

- Recommend to Policy and Strategy Committee that they initiate work on a 3-5 year overall council vision, perhaps with the help of Community Link Officer David Read to involve staff once in place.
- Recommend that the council website is changed to allow content management in-house.

Library

We agreed to;

- Go back and negotiate with LDT rates of hire and further develop a strategic relationship.
- Meet with Sheree Saxton partnership relationship manager at next meeting but Michala to meet next week and report back.
- Laura to ask CC to move car park signage as a temporary measure and clean.
- Understand what we need to deliver in the library agreement and the universal offer, circulate to members.
- Communicate library changes, create a Library page on LTC website, add closure PR, add new layout and range of services offered plus Summer Reading Challenge arrangement.
- Ask for a Library page in Looe Community News
- Ask if a footfall counter can be added.
- Once staffing is in place arrange a member/officer meet and greet social.
- Arrange an open day in early November 4-8pm drop in basis for residents.
- Consider a drinks machine.

Pop up information centre

We agree to;

- Ask Laura to contact A2Z sign writers for livery quotation include pictorial montage on long external side, map on external back panel and inside. Could we use pictorial map used on heritage trail signs and leaflet?

Wording should include Looe Visitor Information, where to stay, where to eat, things to see and do and include LTC logo, TIC branding and Looe Live logo.

- Photographs supplied.
- Consider additional sockets and security camera.
- Leave space for screen on back wall
- Space for limited number of leaflets, transport timetables and maps only.
- Sell EPOS, develop till options,
- Lighting track to replace tube
- Write to landowners for permissions
- Consider solar power supply
- Consider wifi hot spot
- Storage spec supplied
- Gain quotation for internal works, options to contact provided

We also agreed to take a lead in specific areas of work;

- Cllr Michala Powell - communications, website population, social media posts, gather information
- Cllr Paul Penhaligan - Disability Looe initiative
- Cllr Beverley Richardson - Develop an events and activities programme (bearing in mind compatibility with other users) evenings and weekend opening.
- Cllr Chris Rose - Collate community groups and identify gaps, set up a 'Friends of Looe Library' expression of interest form online registration and hard copy with publicity.
- Cllr Edwina Hannaford - Develop signage proposals for building external and internal.

Key message;

Add to social media

Election of chair and vice chair

Work progressing on pop up information centre

Arrangements for library closure for refurbishment