

**UNADOPTED
POLEGATE TOWN COUNCIL**



BUILDINGS & LAND COMMITTEE

Minutes of the Buildings & Land Committee meeting held on Friday 21st February 2025 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murray, D Dunbar, M Piper, J Heward, S Shing, A Wood, D Watts, J Keen **(8)**

Not Present: Cllr N Dunbar **(1)**

No members of the public present Also present Daniel Brookbank MBE and Peter Dryden

Minute Number	Resolution
13739	Opportunity for Public None
13740	Apologies for absence Cllr N Dunbar
13741	Declarations of interest in any items on the agenda None
13742	To approve and adopt the minutes of the Buildings and Land meetings of 17th January 2025. It was resolved to adopt the minutes as accurate records of the meetings of the Buildings and Land of 17th January 2025. VOTE All in favour.
13743	Motion to request a bench installation at Oakleaf Park The committee discussed the costs of installation and the merits of having an additional new bench at Oakleaf. It was agreed that an extra bench would be very helpful. <u>It was resolved to delegate to the clerk the purchase of a bench and to have it installed at Oakleaf Play Area. Costs would come from 2025-26 budgets and take place after 1st April 2025. VOTE All in favour</u>
13744	Buildings and land Committee update report – for noting only The report was circulated prior to the meeting and noted by all present.
13745	Library Updates – Daniel Brookbank MBE will be there to answer questions Daniel Brookbank MBE and Peter Dryden were present to answer questions about the CIC and running of the libraries. <u>Standing orders suspended</u> The chair outlined the proposals from the library working group and the events leading up to the closure of the library in 2018 the efforts of the town council to take on the library, the CIO and how this had ended and the difficulties with East Sussex County Council and the old library building, which has now been refurbished and being used as book storage. The chair outlines the benefits of the CIC and the costs it may save rather than setting up from scratch. Daniel Brookbank explained that there would be no charge involved in handing over the CIC (£1 if required by law). He explained the background of the Pevensey Bay library and the

changes from Eastbourne Volunteers Network and setting up the community library. He explained the issues they had had with the landlords and reasons for changing. He explained that after conversations with the clerk he had been willing to hold back on dissolving the company as it was a smoother and easier way of Polegate community library getting off the ground.

Daniel and Peter explained the workings of the library and the work involved in running it successfully. Peter explained the importance of the books being managed process. Donations, sorting, selling, valuable books, world of books. Daniel spoke about the volume of spare stock in a local town. He mentioned the approximate cost of buying books per year. The types of books that were most popular.

Cllrs commented that it was a great way of transitioning to the Polegate Community Library. Discussions took place on the demographic, the types of books (children's, crime, fiction etc.). the software and IT required. How there was a possibility of partnering with other community libraries. The process of scanning and barcoding the books and the fine system, donations etc. It was agreed that the simpler system would be much more affordable and be very efficient. Estimated to be around £360 pa.

The clerk was asked to find out what the other community libraries were using.

Daniel mentioned how important it was to have processes in place and to teach the volunteers how to carry out the tasks the directors wished it to be done and train them from the start to do it that way. For example, printing labels etc. Have set roles for each volunteer and create a template for the running of the library.

A Cllr asked how many it took to set up the library and run it on a day-to-day basis. Daniel stated that there was a minimum of 2 volunteers mainly for safeguarding purposes and a pool of volunteers who could step in at short notice. Opening hours were discussed and how standard hours had worked better.

Regular people would come in and have cake, do a jigsaw etc. People with learning difficulties and children with single parents were using the library. Teas and coffees and biscuits could be charged on a donation basis. Policies and health and safety policies were discussed and the volunteers having job descriptions.

Daniel said the policies were in paper format at present. He mentioned the process that they took to make it much easier for children and teens to borrow books.

A discussion on the benefits of the building being owned by the council.

Standing orders reinstated

Cllr S Shing left at 10:52am and returned at 10:54am

Cllr D Watts left at 11:03am and returned at 11:04am

The chairman thanked the guests for coming to offer their help and advice and the guests left.

It was resolved to take over the Pevensey community library community interest company before it is dissolved, to change the name to Polegate Community library and amend the articles are required for the Polegate library as advised and to have David Watts, Stephen shing, Douglas Murray, James Heward, Malcolm Cunningham and Andy O'Kane as directors of the CIC on behalf of the town council. Volunteer directors would be appointed in due course. Policies and procedures would be adapted from the existing ones and made digital.

	<u>It was resolved to use 51 for the new library and delegate to the clerk to arrange an appropriate lease between the parties and to gather information on the refurbishment required including sourcing the books and shelving, signage and software etc.</u> <u>It was resolved to use the earmarked reserve for the library for costs and the remainder to be used in running the library.</u> <u>It was resolved that the clerk would commence contacting previous volunteers and in due course advertise for new ones.</u> <u>VOTE All in favour</u>
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The meeting closed at 11:09am

Signed by _____ Chair of Buildings & Land Committee _____ Dated _____

DRAFT