

BIDFORD COMMUNITY LIBRARY LTD

BCL 03/12

Page 1 of 3

Directors Meeting - 03/12 Meeting Record

Date:	Thursday 15th March 2012
Chair:	Mr. Mike Gerrard
Minute Taker:	Mr. Kim James

01.00	Attendance:
	<p>Mr. Mike Gerrard (MG) Mrs. Angela Ballard (AB) Mrs. Gilly Stapleton (GS) Mrs. Elizabeth Uggerloese (EU) Mrs. Patricia Atkins (PA) Mr. Kim James (KJ) Tejay de Kretser Warwickshire County Council</p>

02:00	Apologies
	Mr. Chris Hill

Open Session

Minute Ref:	Summary:	Action:
	The Chairman welcomed Tejay de Kretser Corporate Equalities and Diversity Manager of Warwickshire County Council to the meeting.	
03:00	<p>EU/KJ reported that they had met with Shamsher Dharsani of the Coventry & Warwickshire Co-operative Development Agency Ltd.</p> <p>The Lease document was looked at in great detail and Shamsher agreed with the issues raised by BCL, he also raised further issues; these would be taken into account.</p> <p>He advised that BCL should take legal advice.</p>	
04:00	<p>Company Matters:</p> <p>a) Lease of Building (<i>Minute 01/12 – 04.03 a</i>) the lease documents received from Warwickshire County Council had been previously circulated.</p> <p>The board reviewed each section of the lease and a number of issues/points of clarification (CP) were raised with</p> <p><i>There is a prohibition against using the premises for any social function unless it falls within the agreed terms of the "Permitted User"</i></p> <p>CP - BCL needs to be satisfied that its Permitted User is wide enough to permit this.</p>	

	<p><i>Any signage will require the Council's prior consent</i></p> <p>CP – BCL needs to be satisfied that this will not be withheld especially for event banners</p> <p><i>Landlord & Tenant Act 1954 Removal by WCC</i></p> <p>CP – The effect of the exclusion of the Act is that at the end of the Lease BCL will have no right to renew the Lease therefore in any business planning we will have to assume that we have occupancy for 5 years.</p> <p><i>The Landlord can determine the Lease if it considers (in its sole discretion) the premises are not being used as a public community library / operating within the agreed hours.</i></p> <p>CP - BCL needs to be satisfied it can operate within the agreed hours and it is able to do so.</p> <p>CP All references to the maintenance of the grounds to be removed.</p> <p>BCL require Clause 5.2.2.2 to be removed, this is the clause about the building being destroyed and the need for BCL to fund any financial shortfall should there not be enough money.</p> <p>BCL 4.3 require a clause to be added about the problem with the roof saying BCL are not responsible for this</p> <p>Whilst Tejay de Kretser answered some of the issues and clarified the County's direction of travel with the Community Library Service the Lease was not in her remit, however she would put forward the company's concerns to county colleagues.</p> <p>It was agreed that the Directors seek further clarification and advice.</p> <p>b) Community Library Service Specification – the Community Library Service Specification had been previously circulated. The board reviewed each section of the specification and a number of issues/points of clarification were raised with Tejay de Kretser answered and clarified various points throughout of the discussion. It was agreed that Board of Directors were in general agreement with the Service Specification. Resolved to Accept revised version. Proposed by the Chair MG & seconded KJ that once the revised Service Specification was received that the nominated director Elizabeth Uggerlose would sign on behalf of the company.</p> <p>c) Draft Transfer Agreement - the Draft Transfer Agreement had been previously circulated.</p>	<p>KJ / EU</p> <p>EU</p>
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	<p>The board reviewed each section of the transfer agreement and a number of issues/points of clarification were raised with Tejay de Kretser.</p> <p>It was agreed that Board of Directors were in general agreement with the Draft Transfer Agreement. Resolved to accept revised version.</p> <p>Proposed by the Chair MG & seconded KJ that once the revised Transfer Agreement was received that the nominated director Elizabeth Uggerlose would sign on behalf of the company.</p>	EU
05:00	<p>Appointment of Cleaner</p> <p>a) EU informed the meeting that Mrs Anne Williams had volunteered and agreed to become the Library's cleaner.</p>	
06:00	<p>Date & Time of Next Meeting: Tuesday 27th March 2012 @ 18:30hrs Parish Meeting Room Bramley Way Bidford on Avon.</p>	

Formal Approval of Meeting Minutes		Date
Signed:		
Print Name:		

Meeting closed at: 20:05 hrs