

STOWEY SUTTON PARISH COUNCIL

Clerk: Jo Bryant Email: clerk@stoweysuttonpc.org Website: www.stoweysuttonpc.org

Minutes of the meeting of the Bishop Sutton Community Library Sub-Committee to be held on Tuesday 25th September 2018 at The Link, Bishop Sutton BS39 5UU

Attendees: J Bryant (Clerk), Chair L Kingston, H Clewett, E Daly, M Arnold, C Emmett (Volunteer)

1. Apologies for absence

None

2. Declaration of interest

There were no declarations of Interest.

3. Chair's Report

The minutes circulated of the meeting held on 14th August 2018 were agreed as a true and accurate record.

The Chair reported that things were now moving at pace. Wi-Fi installed & external painting has completed aesthetic look. B&NES are sending library books in the next few days. Training on library system and Mobilecric undertaken amongst volunteers. Scanner purchased and tested on system.

Coffee machine requirements discussed at length. As proposed spend over £500 must go to full council. Following survey of local groups, the most appropriate machine type to propose is 'bean to cup'. Team felt lease rental commitment from bigger machines was too great a commitment at this stage. Many machines were too complicated and would necessitate training, raise Health and Safety issues, and were too onerous for volunteers to run. Suggested machine is Melitta Caffeo Barista TS at £649, which is a domestic machine. Given the expense and size opinion has been gained from B&NES who confirm catering equipment is covered within the Grant and they have no objection to the proposed machine. If catering for refreshments was open outside of library opening hours there would be an issue and change of purpose would be required. But as long as refreshments are only available during library times there is no problem. Money is for capital expenditure. In terms of paying for itself, machine makes 2 cups at a time, makes 15,000 cups of coffee, £2-3 charge seems to be optimum price. Cost of beans has not yet been explored.

Coffee is a must & people expect a charge. Sensible to get a one touch machine that is not so onerous. Makes the visit to library a better experience. We are a pioneering Community Run Library.

RESOLVED That: Expense £649 for Melitta Caffeo Barista TS to be presented at Parish Council

4. CRL Agreement and Grant Provision

Clerk reported on covenants within Community Run Library Agreement and Grant Provision document. Report circulated. All conditions discussed and understood amongst team.

5. Finances

- All cash currently held to be banked
- Proposal made for a Petty Cash Account - £100 for consumables that sits with Chair of Sub-Committee with responsibility for day to day management and reimbursement to volunteers
- Financial report received, and reimbursement of expenses to go through Parish Council this month until formal petty cash arrangement in place

RESOLVED That: Petty Cash Account £100 to be proposed at Parish Council

6. Date of Next Meeting

Tuesday 23rd October 2018