

Burton Latimer Town Council

The Harold Mason Centre, 120 High St, Burton Latimer NN15 5R townclerk@burtonlatimertowncouncil.org.uk



Minutes of the **Library Advisory Committee** meeting held on **Tuesday 16th January 2024 5.15pm** at Burton Latimer Community Library

PRESENT

Cllr S Baynes (Mayor) Cllrs J Davies, M Don, R Groome, S Watts

H Vowles (library manager) L Morecombe (Library Assistant)

E Chambers/S Padget (Library volunteer/FOL) Clerk C Tilley S Watts as a resident

LC 23/12	Apologies- A Shipley (FOL) sent apologies which were accepted.
LC/23/13	Public Participation- None present
LC 23/14	Declaration of Interests- To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllr R Groome -NNC employee
LC 23/15	Minutes of last meeting- Resolved to approve the minutes of 1 st June 2023 and the notes of the advisory meeting on the 28 th September. Chairman to sign
LC 23/16	Library Manager announcements not otherwise mentioned below. None
LC 23/17	GOVERNANCE- H Vowles reported the following a) Safeguarding. R Newman is the DSL lead and has completed adult and child training. H Vowles will do the same as her Deputy. The Clerk is appointed as DSL on behalf of the council and has completed Adult training. Child training to be organised. Put to council requirement for a Deputy? All volunteers are doing Safeguarding Training, provided by R Newman, which is enhanced over what NNC would offer. b) Library Disaggregation proposal – Met with Alison of 21 Libraries Group Network. Spoke to portfolio holder for libraries at WNC-proposal has not moved. WNC has a budget for process but NNC doesn't. There is a push for libraries to not be disaggregated. c) NNC annual Appraisal of Service report (circulated) KPIs all met and exceeded. 417 new members in last financial year. Income up by 100%. Footfall over £19K, book loans over £19K. Overall comment- " Burton Latimer continues to be a great example of a Community Hub – providing a wide range of services to the community whilst also delivering a well-used and promoted traditional library service " H Vowles gave thanks to all library staff, volunteers, FOL and Town Council for support in making it all happen d) To note that volunteers are being given training on the Atlas system and will be starting their annual H & S training. e) Future dates for LAC meetings for 2024- bimonthly. 12 th March, 14 th May, 9 th July, 10 th Sept, 12 th November. f) Risk Assessments. H Vowles still working through these- they are working especially well with FOL events. Decided that they are initially approved by her , then the Town Clerk
LC 23/18	HEALTH & SAFETY/BUILDINGS a) Update on provision for out-of-hours emergencies. It had transpired that there are a number of deregistered keyfobs. Library staff have to determine serial number of fobs in circulation to allow reprogramming. Then additional sets can be purchased to go to 3Lions/Cleaning company/office staff etc. b) Tree guards for trees at front of building- discussed- decided too expensive. c) Car park relining. Clerk has spoken to two Keir representatives who are hopeful it can be done under a free scheme. d) Guidelines for winter gritting and inclement weather Risk Assessment. Clerk had produced a RA determining the need for gritting. Quotes being obtained for provision of bin/grit and possible application. Resolved in the interim, to salt the disabled bay/staff area and accompanying footpath, and to let full council determine need for area surrounding HMC. e) Update on CCTV/quotations- these need prioritising. There is still money in this years maintenance budget. Office staff to obtain up to date quotes f) Book shelving replacement program- discuss adding to Long term Strategic Plan. HV has emailed CML to gain up to date H&S guidelines. Working party determined. FOL are hoping to

	<p>help with grant application, have to get their finances digitised, should be by end of financial year</p> <p>g) Emergency phone- discuss ways of adding credit- resolvable as now have bank card.</p> <p>h) to note purchase of additional key fobs from Lynx – a set to be handed to 3Lions as appointed emergency key holder. Covered earlier</p> <p>i) Cladding- an additional recent survey brought up issue about put in about current survey. Not sure about state of waterproof layer underneath cladding. Cllr Davies has found information regarding the initial condition survey as of 2019, which advised remedial works as soon as possible to cladding. H Vowles has contacted NNC to see if any other libraries have had this issue. Discussed whether possible to reclad with cheaper alternatives eg render. Proper conditional surveys needed.</p>
LC 23/19	<p>FINANCE</p> <p>a) Received 24-25 Budget for the Library and current cost code budget monitoring. (attached) discussed amounts left.</p> <p>b) To note Sum-up machine has arrived- just waiting for it be set up and implemented. Cllr Baynes offered to help set it up.</p>
LC 23/20	<p>EVENTS and PROJECTS</p> <p>a) Burton Pantry. H Vowles and L Morecambe gave overview on rationale on definite need which is only going to increase- 102 parcels were distributed on behalf of the Food Bank in the last year meaning 34 Burton families have received help. FOL donate at least £100 per month to the table, which is no questions asked. 75 half- term parcels were distributed and Santa helpers provided gifts for 35 families. 1% of the Towns' population being supported by the Library for food. Discussion over CIC vs Charity. Although CIC is easier to set up, in the long term it's harder to get grants as they have to be self-funding eventually. Whereas a charity- harder to set up initially, but they already have volunteers- but can get grants. Lots of work and research and connections made. Resolved that the Burton Pantry would be set up as an independent Charity.</p> <p>b) Library Festival, including Library Open Day. Suggested date -Saturday 6th April. 10-2 to celebrate all the library provides and to introduce residents to other stakeholders</p> <p>c) Information/Community Well-Being/Support and Grant Information day -Monday 8th April. Possible third day to champion Businesses in Burton- followed by a job fair. Could all be included in next Council newsletter. Agreed in principle- just need to look at finer details.</p> <p>d) Friends of the Library happy to support with refreshments for both days</p>
LC 23/21	<p>HUMAN RESOURCES</p> <p>a) Holiday entitlement is not yet updated on Atlas, awaiting further advice from them</p> <p>b) Target setting for library staff- Cllr M Don will organise H Vowles, who can then cascade down – date to be confirmed shortly</p> <p>c) To note that Idil has started and enjoyed the first two weeks. Training being given by CML coordinators. Having the extra member of staff has really helped, as it has enabled HV to actually have time in office. H Vowles thanks E Gotts and C Tilley as well for their support.</p>
LC 23/22	<p>Close of meeting- 18.40pm Next meeting 12th March 2024. Any items to be sent to Clerk 7 days beforehand.</p>