

Environmental Policy for the Sibbertoft Reading Rooms

Sibbertoft Reading Room, Berkeley Street, Sibbertoft, LE16 9UF

Registered Charity No: 304245

This document details the Environmental Policy for the Sibbertoft Reading Room. It is the responsibility of members of the trustees, management committee and users of the Reading Room to familiarise themselves with the contents of this policy and to adhere to its requirements. The policy will be reviewed on an annual basis as part of the operations of the management committee.

1.0 Energy Usage

- i. The management committee will seek to reduce the amount of energy used as much as possible. Users of the building are encouraged to minimise their energy usage as follows:
 - Electrical equipment including the urn is to be switched off when not in use.
 - The base temperature of the building is controlled by members of the management committee with energy consumption in mind.
- ii. Requirements for users are detailed in the Booking Form and policies. For any development of the building facilities, the management committee will seek solutions that contribute to the goals of energy efficiency and minimising energy consumption. Ongoing improvement plans to meet these goals include:
 - Replacement of current single glazed windows with energy efficient double glazing.
 - Additional wall and loft insulation.
 - New front doors
 - Installation of solar panels
- iii. Constraints to our energy usage plan are as follows:
 - There is no gas supply to the village.
 - There isn't sufficient space to install an oil tank.

2.0 Recycling and Waste Management

The management committee will utilise the available local authority waste and recycling services for within the Reading Room.

3.0 Food Waste

In order to reduce food waste there is a fridge freezer available for the storage of cakes and other foodstuffs over longer periods of time. The Sunday Teas team make use of this and monitor the stock of cake in order to rotate items and minimise food waste overall.

4.0 Paper

In order to minimise the consumption of paper, the management committee have adopted the following procedures:

- i. Meeting minutes are stored and distributed electronically.

- ii. Copies of policies are distributed to users of the facility electronically.
- iii. Online advertisement of events and activities by social media is encouraged including the village website.
- iv. Any purchased paper towels and toilet rolls will be made from recycled paper sources.

In order to ensure that the Reading Room remains an inclusive community service, advertisements for one-off activities will continue to be printed and distributed to all households. The management committee will aim to source printers who have taken their environmental impact into consideration.

5.0 Supplies

The primary items regularly required and supplied to the Reading Room are: toilet rolls, paper towels, kitchen towels, cleaning detergents and bin bags. The management committee commits to source environmentally friendly products where available.

6.0 Noise Pollution

The Reading Room sits in the centre of a residential street in the village. To minimise the impact on neighbours, users are asked to ensure that they minimise noise impact, particularly at certain times of the evening. This is detailed in the Booking Policy and Form.

7.0 Single-Use Plastics

- i. The Hirer of the Reading Room should utilise the supplied crockery/ cutlery/
- ii. glasses/ teacups/ mugs for all hire events when providing food and refreshments.
- iii. Where the use of plastics is unavoidable, recycled plastics should be used where practicable.
- iv. The Committee will aim to purchase only those plastic products that can easily be reused or recycled.
- v. All drinking straws should ideally be reusable, or at least paper.
- vi. To promote and encourage the use of tap water over bottled water for refreshments.
- vii. Any plastics used during the hire of the Reading Room must be recycled into the black /blue topped recycling bin provided by the Committee.

8.0 Sustainable Sibbertoft Recycling

The Reading Room acts as the hub for Sustainable Sibbertoft, which is an organised collection point for various recyclables. Although Reading Room committee have no direct involvement, where appropriate, we will use the bins as and when required.