NOTES OF A MEETING OF THE ADDINGHAM HUB STEERING GROUP HELD AT THE MEMORIAL HALL ON FRIDAY 25 JANUARY 2019

Present: Parish Council: Cllr Naylor (Chairman of the Meeting), Cllr Appleyard and J Markham (Clerk)

Library: C Hindle, P Margiotta

Village Volunteers: D Barrett, R Rowles, G and A Bacon, C Snape

Apologies: Cllr Tennant, M and D Keeble, R Battarbee, J Robinson

1. Notes of Meeting on 14 December 2019

Approved.

1. Old School Capital Project

The Clerk reported that building works had now started. Members of the Group were encouraged to take photos of progress and send copies to the Clerk.

1. Governance and Management

The Clerk reported on recent proposals being explored by the Parish Council for employing a Hub administrator. This would enable the facility to be opened on the basis of 3 hours per day, 5 days a week. It was proposed that, outside the agreed public opening hours, the Hub would be opened for bookings and voluntary group club activities.

Possible governance models for management of the Hub were then outlined. After discussion, it was agreed, in principle, to recommend the establishment of a small unregistered charity, which would be responsible for organising volunteer involvement in the Hub, including providing additional opening hours for public access and drop-in activities, the ongoing development of the archive and the organisation of exhibitions and events.

It was noted that the Parish Council, as owners of the building, would continue to take responsibility for maintenance and would also ensure the provision of contracted services (gas, electricity and water) to both its floors.

1. Design, Layout and Equipment

Following meetings of the equipment group held on 20 December 2018 and 22 January, the following issues were raised for discussion, and actions agreed as follows:

1. Archiving system – Cllr Naylor suggested that the equipment group take up an offer of advice from the Head of Museums & Libraries at BMDC.

Action: DB to follow up, with contact information provided by AN

1. Internet connection to both floors – a meeting had been held with an IT contractor and his quote for moving the router box to the new meter cupboard was awaited. Subject to receipt of this, BMDC contacts would be asked to confirm access to the internet for the whole building.

Action: AN to confirm

1. Touch-screen – a demonstration from the suppliers of the preferred model was to be arranged.

Action: Equipment group to organise

1. PCs/ laptops – it was confirmed that the spare device in the Library would probably not be available for use in the Hub; one desktop PC with NAS (hard disk) storage and Cloud back-up (for public access to the archive) and one laptop would be required.

Action: Equipment group to continue work on costings/recommendations

1. Library shelving and desk – equipment had been requested from BMDC Library Service.

Action: AN to confirm availability

The Clerk noted that the draft Budget for the Hub would be amended to take account of recent proposals and revised costings. Subject to consultation with DB, the amended version would be circulated to Group members.

1. Next Meeting

To be arranged in late February/early March