



LOOE TOWN COUNCIL

MINUTES OF THE LIBRARY AND COMMUNITY COMMITTEE

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Wednesday 9th October 2019 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Chairman: Cllr E Hannaford
Councillors: M Gregory, P Penhaligan,
Mrs B Richardson and C Rose

IN ATTENDANCE

Library and Community Hub Manager – Angela Conner
Interim Clerk – Mr Chris Harris
Cllr J Newman
Cllr T Crane
Library Assistant – Alison Banks

		ACTIONS
27.	<u>TO UPDATE ON RECRUITMENT PROCESS</u> Angela Conner, Library and Community Hub Manager commenced her post on Tuesday 1 st October 2019. Angela introduced herself to the committee and gave some background of her experience in libraries and the community. Angela looks forward to working with the committee going forward.	
28.	<u>APOLOGIES</u> Apologies for absence were received from Cllr Powell.	
29.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
30.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> There were no declarations of interest declared.	
31.	<u>TO RESOLVE TO APPROVE THE MINUTES OF THE LIBRARY AN COMMUNITY MEETING OF 22ND JULY 2019</u> Cllr Rose proposed that the Minutes of the Meeting of 22 nd July 2019 be approved, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 22 nd July 2019.	

<p>32.</p>	<p><u>MATTERS ARISING FROM THE LIBRARY AND COMMUNITY COMMITTEE MEETING HELD ON 22ND JULY 2019</u></p> <p><u>.1 Ref Min No 14 To Update on the pop up Tourist Information Centre</u> Mrs. Kellaway has purchased a dongle for wi-fi.</p> <p><u>.2 Ref Min No 15 To update on tasks allocated at the last meeting. Signage</u> Legal wording regarding parking to be obtained.</p> <p><u>.3 Ref Min No 19 To discuss a meeting with Looe Development Trust over Future Relationship</u> The open discussion informal meeting with Looe Development Trust to be arranged. As stated in the previous minutes Cllrs Gregory, Rose and Penhaligan to meet.</p> <p><u>.4 Ref Min No 23. Part 1. Water Refill Station Matters arising for further or urgent discussion as determined by the chairman.</u> Nick Clowes has installed a water pipe at the side of the building. It was discussed if a drink unit could be placed over it like East Looe Town Trust use.</p> <p><u>.5 Ref Min No 25</u> Amendment to name, Whitebrook, not Whitehead.</p>	<p>CH to investigate</p>
<p>33.</p>	<p><u>TO UPDATE ON POP-UP TIC</u></p> <p>Linked to Part 2. The pop-up was used for Looe Live which was received well. Cllr Hannaford stated that it has good lighting and storage and they received very positive comments throughout Looe Live. Thank you very much to Laura Kellaway for all her hard work and for making it happen The wider vision of the Tourist Information Centre to be decided. Insurance for towing the trailer and age restrictions</p>	<p>CH to investigate</p>
<p>34.</p>	<p><u>TO UPDATE ON THE COMMUNITY HUB (REFURBISHMENTS TIMETABLE, TEMPORARY SERVICE COVER AND SUMMER READING CHALLENGE</u></p> <p>The refurbishment schedule is currently on target. Alison Banks thanked all those who offered to help when the furniture and stock is due to be taken back to the library on 15th and 16th October. Cllrs have offered to be on call. Soft opening due for 22nd October. For the Summer Reading Challenge information was available on the website for parents however numbers were lower than previous years. Alison had some very positive conversations with schools. Sheree Saxton and Paul Evered from Cornwall Libraries will be available to help on 15th and 16th October along with IT Communications regarding the re-opening to be completed on social media pages and the Town Council website. An official open day was discussed and decided for Saturday 30th November. Angela Conner to lead a small working party to organise. Ideas included; reminisce of Looe Library, photo gallery, refreshments, storytelling and talks about rock pooling. Volunteer recruitment would also tie in with International Volunteers Day.</p>	<p>AC to action</p> <p>AC to action and organise</p>

35.	<p><u>TO DISCUSS A MEETING WITH LOOE DEVELOPMENT TRUST OVER FUTURE RELATIONSHIP</u> Refer to 32 in Minutes <u>MATTERS ARISING FROM THE LIBRARY AND COMMUNITY MEETING HELD ON 22nd JULY 2019</u></p>	CH to action
36.	<p><u>TO REVIEW WORK PROGRAMME AND PRIORITIES</u> The three main areas to focus on for the work programme; Libraries, Tourist Information Centre and the Community. A framework to be produced for the next committee meeting.</p>	AC to produce a framework
37.	<p><u>TO UPDATE ON TASKS:</u> <u>Cllr Powell – Communication, Website, Social Media</u> Comms Policy requires reviewing. Cllr Powell to liaise with Angela regarding a Comms Plan. <u>Cllr Penhaligan – Disability Looe Initiative</u> 4 more purple angels. Phase 2 for Disability Confident in operation. <u>Cllr Richardson – Events and Activities Programme</u> Cllr Richardson discussed regular event suggestions that can take place in the community hub such as; autism and single dad groups, games nights, holiday clubs. There needs to be more regular events for young people and young adults. The Universal Offers national event calendar was shared prior to the meeting by Angela. Cllr Hannaford suggested looking at the most important ideas from the Neighbourhood Plan youth survey. Need to consider what is manageable in the space provided. <u>Ms Banks – Collate Community Groups and Identify Gaps and friends of Looe Library Expressions of Interest</u> Working with Angela, a list of community groups was compiled and research into Friends of Library groups in the Cornwall region. <u>Cllr Hannaford – Develop Signage Proposals</u> Angela and Alison to decide on library signage then circulate to the committee ideally in preparation for the opening day. Car Parking sign to replicate with the Town Council logo.</p>	<p>CH to action AC and MP</p> <p>AC to meet with BR to look at the priorities taking into account the Youth Big conversation</p> <p>AC and AB</p>
38.	<p><u>TO DISCUSS OUT OF HOURS LIBRARY KEY HOLDERS</u> Laura Kellaway has secured Kestral Guards. They were library emergency key holders when Looe Library was under Cornwall Council control.</p>	
39.	<p><u>TO CONSIDER LOOE GUIDE PRODUCTION 2020</u> Production, printing and distribution need to be costed as well as how many copies to print. Tourist Information staff to liaise with local businesses regarding adverts and pulling articles.</p>	AC to liaise with TIC staff
40.	<p><u>TO DISCUSS THE YOUTH BIG CONVERSATION</u> 14 young adults attending Boscarn and 8 attended Millpool. An invite has been sent for follow up meetings. Very positive discussions. January 2020 the ideas from the meetings will go forward.</p>	

41.	<u>TO DISCUSS NEW YEAR'S EVE ROAD CLOSURE</u> Discussed and agreed to refer to Full Council meeting on Monday 14 th October 2019.	
42.	<u>TO DISCUSS VE DAY 2020</u> A small working group to liaise with the Royal British Legion. Contact local businesses.	BR and CR to contact businesses
43.	<u>TO DISCUSS MAYFLOWER 400 FOR LOOE</u> Plymouth have a large series of events in 2020 marketed to the American public and may not be able to cope with accommodation. Cllr Hannaford suggested if Looe can advertise on their website Possibly take the pop-up TIC for events. Links with the City Bus in Plymouth Devon and Cornwall rail links Cornwall Record Officer	EH to liaise EH to look at transport link CR to action AC and AB
44.	<u>TO DISCUSS KEY MESSAGES COMMUNICATION</u> Library still on schedule. Use photos and planning an open day in November.	
45.	<u>TO DISCUSS RECOMMENDATIONS TO OTHER COMMITTEES</u> New Year's Eve road closures to be referred to Full Council on Monday 14 th October 2019.	
46.	<u>MATTERS FOR FURTHER DISCUSSION</u> Letting residents know information and how do we do it effectively	
47.	<u>TO MOVE THE MEETING TO PART TWO</u> Cllr Hannaford proposed that the meeting move to Part Two to discuss the future of Visitor Information Service and staffing requirements. Cllr Hannaford expressed her thanks to Alison Banks for all her hard work <u>RESOLVED</u> Unanimously to move the Meeting to Part Two. Alison Banks and Chris Harris left the meeting at 8.45pm.	

The Meeting closed at 10pm.

Signed

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