



FRESHWATER PARISH COUNCIL

Clerk's office 01983 752000

MINUTES OF A MEETING OF THE LIBRARY COMMITTEE HELD ON 20th AUGUST 2024 AT 5.30PM IN THE COUNCIL CHAMBER, MEMORIAL HALL, FRESHWATER.

PRESENT: Cllrs Whyte (Chair), Hinton, Turan

Clerk: M Gardiner

1. Apologies – None.
2. Agree the minutes of the last meeting: No minutes/working group since 2020. Agreed.
3. Chairmans update.
4. Terms of Reference: Agreed (unanimous)
5. Finance update:
 - a. approximately one third of the budget currently goes towards business rates/cleaning.
 - b. FOFL have a small annual budget and are willing to look at ways as to how some of this can be used in contribution to the upkeep of the building.
 - c. No known contributions towards upkeep from other parish councils. (33% usage from PO39/PO41)
6. Work Plan – follow up meeting to be held at Freshwater Library to further explore the working relationships between all parties. Date: 9th September 2024 @ 4.30pm (to be confirmed).
 - a. Date of next meeting: 17th December 24

Memorandum of Understanding for the Freshwater Library Partnership

Summary

Freshwater Parish Council took over ownership of the library in 2016. The Isle of Wight Council is currently a “tenant” of the building, with Friends of Freshwater Library supporting the activity of the library service with volunteers and fundraising.

The IW council provides a formal library service via one designated paid member of staff and is open five days a week.

Freshwater Parish Council

- Owns the building (freehold) and fixtures and fittings
- Maintains the external areas (grass and hedge cutting)
- Maintains the building
- Cleans the building
- Pays the utility bills
- Insures the building
- Undertakes annual servicing of fire equipment, security alarm and boiler

Isle of Wight Council

- Operates the library with an IWC librarian
- Provides the IT required to operate the library including wifi
- Provides the book stock
- Manages/liaises with the volunteers
- Insures the activities within the library
- Promotes the library service including community outreach
- Manage third party bookings (income?)
- Undertakes weekly building safety checks and reports to FPC any issues
- Provides volunteer insurance

Friends of Freshwater Library

- Supports the operation of the library with volunteers
- Runs the FOFL membership
- Builds volunteer capacity
- Fundraises for the library service and building
- Organises and supports events to extend and enhance the library offer
- Provides public liability insurance for out of hours events
- Contribute to external flower beds