



**MINUTES OF THE LIBRARY AND COMMUNITY COMMITTEE**

Held in the Looe Library and Community Hub,  
 The Millpool, West Looe PL13 2AF  
 Telephone: 01503 262255

On Wednesday 27<sup>th</sup> November 2019 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:** Chairperson: Cllr E Hannaford  
 Councillors: Cllr M Gregory, Cllr P Penhaligan and Cllr M Yarwood

**IN ATTENDANCE:** Cllr A Toms, Library and Community Hub Manager – Angela Conner,  
 Commercial and Strategic Director and Town Clerk – Mel Colton-Dyer

		<b>ACTIONS</b>
<b>49.</b>	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllr Chris Rose, Cllr Michala Powell, Cllr Jon Newman and Cllr Beverley Richardson.	
<b>50.</b>	<b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> There were no declarations of interest declared.	
<b>51.</b>	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present. Cllr Hannaford would like the meeting promoted better to ensure more members of the public were aware and could attend.	
<b>52.</b>	<b><u>TO RESOLVE TO APPROVE THE MINUTES OF THE LIBRARY AND COMMUNITY COMMITTEE MEETING OF 9<sup>TH</sup> OCTOBER 2019</u></b> Cllr Hannaford proposed that Part 1 Minutes of the Meeting of 9 <sup>th</sup> Oct 2019 be approved, seconded by Cllr Penhaligan. Cllr Hannaford proposed that Part 2 of the Minutes of the Meeting of 9 <sup>th</sup> Oct 2019 be approved, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> Unanimously to approve Part 1 and Part 2 of the Minutes of the Meeting of 9 <sup>th</sup> Oct 2019.	

<p><b>53.</b></p>	<p><b><u>MATTERS ARISING FROM THE LIBRARY AND COMMUNITY COMMITTEE MEETING HELD ON 9<sup>TH</sup> OCT 2019</u></b></p> <p><u>.1 Ref Min No 32 Water Refill Station</u> Mel (DC) to speak to East Looe Town Trust regarding their water station.</p> <p><u>.2 Ref Min No 34 To update on the Community Hub</u> Open day has been organised for Sat 30<sup>th</sup> Nov. If required Angela to send time slots to Councillors. Cllr Penhaligan to speak with Wendy Norman at the Millpool Centre for joint events if and when required.</p> <p><u>.3 Ref Min No 36 To review work programme and priorities</u> Angela to send out to committee members.</p> <p><u>.4 Ref Min No 37. To Update on tasks</u> <u>Communications, Website and Social Media</u> Library Facebook page is currently being set up. Angela would like a separate FB page for the library so there can be daily posts about the library, books, reading etc which doesn't overcrowd the Town Council page. Cllr Penhaligan suggested using Looe Town Council for everything as there is 1 brand. Cllr Yarwood agreed with Cllr Penhaligan. Cllr Hannaford and Cllr Gregory suggested to review after 6 months in order to build the identity of the library Mel (DC) producing a Communications strategy not just FB. There needs to be a strong voice and branding. Will send a proposal to Full Council</p> <p><u>Events</u> Angela to meet with Cllr Yarwood re: events and inc Cllr Richardson.</p> <p><u>Signage</u> Mel (CD) asked for clarification on Looe Town Council's opening hours. It was recommended that public access should be 9-12.30 but the Town Council offices are manned between 9am and 4pm. Cllr Hannaford proposed to adopt the new opening hours and Cllr Gregory seconded. Communications to be made via FB and email and explaining the library opening hours are different.</p> <p><u>.5 Ref Min No 39 To consider Looe Guide Production 2020</u> It was decided at the Tourism Visioning meeting not to have a printed copy of the Looe Guide due to the time constraints and capacity. A free line entry for the businesses on the website was decided. The focus will be on the digital aspect as we need to consider the impact of the environment. Looe Town Council can support and endorse other companies who produce hard copies about Looe.</p> <p><u>.6 Ref Min No 42 To discuss VE Day 2020</u> Cllr Bryan to contact the Royal British Legion and school. Lead on this with Cllr Toms and Cllr Richardson</p> <p><u>.7 Ref Min No 43 To discuss Mayflower 400 for Looe</u> Cllr Hannaford contacted Plymouth re: city bus advertising and the marketing manager to promote Looe accommodation for people visiting Plymouth for the Mayflower celebrations.</p>	<p>MDC to action</p> <p>PP</p> <p>AC</p> <p>MDC</p> <p>AC and MY</p> <p>DB, AT and BR</p>
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	<p>Cllr Toms mentioned the good link of Quakers in Looe and the Mayflower  Cllr Hannaford shared costs of an advertising banner on Plymouth website;  3 months £150  6 months £275  9 months £395  12 months £500  All above costs plus VAT  Require a full list of accommodation in Looe plus website links.  Cllr Rose contacted Richard Burningham regarding events for Mayflower 400 and VE day celebrations. His response is as follows;  <i>We're working with the Mayflower 400 team here on marketing and are keen to get Mayflower visitors to Plymouth next year to do trips to Looe and other places within easy rail reach. I have to say I hadn't yet given any thought to the 75<sup>th</sup> Anniversary of VE Day. Given the Looe Valley Line has modern diesel trains, it's probably not something for us but rather the Bodmin &amp; Wenford Railway. Looking ahead to 2021, I have been thinking about the 50<sup>th</sup> anniversary of decimal currency on 15 February. For example, if GWR will agree, I like to see if at least some people could travel for the 1971 fare if they can pay in old money.</i></p>	
<p>54.</p>	<p><b><u>CORRESPONDENCE</u></b>  None received.</p>	
<p>55.</p>	<p><b><u>LIBRARY</u></b>  <u>Manager's Report</u>  Shared with Committee Members prior to the meeting with the Agenda. Items from the report to discuss further are;  <u>Food for Fines</u>  In partnership with Cornwall Libraries customers can pay their fines with food for the local food banks. Looe Town Council want to encourage the people of Looe to consider additional donations to support those in difficulty in the lead up to Christmas and then to continue as a Looe Town Council initiative into the new year. There is also another collection point at the Co-op and St. Nicholas Church. This can be linked to Key Messages.  <u>Safe Place</u>  Clarification to be sought with the Information Service regarding a Safe Place and also assistance with signposting vulnerable and homeless people.  <u>Events and activities</u>  Open Day taking place with local author Ellie Jackson, Bookstart Bear Trail, Bookstart Bear, volunteering information and Borrowbox e-books and e-audio information. Looe Library cake to be organised.  Cllr Yarwood discussed Cornwall College have additional funding for</p>	<p>AC to contact Information Service   AC to organise cake</p>

	<p>adult education and outreach programmes in the community. These could be feeder programmes back to the college. Angela suggested careers research, job searching, CV writing and soft skills. The library could be a great space. Angela and MY to meet.</p> <p><u>Staffing</u> Enquiries regarding opening hours, resourcing additional opening hours needs to be reviewed and considered, training existing staff (multi-task). Shadowing to start with. Cllr Penhaligan discussed how we manage events and the building especially when the building is closed to the public.</p>	<p>AC and MY</p> <p>AC to speak to staff</p>
	Cllr Toms and Mel (DC) left the meeting at 8.30pm.	
56.	<p><b><u>VISITOR INFORMATION</u></b> <u>Manager's Report</u> Shared with Committee Members prior to the meeting with the Agenda. The Town Council were considering several options for the tourism offering as part of a strategic review for 2020 and beyond. The desire is to effectively present Looe as a holiday destination with a review of our digital presence as well as how best to serve the needs of day visitors.</p>	
57.	<p><b><u>COMMUNITY/SOCIAL</u></b> <u>Big Conversation Update</u> Cllr Penhaligan visited Looe Academy assembly on 26<sup>th</sup> November to speak to students. After an interactive assembly students were involved. Handed out flyers at lunchtime and reminded them about the meeting at the Library. There has been no expense with this project. <u>Disability Confident</u> 1 new purple angel member.</p>	
58.	<p><b><u>TO DISCUSS RECOMMENDATIONS FROM OTHER COMMITTEES</u></b> No recommendation from other committees to discuss.</p>	
59.	<p><b><u>TO DISCUSS COMMUNICATION OF KEY MESSAGES</u></b> <u>Food for Fines.</u> This is a central campaign via Cornwall Libraries who have asked participating libraries whether they would be interested in the BBC visiting them to promote it. Looe Town Council are extremely interested. Angela to respond to Cornwall Libraries.</p>	<p>AC to contact Cornwall Libraries</p>
60.	<p><b><u>MATTERS FOR FURTHER DISCUSSION</u></b> Plymouth City Bus and advertising.</p>	

<b>61.</b>	<b><u>DATE FOR NEXT MEETING</u></b> Wednesday 15 <sup>th</sup> January 2020, 7pm at Looe Town Council Chamber.	
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**The Meeting closed at 9.30pm.**

Signed .....

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