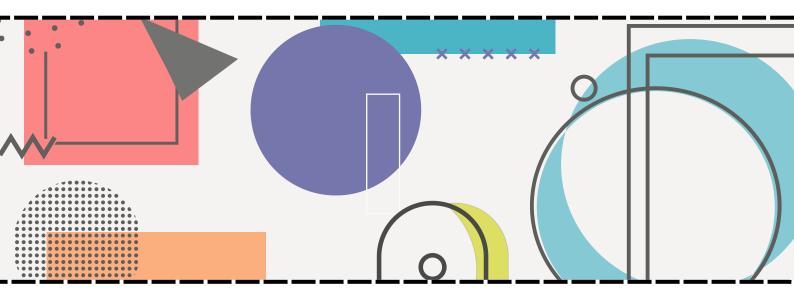




VOLUNTEERING AT LACABRE STATE OF THE STATE









WELCOME TO THE HARRIS!

Welcome to volunteering with The Harris. We are delighted that you have joined us as a volunteer and we hope that you find your time here both enjoyable and rewarding.

The purpose of this guide is to give you a bit of background information about The Harris, our staff and our collections - we feel this information is really important since The Harris building has been closed since October 2021.

If there is anything that you are unsure of, concerned about or would like to suggest, then please let us know. We are flexible and here to support you.



CONTENTS

PAGE 3 The Harris: An Overview

PAGE 6 Meet The Team: Who's Who?

PAGE 15 Policies, Strategies & Other Information

PAGE 16 The Harris' Vision: what do we believe in?

PAGE 17 Our Community Empowerment Guidelines

PAGE 18 Need To Know Basics

PAGE 19 Getting Involved: Volunteer Makers

PAGE 20 Supporting You Resolving Problems Together

PAGE 22 Volunteering and Claiming Benefits

PAGE 23 What You Can Expect as a Harris Volunteer

PAGE 25 Useful Contact Details

THE HARRIS: AN OVERVIEW

The Harris is a Museum, Library and Art Gallery all under one roof in the centre of Preston. It is a magnificent Grade 1 listed building which was established in 1893. It has it all, Fine Art, Photography, Decorative Art, Costume, Textiles, History, Contemporary Art and more! As you will know, The Harris building has been closed for a huge redevelopment since October 2021 but we will reopen our doors in Spring 2025.



FINE ART

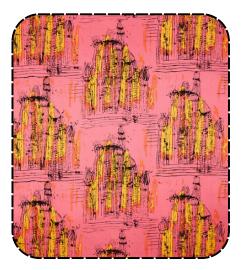
We have over 1200 paintings sculptures which can be found on the website ArtUK. Our collections consist of paintings, drawings, prints, sculpture, glass, ceramics, costume and textiles, history, photography and digital art. Many of the works of art and historical objects are of regional, national or international significance. This collection features oil paintings, watercolours, prints, drawings, sculpture, photography, film and books. Predominantly British Art dating from the 12th century to the present day.



DECORATIVE ART

This collection features <u>ceramics</u> ranging from 17th century slip-ware to studio pottery from the mid-20th century. It also features glass enamels, Preston Guild memorabilia and other special objects including the largest glass scent bottle collection in Britain one of the most important collections in the world.

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FASHION & TEXTILES

This collection features women's, men's and children's <u>fashion</u> and accessories from the 18th century through to the present day. It includes Preston Guild related clothing, fashion plates, embroidery, quilts and an 18 volume set of historic <u>South Asian pattern samples</u>. Recent acquisitions have diversified representation within the collection to include garments designed and created by local designers from Preston's Black and LGBTQ+ community.



HISTORY

This diverse collection includes important archaeological finds, social history, photography, coins and medals. The 13,500 year old Poulton skeleton with associated weapons is nationally important, being the earliest evidence of humans in Lancashire. Coins from the Cuerdale hoard, an enormous Viking silver hoard found near Preston, are evidence of people passing through this important area thousands of years. Social history items illustrate the changes in life and work in Preston, from items that celebrate Preston Guild, local innovation and industry, to quirkier objects like music sheets and dolls.



CONTEMPORARY ART

This collection features <u>contemporary art</u> works spanning a wide range of media, including photography, film, digital art, works on paper, sculpture and painting. Recent acquisitions include a hand stitched textile collage by Billy Zangewa, photographs by Sunil Gupta and a large painting by Hetain Patel presented by the Contemporary Art Society through the Collections Fund at Frieze, 2021/22.

HARRIS YOUR PLACE

<u>Harris Your Place</u> is a £16 million project set to restore and reimagine The Harris for 21st-century audiences as a cultural learning space. The aim of this project is to protect the building and the architecture for future generations whilst enhancing accessibility options and positioning The Harris as a community hub for Preston and Lancashire.

The capital project is more than simply preserving this much-loved building; we want to ensure that The Harris remains a vibrant heart of the community. A place where people want to spend their time.

Keep up to date with everything going on behind the scenes, upcoming events and much more through our social media channels.



LINKEDIN

Harris Museum, Art Gallery & Library



X / TWITTER

@HarrisPreston



FACEBOOK

The Harris



INSTAGRAM

<u>@harris_museum</u> <u>@youngharrispreston</u>



EVENTBRITE

The Harris



MEET THE TEAM!



Timothy Joel
Head of Culture
t.joel@preston.gov.uk

I am responsible for leading Cultural Services which includes the Harris, Events and Festivals and Arts Development. The team leads on the delivery of the Council's cultural programme contributing to a vibrant and thriving city.



Catherine Jackman

Programme and Collections Manager c.jackman@preston.gov.uk

I am responsible for the management of the programmes and collections team. Senior leader for programming and events, responsible for strategic programme planning, including Harris, NPO related and the council's city cultural events. Responsible for the successful delivery of the Harris Business plan in the areas relating to collections, public programmes, community engagement and learning. Also responsible for the successful delivery and coordination of the content development for the Heritage Project and strategically responsible for the successful delivery of the heritage fund activity plan.

Note: Catherine is currently on maternity leave.



James Arnold
History Curator
j.arnold@preston.gov.uk

I look after the history collections at the Harris and work with people to put on events, exhibitions and displays. I work with people to explore the stories that are important to the people of Preston and I help to share them in a way that everyone can understand and enjoy.

Note: James is currently covering Catherine's role.



Nicola Scattergood Business Development Manager n.scattergood@preston.gov.uk

I've always been fascinated with history and loved visiting museums as a child, collecting rainbow rubbers and flattened pennies from days out. I am responsible for the management of the business development team. This includes the library and museum teams, fundraising and partnerships, marketing and commercial teams including the café and shop. I am responsible for the successful delivery of the Harris Business plan in the areas relating to fundraising, income generation, customer service and building operations.



Robina Deakin Fundraising & Development Officer r.deakin@preston.gov.uk

I first got to know the Harris when I visited and volunteered here during my university days and have always had an interest in art, heritage and culture. I'm responsible for fundraising to support the work of the Harris, and city-wide Events and Festivals. I work closely with our funders such as National Lottery Heritage Fund, Arts Council England, Friends of the Harris and a wide range of Trusts and Foundations to help make exciting projects happen, like the Harris Your Place project, conservation of artworks and museum objects, exhibitions, artist commissions and family-friendly activities.



Alan Buchanan Exhibition & Design Officer a.buchanan@preston.gov.uk

My role is to lead on the design and spatial layout of exhibitions at the Harris, working with both internal teams and external artists/curators and groups. As part of the programming team, I help with the advance planning of exhibitions, and I also lead on their installation and takedown. In addition, I design all exhibition interpretation panels and labels.



Dawn Bullock
Administration Assistant
da.bullock@preston.gov.uk

Responsible for admin functions at the Harris. I provide administrative support to the Harris including scheduling and coordinating meetings and managing the financial administration for the service.



Lindsey McCormick
Fine Art Curator
I.mccormick@preston.gov.uk

My role at the Harris includes the day-to-day management and care of the art collection, including oil paintings, watercolours, prints, drawings, and sculpture. I support the Harris programme working on exhibitions and projects with community partners, partners from other museums and galleries and the Harris team.



Nicola Hood
Contemporary Art Curator
n.hood@preston.gov.uk

My role at the Harris is to curate contemporary art exhibitions in the galleries and around the building. I like commissioning new work from artists and where possible adding these works to the contemporary art collection. I work with local, national and international artists and partners and communities across the city and further afield.



Scott Schiavone

Decorative Art Curator
s.schiavone@preston.gov.uk

As Decorative Art Curator, I am responsible for The Harris' collection of glass, ceramics, fashion and textiles. I lead on the collections care and management of these collections and work collaboratively with museum staff, visitors and volunteers. I work with local community partners to develop and improve the collections and their access through interpretation and storytelling. I research and manage the development of exhibitions, programmes and activities to achieve the Harris' strategic aims of equality, diversity and community empowerment in conjunction with wider team.



Eleanor Ghebache
Marketing Officer
e.ghebache@preston.gov.uk

My role is to lead on the marketing approach for Preston City Council's Cultural Service including The Harris and Events. Day to day, I work on the production of marketing content working across various channels including web, social, email and print.



Holly Bell
Marketing Assistant
h.bell@preston.gov.uk

My role is based around managing all the Harris social media accounts. This means I act as digital content creator- planning, sourcing, creating, scheduling, capturing content as well as monitoring and engaging with our visitors on social media. When I am not busy with socials I help the marketing officer with the other aspects of marketing such as print, website, email, public relations and marketing strategy. We also work to market events with the Preston City Council Communications Team.



Katie Heaton

Marketing Assistant
k.heaton@preston.gov.uk

My role involves working alongside Eleanor and Holly to promote and deliver Preston City Council's Cultural Services, which includes events relating to The Harris and Visit Preston. I work on a range of marketing tasks, including email campaigns, graphic design, print campaigns, website blogs and news pieces, and research related tasks.



Dawn Worthington

Programmes and Learning Officer
d.worthington@preston.gov.uk

I work with the Harris and Events teams to programme activities and projects, and make sure that they are helping us to meet our objectives. I lead on the Activity Plan delivery for the Heritage Fund project, keeping track of the work that colleagues are carrying out with the community and partner organisations, as well as running some of the projects myself. I also handle the learning programmes for the Harris, that includes schools and informal learning (family workshops etc). While the Harris is closed, I am working with Lancashire Heritage Learning Team who will deliver activities on our behalf, and planning new sessions and resources based on the new displays.



Kyra Milnes
Communities and Volunteers Officer
k.milnes@preston.gov.uk

I have a couple of strings to my bow here at the Harris - one is to work as part of a bigger team to try and make sure that the local community are involved in all our activities and programmes and the other is that I am responsible for managing the volunteer programme. I am passionate about fairness and treating everyone as equal to me, especially young people (teenagers and older). I have lots of experience of working with minority groups and this kind of work is what really gives me a buzz!



Millie Welbourne

Communities Assistant

a.welbourne@preston.gov.uk

In my job, I work closely with the local communities of Preston to keep people engaged with the Harris – especially whilst the building is closed. So far, this has usually been in the form of creative projects inspired by the Harris' collections. My role is strongly led by our Community Empowerment Guidelines which encourages communities take a lead on projects and have a say on future displays in the Harris. I also work closely with Kyra, the Communities and Volunteers Officer to help build relationships with new community groups who don't typically engage with the museum.



Richard Baxter

Events & Facilities Officer

r.baxter@preston.gov.uk

In relation to events, I am responsible for the delivery of the Council's events programme, I also liaise with external event organisers to ensure that all events taking place on Council land operate safely and in line with Council policies. I am also responsible for the operational management of the Cultural Services departments service delivery and act as internal client liaison for operational property.



Zac Kelly
City Events Assistant
Z.Kelly@preston.gov.uk

Development of Event Safety Management Plans and operational delivery of PCC events. Review plans and provide advice to external event organisers holding events on PCC land.



Rita Whitlock

Business Enterprise Officer
r.whitlock@preston.gov.uk

I am responsible for the Harris Shop, Café and Room Hire.



Joanne Waters

Harris Visitor and Library Officer
j.waters@preston.gov.uk

My role as Manager of the Visitor team is to ensure the smooth day to day running of the Harris services, Library and Learning Centre and to support the staff team in the running of these services.



Amanda Hilton

Visitor Service Assistant a.hilton@preston.gov.uk

My job is to provide customer service within the library and learning centre. I also look after the day-to-day running of the museum shop that is now located in the library.



Suzanne Ward

Visitor Service Assistant

s.ward@preston.gov.uk

Serving and providing library cover at moment in training mode as well as the museum being closed we also have to train as library assistants. My profile also includes Fire Extinguisher and Fire Warden plus disaster box and proceedings. I'm also involved with the Harris Wellbeing Champions.



Elaine Robinson

Visitor Service Assistant

e.robinson@preston.gov.uk

My name is Elaine Robinson, originally recruited as a part-time VSA. Since the museum closure I am now working in the Harris Library in its new home in the guild hall arcade.



Stephen Jackson

Visitor Service Assistant s.jackson@preston.gov.uk

I assist visitors in the library and learning centre when needed and support events when required.



Helen McCann

Harris Library Assistant

h.mccann@preston.gov.uk

I work in the library and I assist visitors in the library and learning centre.



Shakil Patel

Harris Library Assistant

s.patel@preston.gov.uk

I offer a warm welcome to all visitors of the building, ensuring the highest standards of customer care and communication skills at all times, providing relevant and current information and signposting. Assist customers with ICT and digital skills. Assist visitors in joining and using the library and promoting the service. Undertaking routine library tasks such as maintaining records and stock, shelving items and placing reservations for requested stock.



Janet McLarney

Harris Library Assistant

j.mclarney@preston.gov.uk

I work in the library, lead the weekly Baby, Bounce and Rhyme sessions and create monthly content for the Harris website called 'North West Reads'.



Christine Gardner

Harris Library Assistant

c.gardner@preston.gov.uk

I am a part time frontline assistant. I am timetabled to work in the library and the IT centre. My job in the library is to issue and discharge books, join new members and find any information they want. I have worked in libraries for 40 years or more and my job in the IT centre is to help people get on the computer and release their printing.



Dominic George

Harris Library Assistant

d.george@preston.gov.uk

I am a full time member of staff who works in the library dealing with face to face customers, telephone enquiries providing a frontline customer service which involves providing books, information, joining new members. I also work in the IT centre where we assist the public with computers.



Anne Wadeson

Harris Library Assistant

a.wadeson@preston.gov.uk

I work full time, I provide Customer Service in The Library working closely with the public. I create book displays & assist with the shop stock.

POP IN AND SAY HELLO!

POLICIES, STRATEGIES & OTHER INFORMATION

Please refer to this information before and during your volunteering with the Harris. Click on each box to access the relevant resource, or visit www.theharris.org.uk/get-involved/volunteer-opportunities/.



VOLUNTEER STRATEGY

2024

♣HARRIS



THE HARRIS' VISION: WHAT DO WE BELIEVE IN?

COMMUNITY

We believe in an inclusive community that serves everyone, especially those who may feel excluded. We consider needs and respect everyone, ensuring they see themselves represented and their voices heard through our artwork, literature, exhibits, and experiences.

CREATIVITY

We believe in providing the physical and head space for people to approach problems, and see the world, differently. We are a place to both create and be creative. We remove barriers to creativity and use the power of working together to create an inclusive and safe environment where everyone can unleash their potential.

LEARNING

We believe that discovering yourself and different communities is a vital part of personal growth and community building. We love sharing knowledge and helping people, whether it is through our resources, exhibitions, or our friendly and welcoming environment.

WHY WE EXIST

We are here to serve as a cultural hub. bringing together communities and promoting creativity and learning. exhibitions. Through our resources and spaces we celebrate the diversity of Preston and beyond and make culture accessible to all, free of charge. We are an inclusive and welcoming environment where people of all ages and backgrounds can come together, experience the of richness art. culture. knowledge, explore innovative ideas, and connect with their community.

WHERE WE WANT TO BE IN 5 YEARS

The Harris is the cultural heartbeat of Preston, a thriving hub of creativity and community that highlights the best of art, literature, and history. We will elevate Preston by putting it on the map as a must-visit destination for locals and tourists alike. By providing innovative experiences, we will inspire and engage visitors of all ages and We will backgrounds. promote inclusivity and diversity, giving a voice to those who are often excluded, and fostering a sense of community ownership and pride in our shared cultural heritage.

OUR COMMUNITY EMPOWERMENT GUIDELINES

To help us be mindful of our ways of working with the public, we are developing new habits to enable us to work with each other – you, staff, partners, the public - on a more even footing as equals. We have created and been using 6 guidelines, to steer and focus us. The 6 guidelines were created with Harris staff and representatives from the volunteer team, partners and other stakeholders in the community during lockdown 2020 – 2021. We hope that the guidelines will help us be more accountable to the community we serve and each other in the way we make decisions together. We hope that you will be mindful of these guidelines during your volunteer journey with us.

#HARRIS

The Harris' 6 Community Empowerment Guidelines for staff and volunteers

Responding to local needs
What do our communities want from us?

Give communities a say in their Harris

Are we really being authentic, transparent and inclusive?

Collaboration is key

How will this increase our strength?

Working and learning together

Have we moved out of our comfort zone?

Committed to change

Are we clear and confident that this supports our aims?

Reflect and react

Have we invested time and energy to develop?

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NEED TO KNOW BASICS

SPACES & FACILITES

On your first day, you will be given a tour of the Harris office, Harris Library, IT facilities, Harris Shop and learn how to get to Preston City Council Town Hall. On the ground floor of the Harris offices, you can find the toilet facilities and a kitchen with fridge and kettle. On the first floor of the Harris offices, you can find a break room with more amenities including comfy chairs, a fridge and a microwave where you can eat your lunch.

FIRST AID

We currently have Steve on our team as a first aider. He is available to look after us in the Guild Hall and at the Museum of Lancashire. If you are volunteering with the Harris out in the community, then there will be a first aider available for us in whichever venue we are based in. If we are working in partnership at another venue for example, another library or a unit at the bus station, a dementia cafe or the Foxton Centre, then whilst we are under their roof, we are their responsibility, and they will look after us. However, it is the Harris' responsibility to find out who the first aider is on the day you are volunteering in another venue.

MIPOD LEARNING

MiPod is provided by Preston City Council and is an interactive 24/7 website that will give you access to a variety of interesting and useful learning modules and resources. You can take control of your own self development by choosing when, where and what to learn. Once we have given you your log in details, you will be able to sign up for anything that takes your fancy. There are lots of beneficial resources relating to improving personal skills and developing your potential. You can access the resources from home or from the Harris office. We recommend you start with: Health and Safety at work and Equality and Diversity.

INDUCTION & OTHER TYPES OF TRAINING

All new volunteers will be invited to an informal general induction which will be offered on a regular basis throughout the year, for you to sign up to. During this induction you will get the chance to meet us, have a friendly chat about volunteering with us and complete paperwork with us including a mutual agreement and emergency contact details. You will also be able to meet other volunteers old and new so that you can start getting to know each other. We run training and awareness raising courses free of charge to you. These will normally run in a tailor-made way to suit your needs as a team depending on what projects we are running at the time and what the consensus is from feedback from the volunteer team. We will consult with you on an annual basis to find out what kinds of areas you would like to be trained in, along with offering some mandatory training specific to the Harris. We are currently focusing on delivering training and awareness raising for you that will give you confidence to help us move back into the Harris, including handling the collection and first aid.

GETTING INVOLVED

You will have registered as a Harris volunteer using the <u>Harris Volunteer Makers</u> website. We use this website to engage with you and manage the volunteer team. We post all our opportunities on there for you to sign up to and we find this is a fair way for you to get involved. It is first come first served so please keep your eye out for email notifications from Harris Volunteer Makers as the notifications alert you to new opportunities. It is worth checking the Harris Volunteer Makers website on a regular basis so you don't miss anything. You will see the range and types of volunteer opportunities on this website but they range from one off events, for example, a Christmas film for families where you might be asked to volunteer as an event steward, to a regular volunteer role as part of a small team with the curatorial team, selecting artists for a contemporary art commission. And everything in between! We hope that you will find something to get involved in that really suits you.

Once you accept an opportunity, you will then be in direct contact with the member of staff that has posted the opportunity - they will usually give a tailor-made briefing to you, specific to the opportunity you have signed up for.

We encourage you to "bank" your volunteer hours through your account on Harris Volunteer Makers. Staff are then responsible for making sure everyone's hours are banked to use in reporting – including to report to our funders every quarter. We can show you how to bank your hours or do it for you if you are struggling.

EXPENSES & PERKS

You are entitled to claim back reasonable expenses for travelling to and from volunteering with us. You will be given a form to complete whenever you need one. You will just need to provide your receipts or tickets to us with it. If travelling by car then you will be entitled to claim back the public transport equivalent cost. We can help you to do this. You will get free hot drinks and snacks with us whilst you are volunteering. We will provide meal expenses to you or food if you volunteer for four hours a day or more when that time includes lunch time. You will be able to access free socials, celebrations. research trips training, along with 10% discount in the Harris shop (and cafe when we reopen!)

REGULAR MEETINGS

Regular volunteer meetings are held every other month to information sharing and updates and also for you to update other Harris volunteers about volunteering you have been doing along with suggestions to improve the volunteer programme or any concerns you may have that are relevant to at the Harris. volunteering volunteer events such gatherings take place throughout the year to give you the opportunity to socialise, network and meet other likeminded volunteers and staff.

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SUPPORTING YOU RESOLVING PROBLEMS TOGETHER

You will be supported in general by Kyra - the Communities and Volunteers Officer and Amelia - the Communities Assistant, but you will have a specific member of staff - depending on what kind of volunteering role you have chosen - who will usually be the project/session/event leader. They will act as your primary contact. If you have any problems or just need a chat in general, please speak to them in the first instance although Kyra and Amelia are here for you anytime you need them.

In a situation where you think that our Mutual Agreement has been breached, you should decide if the problem is a general problem or a specific problem that relates to a volunteer role/opportunity. For a general problem, you should speak to a member of the Harris Volunteer Advisory Group (Route A). For a specific problem, you should speak to a member of staff that you feel comfortable with. This could be the person you report to on a regular basis. (Route B). Whether the problem is general or specific you should express your concerns in confidence and try to resolve the problem informally and as quickly as possible.





Speak to the Harris Volunteer Advisory Group.



If the Volunteer Advisory Group are unable to resolve your problem with you informally, then with your approval, it will be referred to the Communities and Volunteers Officer for resolution with you informally.



If you are unable to resolve the problem together at this point, with your approval it will be referred to the Harris' Programmes and Collections Manager for resolution with you formally.



A formal resolution will be achieved through a formal process - part of that process will include a review meeting and other steps to come to a final decision with you. This process will be recorded in writing as part of the formality. The outcome will depend on the seriousness of the problem but could result in a volunteer receiving anything ranging from a verbal warning to their role ending; a member of staff could receive anything ranging from a verbal warning to a suspension, pending investigation, in line with Council's Disciplinary Procedures.





Speak to a member of Harris staff that you feel comfortable with. This could be the person you report to on a regular basis.



If this member of staff is unable to resolve your problem with you informally, then with your approval, it will be referred to the Harris' Programmes and Collections Manager for resolution with you formally.



A formal resolution will be achieved through a formal process - part of that process will include a review meeting and other steps to come to a final decision with you. This process will be recorded in writing as part of the formality. The outcome will depend on the seriousness of the problem but could result in a volunteer receiving anything ranging from a verbal warning to their role ending; a member of staff could receive anything ranging from a verbal warning to a suspension, pending investigation, in line with Council's Disciplinary Procedures.

This procedure is in place to protect you - we sincerely hope you won't need to use it, but it is there if you need it. All issues shared with us will be treated in strict confidence and with respect and discretion. Volunteer Advisory Group email address:

harrisvolunteersvoice@outlook.com



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VOLUNTEERING & CLAIMING BENEFITS

Volunteering can help you to develop new skills and try something new. It can help you prepare for paid work by increasing your confidence and experience. You can volunteer while receiving benefits as long as you continue to meet all the conditions of your benefit. If you're getting a benefit, you can volunteer for any type of organisation.

You can volunteer for as many hours as you like, as long you continue to meet the conditions of the benefit you get. If you're looking for paid work, you may agree with Jobcentre Plus to do some volunteering as part of your activities to prepare for work. If you get Universal Credit, your volunteering can count to up to half the time you agree to spend looking for and preparing for work.

If you have a health condition or disability, you can still volunteer. You will not need to have a Work Capability Assessment, just because you start volunteering, and you don't need to provide evidence from your doctor about your volunteering.

The expenses and perks you might get from the Harris as a volunteer will not usually affect the amount of benefit you get. We can provide you with a letter/email to give to your benefits office if you need one – just ask us and we will be happy to help.

For more information, go to:

Volunteering and claiming benefits

GOV.UK (www.gov.uk)

Contact Jobcentre Plus GOV.UK (www.gov.uk)



WHAT YOU CAN EXPECT AS A HARRIS **VOLUNTEER**



To feel valued



To use your experience and talents to help others



To have a sense of purpose



To learn new skills with training provided



To connect with others



To give something back



To gain up to date experience



To make a difference



To meet different types of people with similar interests



To have a sense of personal achievement



To try something different



To have the satisfaction of making things happen



To make new and lasting friends



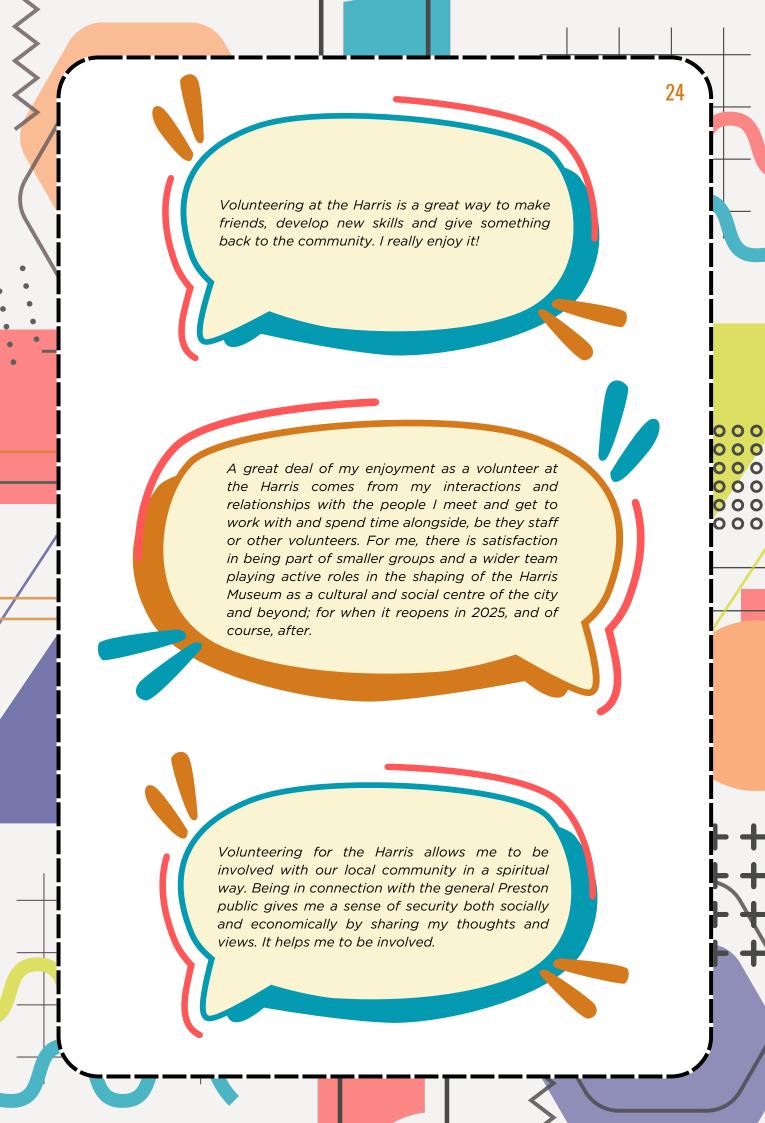
To be part of a team and feel like you belong



To share your experiences with others



To improve your sense of wellbeing



USEFUL CONTACT DETAILS

Please note, our new temporary address is: The Harris, The Guild Hall, Lancaster Road, Preston, PR1 1HT.

MUSEUM OFFICE



The Harris Museum Office,
Monday to Friday
9am - 5pm
Closed Sundays
E: theharris@preston.gov.uk
T: 01772 905414

LIBRARY + IT CENTRE



The Harris Library and IT Centre,
Monday to Saturday
9am – 5pm
Closed Sundays
Library: 01772 905412
IT Centre: 01772 905426



COMMUNITIES TEAM



Kyra Milnes, Communities and Volunteers Officer

E: <u>k.milnes@preston.gov.uk</u>

T: 01772 905412

Millie Welbourne, Communities Assistant

E: <u>a.welbourne@preston.gov.uk</u> T: 01772 906505



WELCOME ABOARD!

