

# STOWEY SUTTON PARISH COUNCIL

Clerk: Jo Bryant Email: [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org) Website: [www.stoweysuttonpc.org](http://www.stoweysuttonpc.org)  
To Councillors: L Kingston , H Clewett, M Arnold, E Daly

Draft Minutes of the Bishop Sutton Community Library Sub-Committee meeting held on Monday 19<sup>th</sup> October 2020 at 7.30pm via Zoom.

## Bishop Sutton Community Library Sub-Committee Meeting Agenda

1. Apologies for absence and Declaration of interest

No apologies or declarations of interest received.

2. Approval of Minutes

Minutes circulated from meeting held Tuesday 19<sup>th</sup> November 2019 were agreed as a true and accurate record.

3. Chair's Report

To receive report from chair to include events since last sub-committee meeting and 'building back better'.

Almost a year since the last meeting. The world has changed significantly. Activity was fabulous with transaction levels, attendance, and membership until lockdown in March 2020. During lockdown, a full audit was undertaken as requested by B&NES of over 1,000 books. It took 5 team members 6 hours to complete this audit. Only 1 book missing which was considered a successful audit by B&NES.

Once libraries were permitted to re-open, we had challenges from our landlord in order to open the doors. Hefty Risk Assessments and redesign of library space needed to be established with help and support from Colin & Sue Emmett and Clerk Jo Bryant. 65 crates of second-hand books donated to the book barn as we required space to make our area Covid-safe with screening etc. Vestry and Kitchen reorganised and thoroughly sanitised to ensure effective use was possible. We have had conversations with our landlords about the general building cleaning as the requirement is now much greater than previous standards.

Library re-opened 6<sup>th</sup> August 2020. Café also re-opened on 16<sup>th</sup> October following conducting of further Risk Assessments. Figures were buoyant this time last year. August and September stats show that numbers are significantly down which given the situation was expected. £91.50 taken on first café session. General feeling is that people spent more as they were seated, with takeaways also on offer. The team are confident this can be built on. We have even gained a few new volunteers also without losing any through this difficult time. Contactless payment option is now available although we are waiting on the provider to initiate the card reader. We will also promote our takeaway options.

The Volunteer Team won the B&NES Volunteer Team of the year and were surprised with a visit from B&NES officers to present the team with the award. The glass bowl award can be seen on proud display in the Community Library.

Sarah, Tom, and Eleanor Arrowsmith were a great inspiration in bringing the changes to life. As a family bubble they were able to work closely and effectively together. Tom was at every session before returning to university and was instrumental during audit. A big thanks to all volunteers but particularly Tom who brought vision and organisation. He truly is a solutions man, a great advocate, and extremely useful to have on board when we most needed it.

4. Policies and Procedures

**RESOLVED that**, the following policy was approved:

- a. Sub Committee Terms of Reference (Updated)

**Noted:**

- b. Operational Card payment procedures (New)

5. Finances

**RESOLVED that**,

- a. Budget requirements for the next financial year are proposed to full council at £3120 for contingency plan in event library cannot meet its rent commitment.
- b. Ear Marked Reserves for library stands at £2274.28 as at 19<sup>th</sup> October 2020.

6. Date of next meeting

The next meeting of the Library Sub-committee January 2021, exact date to be decided at an appropriate time and will be notified with a minimum of 3 days clear.