



	<p>would be arranged with County Council Officers present.</p> <p>CH proposed that both items should be discussed as a single item at the next board meeting. Agreed unanimously.</p> <p>d) Data Processing Protocol – the board agreed to adopt the Warwickshire County Council's Data Processing Protocol, it was mandatory that all volunteers and directors would need to agree and sign the protocol.</p> <p>e) Policies (<i>Minute 01/12 – 04.5 e</i>) the board agreed to formally adopt the following two policies</p> <ul style="list-style-type: none"> <li>i) Child &amp; Vulnerable Adult Protection Policy</li> <li>ii) Volunteer Policy</li> </ul> <p>f) Formal Hand over of building from WCC – the building will be handed over to the company on Monday 26<sup>th</sup> March 2012.</p> <p>g) Timetable of key events – the Company Secretary presented an updated timetable of the key milestones towards opening.</p> <p>h) Insurances (<i>Minute 01/12 – 04.09 i</i>) EU had obtained quotations from two companies regarding insurance and was waiting for one other.</p> <ul style="list-style-type: none"> <li>i) Public &amp; Employers Liability</li> <li>ii) Contents Insurance</li> </ul> <p>AON - £572.48 (£10million cover) £15.00 Administration Charge AXIS - £457.50 (£5million cover)</p> <p>It was agreed to wait receipt of the third quotation.</p>	<p>KJ/EU</p> <p>EU</p>
<p>05:00</p> <p>05:01</p>	<p><b>Volunteer Matters:</b></p> <p>a) Volunteer Role Profiles – Library Assistant (<i>Minute 01/12 – 05.01 a</i>) AB/GS gave an update on the progress and stated this was ongoing work.</p> <p>b) Training - To receive an update on Volunteer Training Programme AB/GS/PA reported that twelve volunteers had been identified to undertake the initial training at Stratford Library and informed the board of the process of cascading the training to all the other volunteers.</p> <p>c) Draft Rota – To receive an update on draft rotas PA presented the latest rota it was noted that this was a fluid process but she was confident that a finalised rota would be confirmed for April.</p> <p>d) To receive an update on Volunteer Application Forms (<i>Minute 01/12 05.04 d</i>) No further update was given.</p> <p>e) Familiarisation Days - arrangements for familiarisation of the Library will take place week commencing Monday 26<sup>th</sup> March 2012</p>	<p>AB/GS</p> <p>AB/GS</p> <p>PA</p> <p>AB</p>

<p>06:00</p> <p>06:01</p>	<p><b>Finance:</b></p> <p>a) Bank Account / Signatories (<i>Minute 01/12 06.01 a</i>) The Company Secretary informed the meeting that a bank account had been opened with Lloyds TSB Bank PLC and circulated the bank account mandate. All directors duly signed the mandate.</p> <p>Post Meeting Note: <i>The Bank Mandate was delivered by hand to Lloyds TSB PLC immediately following the meeting.</i></p> <p>b) Business Plan – KJ reported that a meeting was to be arranged.</p> <p>c) Subscriptions Membership of Company (<i>Minute 01/12 – 06.03 c</i>) – The matter of subscriptions and the formation of a Friends of Bidford Community Library Group was discussed. The directors agreed that a friends group was an excellent way of increasing community involvement in the Library and Community Hub. A proposal of £10.00 was put forward as the subscription fee – Agreed.</p> <p>d) Corporate Sponsorship – Letters to local businesses (<i>Minute 01/12 – 06.07 d</i>) KJ asked the board to approve letters being sent out to local businesses asking for commercial sponsorship. Agreed.</p> <p>e) KJ informed the meeting of the following donations / grants:</p> <p>£5000.00 Bidford on Avon Parish Council £3000.00 WCC Big Society Grant</p>	<p>KJ</p> <p>KJ/CH/MG</p> <p>KJ</p>
<p>07.00</p> <p>07:01</p>	<p><b>Communications &amp; Community Cohesion:</b></p> <p>a) Press Release (<i>Minute 01/12 07.01 a</i>) – EU would issue a press release for the opening of the Library.</p> <p>b) Web – Site (<i>Minute 01/12 07.01 b</i>) – EU reported that the Library could have its own WEB page and this could be linked with Bidford Parish Council’s Web Page. – Agreed.</p> <p>c) E-mail address (<i>Minute 01/12 07.01 c</i>) – EU reported that the Library could have its own e-mail address. Agreed.</p> <p>d) Newsletter (<i>Minute 01/12 07.01 d</i>) – EU reported that “The Big Paper” had been printed and would be distributed the Library was the lead article and explained the formation of the social enterprise company.</p> <p>e) SDC Direct Link (<i>Minute 01/12 07.01 e</i>) – EU reported that SDC would now progress the Direct WEB Cam Link from the Library to Elizabeth House in Stratford.</p> <p>f) Company Logo (<i>Minute 01/12 07.01 g</i>) EU would chase progress with the School.</p>	<p>EU</p> <p>EU</p> <p>EU</p> <p>KJ/EU</p> <p>EU</p>

08:00	<b>Property Maintenance:</b>	
08:01	<p>a) Building Condition Report – the Building Condition Report had been received from Warwickshire County Council, the board noted the contents a formal handover meeting of the building would be arranged.</p> <p>b) Building EPC Report – the building’s Energy Performance Certificate had been received, this will need to be displayed within the Library. Noted</p> <p>c) To consider the appointment of a cleaner(s) – it was agreed to appoint Mrs Anne Williams as the cleaner. The last cleaning of the building carried out by the County Council will take place on the 24<sup>th</sup> March 2012.</p>	<p>EU/KJ</p> <p>KJ</p>
09:00	<b>Community Cohesion &amp; Hub</b>	
09:01	<p>a) Opening Hours – the board discussed the opening days and hours of the library it was agreed that the library would open:</p> <p>Monday – 10:00am to 4:00pm Tuesday – 10:00am to 4:00pm Friday – 10:00am to 6:00pm Saturday – 10:00am to 1:00pm</p>	
10:00	<b>Health &amp; Safety</b>	
10:01	<p>a) The Company Secretary presented a draft Health &amp; Safety Policy based on HSE Guidance. The Directors reviewed 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>b) The Company Secretary requested that the board appoint a director with overall responsibility for the company’s Health &amp; Safety Policy agreed that Mr. Gerrard assume this role.</p> <p>c) The board agreed to appoint Mr. Robert Williams as its independent risk assessor.</p>	KJ
11:00	<b>Correspondence:</b>	
11:01	<p>a) Correspondence received by e-mail from WCC was dealt with under its respective item.</p> <p>b) The Company Secretary reported that he had received registration forms from HM Revenue &amp; Customs for Corporation Tax all directors were circulated a BCL Ltd form for completion (NI Number / Tax Office Reference) once these had been completed the Company Secretary would then submit the Corporation Tax Registration to HMRC.</p> <p>HMRC Norfolk Area Nelson House Price of Wales Road Norwich</p> <p>Reference No: 529 51165 18176 A</p>	KJ
12:00	<b>Notified Business:</b>	
	<i>None Notified</i>	

13:00	<b>Date &amp; Time of Next Meeting:</b> Thursday 15th March 2012 @ 18:30hrs Parish Meeting Room Bramley Way Bidford on Avon.	
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**Closed Session - Confidential Business**

CB - Minute	Summary	Action
CB-01	EU gave an update to the board on the receipt of Criminal Record Board application forms and the detailed work required in the processing of the form and associated documentation.	

Formal Approval of Meeting Minutes		Date
Signed:		
Print Name:		

Meeting closed at: 20:45 hrs