

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

**Minutes of Meeting Number 5 of the Dunchurch Parish Council Library Sub-Committee held in The Library, The Green, Dunchurch, 23<sup>rd</sup> February 2012 Meeting commenced at 7.30pm**

### **PRESENT:**

Councillor Robin T Aird [Chairman]	Councillor Fiona Fitzsimmons
Mike Judge	Margaret Stapley
Jon Bass	Ann Wright
Clerk to the Parish Council Mrs P M Knowles	

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

Councillor Brian Nesbit	Councillor Jayne Moore
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### **2. Declaration of Interest**

None

### **3. Public Participation**

None

### **4. To Approve Minutes of Meeting Number 4 – 15<sup>th</sup> December 2011**

Ann Wright proposed the Minutes of Meeting Number 4 be approved, seconded by Margaret Stapley and approved by all present. The Chairman signed the Minutes.

### **5. Matters Arising**

None

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

Councillor Aird confirmed that the 2<sup>nd</sup> of April is the date for the official handover of the library to Dunchurch Parish Council. A number of items including the lease need to be in place before that date.

**Library Maintenance Contracts** – it was agreed to recommend to the PC that the current maintenance contracts for door checks, air conditioning, fire extinguisher checks and water testing should be retained for at least the first twelve months. The electricity contract almost certainly should be changed to another supplier. The Clerk will investigate if the existing telephone number for the library can be retained and also establish the supplier. Proposed by Councillor Fitzsimons, seconded by Councillor Aird and agreed by all present.

**Consider Lease Document** – Paul Smith has kindly agreed to look at the lease and come back to us in the next few days with his comments.

**Building Survey Report** – contains two items which the Committee feel need to be investigated. Firstly the condition of the air conditioning units on the exterior of the building, there is no mention of the units in the survey. Secondly there is an item stating the gutters are blocked, again WCC should attend to this problem.

## **7. Building Alterations**

After some discussion it was agreed that the Clerk should contact Frisby Construction to ascertain what time scale they envisage the alterations would take and also to ask for testimonials regarding previous jobs they have worked on.

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

Jon Bass confirmed that all five trustees have signed the necessary paper work to set up the trust. Paperwork has also been completed and sent to The Co-operative Bank to set up an account for the trust.

The Clerk confirmed that with regard to the current PC Office on The Green February, March and April will be business rate free, after that date the lease should be transferred to the Trust to qualify for an 80% reduction in annual business rates.

## **9. Volunteers**

Training dates with WCC have been confirmed as 22<sup>nd</sup> March at Rugby Library and 26<sup>th</sup> March at Dunchurch Library.

A coffee morning is being arranged for 14<sup>th</sup> March in The Library where volunteers will be invited to drop in for an update and to finalise what tasks they are prepared to undertake.

## **10. Merchandise**

Councillor Aird will let the Clerk have the email address for a merchandising company which is prepared to supply merchandising items in small to large quantities.

## **11. Opening Ceremony**

It is still a possibility that the opening ceremony can be linked into one of the other events going on in the village this summer. Councillor Aird, Ann Wright and Margaret Stapley will continue their investigations.

## **12. Miscellaneous**

Ann Wright and Mike Judge suggested that the Pantomime Group have some funding available for specific projects. The Clerk will investigate the possibility of a youth project which could be run by the library.

**13. Date of Next Meeting**

22<sup>nd</sup> March 2012

Chairman

Signed

Date: