



The Future of Saltford Post Office & Library



The Future of Saltford Post Office & Library

BACKGROUND – SALTFORD POST OFFICE

- Insufficient income led to Simon giving notice in June 2017
- McColls came forward to open so all seemed OK
- McColls surprisingly withdrew in November 2017
- Despite our best efforts could not stop from closing 23 December 2017

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BACKGROUND – SALTFORD LIBRARY

- Late November 2017 BANES approved their Modern Libraries Programme
- Saltford is the smallest of 5 to become Community Libraries by April 2019.
- No staff to run library on any day and no financial contribution towards running costs.
- “In the event that the Council is unable to secure a locally agreed Community Run Library ... an options report will be produced for Cabinet to determine the approach to be taken in that area ...”

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BACKGROUND – SALTFORD LIBRARY (CONTD)

- As Saltford Library on its own generates virtually no income, it is likely to be closed in a year. Keeping the building open for library use requires an income stream to fund basic running cost of around £4000pa

Both the Post Office and the Library are important local community assets and the SCA has been working hard since late November 2017 to look at ways in which both might be kept open.

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THE PLAN

- Locate both the Post Office and Library in the present library building
- Set up a non-profit trading subsidiary of the SCA charity to run this joint operation.
- This subsidiary would take a lease from BANES on the current library building
- There would be a separate management committee to run this subsidiary.
- Discussions with Post Offices Ltd, B&NES Library Services and the Parish Council have been very positive.

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THE PLAN – more detail

- The Post Office & Library would be open every day, Monday to Saturday, initially for a total of 26 hours a week
- Open all day Monday and rest for 4 hours per day
- Will mean library is open increased hours
- Post Office would be manned by a properly trained and paid part-time post master/mistress
- Library would be staffed by volunteers, with help available from the post master/mistress



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THE PLAN – more detail

- The building would be leased from B&NES for £1pa in exchange for maintaining the building
- Income would come from :-
 - Transactional fees paid by Post Office Ltd
 - Rent/contribution from Parish Council for office space
 - Income from greetings cards etc
 - Donations from “Friends of” group and local businesses

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THE PLAN – more detail

- A part-time person would need to be employed to carry out the day-to day Post Office work and would be given appropriate training by Post Office Ltd.
- Running costs include the part-timer's salary, building maintenance, insurance, cleaning, electricity and water costs and internet (we would create a free wi fi hotspot for the community and number of PCs + printer)

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THE PLAN – more detail

- All initial set-up costs will be covered by Post Offices Ltd and B&NES Library Service.
- This includes cost of replacing current counter with Post Office counter
- BANES Library Service will continue to provide book rotation, special orders, training & support
- Except for book scanner and IT equipment all existing furniture will remain
- We have produced viable 3 year business plan

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WHAT NEXT?

- Submit our 3 year business plan to Post Office Ltd
- Progress lease with BANES – independent survey needed
- Progress parking options
- Obtain planning consent for change of use
- Set up trading subsidiary of SCA
- Seek approval from Parish Council for their financial support/rent

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WHAT NEXT (Continued)?

- Appoint Management Team to run
- Advertise and appoint employee to run Post Office
- Organise non Post Office income activities

Organise launch party for April !!

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We have the strong support of the SCA, Post Offices Ltd, B&NES Library services and the Parish Council.

We now need your help to make this happen.

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Future “management” roles we need volunteers for :-

Chair

Secretary

Treasurer

Post Office Overseer (ideally someone with Post Office experience)

Library Volunteer Organisers (David Millard is happy to continue for Saturday but need someone for other days)

Friends of Saltford Post Office & Library organiser

Business/crowdfunding organiser – Jon Godfrey volunteered

Greeting Card & Stationary Organiser

A minimum of those in green being directors of the subsidiary

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We also need :-

- someone to operate the Post Office for 26 hours per week at £12 per hour. Previous experience preferable. A Job Description is available at the back of the hall.
- Volunteers to help run the library ideally throughout the week
- Volunteers to help run a Friends of.... Initiative
- Volunteers to work with Jon Godfrey on business/crowdfunding
- Volunteers to help with greeting cards, stationary etc

Please complete forms at back before leaving



Saltford Post Office & Library Volunteer Application Form

Please return completed form to chair@saltfordhall.co.uk or post to Saltford Hall, Wedmore Road, Saltford, BS31 3BY

(Miss/ Mr/ Mrs/ Ms) Full Name:

Address & Post Code:

Home/Mobile Tel No:

E-mail address:

What role would you be interested in?	Management Committee	Y/N
	Library volunteer	Y/N
	Friends of Initiative ?	Y/N
	Business/crowdfunding ?	Y/N
	Greeting cards, stationary etc ?	Y/N
Other :		
How long will you be available for? (e.g. indefinitely, 6 months, or term time only)		
Which days and times would you like to volunteer? (This may be subject to agreement after discussion)		
Please list any skills, experience or training whether work related or not, which might be useful.		
Do you have any health problems or disabilities which you would like us to take into account?		

Signed:

Date:

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**HELP US MAKE THIS
HAPPEN**