

**Heacham Parish Council
COMMUNITY ACTIVITIES COMMITTEE
TUESDAY 11th NOVEMBER 2025, 7.00 PM
AT THE OLD FRIENDS HALL**

AGENDA

1. APOLOGIES

2. Declarations of Interest

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

3. MINUTES OF THE PREVIOUS MEETING 14th September

4. MATTERS ARISING

5. BUDGET FOR 2025/26

6. OFH – COFFEE MORNINGS

7. LIBRARY

HEACHAM PARISH LIBRARY: ACTIVITY & FINANCE REPORT – NOVEMBER 2025

- 1. Recommended Reading: November:** Norfolk Murders - introducing authors Sadie Norman & Keith Finney

December: Girls of Bomber Command series by Vicki Beeby

- 2. Displays: November:** Remembrance: - Far East conflict (Mr J Race)

December: Festive book display

- 3. Events: Heachamites Recollections Group:** 3 November and 1 December

Tech Skills Session: 10 November and 8 December

British Red Cross/Trussel Outreach Session: 26 November 10.00 -12.00

noon

- 4. Library News:**

Outreach Session: Going well, particularly for those needing help with benefit/blue badge applications.

Marketing: Library Face Book page up and running.

Jigsaws: New initiative with five borrowed in October.

Premises: Library has been plagued with wasps due to an external nest last 3 weeks. Church is aware.

- 5. Volunteer Staff:**

- Two new 'cover staff' trained and operational

- Outstanding action points from the Volunteer meeting:-
 - Side door alarm: details passed to Clerk for discussion with Church
 - Printer skills training: Philippa currently undertaking 1:1 training sessions
- Christmas luncheon (self-funded) arranged for 11 December at the Social Club

6. Statistics (April -October 2025)

	Year to date	Previous Year to date	Notes
Customer Numbers	1,932	1,833	
Books taken out	2,064*	1,962	* Inc. 5 jigsaws
Computer/Printer	225	206	
Displays/events	101	106	

7. Expenditure (April-October 2025) (To be verified by The Clerk)

Item	Internal budget £	Spend Year to date	Balance	Notes
Book purchases	350	204.63	145.37	Oct spend £48.55
Mobile phone	60	35.00	25.00	
Stationery	280	5.02	274.98	
Misc.	110	26.50	83.50	
Total	800	271.15	528.85	

8. Other Expenditure: Costs approved under CA Committee budget (Other Events)

World Book Night – 23 April 25	Refreshments (Budget £50.00)	£ 17.78 (incl VAT)
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9. Income (April-Oct 2025): Library charges and public donations* (used to offset running costs)

Item	Year to date	Previous Year to date	Notes
Book sales @20p each	209.00	169.86	
Printing @20p/40p	226.10	171.00	
Other	87.05	39.6	
Total	522.15	380.46	

* this may not match the exact amount donated to the Parish Council due to differences between book entries and actual cash received.

Prepared by Heacham Parish Library Operations Team

8. CARNIVAL

9. OTHER EVENTS – Christmas lights for office.

10. NEXT MEETING - Agree date and time of next meeting, 9th December.