

STOWEY SUTTON PARISH COUNCIL

Clerk: Jo Bryant Email: clerk@stoweysuttonpc.org Website: www.stoweysuttonpc.org

Present: Councillors L Kingston (Chair), H Clewett, E Daly, M Arnold and I Dagger

Draft Minutes of the Bishop Sutton Community Library Sub-Committee virtual meeting held on Tuesday 9th February 2021 at 7.30pm.

Bishop Sutton Community Library Sub-Committee Meeting Minutes

MINUTE: CRL2021/02

1. Apologies for absence and Declaration of interest

No declarations of interest received.

Apologies noted from C Emmett (Steering Group)

2. Approval of Minutes

Minutes circulated from meeting held Monday 19th October 2020 were agreed as a true and accurate record.

3. Website

B&NES are pleased with the library performance however we want to continue to strive for excellence. Footfall is currently 50% of pre-Covid levels so we need to prepare for post-Covid now, whilst we have capacity. Throughout Covid19 Pandemic different methods of communication have been used to continue to engage with our patrons. Whilst the library now has a good level of valuable followers on Facebook the platform brings challenges as it has altered the way its business functions work. This caused loss of messages during lockdown takeaway period. To ensure consistency going forward it is essential the library establishes its own independent website. Proposals were received from Library Steering Group for an autonomous website to be administered by nominated persons.

RESOLVED that, the Library Steering Group can proceed with its own independent WordPress website and preferred domain name hosted by Fasthosts, for the Community Library.

RESOLVED that, following full review of contracts by the Clerk, formal agreement can be signed by the Clerk within a budget of £100 per annum using SumUp Continuous Payment Authority for the annual payments.

RESOLVED that, website must be WCAG 2.1AA Compliant in line with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and hold its own Accessibility Statement.

4. Marketing Brand

The marketing profile of Bishop Sutton Community Library was discussed following proposals from the Steering Group. Almost 3 years since inception there is still a misconception that our Community Library is purely for members based in Bishop Sutton. In reality anyone registered with Libraries West can use our library and we would particularly like to attract more patrons from across the Chew Valley. A rebranding exercise is required to attract a wider audience with the

support of B&NES Library Service and Stowey Sutton Parish Council, bringing existing members along with us.

RESOLVED that, Library Steering Group should proceed with rebranding following adoption of new website.

5. Finances

Financial position of the Community Library noted - Ear Marked Reserves currently £ 1,276.81. As income is impacted by Covid-19 Pandemic, but financial liabilities remain, the library is eligible for a Covid19 Support grant from B&NES which has been applied for.

6. Date of next meeting

Tuesday 20th April 2021 at 7.30pm.

This will be the Annual Meeting of the Community Library Committee; agenda will be published a minimum of 10 days' before as required by LGA1972 for Annual Meetings.