

Minutes of the Trustee Board Meeting held at 7 pm on Thursday 8th September 2022 at the Station Master's House

Those Present: - Tony Gadd, Tim Hall, Wendy Hewitt, Jo Ives, Phil Margham, Rhona Morris, Kim Wallis, Andy Webb via zoom. Apologies for absence from Ian Anderson.

Phil welcomed everyone to the meeting. He began by acknowledging with sadness the passing of her Majesty the Queen that afternoon. Phil asked for a minute's silence in her honour.

1. Minutes & Matters arising from Minutes

Three amendments were made to the minutes which were approved. In addition to being available to view on the Trustee section of google drive, these and future minutes will be posted on the website. **Action: Wendy & Andy**

Phil advised Sylvia's retirement celebrations went well. Sylvia has agreed to be our official photographer which we are all delighted about. Rhona will update the Charity Commission on Sylvia resignation as a Trustee. **Action: Rhona**

2. Declarations of Interest.

Phil asked that anyone with any personal interests to an agenda item should declare them at the relevant point during the meeting.

3. Charity Governance Code

Rhona advised there were seven principles to the code namely, Organisational purpose, Leadership, Integrity, Decision Making, Risk and Control, Board Effectiveness, Equality, Diversity & Inclusion, Openness & Accountability which we can adopt to fit our Charity. It was agreed to adopt the code. Each topic will be discussed individually over the next seven meetings. Rhona will circulate topic information for consideration before each meeting. **Action: Rhona, all.**

Rhona will contact the NCVO, a partner charity to the Charity commission to find out if we are eligible for free membership as a micro charity. **Action: Rhona**

4. Building Report

Kim confirmed he had inspected the roof which is done quarterly, no action necessary. Next inspection is due in December 2022. **Action: Kim**

Kim confirmed the building insurance policies are in place for both venues.

Kim advised that SafeIS did an inspection this included adding new fire extinguishers to the inventory and inspecting the faulty magnetic strips on the doors. A report with recommendations will be sent in. **Action: Kim.**

Kim advised he has contacted Merseyrail/Network Rail regarding the completion of the Non-Complex Design Planning process by email and this is not resolved, he will keep trying. **Action: Kim**

Kim advised that the Stannah lift is reviewed each month and to date is working well.

5. I.T. Report

Skedda

The Skedda meeting room system went live on Monday 29th September. Carol Wright has converted forward all bookings from the old spreadsheet system.

Point of Sale Card Terminal (with till roll)

The Sumup POS terminal and guidance notes will be tested using Phil and Chrissy's access to the account as we are still awaiting new access permissions from Barclays.

Training for Session Leaders is scheduled to take place by mid-November. **Action: Andy**

5. I.T. Report continued

Bitdefender

There is a recurring problem on the public computer room PCs with the Bitdefender virus checker. It flashes on-screen prompts to update the virus definitions, but these can't be actioned by our PC users causing confusion and concern. We will remove Bitdefender on those machines leaving Windows Defender as the virus checker and firewall. The Bitdefender subscription is cancelled from 15 September. **Action: Andy.**

Video of the Station Master's House

The video created by C & N Digital was warmly received, our thanks to Andy for making this happen. It was agreed to go ahead with the video with minor changes as suggested plus changing the last slide caption. **Action: Andy**
Phil asked Andy to provide contact details for C & N Digital as he will write thanking them for the creation of the video and the Instagram training session. **Action: Andy and Phil.**

Andy confirmed that Dave Parker is now assisting him with I.T. and is a great asset. Dave volunteers when he can at weekends or evening. Dave wants to run a computer programming course.

6. Finance Report

Tony advised he was still awaiting the new banking authorisation signatories for himself and Andy to be completed by Barclays bank. Progress is being made but it is frustratingly slow. **Action: Tony**

Tony presented updated figures in his report. Total current balances as at 30th August were
Bank Accounts: Main Account £785.116 Sales Account: £6837.30 Reserve Savings: £40,005.42.

Tony advised that our energy costs will increase considerably from 1st October but needed to understand the government announcement and the energy price cap for Charities first to clarify costs. **Action: Tony**

Tony is putting together a budget for the next financial year, 22/23 which will reflect spending in 21/22 and the new energy costs. The budget will be discussed at a special Trustee strategy (see Any Other Business, below). At that meeting we agreed to review how monies are transferred between accounts and the overall size of our reserves. Kim suggested we should have 18 months financial reserves as standard. **Action: Tony**

7. Events Process & Team update

Jo confirmed that events were on the planner located on the google drive. Jo hoped additional events up to Christmas would be confirmed by the end of September. Jo will print the planner each month for the kitchen notice board for ease of reference. **Action: Jo**

Jo confirmed that the Events team has been formed and comprises herself, Jane Wallis, Mandy Margham and Suzanne Gray. Both Ian Anderson and Judith Hunter will be invited to attend the monthly meetings and Jo will also keep Pete Rimmer up-to-date. Jo would aim to co-ordinate meeting dates with Judith and the Comms group so the two groups can work effectively together. **Action: Jo**

8. Managers' Report

There are now 64 volunteers, with 43 DBS checks completed, 12 to complete with 9 volunteers who do not require them (e.g. a volunteer who does posters based in Manchester). This leaves 12 volunteers outstanding plus Trustees. Costs are £20 per volunteer but renewal after three years is at no cost.

Wendy has spoken with Linda Morris and put her in touch with the Sefton CVS Volunteer website editor. We will have a permanent generic volunteer vacancy and can add any specific volunteer roles we may need as appropriate.

Station Master's House (SMH) the downstairs toilet leaks. **Action Kim.**

SMH: Liz Rea has taken ownership of the Books display stand as you enter, it has received great feedback. Our thanks to Liz.

8. Managers' Report continued

SMH: The Birkdale Police pc drop-in sessions are working well with 4 to 5 residents each visit. The "Mr Bike" service was very popular and we will look to do this on a regular basis.

SMH: Six Artists will display pictures on the picture rails installed in the meeting rooms with 20% commission taken. Guidelines for the type of artwork to be displayed on the Library walls that are acceptable to the Charity and the process have been and need Trustee approval. **Action: Tim to send guidelines to Rhona & Phil for approval.**

SMH: The number of books in the library collection will be increased with the new books being available at the SMH and older books being stores at the BMC. **Action: Tim and team**

Book donations at the SMH now average four trays daily and netted £1000 over the past three months. After costs (including the rent of the church premises) the net income is split 50:50 between BCHL and a reserved fund held by BCHL for use at the church premises to improve the service our Library offers.

Birkdale Methodist Church (BMC)

The Church have agreed to shelves on the opposite wall instead of book spurs on one wall which is what we wanted. They require a plan of how the space will be utilised. **Action: Tim**

BMC: Tim is looking to buy a laser printer for use by the Library and the Church. It would be located in the large room and free to use for the Church and 10 p per sheet for visitors. Tim is also buying folding tables and chairs (£200). The printer, printer costs and the furniture costs will all be funded from the reserve fund. **Action: Tim & Andy to discuss best printer to buy.**

9. Communications Update

Skills Set: Lindsey Martin has set up a skills list for volunteers to advise us of their skills and talents which they are happy to make great use of at the library.

Welcome Packs: These are printed and given out to all new members of the Library.

Birkdale Civic Society: Ian has contacted Charlotte Bigland, Chairperson of the Civic Society and ask to meet up for coffee to develop a closer partnership between the two charities. To date he has had no response but will pursue this. **Action Ian.**

Wendy was asked and has sent Library details for their imminent new website and advised Ian and Judith of this.

1000th Library Member

This was celebrated, two members joined at the same time, so each were given a book token and the volunteers who registered them were given flowers. Sylvia took photos for pr.

Christmas Cards

It was agreed not to go ahead with printing special Birkdale Library Christmas cards due to the high costs. Sylvia will be asked to offer her supply of Birkdale Village Christmas cards for sale at an open morning.

10. Review of Formal Policies

It was agreed we needed to create & standardise a set of policy documents for the Charity based on topics that would help our charity realise it's mission and operate more effectively. Each policy will be owned by one or more trustees. **Action: Phil, Rhona, Wendy & Ian**

11. Warm Spaces for Winter

We agreed we wish to provide a warm space during the day for local people at the SMH, and also support the warm space initiative at the BMC.

We agreed to will apply for a grant of up to £2000 from "Living Well Sefton" but would go ahead regardless of the outcome. Wendy will prepare the application with support from Phil, deadline is 5th October. **Action: Wendy & Phil**

12. Any Other Business

Consideration of the creation of a Birkdale NewsLetter

Due to the closure of the Champion there is no longer a local newspaper/newsletter for Birkdale residents. Jo brought in a couple of local newsletters and advised costs were £382 for 1000 print run for a 36 pager, £280 for 1000 print run for a 20 pager. It was agreed it would be brilliant if we could produce this, ideally in conjunction with Birkdale Civic Society and traders, but appreciate this is not an easy task. Jo agreed to take forward and decide next steps. **Action: Jo**

HM The Queen's Funeral

The library will close for that day as a mark of respect. Tim to advise volunteers. **Action: Tim**

Trustee Meeting Agendas

Jo highlighted the mix of strategic and operational topics discussed at the Trustee meetings and how it is difficult for us to discuss strategy as well as the operational side of the Charity during board meetings. We agreed to hold regular strategy meetings for trustees to ease the current overload situation. The first will be held on **Wednesday 26th October at 2.30 pm.**

Date of Next Board Meeting is **Thursday 13th October at 7 pm.**

11.9.22.