all residents undertaken, good completion rate, with almost unanimous support of a library within the village.

Phase 1 Community Empowerment Fund of £680 was successfully applied for enabling construction of some basics for a community library platform.

Phase 2 will be to set up the library, with 33 residents having pledged time to volunteer, providing a platform for further community initiatives.

Three Saturday mornings book-sorting have taken place so far and have been very successful.

B&NES agreed Stowey Sutton Parish Council application to run a community library along with a start-up grant of £5000.

Training takes place this week from B&NES on basic safeguarding, customer care, health and safety, etc.

Library books arriving week commencing 10th September with IT training on 11th September.

Official opening 22nd September. Articles have been placed in Chew Valley Gazette & Parish Magazine to also encourage further book donations.

This Sub-Committee has been set up by Stowey Sutton Parish Council will give powers to Sub-Committee for expenditure without referral to full council.

1. **Terms of Reference**

Draft Terms of Reference were received for the operation of the Sub-Committee and agreed to propose at full Council at the next Parish Council Meeting on 5th September.

As a method of regular review, the Sub-Committee agreed to invite B&NES Community Library Officer to quarterly Sub-Committee Meetings for first year to form routine and for transparency.

Ensure appropriate Volunteers expenses clause is included within Volunteering Policy.

**RESOLVED** That: Clerk to make required adjustments to Terms of Reference and circulate for agreement in time for proposal to full Parish Council at next Parish Council Meeting.

**RESOLVED** That: Clerk to invite B&NES Community Library Officer to next meeting.

1. **Delegated Authorities**

Delegated authorities under Terms of Reference were considered.

The following were agreed to be added into the Terms of Reference for long term accountability:

* Working Group to hold a maximum cash level of £100 can be held
* Over £100 must be banked as soon as practicably possible
* Key holders register to be maintained by Working Group (to nominate)
* Working Group to create a structure at its next meeting and report to Sub-Committee, including roles, responsibilities and targets for individuals
* Budget for regular weekly essential item expenditure agreed at £50 per week
* Individual transaction value £500 can be agreed by Sub-Committee at a formal Sub-Committee meeting, expenditure over £500 per individual transaction must be presented to full Parish Council for approval with supporting documentation
* Any 2 members of the Sub-Committee can call for an Emergency Meeting
* Accident book to be held on site and all made aware of location and usage
* Banking officer(s) to be appointed
* First Aider(s) to be appointed for guidance
* Fire Marshal(s) to be appointed for guidance
* Safeguarding Responsible Officer to be appointed, to report incidents directly to Clerk

**RESOLVED** That: Clerk to create Delegated Authorities addendum to Terms of Reference

**RESOLVED** That: Working Group to create a structure at its next meeting and report to Sub-Committee

1. **Community Run Library Agreement**

B&NES agreement received and reviewed.

**RESOLVED** That : Clerk to sign CRL agreement and send to B&NES urgently.

1. **Library Launch**

22nd September 2018 plan. Working Group to organise finer details and publish.

1. **Procedures**

Required policies are in place. Processes and procedures for library operation will be developed during opening of library. An induction pack will be created by the clerk. This should include all relevant policies and items required under the CRL Agreement and will be held at the library for all volunteers to view, and sign to confirm read and understood. Mop up training session essential to catch all members unable to attend training this week.

**RESOLVED** That: Clerk to create an induction pack for volunteers use

1. **Finance**

Sub-Committee finance operation was considered for inclusion within the Terms of Reference.

* To note annual budget £500 agreed by SSPC for financial year 2018/2019.
* To note precept mid-autumn so need to consider proposal for any financial support for 2019/2020 ready for November Parish Council Meeting.
* To note grant from B&NES of £5000 should be used within this financial year or permission to roll over must be sought.

1. **The date of the next meeting.**

Tuesday 23rd October 2018 7.30pm.