

**LIBRARY WORKING GROUP MEETING MINUTES**  
**Held at Community Office, Wiveliscombe**  
**Tuesday 11<sup>th</sup> November at 3.45pm**

**MEMBERS PRESENT:** Cllr T Parker (Chair) Cllr B Wilson, and Cllr R Wilson,

**CLERK:** Mrs Sarah Towells

**OTHER:** None

**APOLOGIES:** Cllr P Martin

**25/38LWG Apologies:** As noted above

**25/39LWG Declarations of interest:** There were none.

**25/40LWG Minutes from meeting held on 06<sup>th</sup> October 2025:** It was resolved to approve the minutes.

**25/41LWG Review the current structure and plan and identify any challenges:**

- Somerset Council seem happy with most of what was outlined in the letter we sent following the last Full Council meeting.
- Somerset Council's single 3 way contract would not include the agreement made between the Town Hall Trust and the Town Council therefore a 7 year funding agreement would be required for that part between THT and WTC.
- There would need to be a one year contract between Somerset Council and WTC for the transition year.
- There would need to be a one year contract for THT and Somerset Council for the transition year.
- There would need to be a six year contract between all 3 parties for years 2 to 7.
- Contracts covering all seven years need to be signed at the same time to protect all parties.

Somerset Council are speaking to their legal team to find the best solution regarding all the above points.

**25/42LWG Formal contract process and timetable:**

Somerset Council hope to have draft contracts ready in December.

**25/43LWG SC VAT update:** Going forward Somerset Council need to pay their grant of £9000 to the receiving party and then a full invoice will be invoiced for staffing costs. This is so Somerset Council show correct audit control.

**25/44LWG Next Steps:** LWG to draft a funding agreement between the THT and WTC. This would then go to Full Council for their agreement before submitting to the THT.

**25/45LWG Date for meeting:** TBC

**There are no recommendations to Full Council .**

Meeting closed at 4.35pm