

FAQ – Higham Ferrers Library

What is an Independent Library?

It is one which sits outside of the statutory provision. All aspects of its delivery and operating costs are met by the group or organisation running the library. This will include items such as books and arrangements for managing and renewing stock, membership arrangements, opening hours, staffing and all matters relating to the property and the running costs of the property.

What do you mean by 'Managing the Library'?

Managing the books

Organising Volunteer Rota

Managing Health and Safety

Managing and dealing with safeguarding issues?

Ensuring sufficient funding to run the service

Managing the membership database

Responsible for Data Protection compliance

Looking after the computers if there are any.

Arranging for internet provision.

Will this be a paid position?

No

Will I need a DBS Check?

Yes, a Disclosure and Barring Service (DBS) check is a check to see if you have a criminal record. It used to be known as a Criminal Records Bureau (CRB) check.

Is the Town Council going to help in any way?

No decision has been taken on this yet.

Is the Town Council going to fund the library in any way?

No decision has been taken.

If I set up a library am I req to have any professional help?

No

What is the difference between a community organisation and a charity?

See details at the end.

Will the £6000 for 500 books have to be paid in a lump sum or paid in stages?

Not Known.

Will the Children's Centre Activities continue e.g. Rhyme Time?

This is not part of the current offer by NCC as they are commissioned separately. Please respond to the current consultation being run by NCC on the future of these services.

What comes with the books?

Possibly fixtures and fitting. No computers or self-service machines.

If the Town Council buy the building what would the rent be and what would it include?

This would have to be valued and a decision taken by the Town Council.

Would we be able to rent space from the NCC?

The lease rent for the whole building has been valued at £33,000 pa by NCC. It believed that they would prefer to let the whole building.

What do you mean by setting up rota and organising the volunteers?

Recruiting Volunteers

Training Volunteers

Organising enough volunteers to cover when the Library is open.

If interested in setting up and running library what are the time scales?

- **16th April** - Submit Stage 1 registration to run an Independent Library. (Submitted by the Town Council)
- **Post 16th April** – Expression of Interest form will be received with indicative heads of terms for freehold sale or lease.
- **31st May 2018** – Submit stage 2 Expression of Interest.
- **Late June 2018 onwards** - Once Expression of Interest accepted, NCC will meet with organisations to agree a project plan with milestone dates.
- **31st August 2018** – Proposed Library Closure.
- **1st – 30th September** – Where an independent Library is agreed these libraries will continue to be staffed. It is expected transfer of buildings will have taken place by this date.

Have you any contacts who will be able to help?

Yes

Can we get lottery funding or grants from anywhere?

Unknown. There is a Community network which can help with advise.

Would we be able to run a café etc from the library to raise funds?

It is likely that this would be acceptable subject to regulations such as Environmental Health Regulations being adhered to.

Are the NCC going to supply computers?

No

Will books be shelf ready?

Yes, if paid for. See details of packages attached

What do you mean by 'cleaning the facilities?

Cleaning the building as you would your own home.

What equipment would be available?

None as we know

If I volunteer will I be working for the Town Council?

Not if a community group or charity is set up.

Useful Websites

<https://communitylibrariesnetwork.wordpress.com/>

www.highamferrers-tc.gov.uk/community/library

Charities & community groups

These types of organisation are run by a group of volunteers, known as a management committee or board of trustees. They exist to organise activities or run services for their members or the wider community, or to distribute funds for charitable purposes. Some of these types of organisation might engage in trade or own property to support their work, but this won't be their primary reason for existing.

Here are some examples of circumstances in which a charity or community group structure might be suitable for your organisation:

- You are a group of people working together on a voluntary basis to make something happen (e.g. to organise social events for your members, to run a campaign, to improve your local neighbourhood and represent local residents, or to raise money for a charity or school)
- You wish to provide services for the community, and will apply for grant funding to do this. You might employ paid staff, but the organisation will be controlled by volunteers.
- You are a group of volunteers wishing to manage property or money for charitable purposes (e.g. to give out grants).

There are four main structures available for charities and community groups. These are:

- [Unincorporated Association](#)
- [Charitable Trust](#)
- [Charitable Incorporated Organisation \(CIO\)](#)
- [Charitable Company](#)

Brief details of each of these are below.

(Note that any of these types of organisation can be called a "charity". "Charity" isn't a single legal structure – charities can adopt different legal structures depending on their needs and the way they work.)

There is much more detailed information on these types of organisation in our information sheet [Finding a legal structure to suit your group](#).

Unincorporated Association

An unincorporated association is a membership organisation. It can be whatever its members want it to be, and carry out whatever activity the members choose. It is the easiest, quickest and cheapest way for a group to set itself up. It is ideal for many small groups, especially those without staff or premises. A large number of groups fall into this category (sometimes without knowing it).

You do not have to seek approval of any kind before setting up and you are free to draw up your own [constitution](#), setting out the rules under which your group will be run.

If your aims are not charitable you do not have to register with any regulatory body. If your aims are charitable (as set out in charity law) you will be a “charitable unincorporated association” (a type of charity), and you must register with the Charity Commission if your group has an income of over £5,000 per year.

Unlike a Charitable Incorporated Organisation or a Charitable Company, an unincorporated association does not have a “legal personality”, which means any contracts or liabilities are the responsibility of the trustees as individuals, rather than of the organisation itself.

This type of structure is often used by volunteer-run campaign groups, residents’ associations, PTAs and clubs.

[More detailed information about unincorporated associations](#) and [charitable unincorporated associations](#).

Charitable Trust

A Charitable Trust is a type of charity usually set up to manage money or property for a charitable purpose. It is run by a small group of people, known as trustees. The trustees are appointed rather than elected, and there is no wider membership.

A Trust is fairly cheap and simple to establish.

Charitable Trusts must register with the Charity Commission if their income is over £5,000 per year.

Unlike a Charitable Incorporated Organisation or a Charitable Company, a trust does not have a “legal personality”, which means any contracts or liabilities are the responsibility of the trustees as individuals, rather than of the organisation itself.

This type of structure is often used by grant-giving charities.

[More detailed information about Charitable Trusts](#).

Charitable Incorporated Organisation (CIO)

A Charitable Incorporated Organisation is a type of charity which is incorporated. It has “legal personality” which means the organisation can enter into contracts, buy or lease property, and employ people in its own right. The trustees are not personally liable for the debts of the organisation.

A CIO can be a membership organisation, in which the trustees are elected from among the members, or a trust-like organisation in which the trustees are appointed.

CIOs are registered with the [Charity Commission](#), and the accounting and reporting requirements are less demanding than those of a [charitable company](#).

This type of structure is often used by charities which employ people or own property.

[More detailed information about Charitable Incorporated Organisations.](#)

Charitable Company

A charitable company is a limited company with charitable aims (a type of charity). It has “legal personality” which means the organisation can enter into contracts, buy or lease property, and employ people in its own right. The directors are agents of the company and are not personally liable for its debts.

Charitable Companies are membership organisations.

Establishing a charitable company involves registering with both Companies House and the Charity Commission, and then submitting your annual report and accounts to both organisations annually.

[More detailed information about charitable companies.](#)

Bronze Package

Books delivered to site at the preferential prices through NCC buying contract with current NCC library supplier – non-serviced, not shelf ready

Approximately 500 books for £6000 over one calendar year.

Silver Package

Serviced shelf-ready books in jackets at preferential prices through NCC buying contract for use on their chosen Library Management System (LMS) or Browne issue system not supplied by NCC.

Approximately 500 for £6,500 over one calendar year.

Gold Package

Serviced shelf-ready books in jackets at preferential prices through NCC buying contract for use on their chosen Library Management System or Browne issue system not supplied by NCC.

Approximately 500 for £6,500

NCC Library Management System (LMS), one scanner, one terminal, system support, catalogue, procedure manual

£3500 per annum

One –off set up costs for LMS in current library location to include one initial training session

£1,750 one-off cost

(set-up costs for LMS in location other than existing library will be charged at cost)

Professional support by telephone/ email

£600 per annum

Platinum Service Bolt-ons

LMS as above plus self-service terminal

£650 per terminal per annum

Staff or Volunteer Training session

£500 per trainer per day (6.5 hours exclusive of breaks)

Stock selection/ individual specification for the library

£450 one-off cost

Participation in national literacy programmes eg Bookstart, Summer reading challenge

Charged at cost

Professional NCC Library support visit

£100/ hour plus travel

The following items would need to be arranged by the Independent Library themselves:

- Arrangements for donated books
- Newspapers
- Magazines
- DVDs and other media
- Children's resources other than bookstock
- Stationery
- Shop stock/ items for retail sale
- Wi-fi
- Public access computers
- Printing/ scanning
- Telephones
- Additional fixtures and fittings beyond those agreed as part of the sale of the property

- All building and staffing related matters including insurances, health & safety, licences