



Wroughton Community Asset Trust

Thursday 27 April 2023 – 7.30 pm

Wroughton Community Library, Ellendune Community Centre

Agenda

1. Apologies for absence
2. Staffing Transition to WPC
3. Future status of WCAT and its constitutional position
4. End of year accounts – financial transition
5. Coronation weekend opening
6. Artists for display cabinets/Usbourne books
7. Financial first aid – regular session
8. Future of Warm and Welcome Space
9. Any other business
 - Carousel
 - Plant a seed at duck race
 - Carnival
 - V4W anniversary
 - Reading Group for visually impaired
 - Summer Reading Challenge
 - Usage stats

Minutes of Meeting

In attendance

Lisa Campisano
Claire Cuthbert
Hannah Dosanjh
Emma Freemantle
Debbie Hooper
Cathy Martyn (Chair)
Tessa Tee
Amanda Woodhead

Apologies

Brian Boston

WPC Library Staffing Transition

This has gone smoothly. Paula has TUPEd over. Sally has been appointed to a new contract. Emma has now met 3 of the zero hours contract librarians so cover should be less of an issue.

Action WPC lone working risk assessment needs updating. EF will discuss with Andy Rhodes

EF to check if ECC alarm does alert any third party e.g. TH White.

Emma would like to agree a frequency meeting of WCAT liaising with the librarians to have oversight of discussions directly with the librarians.

Amanda and Emma have now received some training on the library systems

Cathy has been acting as contact with librarians on behalf of WPC.

WPC photocopier is paid for so if multiple copies required eg library leaflets to do them on WPC copier

EF to advise Sally and Paula

Paula has been delivering home library books to one couple. We might want to re offer this if we can get some volunteers. However SBC Home Library Coordinator not currently in post. Volunteers would go out in pairs to homes and be DBS cleared. . Opportunity perhaps to capture volunteers at Carnival. Consider as future agenda item

All agreed - WCAT future role would be to become 'Friends of Wroughton Library – future agenda item.

End of year accounts and future constitution

Claire checking whether any outstanding invoices. Bank is now balanced. We have £2300 in current account and £26,000 in savings account but owe £17,500 to SBC. All invoices so far have been paid. Before the charitable trust can close we need to ensure all monies have been spent. We could give leftover funds from WCAT to WPC to be ringfenced. These are savings from covid discounts and this money was initially awarded by WPC.

Friends group would like to keep some money for events etc rather than give all this back.

EF is obtaining a copy of the Friends of Beechcroft Library Terms of Reference/constitution

It would be good to have a Trustee acknowledgement event – carry forward. Previous trustees include Melissa, Talis, Steve, Holly

WCAT to meet again in 2 months but have a clear idea of what needs to be agreed to dissolve the Trust

WCAT noted that the intention is that the leftover remaining funds would be returned to WPC to be

All agreed Sumup machine can be setup with 2 separate bank ids so one could be for WPC (book fines) and art, private book sales would go to WLF. **EF will notify broadband provider, annual insurance, Lyreco, sumup etc that these need now to be managed by WPC. CC will send EF a list of these items.**

The WCAT bank account would be closed and a new account opened as FOWL or WLF. Would make sense if this was with Coop to enable local banking of small amounts in Wroughton.

EF to ask Mark Trigg to sign off WCAT end of year accounts. Mark would act as independent auditor.

WCAT agreed that from now library fines money needs to go to WPC.

End of year accounts are due with Charity Commission by Jan 2024. Would be much better to do this sooner. WE would need an extraordinary AGM to sign off the final accounts, dissolve the Trust. We would give a months public notice of the AGM.

Charity Commission closure form online. Close a CIO – we need to make a dissolution resolution which is unanimously agreed. We need to work through Charity Commission list.

Aim of early July for WCAT/WPC to agree next steps and potentially give notice of AGM at Cathy is going to go over to Beechcroft Library to see how they work and what they offer.

Coronation Weekend Opening

Sally is due to work but happy to take leave if we want to close. WCAT agreed library to open on the Saturday

Artists for display cabinet

Monies generated from art sales will remain as WLF.

library as they are not by local authors as per WCAT's policy.

Which artists do we choose – some were quite expensive.

Hannah will make arrangements with artists and advise them of a timeslot.

AW to send art sales policy to Hannah and Sally (DONE)

Financial First Aid

EF updated. Turnout hasn't been great and WPC are not keen to push this at the moment from a purely football viewpoint. WPC not keen on having separate sessions and rather being available at existing events. If Swindon Food Collective collection point becomes at the Gospel Hall that would be an obvious home for the financial first aid.

EF says that citizens advice have been made aware of the carnival as a good option for getting the message out.

Warm and Welcome space, financial first aid etc. – Emma has a teams call with Mark Tidey in May. WCAT are keen to support a community space to addressing cost of living issues and tackling loneliness and isolation.

Carousel

Hannah would like to propose one of these for sale of local author books.

HD will look at the sizes of books. Wroughton History Group may not want to give us the 20% commission. HD will discuss with Joy/Wroughton History Group.

Sat 7 October – Wroughton History Group Event/Theme day in ECC.

Plant a seed at the Duck Race

Cathy and Hannah are running the stall. Amanda has supplied plant pots. Cathy has got some seeds. Hannah is leading activity to make newspaper plant pots. Lollypop sticks have arrived, Sally has sorted stickers. WCAT library stickers with opening times. Will have lots of flyers re Lego club, knit and natter etc. This links with the carnival theme for growing and also V4W.

Carnival

Diane has booked a joint stall for WCAT/WPC.

CM to contact Sonya and see if we can have free books to give away

LC will talk to carnival committee about decorating flowers activity and how this is happening. Library craft club could decorate any that are left.

V4W Anniversary

23 September – carry forward.

Reading Group for Visually Impaired – carry forward

Summer Reading Challenge –

EF will find out about this from Glenda/slides for community libraries and share with WCAT. Carry forward before next meeting.

Usage stats

Usage is increasing and are up to pre-covid times

Events – on next agenda, maybe autumn.

Next WCAT meeting is Wednesday 7 June. Apologies from Amanda as this is her wedding anniversary.