

A meeting of the Library Committee was held on 16th September 2025

Present: Cllrs M Gillespie, K McGovern, P Mount and M Smith.

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

Library Supervisor: Miss S Matts

2025/26 14. To receive apologies for absence, if any

There were no apologies for absence.

2025/26 15. To receive disclosures of interest and consider dispensations

There were no disclosures of interest.

2025/26 16. To approve and sign minutes of the meeting held on 24th June 2025

Minutes of the meeting held 24th June 2024 were circulated prior to the meeting. It was resolved to approve the minutes, which were signed by the Chairman as an accurate record.

2025/26 17. To review the budget

The budget as at 9th September 2025 was reviewed and all was in order.

It was resolved to review the budget headings ahead of the 2026/2027 budget in order to include an allowance for volunteers and community engagement.

2025/26 18. To consider items for recommendation for inclusion in the 2026/2027 budget

There were no items recommended for inclusion in the 2026/2027 budget, however, should this change throughout the budget setting process, the Finance Working Party would be made aware of any requests for consideration.

2025/26 19. To receive the report from the Library Supervisor

The Library Supervisor reported the following on the completed Summer Reading Challenge:
. It had again proved successful with 107 having joined the challenge and 87 completing it, putting Countesthorpe within the top percentage

. It was reported that the bookmarks, purchased by the Parish Council to promote the challenge, which were distributed to local schools and the Beavers group, were the way in which 80% of those who took part in the challenge were made aware of it

. The additional incentives purchased to keep participants interested in the challenge received positive feedback from participants and their parents alike

. The village scavenger hunt which had been organised by the library to run alongside the Summer Reading Challenge, was also popular, with over 50 children completing it and being awarded a certificate

. There had been 26 entries for the egg box competition with all prizes having now been collected

. The relax kids and craft sessions hosted in the library were all well attended

. In total, £382 of the allocated allowance had been spent on the Summer Reading Challenge and associated activities. It was resolved to again set a budget of £700 for the Summer Reading Challenge in 2026

The Library Supervisor also reported that the onboarding process was currently underway for two new library volunteers and that advertising had begun for a rhymetime volunteer. Cllr K McGovern expressed an interest in the role and would speak with the Library Supervisor regarding it. Furthermore, it was resolved to approve the request from a student to shadow the Library Supervisor in her rhymetime sessions in order to gain experience prior to starting her college course.

It was also resolved to purchase a small gift for the library volunteers for Christmas and to offer mince pies throughout their shifts in December.

2025/26 20. To discuss the 10 year anniversary

It was resolved to set a budget of up to £75 to host an afternoon tea for the library volunteers in March 2026, to celebrate the ten year anniversary of Countesthorpe Parish Council taking over responsibility of the library. This would be revisited in January, along with setting a budget for the purchase of a token of appreciation for those volunteers who had been with the library for the full ten years, at the next meeting of the Library Committee.

2025/26 21. To receive feedback on the community-delivered health checks

Feedback from a recent meeting held with South Blaby and Lutterworth PCN regarding hosting community-delivered health checks in the library was received with it being resolved to proceed with the request and monitor on an ongoing basis.

2025/26 22. To discuss safeguarding training

It was noted that safeguarding training was now in place and being rolled out to the library volunteers.

It was resolved to put up a poster in the library advising users that all staff and volunteers are both DBS checked and trained in Safeguarding.

2025/26 23. To discuss S106 funding

It was noted that, following approval of the recent housing application on Foston Road, £5133 in s106 funding would be made available to Library Services. More information would be obtained closer to the time, as to how much of this Countesthorpe Library would receive.

2025/26 24. To discuss library maintenance

It was resolved to accept the quotation from Don Smith Blinds for replacement blinds in the library, at a cost of £1131.52.

2025/26 25. To receive matters arising for information purposes

It was noted that the annual LCC review was scheduled for 11th November at 1pm and was open for Library Committee members to attend, should they wish.

2025/26 26. Date of next meeting

The date of the next meeting is to be arranged.

Signed Chairman

Dated..... 2025