

**LIBRARY WORKING GROUP MEETING**  
**Held at Community Centre, Wiveliscombe**  
**Tuesday 24<sup>th</sup> June at 7.00pm**

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

**CLERK:** Mrs Sarah Towells

**OTHER:** Jullian Mellor (THT), Nicky Saunter (THT) and Benedict Southworth (THT)

**APOLOGIES:** Emma Betteridge

**25/12LWG Apologies:** As noted above

**25/13LWG Declarations of interest:** Cllr Gaines pointed out he was a member of the Town Hall Trust but was at this meeting in his capacity as a Town Councillor.

**25/14LWG Minutes from meeting held on 29<sup>th</sup> May 2025:** It was resolved to approve the minutes.

**25/15LWG Attendee introductions and roles:** All present introduced themselves and explained a bit about the role they represent.

**25/16LWG WTC to update Town Hall Trust on direction of WTC:** Cllr Parker explained that nothing had been agreed by Full Council at this point and this group had no powers to agree to anything but went on to explain the thoughts of the group. These included the use more volunteers to maintain and possibly extend the opening hours of the library, also freeing-up time for the librarian/employee to do some outreach work. WTC to cover librarian/employees' salary, up to 50% of S137 each year, and underwrite the Co-op lease cost in emergencies only. Somerset Council would continue to contribute £9000 per year.

**25/17LWG Update and thoughts from Town Hall Trust:** The Town Hall Trust need to complete a due diligence process and prepare a business plan so will require the following:

- The last five years of management accounts
- A copy of the current lease with the co-op
- Employment terms and conditions of employed library staff
- A copy of the existing agreement with Somerset Council
- A copy of the existing lease between WAP and WTC
- The existing arrangement regarding volunteers
- Confirmation of preferred timeline.

The Town Hall Trust are prepared to sign a non-disclosure agreement. To move forward on the above it was resolved to arrange a meeting between WAP/WTC/THT to discuss the relevant points above, following a positive outcome from this meeting the clerk would then arrange a meeting between SC/WTC/THT.

**25/18LWG Information sharing in relation to Library leases and costs:** Discussions took place regarding running costs and present lease costs. Presently SC pay £9000 towards the staffing costs (and this will continue for the next 7-year contract) and the difference is paid to SC by WTC which was approximately £11,400 for 2024. The current cost for the building lease is £3,600 which is paid to WAP by WTC. WTC also pay WAP £4000 per year to cover running costs of the library to include, cleaning, electricity, building insurance and water and an admin fee of £2500 per year.

**25/19LWG Items for next meeting:** Discuss way forward once we have feedback following meeting with WAP.

**25/20LWG Date, time and place of next meeting:** TBC

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

Meeting closed at 9.12 pm