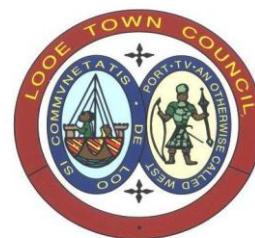


**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



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 11th March 2020 at 7.00pm

REPORT TO COUNCIL

PRESENT: Chairperson: Cllr E. Hannaford
Councillors: Cllr M. Gregory, Cllr M. Powell
Cllr M. Yarwood and Cllr J. Newman

IN ATTENDANCE: Library and Community Hub Manager – Angela Conner
Cllr A. Toms
Cllr S Barker

		ACTIONS
	SECTA were invited to attend the meeting as a guest speaker but unfortunately unable to attend.	
75.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM THE PUBLIC</u> There were no members of the public present.	
76.	<u>TO RECEIVE APOLOGIES</u> Apologies for absence were received from Cllr B. Richardson	
77.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> There were no declarations of interest declared.	
78.	<u>TO RESOLVE TO APPROVE THE MINUTES OF THE MEETING HELD ON 15TH JANUARY 2020 (MINUTE NOS 62-74 INC)</u> Cllr Hannaford proposed that the minutes of the meeting on 15 th January 2020 be approved, seconded by Cllr Powell it was: <u>RESOLVED</u> To approve the minutes 15 th January 2020.	

79.	<p><u>MATTERS ARISING FROM THE MEETING HELD ON 15TH JANUARY 2020</u></p> <ol style="list-style-type: none"> 1. Ref Min No. 66.1. Water station now set up outside Library and Community Hub building with signage 2. Ref Min No. 66.2. Paul Penhaligan met with Wendy Norman at the Millpool Centre and passed details to Angela and Mel (CD) 3. Ref Min No. 66.6. There is a VE Day programme of events to work through which includes a seafront concert, encouraging pubs etc to do their own events. Minutes to be circulated 4. Ref Min. No. 66.7. Angela to liaise with Cornwall Libraries Client Relationship Officer regarding Safe Place guidelines 5. Ref Min. No. 69. Cllr. Hannaford agreed to make a donation from her Community Chest funds to purchase tablets or chrome books for use in learning programmes at the community hub. An application needs to be submitted from Looe Town Council. 6. Ref Min. No. 70. Angela reported back regarding continuation of booking National Express tickets for customers. It was confirmed that as this is an extremely quick process for customers, staff time and commission earned is still in profit. Agree to continue 	<p>MG</p> <p>AC</p> <p>EH/AT/MCD</p>
80.	<p><u>CORRESPONDENCE</u></p> <p>None received.</p>	
81.	<p><u>COMMUNITY/SOCIAL</u></p> <p>Refer Disability Confident to Full Council meeting</p> <p>Big Conversation – liaise with Paul Penhaligan regarding where the Youth Council fits in</p> <p>Paul Penhaligan sent an update via email to the minute taker;</p> <p><u>Big Conversation</u></p> <p><i>“Feedback (version 2 of Millpool re-think) shared with Chair of Looe Development Trust, owners of Trenant Point Cottage, owner of Trehaven Hotel, all of whom supportive including positioning of a small skate park.”</i></p> <p><u>Disability Confident</u></p> <p><i>“Nothing to report, but perhaps an opportunity for Looe Town Council to engage with those businesses that have either changed hands or not (yet) signed up.”</i></p>	<p>MCD</p> <p>MP</p>
82.	<p><u>LIBRARY</u></p> <p><u>Manager’s Report</u></p> <p>Shared to the Committee members prior to the meeting along with the agenda. Items from the report to discuss further;</p> <p><u>Footfall</u></p> <p>Jan and Feb 2020 figures saw a fantastic increase from the previous</p>	

	<p>year. Jan 2019 – 2,811 Jan 2020 – 3,254 an increase of 443</p> <p>Feb 2019 – 2,860 Feb 2020 – 3,372 an increase of 512</p> <p><u>Information Services</u> Report of an increase of vulnerable customers using Information Services with complex needs resulting in lengthy enquiries. Looe Library is working closely with the Client Relationship Officer who is aware of the situation and additional training needs required for agency and other staff</p> <p><u>Marketing and Events</u> More events taking place including a really positive promotion from the Rainbows and Brownies groups in Looe who visited the library with a full page spread in the Cornish Times. Two really successful French for Families sessions have taken place with a fluent French speaker. Extremely popular and well received with the vision to continue sometime after Easter</p> <p><u>Social Media</u> Currently 117 followers. A suggestion from the committee to run a like and share competition to gain more likes and followers to the page.</p> <p><u>Volunteering</u> 1 volunteer comes every week for 2 hours to shelves books, tidy stock and find requests. She will also be doing book repairs on her next session. Another volunteer has helped run a stories and crafts and is able to help with future children’s events.</p>	<p>AC</p> <p>AC</p>
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<p>83.</p>	<p><u>VISITOR INFORMATION</u></p> <p><u>Manager's Report</u> Shared to the Committee members prior to the meeting along with the agenda.</p> <p><u>Website Development</u> A new website was approved at Full Council on Monday 13th January 2020 for £25,000. There was a query from a member of staff regarding the cost which was responded to by Cllr. Gregory reassuring them that the decision was based on an invest to save model. Other staff were also concerned regarding the cost. A suggestion made that Mel CD give the same presentation to staff as she did to Councillors.</p> <p><u>Draft tourism report</u> All councillors received and a recommendation made to look at and bring with them to the next meeting. Re-circulate to the library committee</p> <p><u>Tourism panel</u> In 2010 there was a Tourism and Economic Development sub-committee which consisted of other tourist organisations, email to be circulated. A suggestion of linking with the business forum Looe Live. Recommendation – refer to Mel CD to see how it fits in with the work she is doing.</p> <p><u>Events and Festival Forum</u> The forum used to meet quarterly and a suggestion was made to start again. Some groundwork is required to take place to make this happen. Due to capacity reasons, re-visit at the end of October 2020.</p> <p><u>Events and Activities</u> Mayflower 400 – unfortunately after some research there are no links of Looe to the Mayflower. Sailflags and pull up banners – authority required to purchase for the temporary and new Visitor Information Centre positioned in the Council Chamber from Saturday 28th March 2020 when the Easter Holidays commence. Cllr Powell and Cllr Barker do not support the expense. Angela did query these reservations stating that a large amount of money has been approved for a new website but there is uncertainty about 2 sailflags and pull up banners which promote the physical Visitor Information Centre. APPROVED to purchase by Cllr Hannaford. 2nd Cllr Gregory without a majority vote. Up to £500 best value and if possible re-use existing pull up banners</p>	<p>MCD</p> <p>ALL EH</p> <p>MCD</p> <p>AC</p>
<p>84.</p>	<p><u>TO DISCUSS RECOMMENDATIONS TO OTHER COMMITTEES</u></p> <p>Tablets or Chrome books purchasing – Policy, Strategy and Finance Committee</p> <p>Tourism with strategy – Policy, Strategy and Finance Committee (to be deferred until Autumn 2020)</p>	<p>EH</p> <p>EH</p>

85.	<p><u>TO DISCUSS COMMUNICATION OF KEY MESSAGES</u> Temporary Visitor Information Centre Library footfall Library Facebook page competition Foodbank</p>	
86.	<p><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u> <u>Cllr. Yarwood update re: Cornwall College</u> Funding criteria has changed dramatically and Cornwall College can no longer provide free training in the community for Looe. An alternative learning provider was suggested, Whitehead Ross by Mel CD (private company) Cllr Gregory has some reservations using one provider and not considering others. Investigate other learning providers including what is already offered in the Millpool</p> <p>Cllr Hannaford, on behalf of every in the Library and Community Committee would like to say a huge thank you to ex Cllr Rose and Cllr Penhaligan for all their hard work and input</p>	MP
	<p>DATE FOR NEXT MEETING – Scheduled for Wednesday 6th May 2020.</p> <p>Cllr Hannaford closed the meeting.</p>	

The Meeting closed at 8.45 pm.

Signed

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