

**BARROW UPON SOAR COMMUNITY ASSOCIATION**  
**MINUTES BUSCA Trustees' meeting on Thursday 26<sup>th</sup> November 2015 in Barrow**  
**Library starting at 7.30pm**

**1. Welcomes:**

**Apologies:** Val G, Peter N, Carol W, Maureen G, Anne P, Ginnie W, Mike C

**Present:** Ann H, Betty T, Craig J, Sue R, Graham H, Alan W, Pauline R, Ceri F, Chris B, David R, Ted R, Brian T, Diane T, Judith R (Chair)

**2. Minutes of the Trustees' meeting on Sept 16th 2015** approved as a true record

**3. Matters arising**

- i) Mike is proceeding with arrangements for lighting for 3 BUSCA stalls at the Christmas Market using strings of LED lights powered by a battery not a generator.

**4. Treasurer's report (David)**

The accounts from Jan 1<sup>st</sup> to 6<sup>th</sup> November had been circulated.

David went through these in some detail.

Points include: i) figure for Murder Mystery will be reduced when a donation of 50% is transferred to Loughborough Carers Association( as advertised on all publicity). We haven't yet had all the costs in.

- ii) Note that there is £1537 left in the defunct Youth Action Group. Judith requested that this amount is transferred into a new designated account for Websites. The website team has already incurred (small) charges associated with the creation of two new websites to replace the closing leicestershire villages sites ie Village and Heritage. There is more anticipated expenditure to produce a flier about the 4 websites. (see later)

- iii) Graham to let David have the Twinning treasurer's report and accounts after each Twinning meeting

**5. Community Centre update (Carol Westbury)**

BOSCAPS was very successful with the usual high number of children. There was no overspend as a result of careful financial management, despite the much higher bill from HPHS.

Next year is anticipated to proceed as usual. HPHS has allowed some discount but the BOSCAPS committee will cope by reducing the space that is occupied.

The BOSCAPS committee would appreciate the usual £500 underwriting from BUSCA. (see later) BUSCA wishes them well.

**6. Report from Library Management Committee**

Judith read Angeline's last week's report to give a flavor of what goes on nowadays in the library.

Alan outlined some of the major developments: decision to stay with the LCC ICT equipment despite some attempt to persuade us otherwise. Attempts to find income streams so we are not so totally dependent on the Parish Council. Decision to bite the bullet and offer the library for hire even though we don't have a clear idea who unlocks and locks etc, very interesting moves to offer Adult Learning courses as Barrow Library. Getting started on a "Family Genealogy" course and "computing for the terrified".

**7. Adoption of Library policies**

In order to be able to receive the main LCC grant at the beginning of April, BUSCA Trustees must adopt a number of specific policies. These have nearly all been made available one way another to trustees.

Judith requested that we focus on content and not get hung up on typos, style nor on how the LMC proposes to implement the adopted policies. After discussion, it was agreed that we go through each policy, discuss, amend, adopt. NB Many of the policies refer to "the library" doing this or

that. It was proposed by David R that where appropriate, this is replaced with the Library Management Committee or Busca trustees, depending on context. We do not need to return to inset such tweaks before making the formal adoption. 2nded by Pauline R. All in favour. NB Graham H apologized that he has not been able to inspect the policies and therefore will abstain in all the motions.

**1.Child Safeguarding:** Diane T proposed adoption. 2nded by Ceri F. 11 in favour; 3 abstentions LMC to look closely at how to implement this policy.

**2.Vulnerable Adults:** Diane T proposed adoption; David R 2nded, 12 in favour, one abstention, one against

**3.Health and safety:** With addition of one sentence to include customer H&S: Pauline R proposed adoption. David R seconded, 13 in favour; 1 abstention

**4.Conflict of Interest (Option 2)** Needs to refer to LMC conflict of interest as well as BUSCA's : Alan W proposed adoption; Diane T seconded; 12 in favour, 2 abstentions

**5.Data Protection:** Diane proposed adoption, Ann H seconded. 13 in favour, 1 abstention.

**6.Volunteer Recruitment/support:** proposed that we defer this inappropriately long document. Alan W will change the wording and shorten it and we will return to it at the February meeting. All agreed.

**7.Complaints and Disputes:** Pauline proposed adoption, Chris B seconded. 13 in favour, 1 abstention.

**8.Volunteer Expenses:** David R suggested that we adopt government guidelines from Jan 1<sup>st</sup> 2016 including paying 45p per mile travelling costs. Brian T proposed that we adopt the policy with this rider; seconded by Diane T, 13 in favour, one abstention.

**9. Financial Procedures:** agreed to defer until the LMC has looked at David's policy.

**10.Risk Management** consists of a clutch of risk assessment forms to cover about 8 situations. Trustees do not need to approve the risk assessment forms but note that they exist and must be used as appropriate.

**11. Complaints and Compliments:** Judith R proposed that the title should include "of Service Users". David R proposed adoption with this amendment; seconded by Chris B. 13 in favour, 1 abstention

**12. Equality and Diversity:** Note wording is out of date concerning same sex marriage. With this correction, David R proposed adoption; Chris B seconded. 13 in favour, 1 abstention. Sue R suggested that there should be an A4 poster which is displayed in the library which summaries the main points of this policy. Agreed to pass this suggestion to the LMC.

Judith thanked Trustees for their support in dealing with this item 7

## **8. Report from New Community Building Committee**

**Sue:** The NCB is due to have a meeting tomorrow with one of the consultants. Progress is being made.

## **9. Report from website administrators**

**John Nurse and Keith Butler** have spent a huge amount of time transferring information, images, files etc from the 2 leicestershirevillages sites (village and Heritage) to two new sites that will use the same web addresses. Both sites are now live! [www.barrowuponsoar.org.uk](http://www.barrowuponsoar.org.uk) and [www.barrowuponsoarheritage.org.uk](http://www.barrowuponsoarheritage.org.uk) They are more modern-looking and have a raft of new features. John and Keith are about to contact all registered users to inform them of the new site and invite them to a meeting in the New Year in the library to be introduced to the sites and perhaps become site editors. We await responses.

Up till recently, we were able to use the LCC flier to inform and publicise the websites but these are now obsolete. The website group wishes to produce a new flier which is taylor made for these sites and perhaps the BUSCA site and Barrow Voice site. And perhaps others. We guess this will cost just under £1000.

Judith requested that Trustees agree to transfer the £1537 that is sitting in the defunct Youth Action Group pot into a new designated account Websites.

Brian T proposed acceptance of this move. Seconded by Diane T. All in favour.

#### **10. Progress and further discussion on Special Projects**

- BOSCAPS to be underwritten up to £500 as usual *Noted that the need is still there.*
- Christmas Lights to be budgeted at £600 *previously agreed*
- Continue to support the work of the New Community Building committee *Noted*
- Produce a new print of Walk 1 leaflet *Defer until we are more sure about the new Jelson development*
- Continue to work towards taking over Barrow's Community Library via a Community Partnership with the LCC and financial and moral support from the Parish Council *Noted*
- Support website administrators in finding a solution to the disappearance of the leicestershirevillages site and Heritage sites *Noted*
- Other

#### **11. Safeguarding and Child Protection (Val, Diane)**

Val, BUSCA's Safeguarding Officer, is looking into courses at VAL. It looks as though they will be setting up courses for other libraries.

#### **12. BUSCA membership (Diane)**

**Diane** has produced a newsletter which was sent out to members in November.

Membership renewal is due from Jan 1<sup>st</sup> 2016. This will be possible at the Christmas Street Market and can also be done on line on the BUSCA website by Paypal and on line renewal form.

#### **13. Annual Report 2015 and Forward Plan 2016: procedures**

Decided to further reduce this to a max of 500 words per sub group as a report of 2015 + Forward plan. No budget.

Judith to send last year's bits to the relevant people.

David will mackle up a overall budget based on the year's accounts.

We will make sure that the finished Report goes on the BUSCA website (it does anyway) and in the library.

#### **14. BUSCA stall(s) at the Street Market on Dec 5<sup>th</sup>**

Lucky Dip for BUSCA; Diane will run membership stall, + library, Twinning, NCB, Mrs Oakley selling jams etc in aid of BUSCA. All in 3 gazebo placed together with lots of BUSCA publicity. Mike will set up lights for all 3.

#### **15. Reports from BUSCA groups**

**Events:** Centre Stage on Fri Feb 5<sup>th</sup>: Origin of Species

Heritage: Hoof and hay exhibition in Round House and Church and Library.

Library: great guns!

Panto: Snow White early March

Youth Theatre: just done Little Mermaid to great acclaim and big audiences.

Twinning: NB 1. "0 year anniversary in France next year. Schools have set up the exchange again this year. Well done!

#### **16. AOB: none**

#### **17. Date of Next Trustees' Meeting: Thurs 11<sup>th</sup> Feb to include approving the two outstanding library policies.**

