NOTES OF A MEETING OF THE ADDINGHAM HUB STEERING GROUP HELD AT THE MEMORIAL HALL ON FRIDAY 22 MARCH 2019

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

Library: C Hindle, P Margiotta, D Keeble

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

Apologies: Cllr Tennant, R Battarbee, J Robinson

1. Notes of Meeting on 25 January 2019

Approved.

1. Matters Arising
2. Note 3 – DB reported that he was holding discussions with village volunteers who had expressed an interest in the Hub. It was noted that, at a later stage, the management arrangements involving the parish council and the new charity would be clarified.
3. Note 4(ii) – it was now thought likely that a separate internet connection would be required for the upper floor, and this was being organised.
4. Old School Capital Project

The Clerk reported that building works had now been signed off, but a number of minor snagging issues remained to be completed. Whilst these minor works continued, the building remained in the control of the principal contractor.

1. Library

It was reported that proposals were being put together for the provision of new shelving and a desk unit on the ground floor. The Library Trustees were to meet on 29 March to progress this. BMDC had been asked to confirm responsibility for the reconnection of the phone line for the Library.

1. Hub and Archive Project

An open discussion on matters concerning the development of the Hub and village archive was held. The following issues were raised and discussed:

1. Archive - Cllr Naylor reported on a recent visit to the photo archive at Bradford Industrial Museum, and noted that possible arrangements for creating the archive in the Hub could be researched further at the National Media Museum in Bradford. Contact details would be provided to the Clerk to make arrangements for this.
2. IT infrastructure – it was noted that the parish council was currently organising the supply of cabling and datapoints into the building as a whole.
3. IT equipment – work continued to assess requirements for computing equipment and screens. Arrangements for ongoing maintenance and support were queried, and the Clerk was asked to research quotes on the basis of contracting for a package of equipment to include support and maintenance services. Fund-raising by the charity at a later stage to provide for the future replacement of equipment was discussed.
4. Other equipment – a hot water boiler was to be installed in the tea bar. Furniture requirements for the upper floor, including stacking or folding chairs (x25) and folding tables, were discussed, and the location of bookcases for a children’s reading area was raised. In response to a query concerning the Council’s requirements for spending decisions, Cllr Naylor noted that the Clerk, in consultation with the Chairman of the Council and himself, had delegated authority to start incurring expenditure on items, as agreed in accordance with the Council’s financial procedures.
5. Storage – it was agreed that storage space in the Hub would be assessed by volunteers outside the meeting. *[Members of the Steering Group visited the Hub following the meeting.]*
6. Information updates – it was noted that information contained in any updates (newsletters, emails etc) circulated around the village should be coordinated to ensure consistency during the ongoing development of the project.

1. Launch

Following a discussion on possible timescales for opening the Library and Hub, subject to the installation of services and completion of minor building works, it was agreed to work towards a formal launch in late June or early July.

It was noted that information boards and signage would need to be arranged before the launch.

*[Outside the meeting, dates of other village events, including the Gala, were checked, and a provisional date of 22 June was diarised.]*

1. Next Meeting

To be arranged as required.