# Glen Parva Parish Council

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**Minutes of the Memorial Hall Management Committee held on Friday 12th September 2025 at 10am at Glen Parva War Memorial Hall, Dorothy Avenue, Glen Parva, Leicester.**

**Present:** Cllr Stan Sidorowicz (Chair) Cllr Sue Jordan, Linda Sidorowicz (LS), Jan Martin (JM), Christine Thomas (CT), Pat Godsmark (PG), Linda French (LF) and Becky Maoudis (Clerk).

**LC169/0925 To Receive and Approve Apologies for Absence**

Apologies were received from Cllr Mike Prideaux, Miriam Harnwell, Gaye Foster, and Christine Carney.

**LC170/0925 To receive Disclosures of Interest and Dispensation Requests**

None.

**LC171/0925 To Receive and Approve for Signature the Minutes of the Library and Café Committee Meeting held on 13th June 2025 and any Matters Arising**

**Resolved:** To approve the minutes of the Library and Café meeting held on 13th June 2025.

**LC172/0925 To revise the Library & Café Committee Terms of Reference**

Clerk to investigate the terms on which the committee meeting can be quorate.
**Resolved:** To keep the item on the next agenda.

**LC173/0925 Finance – Update**

Due to issues with the finance software, the finance documents are not available. Income and expenditure for the Library and Café documents will be presented at each meeting going forward.

**LC174/0925 Glen Hills Library – Update**

It was reported that the library is running smoothly, with two new volunteers recently inducted.

Signed ……Chair

The Summer Reading Challenge has concluded; although starting figures were lower, there was a higher completion rate this year. The supporting craft and Lego events were well attended.

School visits are planned for November, maintaining the important link between the library and the school.

Training on the new Library Management System (LMS) is scheduled to take place in October.

A display has been created for the large noticeboard to celebrate the library and café's ten-year anniversary event. Raffle tickets are available in the library for a chance to win a knitted Harry Potter figure.

The library will be closed from Saturday 20th December to Monday 5th January. The Clerk and LS will liaise regarding the stock take and the planned deep cleaning of the library carpets.

**LC175/0925 Annual Library Report to Leicestershire County Council -update**

The review was positive, and progress was noted as pleasing. It was agreed that all policies will be reviewed annually going forward. It was further noted that, compared to the rest of England, Leicestershire County Council (LCC) is benchmarked as good practice. The support received from LCC is valued, and the library could not function without it.
**Resolved:** Clerk to share the Annual Review with members.

**LC176/0925 The Park Café – Update**

A café customer has kindly offered to make a celebration cake and cupcakes for the Library & Park Café ten-year anniversary event. These will be complemented by shop-bought goods.

The freezers and fridge will be moved into the storeroom to make space for a table on which to serve the food.

It was reported that the urn handle has broken. The café has a spare urn available. JM will organise for the urn to be mended and descaled so that it can be used as a spare.

**LC177/0925 Introduction of Expenses Claim Forms for Volunteer Cake Expenses**

There was discussion regarding the process of paying volunteer expenses. The Clerk recommended that best practice would be for volunteers to complete an expenses form, with reimbursement made via bank transfer following approval at Full Council. Some members expressed concern that volunteers may be unwilling to wait for reimbursement.

It was agreed that a system for managing volunteer expenses needs to be put in place.

Signed ……Chair

**LC178/0925 To consider the purchase of side plates for the park café**

**Resolved:** To order 12 large plates for The Park Café at a cost of £87+VAT.

**LC179/0925 Introduction of a Lost Property System -** *to consider the introduction of a formal lost property system at the Parish Council facilities, including procedures for recording, storing, and disposing of unclaimed items.*

It was agreed that the office will hold all lost property for the building. A log will be maintained to record what, where, and when items are found. Any unclaimed property will be disposed of after three months.

**LC179/0925 Date of Next Meeting: 7th November 2025**

The meeting was called to a close at 11.25am.

Signed ……Chair