

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



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 15th January 2020 at 7.00pm

REPORT TO COUNCIL

PRESENT: Chairperson: Cllr E. Hannaford
Councillors: Cllr M. Gregory, Cllr C. Rose, Cllr M. Powell,
Cllr M. Yarwood, Cllr B. Richardson, Cllr J. Newman
Cllr P. Penhaligan

IN ATTENDANCE Library and Community Hub Manager – Angela Conner
Tri-Service Safety Officer – Phil Whittingham
Member of the Public – Frances Bailey

	ACTIONS
Cllr. Hannaford read out housekeeping matters	
<p>Cllr. Hannaford introduced the guest speaker, <u>Tri-Service Safety Officer – Phil Whittingham</u></p> <p>Phil Whittingham introduced himself to the committee and explained his role. He has been in post since April 2019 and has been met by a fantastic and welcoming community.</p> <p>For Paramedics he can respond to Category 1 and category 2 Fire – carries out home fire safety visits and can fix smoke and carbon monoxide alarms via a social care or GP referral</p> <p>Works with the Neighbourhood Team and engages with the community.</p> <p>Looking at working with the library to hold Dementia Information Sessions once a month. Need support with promotion – noticeboards, word of mouth, use of space, social media</p> <p>Requested if his contact details can be added to the Looe Town Council Website.</p>	AC to liaise with Phil Whittingham

62.	<p><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> Frances Bailey in attendance to observe and see what's happening especially with the youth initiative.</p>	
63.	<p><u>TO RECEIVE APOLOGIES</u> No apologies. <u>ABSENT</u> Cllr D Bryan.</p>	
64.	<p><u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Yarwood declared herself as an employee of Cornwall College in relation to Item 8. Events and Activities. Cllr Penhaligan declared an interest as part of the Rusty Bucket in relation to Item 7. Big Conversation Update.</p>	
65.	<p><u>TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 27TH NOVEMBER 2019 (MINUTE NOS 49-61 INC)</u> Cllr Hannaford proposed that the minutes of the Library and Community meeting held on 27th November 2019 be approved, seconded by Cllr Yarwood it was: <u>RESOLVED</u> With a vote of 4/4 abstentions to approve the minutes of the Library and Community meeting held on 27th November 2019. Cllr Rose, Cllr Newman, Cllr Powell and Cllr Richardson abstained from voting as they were not present at the 27th November 2019 Committee Meeting.</p>	
66.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27TH NOVEMBER 2019</u></p> <ol style="list-style-type: none"> 1. Ref Min No. 32 Mel (DC) to speak to East Looe Town Trust regarding their water station 2. Ref Min No. 34. Cllr Penhaligan to speak to Wendy Norman at the Millpool Centre regarding joint events 3. Ref Min No. 36. Angela has sent out a work priorities spreadsheet. Linked to Item 8 on the agenda 4. Ref Min. No. 37. Mel (DC) working on Communications Strategy proposal 5. Ref Min. No. 37. Angela and Cllr Yarwood and Cllr Richardson independently met regarding events and activities relating to Item 8 on the agenda 6. Ref Min. No. 42. Cllr. Gregory liaising with Annette Keen (LTC) and Cllrs Bryan and Toms regarding VE Day celebrations 7. Ref Min. No. 55. Safe Place Guidelines. Angela contacted the Information Services and was referred to the guidelines in the Library and Information Service manual. A 'Safe Place' scheme is for people with learning disabilities and/or autism and they 	<p>MDC</p> <p>PP</p> <p>MG</p>

	<p>can go to a registered 'safe place'. It is not to be used as a referral for potential homeless people waiting for Cornwall Housing to contact them.</p> <p>8. Ref Min. No. 55 Cornwall College learning programmes on the agenda Item 8 Events and Activities</p> <p>9. Ref Min. No. 55 Staffing. Angela has liaised with staff and shadowing in the library has taken place.</p>	AC
67.	<p><u>CORRESPONDENCE</u> None received.</p>	
68.	<p><u>COMMUNITY/SOCIAL</u> <u>Youth</u> Cllr Penhaligan informed the Committee that the Youth Looe Project held at the Millpool Centre has closed due to the resignation of Looe Development Trust's Youth Leader. Looe Development Trust provide the facilities on a Wednesday evening. A qualified youth leader has been identified by the Rusty Bucket (who will pay for their time) and a Memorandum of Understanding between the 2 charities is currently under review. The work now is to build a volunteer base. Hoping to commence the Youth Looe Project in February. Cllr Penhaligan gave a presentation on the Youth4Looe ideas, some of which were incorporated into his presentation for a potential one-off project - this was discussed at length. Investigate Looe Development Trust's view on a skate park.</p>	
	<p>8.35pm Phil Whittingham left the meeting. 8.40pm Cllr Penhaligan left the meeting.</p>	
69.	<p><u>LIBRARY</u> <u>Manager's Report</u> Shared to the Committee members prior to the meeting along with the agenda. Items from the report to discuss further; <u>Information Services</u> There has been an increase in Council tax and rent payments being made by the public at the library. As well as an increase in bus pass applications. The IT has been very slow and reporting the issues takes a long time for it to be rectified. <u>Marketing and Events</u> The Open Day on 30th November was a success. It had a great community buzz feel to it. Thank you to everyone who supported, attended, helped out and made it happen. Events such as Rhymetime, stories and crafts, knit and natter and the fantastic Food for Fines campaign have been taking place. Investigate the monetary value of fines Looe Town Council forfeited for the campaign. <u>Social Media</u> Angela has set up a Looe Library Facebook page. Thank you to everyone who has liked, shared and commented. Please continue to</p>	AC

	<p>support and share with family and friends.</p> <p><u>Volunteering</u> The Volunteer Action Plan was circulated to members on 29th November. A Volunteer drop in coffee morning will be held on Wednesday 22nd November.</p> <p><u>Learning Programmes Cllr Yarwood</u> Cornwall College are offering learning programmes in the community 100% funded. The idea is to encourage people back into education and promote lifelong learning. Consulted Angela regarding the various modules on offer. Angela was keen to include back to work type programmes. The 4 that were selected were; employment, parenting skills, personal confidence and mental health awareness. Fully qualified lecturers will be delivering in a 2 hours session over 6-8weeks. Minimum of 6 students to be enrolled per block, over 18 years old and Summer start. Cllr Yarwood enquired regarding providing IT equipment It was suggested funding from Community chest could be provided and/or match funding. Cllr Hannaford proposed to support and pursue. Recommended to the Policy, Strategy and Finance Committee. Cllr Gregory seconded the proposal.</p>	EH
70.	<p><u>VISITOR INFORMATION</u> <u>Manager's Report</u> Shared to the Committee members prior to the meeting along with the agenda. Items from the report to discuss further;</p> <p><u>Promoting Events</u> Currently staff search social media and websites to promote events as they are not always sent in. LTC need to promote the self-serve notification of promoting events via the TIC website.</p> <p><u>National Express Tickets</u> More customers are asking about purchasing tickets via the TIC in person and email. Angela asked whether the card machine could be taken from storage in order to start selling in the library as an agent we receive commission. Investigate and evaluate whether it is viable with commission against staff time.</p> <p><u>Visitor Information Centre</u> Agreed at Full Council that the Visitor Information Centre will be located at the library reception area which will require remodelling and training both TIC staff and existing library staff creating a multi-task workforce.</p>	AC AC
71.	<p><u>TO DISCUSS RECOMMENDATIONS TO OTHER COMMITTEES</u> Policy, Strategy and Finance Committee for IT equipment, tablets. Project Initiation Document required Positive People Programme PLUSS extended to Looe.</p>	AC

72.	<p><u>TO DISCUSS COMMUNICATION OF KEY MESSAGES</u> Learning Programmes. Self-serve events on Tourist Information Website.</p>	
73.	<p><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u> None</p>	
74.	<p>DATE FOR NEXT MEETING – Scheduled for Wednesday 11th March 2020 Cllr Rose informed the minute taker he will not be able to attend. Cllr Hannaford closed the meeting</p>	

The Meeting closed at 9.15 pm.

Signed

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