


# Burton Latimer Town Council

The Harold Mason Centre, 120 High St, Burton Latimer NN15 5R [townclerk@burtonlatimertowncouncil.org.uk](mailto:townclerk@burtonlatimertowncouncil.org.uk)



To members of the **Library Advisory Committee** meeting- you are summoned to attend the next meeting to be held on **Tuesday 16<sup>th</sup> January 2024 5.15pm** at Burton Latimer Community Library

Signed  Claire Tilley Town Clerk

## AGENDA

LC 23/12	<b>Apologies-</b> to receive and approve
LC/23/13	<b>Public Participation-</b> <i>Members of the public can address the Committee for 3 minutes each through the Chair in relation to any item on the agenda, in accordance with the Standing Orders adopted by the Council.</i>
LC 23/14	<b>Declaration of Interests-</b> To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. <i>(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).</i>
LC 23/15	<b>Minutes of last meeting-</b> To approve the minutes of 1 <sup>st</sup> June 2023 and the notes of the advisory meeting on the 28 <sup>th</sup> September.
LC 23/16	<b>Library Manager announcements not otherwise mentioned below</b>
LC 23/17	<b>GOVERNANCE</b> a) Update on DSL training. b) HV to update all on Library Disaggregation proposal c) To receive NNC annual Appraisal of Service report (circulated) d) to note that volunteers are being given training on the Atlas system and will be starting their annual H & S training. e) To determine future dates for LAC meetings for 2024 f) Risk Assessment – to discuss procedure for approval of these.
LC 23/18	<b>HEALTH &amp; SAFETY/BUILDINGS</b> To receive any updates from the Library Manager/Clerk and approve any recommendations. a) Update on provision for out-of-hours emergencies. b) Tree guards for trees at front of building- c) Car park- any update for re-lining to ensure disable bays are clearer d) Guidelines requested for winter gritting and inclement weather Risk Assessment e) Update on CCTV/quotations f) Book shelving replacement program- discuss adding to Long term Strategic Plan. g) Emergency phone- discuss ways of adding credit h) to note purchase of additional key fobs from Lynx – a set to be handed to 3Lions as appointed emergency key holder.
LC 23/19	<b>FINANCE</b> a) To receive 24-25 Budget for the Library and current cost code budget monitoring. (attached) b) To note Sum-up machine has arrived- just waiting for it be set up and implemented
LC 23/20	<b>EVENTS and PROJECTS</b> a) To discuss setting up of a CIC to run a Burton Pantry at the HMC- permission already given by BLTC to use a room at the HMC b) To discuss the Library Festival, including Library Open Day, Community Groups Grant Information & Community Support Event. Suggested date -6 <sup>th</sup> April. c) To discuss Community Well-Being and Grant Information day -Monday 8 <sup>th</sup> April. d) To request Friends of the Library Support with refreshments for both days.
LC 23/21	<b>HUMAN RESOURCES</b> a) Check that holiday entitlement is updated on Atlas b) To schedule target setting for library staff c) To note that Idil has started and enjoyed the first two weeks. Training being given by CML coordinators.
LC 23/22	Close of meeting- next meeting 12 <sup>th</sup> March 2024. Any items to be sent to Clerk 7 days beforehand.