

## **MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE**

**Minutes of Meeting Number 12 of the Dunchurch Parish Council Library Sub-Committee held in  
The Community Library, The Green, Dunchurch, 20<sup>th</sup> September 2012 Meeting commenced at  
7.30pm**

### **PRESENT:**

Councillor Robin T Aird [Chairman]	Councillor Fiona Fitzsimmons
Jon Bass	Margaret Stapley
Janet Beaumont	Clerk to the Parish Council Mrs P M Knowles

### **1. Apologies for Absence**

Rev. Malcolm Garratt                      Ann Wright  
Mike Judge

### **2. Declaration of Interest**

None

### **3. Public Participation**

None

### **4. To Approve Minutes of Meeting Number 11 – 23<sup>rd</sup> August 2012**

Jon Bass proposed the Minutes of Meeting Number 11 be approved, seconded by Councillor Aird and approved by all present. The Chairman signed the Minutes.

### **5. Matters Arising**

There has been an enquiry from a year 10/11 student asking if it would be possible to do work experience at the Library during November. The only restriction we would have to make is that anyone wanting to do this would need to be sixteen or over. Jon Bass kindly offered to try and help with anyone wishing to do work experience via the Chamber of Commerce.

The Clerk pointed out that any decision to offer soft drinks or any other additional drinks or food in the Library must be agreed by the Sub-committee. There are considerations on food hygiene to be agreed before any additional items become available.

### **6. Up-date on the current position with the Library**

#### **a. Overall operation**

Councillor Aird suggested that the Clerk produce a financial statement at the October meeting. This was agreed.

It was agreed to address the problem of certain Volunteers being a little over zealous in wanting to control children in the Library at the next Volunteers Meeting on 24<sup>th</sup> September.

Gill Colbourne has carried out some refresher training on site which proved very useful. WCC have also put in place a new help desk number dedicated to Community Libraries.

Councillor Aird confirmed that a meeting has taken place with people willing to help with the unlocking and locking of the Library. Two further volunteers have also come forward to go on the alarm cascade system.

## **7. Building Alterations**

The builders have now started work. The only concern is that they seem to be very slow and need to be reminded that the works do need to be finished on time to avoid any further disruption to Library operations.

## **8. Events**

Margaret Stapley has spoken with Alan Hodgkinson and it seems he would be more than happy to attend an evening at the Library in the new year when his book is due to be published.

Janet Beaumont confirmed the Cubs will be visiting the Library on the evening of Tuesday 25<sup>th</sup> September to get a flavour of what libraries have to offer.

It was agreed to approach Sainsbury's with a view to getting approval for a 'bag pack' fundraising event. It was suggested that we could, perhaps, do a joint event with the Cubs or Brownies.

Councillor Aird suggested that we hold off on the evening with Arthur Bostrum until spring 2013.

It was agreed to see how the building works are progressing before making on a decision holding a Halloween event.

## **9. Supporters of Dunchurch Library Group Trust**

### **Renovation of old PC Office**

The renovations are complete, as a stop gap measure the kitchen base unit has been covered with Fablon. Jon Bass is still hoping to get a replacement unit in the near future.

### **Collection of Saleable items**

There was some discussion on the type of items to be offered in the shop, it was agreed to see how the current stock sells once the shop is open on 28<sup>th</sup> September before making any firm decisions.

### **Statutory Policies and Insurance**

Jon Bass has produced a number of policies already but the Fire risk assessment still needs to be completed as does a fire policy and fire log book to record extinguisher, smoke alarm and emergency lighting testing together with staff training records. There is also a need for an accident book and first aid kit.

It was agreed that Jon Bass will be the proper officer of the trust.  
Jon will investigate getting the trust registered with the Data Commissioners.

There is a meeting with Volunteers in the shop on the morning of 24<sup>th</sup> September and also a meeting with Councillor Aird, Jon Bass, Janet Beaumont, Verne Hardingham and The Clerk on Monday afternoon.

#### **11. Volunteers**

A Volunteer meeting is planned for Monday 24<sup>th</sup> September when further Fire Procedure training will be carried out. Volunteers will also be reminded that it is necessary for them to sign as having read and understood the statutory policies for the Library.

It was agreed to pay 20p per mile for Volunteer travelling expenses but all claims must be agreed prior to any expense claims being submitted.

#### **12. Merchandise**

Councillor Aird confirmed that there is no progress with revised logo designs at the moment. Jon Bass will contact the graduate in graphic design he knows to see if they can help with logo design.

It was confirmed that the village Christmas cards will retail at £3 per pack.

Councillor Fitzsimons has agreed to try and find some books as prizes for the colouring competitions and Summer Reading Challenge.

#### **13. Miscellaneous**

It was suggested that the lights should be switched on in The Library when it is open. It was agreed this is acceptable during the Autumn/Winter months – we will review in six months.

#### **14. Date of Next Meeting**

18<sup>th</sup> October 2012

Chairman

Signed

Date:

