



**SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO**

**Minutes of the Annual General Meeting held on 21 November, 2019 at 10.00 a.m. in Exeter Library**

**Members Present:** Arts University Bournemouth (Tim O’Reilly Bennett), Bath & North East Somerset Council (Helen Chamberlain), Bath Spa University (Alison Baud), BCP Council (Barry Meehan, Janet Westcott), Bridgwater & Taunton College (Jolanta Peters), Bristol City Council (Anne Hooper), Cornwall College (Sim Taylor), Cornwall Council (Linda Moffatt), Exeter College (Rhiannon McLoughlin), FX Plus University of Falmouth (Christina Carson, Laura Lay), Gloucestershire County Council (Jill Barker, Liz Vella), Libraries Unlimited (Julia Browne, Lisa D’Alberti, Alex Kittow, Gail Levers, Frances Tout), North Bristol NHS Trust (John Loy), North Somerset Council (Sarah Bowen), Plymouth Marjon University (Steven Gunard), Royal Devon & Exeter NHS Foundation Trust (Susan Turner), Somerset County Council (John Carter, David Hayden), South Gloucestershire Council (Clare Fletcher), University of Bath (Alison Davidson), University of Gloucestershire (Debs Jones-Davis), University of Plymouth (Fiona Hale), University of the West of England, Bristol (Naomi Cassidy, Jackie Chelin, Jane Choules, Emma Delaney, Thomas Goldstone, Rhiannon Hawkins, Georgia Newman, Laura Vickery).

**Trustees present:** Jill Barker, Jackie Chelin, Merryn Kent, Jolanta Peters.

**In attendance:** James Anthony-Edwards (guest, University of Exeter), Jo Cornish (conference speaker), Regina Everitt (conference speaker), Liz Jolly (conference speaker), Merryn Kent (Honorary Treasurer), Shelagh Levett (SWRLS), Caroline Morrison (Accountancy Support, Devon County Council), John Vincent (guest, The Network).

<p><b>1. Welcome.</b></p> <p>The Chair, Jackie Chelin, welcomed everyone to the meeting, especially those from new members - Plymouth Marjon University and the Royal Devon and Exeter NHS Foundation Trust - and invited guests.</p>	
<p><b>2. Apologies.</b></p> <p>Rebecca Bolton (Wiltshire), Helen Chaloner (Trustee), Donna Gundry (Plymouth College of Art and Honorary Secretary), Mike Hosking (Trustee), Marie Quinnell (Trustee).</p>	
<p><b>3. Minutes and matters arising of the Annual General Meeting held on 28 November, 2018.</b></p> <p>The Chair highlighted that the Minutes of the previous year were of the final Annual General Meeting of the previous charity and an interim General Meeting of the new charity, to comply with Charity Commission requirements, and do not need formal approval. There were no matters arising.</p>	

<p><b>4. Annual Report, 2018/19.</b></p> <p>The Chair presented the Annual Report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Workforce development is a key offer - an Introduction to Grant-seeking course was held in the spring with positive feedback from those attending.</li> <li>• SWRLS would welcome evidence of impact of workforce development courses.</li> <li>• Word on Tour, supported by SWRLS, concluded over the summer. This again attracted positive feedback from those taking part. Jolanta Peters (Bridgwater and Taunton College) reported that the event held at the College had been a great success with an increase in fiction borrowing by the students as a result.</li> <li>• The Reading Passport app was launched and continues to attract increasing use. The development of the app replaces the hard copy passport SWRLS previously supported.</li> </ul> <p>The Chair also welcomed the new members and emphasised the cross sector working and partnerships that SWRLS promotes.</p>	
<p><b>5. Annual Accounts 2018/19 and other financial issues.</b></p> <p>The Honorary Treasurer presented her report:</p> <ul style="list-style-type: none"> <li>• the charity is on a sound financial footing and had a balance of £97,755 at the end of the financial year;</li> <li>• a reserve of £60,000 is held to ensure continuity of the service;</li> <li>• funds need to benefit all sectors of membership and the workforce development offer helps ensure this;</li> <li>• members were reminded of the SWRLS Grant Scheme for initiatives and workforce development opportunities;</li> <li>• thanks to Jackie Tolliday-Bailey and Andrew Crocker at Devon CC for their work in providing accountancy support.</li> </ul>	
<p><b>6. Approval of the Annual Report and Accounts, 2018/19.</b></p> <p>The Annual Report and Accounts were <b>proposed</b> by Alison Baud (Bath Spa University) and <b>seconded</b> by Emma Delaney (University of the West of England, Bristol) and <b>unanimously approved</b>.</p>	
<p><b>7. Appointment of Independent Examiners.</b></p> <p>PKF Francis Clark was <b>proposed</b> by Merryn Kent and <b>seconded</b> by Debs Jones-Davis (University of Gloucestershire) and duly unanimously <b>appointed</b> as Independent Examiners for a further year.</p>	
<p><b>8. Appointment of Trustees.</b></p> <p>Nominations had been received and duly elected under Clause 12(2)(c) for the following trustee vacancies:</p> <ul style="list-style-type: none"> <li>• <b>Honorary Treasurer:</b> Merryn Kent, proposed: Jacqueline Chelin (University of the West of England, Bristol), seconded: Jolanta Peters (Bridgwater and Taunton College);</li> <li>• <b>Ordinary Trustee (academic, special and other libraries) - 2 vacancies:</b> Deborah Jones-Davis (University of Gloucestershire), proposed: Jolanta Peters (Bridgwater and Taunton College), seconded: Jacqueline Chelin (University of the West of England, Bristol);</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Ordinary Trustee (non-sector specific)</b> - Mike Hosking, proposed: Gillian Barker (Gloucestershire County Council), seconded: Deborah Jones-Davis (University of Gloucestershire).</li> <li>• There remained the following vacancies: Ordinary Trustee (academic, special and other libraries) and two Ordinary Trustee (public libraries). The Chair asked for nominations from the floor, but no further nominations were received.</li> </ul> <p>The Chair asked for anyone interested in standing for election to the Board to email the director expressing their interest, <a href="mailto:director@swrls.org.uk">director@swrls.org.uk</a></p>	
<p><b>9. AOB:</b></p> <p>There was no any other business.</p>	
<p><b>10. Date and venue of next meeting:</b></p> <p>To be agreed. The Chair asked for volunteers to host the next meeting.</p>	

The meeting closed at 10.25 and there then followed the second SWRLS CIO Conference.