

**ALBRIGHTON PARISH COUNCIL**  
**MINUTES OF THE LIBRARY COMMITTEE MEETING**  
**11<sup>th</sup> July 2016 at 1.30 pm in the Parish Council Meeting Room**

Minutes of the Albrighton Parish Council Library Committee held on Monday 11<sup>th</sup> July 2016 at 1.30pm in the Albrighton Council Meeting Room.

**PRESENT:** Cllr S Pledger (Chairman), D Beechey, P Harrison, E Moss (Shropshire Library Services), M Leach (Albrighton Library).

In attendance: M Ward (Parish Clerk), S Meikle (minutes-taker.)

**001. Apologies for absence**

Cllr Woodman (meeting elsewhere).

Cllr Woodman's apologies were accepted by the Committee

**002. Minutes of meeting**

**Minutes of the Library Committee meeting held on 8<sup>th</sup> June 2016**

Cllr. Harrison proposed that the minutes were a true and accurate record which was seconded by Cllr. Pledger with 3 abstentions. Cllr Pledger signed the minutes.

Accepted and signed by the Chairman.

**003. Matters arising.**

None.

**004. Welcome to Elaine Moss and Margaret Leach.**

The Chairman welcomed Elaine Moss and Margaret Leach as new members of the Committee, Mrs Moss from Shropshire Library Services, and Mrs Leach as librarian.

**005. Draft brief with regard to the work of the library committee**

Mr Ward presented his Draft Library Committee Brief and invited suggestions. It was accepted in full and it was agreed to take it to full Council.

**006. Involvement of the Shropshire HR Business Design service in the development of a business plan.**

Mr Ward informed the meeting about presentation he attended made by Shropshire Human Resources department (Business Development), about support that can be given by HR Business Design. They are to send a business plan which to date has not arrived as yet.

**007. Update on the interviews for the post of library assistant to replace Mrs Sarah Roberts.**

Cllr Pledger reported that one interview took place last week, and another is planned for Wednesday 13<sup>th</sup> July, after which the panel expect to make a decision with the intention that a job offer is made with the proviso that it must be ratified by full council.

**008. Response to the SWOT analysis and any further action required**

As proposed at the last meeting, Councillors had been asked for their comments on strengths, weaknesses, opportunities and threats in relation to the running of the library; these had been listed and were discussed at the meeting. Some points were countered as follows:

**Weaknesses**

- 'Limited computers' – rare that they are all taken up simultaneously. Also free WIFI is available, which could be listed as a strength. Non-members can have temporary access to pcs.
- 'Rely on volunteers' – is not factually correct – volunteers enhance the service but the library is not dependent on them
- 'No cover for holidays' – cover is made by paid casual library staff and occasionally volunteers.
- 'No budget' – funding is in fact in place for three years at a constant amount.
- 'Agreement signed before all details/facts agreed' – no agreements have been signed as yet.
- 'Parish Council not kept informed – details known only to Chair and Parish Clerk', Councillors disputed this, there are been several meetings and circulation of minutes to all.
- 'Public consultation limited/incomplete – most parishioners unaware of it; less than 300 votes' – had been publicised in Parish Magazine, 300 votes exceed number of votes for Police and Crime Commissioner.
- 'Completed voting papers not secure, multiple votes from one person possible' – Mrs Leach was aware of voting, knows the library users and would have noticed multiple votes.
- 'Public consultation voting papers only available inside the library' – people could also vote on line.
- 'Loss or replacement of staff' – the same for any organisation

**Opportunities**

- 'Soft drinks and snacks' - sales could be made of longlife drinks, eg to encourage children in the holidays.
- 'Future use for elections' – could the building be a polling station for Albrighton residents who live in Donington Parish?
- 'Election of Councillors with relevant qualifications and/or experience could result in generation of useful ideas' – this would be hard to guarantee. Mrs Moss agreed that local people often have valuable ideas.

**Threats**

- 'Major changes in the composition of the Council following the 2017 election could result in a lower level of support for the library' – this was considered valid, if

Councillors who have been actively involved in the are not re-elected, there could be problems of continuity.

- 'Relies on volunteers' – appears in all sections, not factually true. A general discussion on volunteers - Mrs Leach reported receiving eight replies following advertising in the Parish Magazine. People who volunteer include young people looking for experience to include on their CV, Duke of Edinburgh participants, people who have recently experienced life-changing events who can find the work helpful at times of crisis.

Councillors discussed the value of the SWOT analysis and agreed that it can inform the Business Plan.

#### **009. Draft Action Plan and Priorities Chart from the Libraries Team**

Mrs Moss said that in the specification part of the contract, that the Parish Council and Library Service would produce a Joint Action Plan. We need to decide what kind of Action Plan. The one in front of us shows a plan for one year. Eg Summer Reading Challenge, taken from Business Plan. Parish Council is asked to fit in with Business Plan with support the library managers. Example Craven Arms – summer reading challenge is national. Albrighton got about 60 children – Friends' Group meeting on Wednesday evening. Evaluate and implement income-generating opportunities ideas came out of Locality Meeting. Mrs Moss has produced ideas from other libraries. Locality forum eg funding through bids, public health agenda. One library service does children's parties (not Shropshire). Hire space for business use. Cllr. Beechey commented that some ideas may be relevant to an urban model.

Cllr. Harrison said good information from Mrs Moss, but how does it fit in with Parish Council? Wants to avoid confusion with terminology eg Business Plan, how to tie up library activities and Parish Council. Cllr. Pledger said priority is to think about the future. Mr Ward agreed with Cllr. Harrison, plans all in place.

Cllr. Pledger said some annual events eg depression week.

Cllr. Harrison said happy to leave these weeks to the professionals. He suggested distilling all priority/actions/ SWOT to have a forward plan. Business Plan will be informed by operational group's work and SWOT. Operational Planning will continue.

#### **010. Proposed Terms and Conditions and charges for room hire developed by Cllr. Harrison.**

Cllr. Harrison presented his document on lettings terms and conditions, noting that it was a collection from different ideas from various website, some items included for consideration even if not immediately obviously relevant.

There was discussion about fire safety, with no exit from rear of building except to the enclosed garden; Shropshire Council had been involved in assessments before the development of the building, when the fire service was consulted. The document on terms and conditions was generally accepted, with a change in the title to include the Parish Meeting Room.

**Pricing**

Cllr. Harrison summarised his overview of other available meeting venues in the area, it was difficult to compare, but other similar venues charging £8.00 per hour. Mrs Moss said that other libraries charge £30-£35 per session (not per hour), and commercial use is charged double. The interview room at Bridgnorth is £5.00 for the room, with businesses being charged double. On that basis it was agreed that Shropshire Youth who used to use the little room here should be charged now. There was some discussion about whether rates should reduce for a longer session, or be lower for regular sessions but it was felt that there was merit in keeping pricing structure simple.

After discussion it was suggested a charge of £6.50 per hour be made for the Meeting Room, £10.00 per hour for the library section, and £15.00 per hour for the two areas together. Businesses would be charged double those rates.

Publicity would be made in Parish Magazine and posters

**011. Community Libraries: Good Practice Toolkit and its implications for the Albrighton library -.**

This document, previously located by Cllr. Beechey from a government website, was felt to be relevant to a different model, ie Community Libraries, it was agreed to raise it as an agenda item at the next committee meeting

**012. Agenda items for the next meeting of the library committee.**

- 1 Community Libraries: Good Practice Toolkit (reference item 011 above).
- 2 Personnel issues following HR Business Design paper.
- 3 Staffing.
- 4 Friends of the Library (to be part of the group).
- 5 Display of model ship.

**013. Any other business**

None.

**014. Date and time of the next meeting.**

(For information: 8<sup>th</sup> September Locality Workshop at Albrighton Library.)

The next meeting of the Library Committee will be on Wednesday 14<sup>th</sup> September at 10.00 am to noon.

Signed .....Date.....  
Chairman