

Chinnor Branch Library

23 February 2011 Message from Richard Sherwood

First a big thank you. To our Parish Council for organising the orange questionnaire; to the people who distributed it; and last but not least to all of you who responded. Some of you have given a great deal of thought in framing your comments. A summary of these has been prepared, with no attempt to edit them, so that you can see for yourselves.

Here is a bit more to think upon. Below is a “to do” list of things many of which will either figure in our deliberations on 3 March about the way ahead or be referred to a committee or working group

Objectives Part 1

- Main objective – retain a public library in Chinnor
- Investigate County statistics including all costings
 - relating to Chinnor branch
 - relating to other branches
 - Establish criteria used by County in selecting branches to go on “At Risk” List (ALR)
- What other uses does the branch building have?
- Consider whether there is a case for arguing that Chinnor Branch should be removed from ALR
- Make representations to County in respect of deviations from criteria and for Chinnor to be removed from ALR

Objectives Part 2

- Consider whether it is feasible to reduce opening hours across County instead of closing branches

Objectives Part 3

- In the event that we are unsuccessful in Parts 1 and 2:-
 - Consider establishing a Community Library and whether we could operate it at lower cost than the present branch.
 - Legal Structure of a Community Library
 - Incorporated charity or charity with trading subsidiary? – see Yorkshire Wildlife Trust M & A as an example
 - Name “Chinnor Community Library Ltd” is available at Companies House and “Chinnor Community Library” is available at Charity Commission (CC) both as at 12 Feb 2011. (Note: The community library at West Wycombe is incorporated under the name “West Wycombe Community Library Ltd” but it is not a registered charity. I will report in more detail about how West Wycombe Community Library works. The name of a new charity/company is subject to approval by CC/Companies House.
- Raising funds
- Premises – state of building; terms of possible lease from County. Rent or FOC? Building maintenance
- Staff
- Problems under TUPE (Transfer of Undertakings Regulations)
- Pension liabilities under Pensions Act 2004 sections 257 & 258
- Might OCC be persuaded to continue employing a qualified member of staff and supplying his or her services for an agreed number of hours a week in exchange for us making an appropriate payment? This would save us from getting involved in payroll, PAYE, pensions and might even save OCC one redundancy payment.
- Insurance – public and employers liability
- Book stock – arrangement with County. Costs. Basis for charging. Who decides what stock we

get?

- Appeal for book and other donations from public
- Integration of donated books with computer system
- Library cards to be FOC if Chinnor Community Library (CCL) pay for book stock
- Computer link to County. Costs.
- Computers for public use
- Maintenance of broadband line. Nature of current link to Central Library/Thame Hub
- Taxation – income tax and VAT
- Trading subsidiary – corporation tax and VAT. Gift Aid between subsidiary and charity
- Rate relief (a matter for SODC)
- Water and electricity supplies
- Heating system

Action Group/Working Group

- Name of Group e.g. Chinnor Library Action Group (CLAG)
- Funding of the Group.
- Formation of committee
 - Chairman
 - Deputy Chairman
 - Secretary
 - Treasurer
 - Website designer and manager
 - Press & Public Relations Officer
 - (possibly) Surveyor
 - (possibly) Employment law and pensions adviser
 - Fund raising officer
 - Liaison/negotiation with OCC
 - Appointment, removal and replacement of members of committee
 - We don't want anyone who is not ready willing and able to get stuck into a lot of work in a short time. This does not exclude people who have friends who can help them in the task. The aim is to get the job done. The chairman and deputy chairman will be mandated to chase. The committee is not going to be a talking shop.
 - Bank account for the Group
 - Should there be sub-committees to:
 - investigate County-wide hours reductions?
 - investigate current operating costs?

Timescale (non-binding) for

- completing investigations into current library set-up.
 - completing investigations into County-wide hours reductions
 - completing investigations into legal structure of CCL
 - completing negotiations with County re CCL
 - completing transfer to CCL
- Possible liaison with other action groups