

Minutes of meeting of FoCL committee, Tuesday March 7, 2017 at 12.30pm – 1.30 pm

1. Present: SB,JD,PD,RH,RM,JU,SW

2. Resignation of Jenny Fielding: There is now a vacancy for Membership Secretary

3. Apologies for absence - DD, CG-W

4. Minutes of meeting on January 10, 2017: accepted

5. Matters arising not elsewhere on the agenda

- **Wi Fi Bench:** still pending
- **Rowan Williams book:** with JD

6. Treasurer's report: RH- current balance £6,392.11. Some of this sum will be required towards the PV cells. A request to recoup cleaning expenses from LU will be made when transfer is complete.

7. Membership secretary report

- **Information for prospective members:** Information in the FoCL folder is out of date, and there is nothing to give to prospective members. JD will ask Sue Whittell if she is willing to help devise a replacement, to be ready by April 1st coffee morning. PD will send a flyer used by Seaton Friends as inspiration.

8. Librarian matters

- **Librarian report:** PD- The library visit by 2 classes on the recent World Book Day is evidence of the strengthening relationship with Colyton Primary School.
- Booktrack (Tues pm after school) is busy; though many of the children are too young to participate in the scheme, they are being read to.
- Social media – their increasingly popular use necessitates the library getting on board. PD may ask some of the young mothers to help.
- New printer – it is proposed to put it on top of a chest of drawers, thereby freeing up desktop space; awaiting a computer technician to effect the move. It produces good quality print, and can photocopy – this facility to be advertised in Coly Times (B&W 10p per sheet, colour 50p)
- The recent H&S review flagged up the need to sort out cleaning materials.

9. Transfer of Building to Colyton PC/FoCL: JD – Liz Berry has informed JD that the agreement has been signed, and is back with solicitors – however, FoCL have not yet seen a copy! Liz Berry is to arrange a viewing.

10. Building matters

- **Outstanding repairs:** PD- The door has 4 new hinges! The fingeruard is due to be replaced next Tuesday.

11. Events

- **Author events Graham Hurley- Tuesday March 14, Peace Memorial Hall at final planning:** Tickets are selling slowly. In future, advance tickets will be cheaper than on-the-door. More publicity is required – SB will e-mail CG-W, for forwarding to all FoCL. She will also contact the press eg Francesca Evans. Refreshments – SW will bring the FoCL tea/coffee/sugar/milk. Cakes and biscuits will be donated by members. Sufficient raffle prizes have already been promised.

- **AGM March 20 – actions needed:** RM will enquire if the piano can be moved near to the committee table. The hall will be open from 6.15pm.
Catering – 5 cakes have been volunteered.
Speaker – as JD has received no response in her quest to LU, PD will contact Pauline Anderson (LU Service Delivery Manager).
Collecting subs – still £5 – 2 tables required, manned by RH, JU, CG-W and Pam McCleneghen.
Membership cards – SW to edit last year's and e-mail to PD, to print on pink card before the meeting.
RH to sort out paperwork required for new members – application, standing order form, gift aid declaration.
Paperwork – agenda, minutes of 2016 AGM, annual report 2016, accounts (awaiting auditor) to be copied at Seaton library.
Annual report was edited. PD proposed an addition to the annual plan - a possible project for FoCL or book club members, to feature specific authors.
- **Coffee mornings:** need to be relaunched. The unfortunate clash with the Church coffee morning cannot be resolved.

12. Fundraising: CG-W attended a workshop, report pending.

13. Volunteer matters

- **Thank you 'Do' – 2.2.17:** A successful evening, nice atmosphere, delicious food, well worth doing.

14. Libraries Unlimited: Though we have been invited to an informal meeting in Barnstaple, we will send apologies not a rep.

15. Newsletter/Coly Times: SW will put in a paragraph re the photocopier with PD's help.

JD suggested SW e-mail the Coly Times entry to CG-W to be forwarded to FoCL – JD to check with CG-W that the database is established.

SB will send the Graham Hurley details out (via CG-W) ASAP. SW will send the poster pdf to SB. Details of the AGM and request for subs to be sent later.

16. Website updates? None discussed

17. AoB: none

18. Date of next meeting: Tuesday 2nd May at 12.30