

**Minutes of the Meeting of Bampton Library And Resource Centre Supporters' (LARCS) Group held at
18.00 on 25th April 2015
at the Community Hall, Bampton.**

(Please see separate Power Point (PPT) available on the Bampton Town Web Site's Library Page)

Number	Item	Report
	Apologies	<p>Maggie Burt Mike & Sue Barlow Polly Colthorpe Michael & Sue Cane Howard & Jen Collins Kate Crane Terry & Carol Dapp Nick Garbutt Stewart and Celia Hicks Harry & Daphne Hill Sue Lee Jane Linklater Jean Pope Steve & Ruth Sawyer Edward Tanner Geoff & Judi Thomas Anthony Weiss Alan & Penny Woolley</p>
1	<p>Welcome</p> <p>Janet Crabtree Chairman, LARCS</p>	<p>Pages 1 – 11 PPT</p> <p>JMC welcomed everyone to the meeting, explaining that the Committee was not able to give a more in-depth report on its activities. She sketched in the background, showing the latest views of the interior of the Old School, now cleared apart from scaffolding, and due to be moved soon.</p> <p>There have been numerous suggestions received for regular activities and additional hours to be held within the building, in addition to library services, providing a wonderful opportunity to create a new community centre. JMC promised that all possibilities would be explored. It was envisaged that LARCS would engage with all the agencies who provide services for Bampton, ensuring that its plans and policies are all-inclusive, so that the new Library And Resource Centre works well for everyone in Bampton and the surrounding areas, whatever his or her situation.</p> <p>JMC listed the bodies able to offer assistance to LARCS and with whom the Committee is currently working. She assured the Membership that the Committee is extremely keen to keep to all the requisite rules and regulations.</p> <p>JMC explained that in order to enter into any contractual relationship, eg lease agreement, funding application, and to limit its legal liability, LARCS must re-form into a Legal Entity. Research had been conducted to determine the most appropriate form, viz a Charity Incorporated Organization (CIO). This is a legal body with legal responsibilities, registered with the Charity Commission, regulated by it and giving LARCS the advantage of charitable status. Re-forming into a new organization was one of the main reasons for the meeting, in addition to seeking support of the entire project.</p> <p>JMC then introduced in turn the Co-ordinators of the Building and Grants Sub-Committees, and also LARCS' Treasurer, to make their presentations.</p>

2	Hugh Saxby Building Project Manager	<p>Page 12 PPT</p> <p>Principles: Keeping costs low, complying with building regulations, building must function, and building must be economic to run.</p> <p>Existing Building: Walls sound, roof requires work, floor build up to incorporate insulation and heating, windows need conservation work, secondary glazing.</p> <p>Facilities: Toilet now included, minimal catering facility, office space.</p> <p>Costs we must bear: Timber stud structure to insulate wall, alarm system, circulator pump for warm air.</p> <p>Tender: 2 parts – roof/general building.</p> <p>Forecast cost and timescale: Cost in order of 75K (+/- 10K). Guesstimate 20 - 25 years for building project.</p>
3	Peter Stott Treasurer, LARCS	<p>Page 13 PPT</p> <p>Other Costs: Furnishings (some cost to be met by DCC), planning consent and control. 120K limit set by committee.</p> <p>The Lease: 25 years, low rent as refurbishment costs met by LARC. The building can be sub-let if necessary to cover lease if library use changes.</p> <p>Running Costs: Rent (no rates as charitable status), water, heat, light, cleaning.</p> <p>Budget. Condition of lease that the building must be in good repair after 25 years.</p> <p>Insurance costs. Possible support for running costs from Town Council.</p> <p>Question: Can the lease be extended? Extension is possible and part of ongoing discussions.</p> <p>Comment from floor: A £5k per annum rent or less would be considered low; the terms are favourable, not commercial terms.</p> <p>PS answered that the committee are working towards a clause in the lease that provides an option to extend.</p> <p>Comment from floor: If this project is successful it will be well worth it for the community and everyone and should be supported.</p>
4	Kelvin Holdom Grant Applications Co-ordinator	<p>Pages 18 - 19 PPT</p> <p>If a 'NO' after 6 weeks, the Committee must re-think its strategy.</p> <p>Big Lottery Funding is looking to support areas of deprivation. We are classed as a 'super output area'.</p> <p>Page 20 PPT</p> <p>Outline of grant providers for medium and small grants. Devon Communities Together (DCT) has enabled us to receive a Save Our services (SOS) grant to allow DCT to support LARCS with bid submissions etc.</p> <p>Question: Does it make a difference that we don't own the building? JMC : No. We can enter into a Lease Agreement <u>provided</u> we have first become a Legal Entity..</p>
5	Kelvin Holdom Grant Applications Co-ordinator	<p>Pages 14 – 17 PPT</p> <p>In order to become a Charitable Incorporated Organization (CIO), it is necessary to apply to the Charity Commission (CC). LARCS would need to adopt a new Constitution complying with all the guidelines laid down by the CC. KH explained the process and the benefits.</p>

6	<p>Les Hartley Vice-Chairman, LARCS</p>	<p>Page 21 PPT</p> <p>JMC introduced the voting process, stating that the Committee was minded to take the project forward but required the Membership's approval of the change of corporate status to adopt the new Constitution as required by the Charity Commission, and also to grant the project the Membership's approval.</p> <p>Vote to change corporate status, adopt constitution, support for project and current committee.</p> <p>LH asked the floor to vote on the following: The vote was by show of hands</p> <ol style="list-style-type: none"> 1. Re-formation - agreed unanimously in favour and no votes uncertain, or against 2. Constitution - agreed unanimously in favour and no votes uncertain, or against 3. Support - agreed unanimously in favour and no votes uncertain, or against
7	<p>Closing Remarks & Vote of Thanks from the Chairman</p>	<p>JMC thanked everyone who had given up their time to attend, those who have helped behind the scenes, and to all those who have given their support who were unable to attend. LARCS is immensely grateful for manifold kindnesses and gifts of goods and services, time and encouragement, making this project truly a community venture.</p> <p>The next Big Push will be at the Bampton Spring Fest/Open Day on 30 May. The event may be viewed. There will be stalls outside for information and sales (including a stall for the Old School). Everyone is invited to come along to the Old School then, and if anyone would like to know more, could lend a hand, or has good ideas, is urged to make contact.</p> <p>JMC requested supporters to provide their email addresses so that the minutes and further information can be distributed electronically, in addition to other methods.</p> <p>The final slide was of a feast held in the Old School 100 years ago. JMC closed the meeting at 07.00 with an invitation to all to join in the Bring & Share Supper.</p>

UPDATE

6 May 2015

- ❖ A further Public Meeting was held on 25 April followed by a Bring & Share Supper.
- ❖ The Minutes of the meeting are available separately on the notice boards and by e-mail. They can also be viewed on the Bampton Town Web Site's Library page.
- ❖ The Membership voted unanimously in support of the LARC Project, and also for the Group to re-form (retaining its name) into an organization with both legal *and* charitable status.
- ❖ Accordingly, the LARCS Committee is applying to the Charity Commission to register as a Charitable Incorporated Organization (CIO).
- ❖ Trustees of the new LARCS are: Janet Crabtree (Chairman); Les Hartley (Vice Chairman), Peter Stott (Treasurer); Judi Thomas (Secretary); Gen Ottoway; Edward Tanner.
- ❖ We were delighted to receive a cheque in the sum of £250 at the St George's Eve Lunch from the Bampton Community Luncheon Club.
- ❖ £1,215 was allocated by the Save Our Services (SOS) for Devon Communities Together to mentor the Trustees' Committee in its applications for funding etc.
- ❖ An award to LARCS of £2,000 has been made by Devon County Council's Investing in Devon Fund.
- ❖ It is envisaged that the bulk of funding will be provided by donor agencies. An application is being made to the Big Lottery Fund (Reaching Communities) which will, if successful, cover the entire building costs. The initial stage of this process takes 3 months.
- ❖ LARCS main aim is to work towards the well-being of the people of Bampton and outlying areas by providing a community amenity, housing not only Bampton's new library but also with many additional facilities not currently available in Bampton; there'll be something for everyone, with a particular focus on children and young people. This will be an asset to the town, and bring an historic building back into use.
- ❖ Please put your name on our Supporters' List (with no obligation other than to register that you think it's a project which you'd like to succeed). The more names we have, the more it will help demonstrate our local credibility to potential funders and encourage them to support us too, thereby ensuring that Bampton has a sustainable Library And Resource Centre for the future.
- ❖ If you'd like to be on our discreet e-mailing list, please telephone: (01398) 332883 – or, indeed, e-mail us: bamptonlarc@outlook.com
- ❖ There's also a facebook page: www.facebook.com/bamptonlibrarydevon
- ❖ Please get in touch if you would like to know more, become involved or have good ideas to share with us.

- ❖ There will be an opportunity to view the Old School at the 30 May Spring Fest and to visit stalls outside with further information/book sales etc from 10.00 am until 4.00 pm. Do come along if you can!

JMC