

STOWEY SUTTON PARISH COUNCIL

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Minutes of the Meeting of the Bishop Sutton Community Library Sub-Committee held on Tuesday 19th November 2019 at The Link, Bishop Sutton BS39 5UU

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

2019/11/19

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 23rd April 2019.

4. Chair's Report

The community library has been a massive success resulting in upgrading to option A over the summer of 2019. The Summer Reading Challenge was a great team effort, with fabulous strategy, and saw excellent participant numbers with many children engaged from outside the parish. An award ceremony took place with 21 challenge finishers receiving certificates from Dr Phil Hammond.

Leader of the Council, Dine Romero, came to visit and loved the great community space and facility. School Class visits have started following the successful summer with many families returning to enrol afterwards.

Possibility of 'librarian' visits and book groups for children has been discussed – one-off events could probably be supported, and the team could help set up book groups, but continuation would need to be volunteer-led.

Statistics stay strong with comparison statistics introduced at the Network meeting on 15th October. Many community libraries have been asking for these, but each library is so different it is difficult to compare. Bishop Sutton book loans have increased from 200 to 700 per month over the past 6 months.

Mobile Library Route Review – when this review takes place the mobile library will not visit any community that has a community library. Home Library Service was discussed and maybe other ways of reaching customers that cannot travel. Maybe an opportunity for Community transport or home visit scheme. Action Plan to be created by Working Party to aide those that depend on the mobile service currently.

Chatty Cafes/Talking cafes - Hilary Cox, B&NES Development and Outreach Officer, is offering to help set up these in Community Libraries. Community would then need to take over once established. John Miles is already running something along these lines in The Link as a great way of supporting vulnerable parishioners. Offer from B&NES stands if anything changes.

The library celebrated its 1st birthday with balloons and birthday cake on Saturday 16th November. It was our most successful session yet and very well attended. A lovely birthday cake was baked by our very own district councillor, Karen Warrington.

Future plans - Bishop Sutton Pre-School Christmas Fayre is the next event the library team will be attending on 30th November. Craft activities are planned for the Christmas period.

Christmas closing confirmed – last session before Christmas Saturday 21st December, re-opening Thursday 2nd January 2019.

Next B&NES review booked for January 6th 2020 at 9.45am.

5. Roles and Responsibilities

Following the first full years' operations the roles and responsibilities of the volunteer team require redefining. The library has been such a success it is necessary to delegate responsibilities more readily than we have previously. The library and team have grown leading to roles and responsibilities growing. Also, as we are so busy this activity may point to a need to open an extra half a day per week. Team to canvass library users for their opinion.

RESOLVED that the sub-committee empower Chair Cllr Kingston and the library working party to redefine roles and responsibilities of volunteers. Updated Roles and Responsibilities plan to be presented at the next sub-committee meeting.

RESOLVED that Clerk to be trained in January 2020 in the basic operation of Community Library to enable creation of our own independent business continuity plan. Use of B&NES library service also to be built into the business continuity plan when created.

6. Policies and Procedures

A number of policies and procedures relevant to the library were reviewed. It was decided to present them to Parish Council in batches with some policies requiring further work before submission in February.

RESOLVED that the following updated policies to be submitted to Parish Council on 4th December for adoption – Safeguarding Policy, Health and Safety Policy, Donations Guidelines, Equality and Diversity Policy.

RESOLVED that a Business Continuity Plan is to be created for presentation at the next Sub-Committee Meeting.

7. Finances

Income and Expenditure, and year to date accounting statement received.

RESOLVED that draft budget set at £6225.00 for 2020/21 with request to Parish Council set at £3750.00

RESOLVED that reserves to be earmarked by Responsible Finance Officer for use in line with budget

8. Date of next meeting

Next meeting to be scheduled in the new year.