

ALBRIGHTON PARISH COUNCIL

MINUTES OF LIBRARY COMMITTEE

Wednesday 8th June 2016 at 1.30 pm in the Parish Council Meeting Room

Minutes of Albrighton Parish Council Library Committee held on Wednesday 8th June 2016 at 1.30 pm in the Parish Council Meeting Room.

PRESENT:

Cllrs. P Woodman, S Pledger, P Harrison.

In attendance: M Ward, Clerk to Albrighton Parish Council, S Meikle Administration Assistant.

1 APOLOGIES

C Hassall (holiday), D Beechey (meeting elsewhere).

2 TO ELECT A CHAIRMAN FOR THE COMMITTEE

Cllr Pledger was nominated as chairman by Cllr Harrison, seconded by Cllr Woodman and was unanimously agreed by the Committee

Cllr Pledger proposed electing a Vice-Chairman, Cllr Woodman was proposed by Cllr Harrison, seconded by Cllr Pledger, and was unanimously agreed by the Committee

3 TO CONSIDER THE FULL MEMBERSHIP OF THE COMMITTEE

After discussion, it was agreed that Margaret Leach as Librarian becomes a Committee member.

Agreed that Mr Ward invites Margaret Leach, Elaine Moss as member of Shropshire Library Services, and a member of the Friends group or helper (Mr Ward to liaise with Margaret Leach) to attend next meeting.

4 TO AGREE ARRANGEMENTS FOR THE ADMINISTRATION AND TAKING OF MINUTES FOR THE COMMITTEE

It was agreed that Sally Meikle as Administration Assistant takes minutes for the meetings. Also that Mr Ward be a member of the group as an advisor but with no voting rights.

5 TO CONSIDER THE OUTCOMES OF THE PRELIMINARY MEETING ON A DRAFT BUSINESS PLAN FOR THE SHORT TERM AND WAYS OF DEVELOPING THE PLAN FOR THE MEDIUM AND LONGER TERMS.

Cllr Pledger reported on her attendance a meeting on 26th May at Craven Arms at which a number of libraries were represented to discuss the transfer to Parish/Town Councils. All libraries have handled the transfer differently, but a common priority was long-term financial commitments. The next meeting is to be on 1st September at Albrighton Library with all libraries invited. Andrea McWilliams is to take notes of the meeting.

With regard to the current meeting, Cllr Pledger invited discussion on what this group is to do, whether there is a business plan, should the Council for instance be charging for rent. Mr Ward presented a paper 'Library Committee Suggestions for immediate targets associated with a Business Plan'.

- **Business Model**

Mr Ward confirmed that the Service Level Agreement has been agreed with the solicitor and is ready for signing by Council. The new solicitor has raised points to be taken to Council on 16th June, and is seeking Council's agreement to taking points up with Shropshire Council (these were not available at the meeting). If the Council agrees on 16th June the solicitor will take them to Shropshire Council, then if acceptable will be ready to sign by the beginning of July.

Full Council will be presented with fees but are expected to be about £5,000. Shropshire Council are considering interim measures with the transfer of other libraries. Albrighton Parish Council has endeavoured to keep costs down, and there was perhaps a case for asking Shropshire Council for help with the legal fees. Cllr Pledger suggested negotiating with the solicitors to reduce from £5,000 to £3,000.

- **Organisational Development**

Cllr Pledger suggested inviting the Friends of the Library to tea and cakes with the Committee, meeting was informed that Margaret Leach has this in hand already.

Use of Council website and Parish Magazine to raise the profile was noted.

- **Social Return**

Various suggestions were offered of increased links with local organisations with mention of a chart drawn up by Shropshire Library Services, tying in with health and educational initiatives, and a timetable could be drawn up for events throughout the year. There could be a celebration of the library's first anniversary in 2017. The Police are being given permission to use the facilities for their surgeries. Another suggestion was twinning with a library in Germany or France by which books could be exchanged, and look out for speakers of the languages who live in Albrighton; schools could be encouraged to participate especially as languages are now a compulsory subject from age 7 and is taught from Reception in Wolverhampton schools.

- **Financial Return**

There was concern about the need for funding after the initial three years. Cllr Pledger suggested seeking advice from H Lewis of Shropshire Council with regard to grants that can be applied for.

With regard to letting out the rooms, Cllr Harrison said that a booking policy was a priority, with various factors to be considered – availability of other meeting venues in the area, fees charged by other libraries, whether long term regular bookings would be preferable, if an evening meeting who would be responsible for locking up, would extra cleaning services be required, would extra employees be needed, risks of working alone. Cllr Woodman said terms and condition would need to be considered and a standard booking sheet to be produced

with space for a signature for the hirer and responsibility for keys to be made clear. Mr Ward expressed concern over the issue of letting out keys particularly to strangers; members said a vetting procedure would be required, and possibly a deposit to be paid. Other issues may be security of the items stored in the room, and access to the library from the meeting room. It was agreed in principle that income for renting out the room was important, with the policy of out of hours to be discussed in future. Cllr Woodman suggested a rota system among Councillors who live locally.

Also consideration needs to be given to hiring out the room during the day. Already the French group, a chiropodist and the local Police Officer have shown an interest in using the room, but fees would need to be decided.

Anticipated use would be formal for the meeting room, informal for the library, possibly £10 per hour for the meeting room as an introductory step, to be considered by Council, also Cllr Harrison to find out from local venues eg Perton Library. Find out from PC M Picken re Red House fees for surgeries.

Terms and conditions: Cllr Harrison to draft a lettings and bookings sheet, including charge, use of toilet, respect for others, pay for damage. Customer and Council would have copy. Pay up front a non-refundable if less than 7 days' notice of cancellation.

6 TO CONSIDER WHETHER THERE IS VALUE FOR THE COMMITTEE TO UNDERTAKE A SWOT ANALYSIS AND WAYS IN WHICH IT MIGHT BE COMPLETED

Mr Ward said there was no time for a SWOT analysis at this stage of the meeting, and that other libraries have found it useful. It was agreed that members think about it separately and pass on their comments to Mr Ward by 24th June for him to do a synopsis of them. Mr Ward to email all Councillors to invite all of them to contribute their thoughts.

7 TO CONSIDER A DRAFT ACTION PLAN PRODUCED BY THE LIBRARY TEAM AND WAYS FORWARD.

Mr Ward reported on an Operational Meeting held recently, chaired by Elaine Moss and attended by representatives from other libraries. Mr Ward was concerned there might be duplications with the activities proposed by the Committee. He presented a Joint Action Plan which resulted from the Team listing events to be held by Shropshire Library Services (SLS), their document 'Business Plan and Vision for the Service', and their Priority Chart 2016. He was concerned about smooth functioning between the Library Committee and the Operational team. Margaret Leach and Elaine Moss to be invited to the next meeting and discussion held with reference to the Priority Chart 2016 document. Committee felt committed to having joint activities. (Mr Ward referred to the Action Plan 2016/17) and need to address.

It was agreed prior to the next meeting:

- Councillors to carry out SWOT analysis and email to Michael Ward
- Put Action Plan for next meeting with Margaret Leach and Elaine Moss to attend.
- Cllr Harrison to draw up draft Terms and Conditions for letting
- Constitution – the Committee needs an agreed brief (Mr Ward to prepare for next meeting).

- Replacement for member of staff, Sarah Roberts

8 ANY OTHER BUSINESS

There was no further business

9 DATE OF NEXT MEETING

Monday 11th July 2016 at 1.30 pm – 3.30 pm

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