

Burton Latimer Town Council



The Harold Mason Centre
120 High St, Burton Latimer NN15 5RH
townclerk@burtonlatimertowncouncil.org.uk

To members of the **Library Advisory Committee**- You are summoned to attend the next meeting to be held on **Tuesday 11 February 2025 at 5.15pm** at the **Harold Mason Centre**

Signed

Lionel Thatcher

Town Clerk

AGENDA

LC 25/001	Apologies- to receive and approve
LC/25/002	Public Participation- <i>Members of the public can address the Committee for 3 minutes each through the Chair in relation to any item on the agenda, in accordance with the Standing Orders adopted by the Council.</i>
LC 25/003	Declaration of Interests- To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. <i>(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).</i> <hr/> <p>–</p>
LC 25/004	Minutes of last meeting- To approve the minutes of meeting on the 10 December 2024.
LC 25/005	Library Manager announcements not otherwise mentioned below and Manager's report.
LC25/006	LIBRARY TOILET FACILITIES
LC 25/007	HEALTH & SAFETY/BUILDINGS CCTV for library – update External Cladding Replacement of shelving. Proposed timescale Redecoration internally Water Hygiene Risk Assessment results. Drage have completed installation of external emergency lighting, as per recommendations of ISE Fire Risk Assessment. Clarification regarding over all H&S responsibility. Town Clerk or Mayor, so that HSE Posters and information can be updated.

Signed as a true record of decisions made

Date

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LC25/008	<hr/> <p>–</p> <p>FINANCE – current budget</p>
LC25/009	<p>EVENTS and PROJECTS</p> <p>Accommodation Concern – Budgeting Workshop 11 February Skills & Career Recruitment Event 10am to 1pm Monday 17 February Library Open Day Saturday 12 April Community Partnership Day 14 April</p>
LC25/010	<p>POINTS OF INFORMATION</p> <p>Local Election Day 1 May 2025 – Library closed as Polling Station is here.</p> <hr/>
LC25/011	<p>Close of meeting- next meeting 8 April 2025 suggested. Any items to be sent to Clerk 7 days beforehand.</p>

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