



Saxilby with Ingleby Parish Council

Non-confidential

Trial Extension of Library Opening Hours (Friday Afternoon)

Report to: Full Council

Report by: Clerk

Power/duty which decision falls under: Local Government Act 1972, section 133 – provision and maintenance of buildings for public meetings and community use, including library and associated community services.

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement

Public Sector Equality Duty

Consider how policies/decisions affect those protected under the Equality Act)

The trial ensures accessibility is broadened without reducing existing provision. This proposal supports improved access to services for:

- Working residents
- Families with school-age children
- Individuals unable to attend daytime openings due to disability, caring responsibilities, or employment patterns

Duty to conserve and enhance biodiversity

This proposal is operational in nature and takes place within an existing building footprint. There is no direct impact on habitats or land use and no anticipated adverse biodiversity effects. The proposal is therefore considered neutral in biodiversity terms.

Consideration on carbon reduction:

Proposal utilises an already heated and lit building during caretaker hours.

Does not introduce additional site opening periods requiring separate staffing or travel.

May improve local access on foot.

Overall, the carbon impact is expected to be minimal.

Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?
(Financial Regulation 17b)

No.

Consideration of risk management in relation to the proposal¹

Risks and Mitigation

- Volunteer capacity – mitigated through rota planning and trial-based delivery
- Low attendance – mitigated by defined review period and measurable usage monitoring
- Operational conflict with bookings – mitigated through scheduling coordination
- Sustainability concerns – addressed through formal review at end of trial period

REPORT

Purpose

To consider request from library volunteers for approval of a trial extension to library opening hours on Fridays from 4.00pm–5.30pm, running through to 25 September 2026.

Background

Saxilby Library operates from St Andrew's Community Centre with current volunteer-led opening hours of:

- Tuesday: 10.30am – 4.00pm
- Wednesday: 10.30am – 1.00pm
- Thursday: 10.30am – 1.00pm
- Friday: 10.30am – 1.00pm

The proposal seeks to introduce a late-afternoon opening session on Fridays (4.00–5.30pm), when the Sports Hub is open.

Existing Operational Cover

The Community Centre is already staffed on Friday afternoons through a caretaker presence covering other bookings and site management duties. This means:

- Building supervision is already in place during the proposed time
- No additional security presence is required for the trial
- The proposal utilises an existing staffed window rather than introducing an unsupported opening period.

This reduces operational risk and supports efficient use of existing resource cover.

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

Rationale for Trial Extension

The proposal aims to improve community accessibility and inclusion, particularly for groups currently less able to use the library due to daytime opening hours. Key benefits include:

- Families and children – enabling access immediately after school hours
- Working residents – providing an extended option for those unable to attend during current daytime sessions
- Wider community inclusion – extending availability to different user groups without altering core volunteer daytime commitments
- Increased community engagement – making better use of an existing community facility during an already staffed period

The trial approach allows demand to be tested in a controlled way without long-term commitment.

Operational Considerations

- Delivery remains volunteer-dependent – with the cover available
- Caretaker presence supports building access and oversight
- No material increase in staffing requirement is expected
- Coordination required with Community Centre bookings and library rota
- Any additional running costs are expected to be minimal and absorbed within existing arrangements where possible

RECOMMENDATION(S):

That Full Council:

Approves a trial extension of library opening hours on Fridays from 4.00pm–5.30pm, commencing as soon as practicable and continuing until 25 September 2026, subject to volunteer availability and operational capacity.