

Wellington Town Council

Town Mayor
Cllr Reg Snell



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LIBRARY COMMITTEE MEETING NOTES FOR TUESDAY 23rd SEPTEMBER 2025 HELD IN THE MEETING ROOM AT THE CIVIC OFFICES COMMENCING AT 10.30AM.

Cllr Holding	Cllr Davis		

Also in attendance: Caroline Mulvihill – Deputy CEO and Anna Hill – Library team leader

34/25 Welcome and Introductory Comments

Cllr Davis welcomed members to the meeting. As the meeting was none quorate no legal or financial matters could be discussed or agreed.

35/25 Apologies for absence

Apologies were received from Cllr Giles Luter and Cllr Joan Gorse and accepted by members Cllrs Holding and Davis

36/25 Declaration of interest

None were received

37/25 To approve the minutes from the last meeting

Proposed by Cllr Holding, seconded by Cllr Davis and **RESOLVED UNANIMOUSLY** by Cllrs Holding and Davis that the minutes from 26th August 2025 were a true and accurate record.

38/25 Matters arising from these minutes

Cllr Davis went through the actions that had been completed.

ACTION: Caroline to ask the LW team to work with Anna Hill to schedule a post that invited the public to like / share / and follow the page also detailing the services that can be found within the library – will be completed when followers of the page increase. Currently up to 100.



ACTION: Anna to purchase x2 pop up banners. Anna showed members the proof of the unstaffed days banner, the events banner proof hadn't been received yet.

ACTION: Cllr Davis to resend Caroline / Anna the link with the improved logos and Caroline to delete all old versions.

ACTION: Anna to replace stock photos with actual WTC photos and add an email address for reporting anti-social behaviour.

ACTION: Anna to circulate list to members of groups that currently regularly use the library. Done, members agreed it was a good variety of groups.

ACTION: Cllr Holding to take to E & C the possibility of inviting the Telfordaires to perform for free at an event.

ACTION: Anna and Caroline to consider opening hours, events, interactive screens, staffing costs and bring a draft budget proposal to the next meeting. Not discussed as meeting was non quorate

ACTION: Anna to send letters to those who have donated funding for the summer reading challenge. Letters drafted and just need the mayor's signature.

ACTION: Anna to distribute a list of current wellness hub users. Done. Launch 23rd October 2025. The Mayor will be in attendance.

ACTION: Anna to provide a floor plan to members so that areas can be discussed to ensure they are being fully utilised. Plan distributed. Caroline and Anna to look at options.

39/25 Update from the Library to include progress on the 'Wellness Hub'

Things were working well in the library and no concerns raised.

Wellness Hub launch 23rd October 2025 10.00am to 12.00noon and will run the second and fourth Thursday of each month

ACTION: Wellness launch to be included in the next TIOW

With the takeover of the café Anna will enforce the 'no hot food' in the library and speak with the new owners.

ACTION: Anna to also check all library risk assessments are up to date.

A 1:1 room is needed as the Cultural room is too big for this type of use.

ACTION: Caroline and Anna to explore options of a potential 1:1 meeting room and Anna to de-clutter the current 'staff room'

ACTION : iPads to be stored in the 'work room' for additional security

40/25 Library Space and use of cultural room

ACTION: When the roof in Lesley's Storeroom has been fixed Caroline to ask the WEST team to removed shelving in the cultural room.

The Registrar office have offered a free table and some chairs.



41/25 Digital Screens

ACTION: Caroline to invite the supplier in for his advice on the best make and model and report back prices at the next meeting

42/25 Correspondence

None

43/25 Urgent matters (for information only)

N/A

44/25 To agree the date and time of the next meeting

It was agreed to keep meetings monthly and the meetings would return to evenings.

ACTIONS:

ACTION: Cllr Davis to resend Caroline / Anna the link with the improved logos and Caroline to delete all old versions.

ACTION: Anna to replace stock photos on the banner with actual WTC photos and add an email address for reporting anti-social behaviour.

ACTION: Cllr Davis to take to E & C the possibility of inviting the Telfordaires to perform for free at an event.

ACTION: Anna to check all risk assessments for the Library are up to date.

ACTION: Caroline and Anna to explore options of a potential 1:1 meeting room and Anna to de-clutter the current 'staff room'

ACTION : iPad to be stored in the 'work room' for additional security

ACTION: Wellness launch to be included in the next TIOW

ACTION: When the roof in Lesley's Store room has been fixed Caroline to ask the WEST team to removed shelving in the cultural room

ACTION: Caroline to invite supplier in for his advice on the best make and model and report back prices at the next meeting

