

Wellington Town Council

Town Mayor
Cllr Reg Snell



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LIBRARY COMMITTEE MEETING MINUTES FOR TUESDAY 15th JULY 2025 HELD IN THE MEETING ROOM AT THE CIVIC OFFICES COMMENCING AT 6PM.

Cllr Holding	Cllr Jobe	Cllr Davis	Cllr Gorse

Also in attendance: Caroline Mulvihill – Deputy CEO, Anna Hill - Library Team Leader and Hilary – member of the public

11/25 Welcome and Introductory Comments

Cllr Davis welcomed members to the meeting

12/25 Apologies for absence

Apologies were received from Cllr Giles Luter and accepted by members Cllrs Holding, Jobe, Davis and Gorse.

13/25 Declaration of interest

None were received

14/25 To approve the minutes from the last meeting

Proposed by Cllr Gorse, seconded by Cllr Holding and **RESOLVED UNANIMOUSLY** by Cllrs Gorse, Holding, Jobe, and Davis that the minutes from 17th June 2025 were a true and accurate record.

15/25 Matters arising from these minutes

Cllr Davis went through the actions that had been completed.

Cllrs Holding, Gorse and Jobe had all been to visit Madley Library and were impressed by the venue and facilities.

A small but lively venue, with a great café, professional librarian and a 'joined up' approach to local services.

Madley had also engaged with two students from 6th Form who were volunteers on a Saturday morning.

Members expressed that they would like to visit Newport Library.

ACTION: Caroline to arrange a visit to Newport Library.

ACTION: Caroline and Anna to promote when iPads are back available to hire



Hilary – a member of the public arrived at this point

Cllr Davis confirmed that there was no budget yet set for the library.

ACTION: Cllr Davis to request budget from P & R later in the year when budget planning commences

Anna Hill confirmed that the library would be happy to help run a library Facebook page.

ACTION: Cllr Davis had already set up a page and would now invite Anna and Susie to become Admins of this.

Cllr Davis wished to pass his thanks onto Susie for the latest 'Summer Fun' poster that she had created. All members agreed that it was a great poster for advertising activities within the library.

No budget had been agreed yet but using the Power of General Competence Caroline and Anna could go ahead and purchase a new pop-up banner for when the library was unmanned

ACTION: Caroline and Anna to source new pop-up banner for the library

16/25 Update from the Library

Anna had kindly sent several reports to members. Two from Amy Jones detailing general statistics for libraries in the area and then a third report from Anna that was Wellington specific. Members thanked Anna and Amy and would like these reports monthly as they found them most useful.

ACTION: Anna to send library statistics and Wellington report to members monthly.

Anna had also been approached by 'Ability net' a charity that offers bitesize training for the disabled and elderly to enable them to access the digital world. Anna would keep members updated on progress.

A meeting with the cycle delivery scheme had taken place earlier and the volunteer's offered to assist the library in delivering books for their home library service. Cllr Davis suggested that all volunteer's be DBS checked via T & W

ACTION: Anna to arrange DBS checks for the cycle team volunteers.

Anna reported difficulties with the continuous maintenance / repair of the library lifts. A conversation was then had around the lease and contract for the library and clarification of what is maintained by T & W and what should be maintained by WTC.

ACTION: Caroline and Anna to check the contract and lease and report back to the next meeting on who is responsible for the maintenance of items / equipment within the library.

ACTION: Caroline to add Access and Egress to the next Library agenda

ACTION: Anna to report to the next meeting the cost so far paid on repairs and maintenance for the lifts since take over.



Caroline reported to members that Anna and herself had been on a Teams call with the T & W Health Improvement team to discuss the possibility of creating a 'Wellness Hub' into Wellington Library after the success of introducing one at Madeley.

The hub would run weekly, on a Thursday, from 10.30 to 12.30 and would see up to six local services attend to help people with things such as blood pressure, CAB, Healthy living etc – a joined up working solution so the public can come and get advice from several agencies in one morning.

Ideally to facilitate this service properly there would be a need to employ a co-ordinator who would research services, send invites, promote to the public on social media, meet and greet on the day and assist with refreshments.

The approx. cost for this would be in the region of £5k

ACTION: Caroline to add 'Wellness Hub' onto the next Agenda as a separate item.

17/25 Correspondence

- **Events budget / funding from WHT**

Anna confirmed that the WHT / Lovells had sponsored the Summer Reading Challenge to the sum of £370.00

Caroline and Anna would now apply for the Seven Trent 'New Project Funding' that is open for new projects that would have an impact on improving community wellbeing.

- **Terms of Reference**

Members discussed the Terms of Reference document and amendments were suggested.

ACTION: Caroline to update the Terms of Reference and bring back to the next meeting

Caroline took this opportunity to show members the recent repair to the children's reading pod. Members agreed that this was indeed value for money and worth repairing.

ACTION: Caroline to ensure a thank you post is done on social media to the repair company who fixed the children's reading pod.

18/25 Urgent matters (for information only)

N/A

19/25 To agree the date and time of the next meeting

It was agreed that the next meeting would be on Tuesday 26th August 2025 at 6pm

ACTIONS:

ACTION: Caroline to arrange a visit to Newport Library.

ACTION: Caroline and Anna to promote when iPads are back available to hire

ACTION: Cllr Davis to request budget from P & R later in the year when budget planning commences



ACTION: Cllr Davis had already set up a page and would now invite Anna and Susie to become Admins of this.

ACTION: Caroline and Anna to source new pop-up banner for the library

ACTION: Anna to monthly library statistics and Wellington report to members monthly.

ACTION: Anna to arrange DBS checks for the cycle team volunteers.

ACTION: Caroline and Anna to check the contract and lease and report back to the next meeting on who is responsible for the maintenance of items / equipment within the library

ACTION: Caroline to add Access and Egress to the next Library agenda

ACTION: Anna to report to the next meeting the cost so far paid on repairs and maintenance for the lifts since take over.

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