

**ALBRIGHTON PARISH COUNCIL  
MINUTES OF THE LIBRARY COMMITTEE MEETING  
14<sup>th</sup> September 2016 at 10.00 am in the  
Parish Council Meeting Room**

Minutes of the Albrighton Parish Council Library Committee held on Wednesday 14<sup>th</sup> September 2016 at 10.00 am in the Albrighton Council Meeting Room.

**PRESENT:** Cllr. P Harrison, Cllr. D Beechey, Miss. E Moss (Shropshire Library Services), Mrs M Leach (Albrighton Library), Mrs T Eccleston (Shropshire Library Services)

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

As the Chairman, Cllr Pledger, was absent from the meeting, Cllr Harrison took the Chair being Chairman of the Parish Council.

**1. Apologies for absence**

Cllr Pledger (meeting elsewhere), Cllr Woodman (meeting elsewhere), Cllr Straney (work commitments) the apologies were accepted.

**002. Minutes of the Library Committee meeting held 11<sup>th</sup> July 2016**

The minutes were agreed and signed by the Acting Chairman.

**003. Matters arising.**

Mr Ward thanked Miss Moss for her contribution to the meetings and for her assistance in the transfer to Parish Council control. This was to be her last meeting prior to her retiring which coincides with reorganisation of library areas within Shropshire and the disbanding of the South area.

**004. To receive the resignation of Cllr Straney from the Library Committee.**

A letter was received from Cllr Straney submitting his resignation from the Committee due to meetings being held during his working day. His resignation was accepted - day time meetings are necessary to enable attendance by County Library staff.

**005. To consider the Government document 'Community Libraries: Good Practice Toolkit' and its implications for Albrighton Library, update of 13<sup>th</sup> July 2016**

It was felt that this document forms a useful reference document and raises issues around running a library, eg Safeguarding, Health and Safety, Data Protection. It was agreed that it should be used alongside the Service Level Agreement due to be signed which will enshrine

issues relevant to the library. It was agreed to submit it to full Council as a foundation of good practice which is being followed.

**006. Report of Library Network Forum of 8<sup>th</sup> September 2016**

The Network Forum included representatives of libraries throughout Shropshire and was the first of its kind following the commencement of the transfer of libraries from County Council responsibility. As Chair of the meeting of 8<sup>th</sup> September held at Albrighton Library, Mr Ward made a brief report to the meeting, though said he had not had the opportunity to look at the feedback forms. He and Mrs Leach agreed that it was a useful meeting, and there were good suggestions made, for instance the setting up of an online blog which would facilitate the sharing of ideas, suggestions and enable networking, particularly with the libraries being at different stages of the transfer process. The Forum agreed that the meetings would take place at different libraries throughout the County, chaired by a local representative.

**Report from Albrighton Library Operational Meeting of 24<sup>th</sup> August 2016 by Miss Moss**

- There was concern that the remit of the Operational Meetings may overlap with that of the Library Committee, so both may not be necessary in the longer term.
- Concern for the building – repairs to the roof are necessary, and it was felt strongly that these should be carried out while under warranty.
- Training of Mr Ward, and Mrs Meikle with Mrs Leach is still ongoing, with other training to be done in the future.
- Performance statistics – figures show a general downward trend, in line with national trends.
- Feedback/complaints – Mrs Leach reported that no formal complaints have been received; but there have been some informal comments, generally positive; users are glad that the library is continuing.
- Action plan (Mrs Moss has copy) – as part of the contract, each transferred library is to produce an annual action plan. This needs to link to the Business Plan, for instance the Summer Reading scheme. Also the Action Plan includes local activities such as the Friends group.

Cllr Harrison highlighted his concern regarding the amount of time and therefore of staff costs involved in the ongoing running of the library which were perhaps not fully understood when the Parish Council agreed to take on the library. However, other transferred libraries generally rely on Operational Meetings, not a committee. Also Cllr Beechey made a point that other Parish Councils are under pressure to take on more services and staffing is a consequence of this.

**007. To consider in principle, the involvement of the Shropshire HR Business Design service in the development of a business plan.**

Mr Ward informed that meeting that this was an agenda item for the next Council Meeting. Costs were therefore as yet unknown. If Council agrees to the HR Service going ahead, then

a decision will be needed on consulting them with regard to formulating a Business Plan. Cllr Beechey suggested seeking Diane Dorrell's advice (SALC).

**008. Staffing**

Emily Zaadstra has started as Library Assistant, working six hours per week, she is now able to work alone.

**009. Room Lettings**

Discussions are underway with West Mercia Police to provide a venue for rest and refreshments at £1,000 pa, with a lettings agreement drafted. They would be provided with keys to allow them to use the building when closed to the public.

[Mr Ward briefly left the meeting to attend to a visitor].

A local chiropodist/podiatrist may be interested in hiring the meeting room

Mrs Meikle described publicity for the room lettings so far: mention in the Parish Magazine, posters on the noticeboard, and entry on the website, a fuller page on the website may be felt advantageous.

**010. Update on Friends of the Library**

Next meeting due to take place on 15<sup>th</sup> September, with members of the Friends' group being encouraged to bring a friend. It has had a successful history, but numbers are declining.

**011. Update on the display of the model ship HMS Albrighton**

The meeting was grateful to Mr Gerald Leach for producing the case at no cost of the Council (designed by Mrs Leach).

**012. Any agenda items for the next meeting of the Library Committee.**

- 1 Service Level Agreement
- 2 HR and Business plan.

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

Thursday 24<sup>th</sup> November 2016 at 10.00 am in the Parish Council Meeting Room

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