

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 23rd October 2018 at The Link, Bishop Sutton BS39 5UU

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

1. Apologies for absence

None received.

2. Declaration of interest

None received.

3. Approval of Minutes

The minutes previously circulated were agreed as a true and accurate record of the meeting held on 25th September 2018.

4. Chair's Report

Soft launch day took place 20th October went extremely well with 50-60 attendees. A fantastic morning, with a story reader for children who had a constant flow of children, newspapers, a high level of library registrations. This was real, and whilst stressful and testing was very rewarding for all involved. B&NES provided solid guiding hands particularly with the registrations, a level of which they were impressed with. It was accepted by all that as the library was new, and everyone involved was new to this, everything was trial and error. General ambience was fantastic. Signage needs improving to aid awareness of products and books. Super feedback and lots learned.

Dishwasher wasn't working and would be a smarter way of operating. Found engineer who can take a look. John Miles has asked if we can look at light in corner where café operates from. John Miles has asked if we could go halves on the cost. Will propose for discussion at full Parish Council meeting.

Full Launch Day 10th November 2018. A few things to consider but nearly ready. Should be a good day. Steve Ward will be opening the event and a few dignitaries will be in attendance.

5. Finances

- a) Finance recording structure now in place with cashbook, petty cash log and sales sheets ready for use.
- b) A card reader facility was considered. iZettle is a facility aimed at sole traders predominantly to provide an easy to use and cheaper alternative to a full merchant card facility with the bank. A few questions were raised that would need answering first specifically around the person that signs up for it (who takes on responsibility for the relationship with iZettle) and any future changes. Charges are 1.75% of each transaction which is a good commercial price. It would need to be linked to the Parish Councils bank account. This would provide a good and easy to operate service for the Community Library. Volunteers to be briefed that whilst we do not take cards today, we are working on it. Proposal made that once some more research has been completed this facility can be proposed to full council.
- c) 2019/2020 financial requirements considered. Prudent to request £2100 to cover rent for first year. 3-year plan is library to become self-sufficient and profitable.
- d) Financial report and expenses received. To be presented for reimbursement at full Parish Council meeting.

6. Date of next meeting

Tuesday 15th January 2019