



MINUTES

Appendix 3

PRESENT:	Councillors: Bob Gettings (Chair), Cllr Lisa Mulherin, Cllr Judith Elliott, Cllr Karen Bruce Officers: Pauline O'Connell(PO), Malcolm Fisher(MF), Carl Sawyer(CS), Jonathan Sharp(JS), Stephanie Mortimer(SM), Light Addaquay(LA) and Aretha Hanson(AH)
APOLOGIES:	Trudie Canavan

1.0	Introductions & Apologies	ACTION
1.1	Councillor Bob Gettings welcomed everyone to the meeting.	
1.2	Cllr Karen Bruce was in attendance for Cllr David Nagle	
2.0	Tour of Windmill Youth Centre	
2.1	<p>The following issues were identified:</p> <ul style="list-style-type: none"> • Door access to disabled toilet restricted • Access works needed to bring centre up to date and accessible to all • Stair lift currently stuck and not fit for purpose • Look into putting in a ramp to aid access – results from DDA assessment needs to be considered • Structural work at the rear entrance is restricting emergency access <p>Malcolm to examine issues identified and report back to the sub committee.</p>	MF
3.0	Minutes of the last meeting	
3.1	Minutes of the last meeting held on 16 th May 2012 were agreed as a correct record.	
3.2	<p>(2.1) Small Banqueting Room :- Delegated to Area Committee</p> <ul style="list-style-type: none"> ○ Display cabinet needs cleaning and repair – broken glass. Equipment needed to lift cabinet and repair flooring under the cabinet space - Cllr Elliott asked if a new display cabinet can be sourced from either the civic or museum. Carl explained there was no cabinet at civic and facilities management had no links with the museum and has offered to look into it. <p>Cllr Elliott to provide Stephanie with measurements for the cabinet.</p> <ul style="list-style-type: none"> ○ Crack in flooring and threshold at entrance door also the loose carpeting taped down across doorway is lifting. - Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified. 	CS Cllr Elliott SM/MF

3.3	(2.2) Large Banqueting Room:- Delegated to Area Committee <ul style="list-style-type: none"> o Look into requesting some painting from Leeds Arts Gallery's storage for display o Costing for Edwardian light fitting over the piano – Carl Sawyer to provide costing. o Hoists/equipment required to move piano - it was reported that Morley Town Council are looking to provide this o Cracked window needs repair and cleaning 	CS MTC SM/MF
3.4	(2.4) Alexandra Hall:- Delegated to Area Committee <ul style="list-style-type: none"> o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging - Facilities Management to provide costing. 	CS
3.5	(2.5) Morleian:- Delegated to Area Committee <ul style="list-style-type: none"> o New piano required – Carl to enquire if the piano at Blackburn Hall can be transferred to Morleian if no longer in use. 	CS
3.6	(2.7) <ul style="list-style-type: none"> o Provide lighting in the Wells to illuminate the stained glass windows – Malcolm to provide costing. 	MC
3.7	(7.2) Pauline asked for permission to put up a glass display cabinet /notice board at the entrance of Morley Town Hall. It has to be a suitable type of glass to compliment the building. Pauline to provide costing.	PO
3.8	Members expressed disappointment regarding lack of communication with user groups during the Morley Literature Festival and during the refurbishment of Tingley Youth Centre The committee has asked for Anne Chamber's attention to be drawn to them.	LA
3.9	All issues identified to be registered in the work programme.	LA
4.0	Matters Arising	
4.1	St Gabriel's – Pauline O'Connell to check and confirm that the £10 per hour is now reflected in the lettings system. Cllr Mulherin reported that St Gabriel's management committee application for Community First grant has been approved. Work will commence when funding is released.	PO
4.2	Tingley Youth & Community Centre Adult Social Care – meeting to be rescheduled, Trudie Canavan to provide update following the meeting. User Group meeting for Tingley had been arranged for 23 November Cllr Mulherin asked for all user groups to be invited to the meeting.	TC PO

4.3	Cllr Elliott reported that there is a lot of litter strewn around Morley Town Hall and also there are overgrown weeds that need attention. Light to report to the locality team.	LA
5.0	Drighlington Library	LA
5.1	<p>The report went to the Outer South Area Committee October meeting. Members supported the recommendation that Friends of Drighlington be allowed subsidised accommodation to the value of £6,860 for the rent and service charge for a period of 12 months with a review of the arrangements annually to determine whether the arrangement should continue and to agree future conditions of use, with a view to reducing the discount on a sliding scale.</p> <p>The report was then presented to Director of Environment and Neighbourhoods for the final decision. Following the sign off of the Delegated Decision Notice, the group received a final letter confirming the decision and the next steps.</p> <p>Members were invited to share their thoughts on what monitoring the group will undertake so as to measure their progress. 'A starter for 10' was tabled for comments.(Attached below)</p>	
6.0	Outer South Community Centre Work Programme	
6.1	An updated work programme was presented to the committee. Please see work programme. (Appendix 3.1)	
7.0	Peel Street report update	
7.1	Malcolm reported that the centre has been declared surplus and has been taken into void management by CPM. Handover from City College planned for 15 th November. Depending on budget, the current decision is to either market it or demolish and sell the site. Malcolm to update committee on progress.	MF
8.0	Any other business	
8.1	None	
9.0	Time and date of next meeting	
	<ul style="list-style-type: none"> • 10.00am Wednesday 6th February 2013 - Drighlington Meeting Hall – Date not suitable for all. Light to propose some new dates for consideration • 10:00am Wednesday, 15th May 2013 • 10:00am Wednesday, 6th November 2013 	<p>LA</p> <p>All to note</p>

Friends of Drighlington Community Library

Annual Review: Initial Ideas

- The 'friends of group' has contacted Ann Day (Libraries Development) for details of any and all information regarding monitoring processes that Leeds Libraries use. The

group will mirror these statistics on a monthly basis in order to assess how progress is being made.

- As a small charity supporting a 'free' library we intend to monitor our income on a weekly basis to demonstrate how progress is being made.
- The group will have regular meetings with library members and undertake surveys of the local area to explore ways to generate income.
- Number of sessions open
- Number of visitors/members/loans
- Number of volunteers targeted/recruited
- Training programme for volunteers – what sort of training is in place
- Recruitment and retention programme
- Customer satisfaction surveys
- Volunteer evaluation form
- Number of library members
- Feedback from events
- Income raised from events
- New projects in the pipe works
- Provision of relevant library stock
- Links with schools and other local groups
- Links to Morley Literature Festival
- Establish /operate a book club
- Activate and use door counter