

BIDFORD COMMUNITY LIBRARY LTD

BCL 01/12
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Directors Meeting - 01/12 Meeting Record

Date:	Thursday 16 th February 2012
Chair:	Mr. Mike Gerrard
Minute Taker:	Mr. Kim James

	Company Directors:
Attendance:	Mr. Mike Gerrard (MG) Mrs. Angela Ballard (AB) Mrs. Gilly Stapleton (GS) Mrs. Elizabeth Uggerloese (EU) Mrs. Patricia Atkins (PA) Mr. Chris Hill (CH) Mr. Kim James (KJ)

	Name:
Apologies:	None – All Present

Open Session

Minute Ref:	Summary:	Action:
01.01	Minutes of Previous Meeting: <i>None</i>	
02.02	Actions Arising from Previous Meeting: <i>None</i>	
03:00	Appointment of Directors:	
03.01	a) To receive nominations for the appointment of a Chairman. It was proposed by Mr. K James & seconded by Mrs. A Ballard that Mr. Mike Gerrard be elected Chairman of the Company. Agreed unanimously. Mr. Gerrard took the chair.	
03.02	b) To confirm the position of Company Secretary It was unanimously agreed that Mr. Kim James be confirmed as Company Secretary.	
03.03	c) To appoint Directors for specific roles The following appointments were agreed: Finance: Mr Kim James Library Services: Mrs Angela Ballard Volunteers Rota: Mrs Patria Atkins Volunteer Training: Mrs Gilly Stapleton Property: Mrs Elizabeth Uggerloese	

	Communications: Mrs Elizabeth Uggerloese Community Cohesion & Hub: Mr. Chris Hill	
04:00	Company Matters:	
04.01	<p>a) Company Registration Update The registration forms & articles of association had been submitted to Companies House but EU had not received confirmation of registration.</p> <p><u>Post Meeting Note:</u> <i>Kate Launchbury Coventry & Warwickshire CDA confirmed 17/02/2012 by e-mail that the company had been registered.</i></p> <p>Company No. 07950990 Status: Active Date of Incorporation: 15/02/2012</p>	
04.02	<p>b) Company Address & Registered Office for all correspondence</p> <p>Bidford Community Library Ltd. Bidford Library Bramley Way Bidford on Avon Warwickshire B50 4QG</p>	
04.03	<p>c) Lease of Building No further update from Warwickshire County Council on the issuing of the formal lease of the building. It was agreed that both EU / KJ would contact the various officers at WCC to resolve the matter as soon as possible. CH informed the meeting that by not having a lease in place would not affect the opening as a Tenancy at Will Agreement could be implemented. This is a flexible contract for renting commercial property and the agreement can be terminated at any time by either party.</p>	EU/KJ
04.04	<p>d) WCC Library Closure Warwickshire County Council will cease to provide a Library Service on the 24th March 2012.</p>	
04.05	<p>e) Policies The Company Secretary table two draft policies for consideration.</p> <p>1) Child & Vulnerable Adult Protection Policy – The Directors looked at the policy in detail and recommended some rewording and deletion once the minor alteration had been carried out the Board of Directors agreed to adopt the policy.</p> <p>2) Volunteer Policy - The Directors looked at the policy in detail and recommended minor alterations once these had had been carried out the Board of Directors agreed to adopt the policy.</p> <p>The Company Secretary informed the Board that he would forward further draft policies for their consideration over the forthcoming weeks.</p>	KJ KJ All

04.06	<p>f) BCL Official Opening Arrangements Directors agreed to hold an official opening ceremony week commencing the 30th April 2012.</p>	
04.07	<p>g) Property Issues Directors agree that a formal handover of the building from WCC would need to take place; Process for the following would need to be implemented.</p>	EU
	<p>1) Accident Reporting 2) Incident Reporting 3) Library Day Log Book (Desk Diary)</p>	KJ
04.08	<p>h) To agree an implementation programme / timetable of key events The Company Secretary tabled a “Key Event” Implementation Programme – Agreed in Principle</p>	EU
04.09	<p>i) Insurances EU to obtain quotations for Public & Employers Liability & Contents Insurance. The fabric of the building is dealt with by WCC.</p>	
05.00	<p>Volunteer Matters:</p>	
05.01	<p>a) Number of prospective volunteers PA reported that there were potentially 50 volunteers for the role of Voluntary Library Assistant. Role profiles will be created for the Library Assistant.</p>	GS /AB
05.02	<p>b) Training Following discussion it was agreed that 12 volunteers would be fast tracked with their training these volunteers would then cascade the training to the other volunteers. It was agreed that AB/G would decide which volunteers would be sent on the County Library Service Training mornings at Stratford Library from the information available.</p>	GS/AB
05.03	<p>c) Draft Rota PA tabled a draft rota it was noticeable from the initial that there was enthusiasm from prospective volunteers to fill the various shifts however the Board agreed on a cautious approach in the initial months of operating the library as it wanted to deliver a reliable and excellent service. PA would continue to work on the draft rotas and also to establish written procedures for maintaining the rota. It was agreed that PA would manage the implementation of the shift rotas.</p>	PA
05.04	<p>d) CRB Checks All Directors & Library Assistants would need to be CRB checked, EU would arrange for the forms. The Company Secretary requested that the Board consider a formal volunteer application form was issued to all prospective volunteers this</p>	EU

05.05	<p>was agreed. EU to contact VASSA for template.</p> <p>e) Familiarisation Days Volunteer familiarisation days would take place week commencing 26th March 2012</p>	EU All
06.00 06.01 06.02 06.03 06.07	<p>Finance:</p> <p>a) Bank Account / Signatories The Board agreed to open a bank account with Lloyds TSB Bank Plc The Company Secretary & Property Director would arrange a meeting with the Business Account Manager of Lloyds TSB as soon as possible <i>(Post Meeting Note: 24/02/12)</i> It was agreed that all Directors would be signatories to the account.</p> <p>b) Business Plan The Chairman said that detailed work needed to progress on this matter – Agreed to arrange a further meeting.</p> <p>c) Subscriptions Membership of Company The issue of individual membership of the company was discussed PA gave an example of what other groups are doing and produced a draft leaflet. PA to forward to KJ a copy for further discussion at the next Board Meeting.</p> <p>d) Corporate Sponsorship – Letters to local businesses The Company Secretary asked the Board to consider formal Corporate Sponsorship it was agreed that this matter would be discussed at the next Board Meeting.</p>	KJ/EU All MG/KJ PA/KJ KJ
07:00 07:01 07.02 07.03 07.04 07.05	<p>Communications & Community Cohesion:</p> <p>a) Press Release The Communications Director would issue all press releases.</p> <p>b) Web – Site KJ asked that the company have a Web-Site agreed that EU would progress.</p> <p>c) E-mail address KJ asked that the company have a dedicated e-mail address agreed that EU would progress.</p> <p>d) Newsletter</p> <ol style="list-style-type: none"> 1) EU tabled a draft Newsletter to be distributed - Agreed in principle. 2) A Friends of Bidford Library Newsletter would be established CH said that a volunteer may come forward to be its Editor – Agreed in principle. <p>e) EU informed the Board of discussions with Stratford on Avon District Council Balvinder Heran (Head of IT) of the possibility of a Direct Link</p>	EU EU EU EU CH

	<p>Web-cam with SDC for residents to make payments of Council Tax or to talk with a Council Officer on other matters. This would be set up in the interview / meeting room. The Board agreed this would be an excellent service to provide as part of the Community Hub EU/CH to investigate.</p> <p>f) PA had spoken with Dr. Tim Shackley about the library and he had asked if the Medical Practice could have an information board within the library – Agreed.</p> <p>g) EU would speak with the school about designing a logo for the new company.</p>	EU/CH EU
08:00	Correspondence: <i>No correspondence received.</i>	
09:00	Notified Business: <i>None Notified</i>	
10:00	Date & Time of Next Meeting: Thursday 01 st March 2012 @ 18:30hrs Parish Meeting Room Bramley Way Bidford on Avon.	

Closed Session - Confidential Business

No Items Were Raised

CB - Minute	Summary	Action

Formal Approval of Meeting Minutes		Date
Signed:		
Print Name:		

Meeting closed at: 20:15 hrs