



**MINUTES OF THE LIBRARY AND COMMUNITY
COMMITTEE MEETING**

Held in the Tourist Information Centre, The Guildhall, Fore Street,
East Looe PL13 1AA on
Monday 22nd July 2019 at 7pm

PRESENT

Chairman: Cllr Mrs E Hannaford
M Gregory (ex officio)
P Penhaligan, Mrs B Richardson and C Rose

IN ATTENDANCE

Mrs A Frith – Town Clerk
Mrs L Kellaway – Amenities Manager
Ms A Banks – Library Assistant
Cllr J Lundy and Cllr J Newman (arrived at 7.25pm)

Cllr Mrs Hannaford proposed that Cllr Lundy be co-opted for this meeting only, seconded by Cllr Rose it was unanimously agreed.

		ACTIONS
11.	<u>APOLOGIES</u> Apologies for absence were received from Cllr Bryan and Cllr Mrs Powell.	
12.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
13.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> There were no Declarations made.	
14.	<u>TO UPDATE ON THE POP UP TOURIST INFORMATION CENTRE.</u> <u>.1 Safety Check</u> Mrs Kellaway informed the Committee that the trailer is now insured and safety checked, one light is broken, due to be repaired, and there is an advisory for one tyre. <u>.2 Permissions for siting</u> Permissions for the trailer locations have been requested, East Looe Town Trust will only allow the trailer to be sited on their land for a maximum of a weekend, Looe Harbour Commission will be discussing our request at their meeting on 23 rd July and Cornwall	

	<p>Council have given permission for the trailer to be sited on the land between Pier One Cafe and Kelly's subject to there being a 2 meter clearance around the trailer. It was suggested that a site at Hannaford needs to be sought and that could possibly be between Island Cafe and the Coastguard Station. Cllr Mrs Hannaford is due to meet with Mike Beckett on 26th July and will discuss this with him.</p> <p><u>.3 Fitting out</u> Quotations for fitting out the trailer were deferred to Part Two.</p> <p><u>.4 Electricity Supply</u> Cllr Rose had undertaken some research on generators the cost of which varied from around £350 to £2000 depending on the output and capability, installing solar panels would be an additional cost. Cllr Rose stated that the mid price one might be the best option. Mrs Kellaway suggested that asking permission from Pier One Cafe and Kelly's to use their electricity might be an option and asked permission to contact them. This was unanimously agreed. Mrs Kellaway also suggested that mains electric be provided on the outside of the library building to enable the trailer to be hooked up to a mains supply when necessary.</p> <p><u>.5 Wi-fi</u> Mrs Kellaway had sourced a wi-fi dongle that could be used in the pop-up at a cost of £49 pay as you go. Cllr Gregory suggested that she look at a contract price and compare with. 3. Cllr Mrs Hannaford informed that I-Zettle through a mobile phone app is very good. Mrs Kellaway was asked to research both these options. Mrs Kellaway left the meeting at 7.35pm</p>	<p>LK to action</p> <p>LK to action</p>
<p>15.</p>	<p><u>TO UPDATE ON TASKS ALLOCATED AT THE LAST MEETING</u></p> <p>This item was moved up the Agenda to accommodate Cllr Lundy.</p> <p><u>.1 Signage</u> Cllr Lundy presented examples of signage that he had put together. These were discussed at length and it was agreed that various amendments need to be made. Cllr Rose suggested that Cllr Lundy put three or four options together and then a decision can be made. A smaller sign is also needed for the side of the door with opening hours and contact numbers on it. Cllr Lundy agreed to provide options as discussed.</p> <p>Car park signage was also discussed and Cllr Gregory suggested that the sign needs to be the same as the one at the Patients car park and requested that Mrs Kellaway locate the legal wording that should include "Parking for Looe Community Hub Users Only, Users Must Display a Permit".</p> <p>Cllr Lundy left the meeting at 8.05pm after having been</p>	<p>JL to action</p> <p>LK to locate legal wording</p>

	thanked for his work by the Committee.	
16.	<p><u>TO APPROVE THE MINUTES OF THE MEETING OF 17TH JUNE 2019</u></p> <p>Cllr Mrs Hannaford proposed that the Minutes of the meeting of 17th June 2019 be approved, seconded by Cllr Mrs Richardson it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the Minutes of the Meeting of 17th June 2019.</p>	
17.	<p><u>TO UPDATE ON THE COMMUNITY HUB (refurbishment timetable, temporary service cover, summer reading challenge and signage proposals)</u></p> <p>The work has started ahead of schedule and the Committee asked for “progress” photo’s to be taken so that we can inform our residents. The Clerk was asked to contact Nick Clowes to undertake this task.</p> <p>Ms Banks updated on the Summer Reading Challenge, she had been out to schools who are all aware that the children can join in and this can also be done when the mobile library visits Looe.</p> <p>Cllr Mrs Hannaford asked Ms Banks to promote the Summer Reading Challenge through the mobile library and to also check that internet access is promoted and inform Liskeard Job Centre.</p>	<p>Nick Clowes to action</p> <p>AB to action</p>
18.	<p><u>TO UPDATE ON THE RECRUITMENT PROCESS</u></p> <p>Cllr Mrs Hannaford informed that the closing date for the Library Community Hub Manager is 24th July with interviews to be arranged around the 1st August. The shortlisting process will be dealt with by Cornwall Council and Cllr Mrs Hannaford will ask for the list to be provided by email this week.</p>	EH to action
19.	<p><u>TO DISCUSS A MEETING WITH LOOE DEVELOPMENT TRUST OVER FUTURE RELATIONSHIP</u></p> <p>The Clerk was asked to arrange an open discussion, informal meeting with Looe Development Trust. It was agreed that Cllrs Gregory, Rose, and Penhaligan meet with them with Cllr Mrs Hannaford attending if needed.</p>	Clerk to action
20.	<p><u>TO UPDATE ON TASKS ALLOCATED AT THE LAST MEETING</u></p> <p>.1 Collate Community Groups and set up a Friends of Looe Library Group – at the request of the Chair, Cllr Rose has delegated this allocated task to Ms Banks.</p> <p>.2 Disability Looe Initiative - Cllr Penhaligan informed that progress is good and he explained this to Ms Banks. Phase two is due to commence soon.</p> <p>.3 Events and Activities Programme – Cllr Mrs Richardson informed of the ideas she had come up with</p>	

	<p>so far, Cllr Mrs Hannaford asked her to circulate the list to all Members, and Ms Banks, for them to prioritise via the office. Cllr Mrs Richardson stated that we need to flag up the easy/most important ones.</p> <p>.4 Communications, website, social media etc – As Cllr Mrs Powell was not present Cllr Mrs Hannaford agreed to speak to Cllr Mrs Powell for a progress update.</p> <p>.5 Signage – This matter had been dealt with. See Min No: 15 above.</p>	Clerk to circulate on receipt
21.	<p><u>TO DISCUSS KEY MESSAGE COMMUNICATION</u></p> <p>Cllr Mrs Hannaford suggested a pictorial progress and collating messages during the closure of the library. It was agreed that information regarding the improvement of the “offer” should be undertaken by the Library Hub Manager when appointed.</p> <p>Cllr Penhaligan suggested that a spiel should be put out to all Councillors. Cllr Mrs Hannaford agreed to undertake this task.</p>	EH to action
22.	<p><u>TO DISCUSS UNIVERSAL OFFERS FROM THE LIBRARY</u></p> <p>Ms Banks provided information for Members and explained briefly that it is about a vision for the future of the library, trying to link up with some calendar dates of events taking place.</p> <p>Cllr Mrs Hannaford informed that Cornwall Council have adopted a 20/20 Vision for Libraries, there is a booklet which Members can look at in which it explains that agreement that has been signed up for. The information will be helpful for cross referencing. It was agreed that Ms Banks and the New Manager work on this.</p>	
23.	<p><u>MATTERS FOR FURTHER OR UGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></p> <p><u>.1 Water Refill Station</u></p> <p>Ms Banks informed that she had seen the refill station on the seafront supplied by East Looe Town Trust and suggested that this could be an idea for around the Town and on the Library building. The Clerk was ask to ask Nick Clowes to install a water pipe on the outside of the Library building in a suitable location and the matter be referred to the Environment and Devolution Committee for discussion regarding a town wide scheme.</p> <p>The Clerk was asked to contact East Looe Town Trust for information.</p> <p><u>.2 VE Day 2020</u></p> <p>This matter was deferred to the next meeting on 25th September 2019.</p>	<p>Referred to E & D Committee</p> <p>Clerk to action</p> <p>Agenda for next mtg</p>