

SWINESHEAD PARISH COUNCIL



Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

Chairman | Councillor Carl Gibbard

Clerk | Victoria Clark

Minutes taken by the Clerk to Swineshead Parish Council, Mrs Victoria Clark, at the Community Hub and Library Committee meeting held on Wednesday, 4 June 2025, in the Swineshead Community Hub, 1-2 North End, Swineshead, PE20 3LR

Present: Councillors Lisa Baldwin (Chairman), David Lemon and Philippa Parnell. Marion Brown, Library Development Officer; Dianne Lang, Volunteer; Rev Val Ogden, representative of the Methodist Chapel; Margaret Syrett, Library Co-ordinator; Suzanne Welberry, Swineshead Archive Representative.

Also present: The Clerk to the Council and Diane Fairweather (Future Clerk).

Public Forum:

No public in attendance.

The meeting was opened at 18:00

1. Chairman's Remarks:

Councillor Baldwin thanked everyone for attending, and introductions were made. As outgoing Clerk, Mrs Clark was thanked for her work.

2. Apologies for absence: To receive and accept apologies where valid reasons for absence have been given to the Clerk or Chairman prior to the meeting

No apologies for absence were received.

3. To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items

No declarations of interest were made.

4. To approve as a correct record, the amended notes of the meeting of the Community Hub and Library Committee held on Monday 15 January 2024 and to authorise the Chairman to sign the official minutes

Councillor Lemon proposed that the minutes be accepted as a correct record. Other attendees from the January meeting were not present. As no corrections had been received by the Clerk when the minutes were originally circulated, it was agreed that the minutes be accepted and signed by the Chairman.

5. To approve as a correct record, the notes of the meeting of the Community Hub and Library Committee held on Wednesday 11 December 2024 and to authorise the Chairman to sign the official minutes

On proposal by Councillor Lemon, seconded by Rev. Val Ogden, and with no objections, it was resolved to accept the minutes as a correct record and to authorise the Chairman to sign them.

CHAIRMAN: **DATE:** Wednesday, 19 November 2025

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6. Finance: To receive end of year figures

- Income: £5228.64
- Expenditure: £6,303.51
- Deficit: £1,074.87
- Balance: £20,493.49

7. Library: To receive updates

An update and discussion on library activities was given including:

- The Library has 20 volunteers.
- Methodist Church Youth Club is providing several events on a Thursday and has 32 youths.
- The Library would like to work with the Archives and Council.
- The last nurse school visit was cancelled due lack of nurse staff to walk the children to the library.
- Councillor Baldwin will produce a pro forma for items wanted by the library that can be emailed to the Clerk of the Council and taken to full Council for approval.
- The closed Facebook group needs updating to an open business Facebook page, used only for library events and information and the Council needs administrative access to the group. The Clerk will take this to the Council.
- The Methodist Church will email the Clerk the new agreement at least a week prior to the Full Council Meeting on Tuesday, 15 July 2025.

8. Village Archive: To receive updates

An overview of events that included the Village Archive was given and discussed.

- Many people attended the 5 April open day event, which was linked with the church.
- The VE Day event included the Swineshead Silver Band and £500 was raised from tea & cake sales.
- The next event will be linked with the Picnic on the Mound.
- Archives are open twice a month on a Saturday.
- The Archives will have a stall at the Stump during Heritage Week (12-21 September).

9. Community Hub: To receive updates

- The Hub continues to be used by the same groups as a private meeting place.

10. Library Development Officer: To receive any information

Help, guidance & updates were given which included a discussion.

- The Library needs more marketing.
- Details can be published in The Swineshead Life Magazine, though readership levels are uncertain.
- Usage of the library compared to other areas is good.
- Increasing the number of library card sign-ups is a priority, and it offers numerous benefits to the user.
- A list of free resources and services was provided, including access to e-books and public-use computers.

11. Date of next meeting.

- Wednesday, 19 November 2025

The meeting was closed at: 18:33



CHAIRMAN: **DATE:** Wednesday, 19 November 2025