

BIDFORD COMMUNITY LIBRARY LTD

BCL 04/12
Page 1 of 4

Directors Meeting - 04/12 Meeting Record

Date:	Tuesday 27th March 2012
Chair:	Mr. Mike Gerrard
Minute Taker:	Mr. Kim James

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

02:00	Apologies
	Mrs. Gilly Stapleton (GS)

Open Session

Minute Ref:	Summary:	Action:
03:00	<p>Minutes of Previous Meetings:</p> <p>The minutes of the meeting held on Thursday 01st March 2012 were confirmed and signed.</p> <p>The minutes of the meeting held on Thursday 15h March 2012 were confirmed and signed.</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. Following the receipt of a revised lease document it was proposed by EU seconded by PA that the board accept the documents as presented by Warwickshire County Council. Agreed unanimously.</p> <p>b) Community Library Service Specification (<i>Minute 01/12 – 04.03 b</i>) – the Community Library Service Specification had been previously circulated. Following the receipt of a revised service specification it was proposed by EU seconded by PA that the board accept the documents as presented by Warwickshire County Council. Agreed unanimously.</p> <p>c) Draft Transfer Agreement (<i>Minute 01/12 – 04.03 c</i>) - the Draft Transfer Agreement had been previously circulated. Following the receipt of a revised Transfer Agreement it was proposed by EU seconded by PA that the board accept the documents as presented by Warwickshire County Council. Agreed unanimously.</p>	

	<p>d) Post Meeting Note: On Friday 29th May 2012 EU as a Company Director and KJ as the Company Secretary/Director made and signed a Statutory Declaration before David Ratcliffe Solicitor that sections 24 to 28 of the Landlord and Tenant Act 1954 are not to apply to a business tenancy for the library.</p> <p>This declaration had to be completed before close of business on the 29th March 2012 for the Warwickshire County Council to formally release the building to Bidford Community Library Ltd on the 02nd April 2012.</p> <p>a) Insurances (<i>Minute 01/12 – 04.09 h</i>) EU had now obtained quotations from three companies regarding insurance.</p> <p>i) Public & Employers Liability</p> <p>ii) Contents Insurance</p> <ul style="list-style-type: none"> • AON - £572.48 (£10million cover) £15.00 Administration Charge • AXIS - £457.50 (£5million cover) • Hiscocks - £365.24 (£5million cover) <p>b) The board agreed to accept the quotation of £365.24.</p>	EU/KJ
05:00	<p>Volunteer Matters:</p> <p>a) Volunteer Role Profiles – Library Assistant (<i>Minute 01/12 – 05.01 a</i>) AB 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 /PA reported that the volunteers were now in the process of being shown how to operate the systems within the library.</p> <p>c) Twelve core volunteers had received training at Stratford Library they were now in the process of cascading their knowledge to individual groups of volunteers. AB stated that this was a difficult task the timescales were short, it was not an ideal situation, however, it was necessary if the library is to open on the 2nd of April.</p> <p>d) Draft Rota – To receive an update on draft rotas - PA presented the latest rota it was noted that this was still a fluid process. The board acknowledged the amount of time PA had spent on compiling the April Rota and agreed it would review the process as soon as possible.</p>	<p>AB/GS</p> <p>AB/PA</p> <p>PA</p> <p>All</p>
06:00	<p>Finance:</p> <p>a) Business Plan – Work in Progress</p> <p>b) Subscriptions Membership of Company (<i>Minute 02/12 – 06.01 a</i>) EU presented to the board an update on the views of the Focus Group with regard to subscriptions it was suggested that a £10.00 charge was too much and £5.00 was suggested.</p> <p>Following discussion it was agreed to amend the subscription rate to £5.00 per annum.</p> <p>c) KJ reported that a donation of £250.00 had been received from Wixford Parish Council. Letter of acknowledgement sent.</p>	<p>MG/CH/KJ</p> <p>KJ</p> <p>KJ</p>

06:00	<p>d) To confirm Service Agreement & Direct Debit for Telephone Account with Gamma Business Communications.</p> <p>KJ confirmed that a direct debit agreement had been set up with Gamma Business Communications to provide Telephone & Broadband services for the library. The cost of the calls: National: 0.66p per minute Mobile: 5.2p per minute Rental: £10.70</p> <p>The board requested itemised billing.</p> <p>e) To confirm that the Stratford Herald / Evesham Journal will be purchased weekly. The board agreed to purchase the two local papers KJ would set up a monthly account with Bidford News.</p>	<p>EU/KJ</p> <p>KJ</p>
07:00	<p>Communications & Community Cohesion:</p> <p>a) Web – Site (<i>Minute 01/12 07.01 b</i>) – EU reported that the Library Web Page had been created. www.bidfordlibrary.co.uk</p> <p>b) E-mail address (<i>Minute 01/12 07.01 c</i>) – EU reported that the Library had its own e-mail address. info@bidfordlibrary.co.uk</p> <p>c) SDC Direct Link (<i>Minute 01/12 07.01 e</i>) – EU reported that SDC were in the process of installing the Direct WEB Cam Link from the Library to Elizabeth House in Stratford.</p> <p>Company Logo (<i>Minute 01/12 07.01 g</i>) EU presented to the board the logo as designed by the school. Two year 6 pupils (Ruby Smith & Jasmine Sidwell) submitted the design of an owl perched on a pile of books. The board congratulated the school on its design & agreed to adopt it as the official company logo.</p>	<p>EU</p> <p>EU</p>
08:00	<p>Property Maintenance:</p> <p>a) EU confirmed the purchase of cleaning equipment from W.C.C. for the sum of £50.00</p> <p>b) KJ confirmed the purchase of a Key Safe from Screw-fix for the sum of £34.99. KJ Had instructed Mr. Graham Littleford to fix the safe on the external wall by the main entrance doors underneath the outside light.</p> <p>c) To consider the days / hours for cleaning – It was agreed that the cleaning would be carried out on a Thursday.</p>	
09:00	<p>Community Cohesion & Hub</p> <p>No business items</p>	

10:00	<p>Health & Safety</p> <p>a) KJ had arranged for Mr. R Williams to carry out risk the required assessments.</p> <p>b) KJ was investigating any COSHH data sheets that were required.</p>	<p>KJ</p> <p>KJ</p>
11:00	<p>Correspondence:</p> <p><i>Correspondence received by e-mail from WCC dealt with under its respective item</i></p> <p>a) KJ informed the board that he had submitted the company's details to Stratford on Avon District Council and registered the building for Business Rates.</p> <p>b) KJ informed the board that he had telephoned the Copyright Licensing Agency for advice on the company's responsibility on photocopying.</p> <p>The advice given by Bernado Calero Plasencia of CLA was that BCL Ltd would continue to receive Library Privilege as long as it remains a public lending library with the free issuing of books.</p> <p>The board agreed the following printing rates:</p> <p>Black on white – 15p Colour – 30p</p>	<p>KJ/EU</p>
12:00	<p>Notified Business:</p> <p>No items were tabled.</p>	
13:00	<p>Date & Time of Next Meeting:</p> <p>Thursday 26th April 2012 @ 18:30hrs Parish Meeting Room Bramley Way Bidford on Avon.</p>	

Closed Session - Confidential Business

No:	Item:	
CB 01:00	CRB Checks – The board received an update on CRB checks there were still several volunteers to submit forms EU/AB to progress as a matter of urgency.	EU/AB

Formal Approval of Meeting Minutes		Date
Signed:		
Print Name:		

Meeting closed at: 20:20 hrs