

MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE

Minutes of Meeting Number 4 of the Dunchurch Parish Council Library Sub-Committee held in The Library, The Green, Dunchurch, 15th December 2011 Meeting commenced at 7.30pm

PRESENT:

Councillor Robin T Aird [Chairman]	Councillor Brian Nesbit
Councillor Jayne Moore	Councillor Fiona Fitzsimons
Margaret Stapley	Jon Bass
Ann Wright	Clerk to the Parish Council Mrs P M Knowles

1. Apologises for Absence

Councillor Paula Twigger	Councillor Ian Lowe
Malcolm Garrett	

2. Declaration of Interest

None

3. Public Participation

None

4. To Approve Minutes of Meeting Number 3 – 17th November 2011

Councillor Moore proposed the Minutes of Meeting Number 3 be approved, seconded by Councillor Fitzsimmons and approved by all present. The Chairman signed the Minutes.

5. Matters Arising

Councillor Aird confirmed that WCC will offer a Tenancy at Will agreement to the Parish Council which will allow the PC Office to operate out of the Library between January 2012 and 1st April 2012. The PC will only use the Library on Monday and Wednesday mornings when it is normally closed.

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

Councillor Aird thanked Ann Wright for her help in securing a donation from the Dunchurch Festival Group of £595 for the Library. The Clerk has written to thank the group 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. It is anticipated that this will happen on 15th January 2012.

A draft Service Specification for operation of Community Libraries in Warwickshire and a draft Heads of Terms agreement have been circulated by WCC. The County Council are asking that each Community Library group responds to them in writing to enable a final document to be prepared.

A number of items in both documents require clarification at the very least, it is anticipated that Councillor Aird and The Clerk will respond to WCC very early in the New Year.

Documentation has also been received regarding possible wording and layouts for the new Community Library signage again Councillor Aird will respond to this document.

7. Building Alterations

IP Construction has visited the Library to look at what alterations the PC require and will be submitting a quotation within the next two weeks. Two further builders have been approached but have not so far visited the site.

8. Supporters of Dunchurch Library Group Trust

The Clerk confirmed that the PC has agreed a contribution of £100 to open the bank account for the trust.

Four people have already agreed to act as Trustees, Jon Bass, Ann Wright, Andy Wardle and John Bennett. Margaret Stapley was approached to become the fifth Trustee, Margaret has agreed to this which will allow Jon Bass to start formally registering the Trust.

9. Volunteers

Ann Wright confirmed that an email has been sent to people who have volunteered to support the Library thanking them for their patience and updating them on where we are with the project. The Clerk will write to several people who do not have email and advise them of the situation. It was agreed that people who initially volunteered but did not respond to our earlier mailing should be circulated in the New Year when it is more likely they will have the time to respond.

Ann is also anticipating that a training course for volunteers, involving CAVA, can be arranged for February 2012

10. Merchandise

Councillor Moore has not been able to obtain any merchandising material as yet.

11. Opening Ceremony

It was agreed that the opening ceremony should be in June 2012 when the alterations have been completed. It may be possible to tie in the Ceremony with one of the other events taking place in the village in June.

12. Miscellaneous

None

13. Date of Next Meeting

19th January 2012

Chairman

Signed

Date: