

Minutes of meeting of FoCL committee, Tuesday Nov 21, 2017 at 12.30pm – 1.30 pm

1. **Present:** SB,JD,DD,RH,RM,JU,CG-W,SW.

2. **Apologies for absence - PD**

3. **Minutes of meeting of 05.09.2017:** accepted

4. **Matters arising not elsewhere on the agenda**

- **Bench:** now installed, well used. The post is not getting in the way.

5. **Treasurer's report:** RH – copies of the Income and Expenditure Account were circulated. The income includes £340 from Crowdfunding pledges during the M&S appeal. Current balance is £9233.27. A fund of £5-10,000 is needed towards maintenance and the PV cells.

6. **Membership secretary report**

- **Membership numbers and recruitment:** CG-W – subs are up as a direct result of increased effort.

7 **Transfer of Building to Colyton PC/FoCL:** progress continues to be slow!

- **Building transferred to CPC:** done. Liz Berry has pointed out that the Fire Assembly point for the Social Club is outside the library.
- **Lease between CPC and FoCL:** now with our solicitor, having been back to CPC for amendments to include bench and PV cells.
- **Final arrangements between FoCL and LU:** RH – following a meeting with Steve Turner at the end of September, Paul Love was to sort out transfer of finance by October 1 but it still hasn't happened.
British Gas have now closed the zero account relating to the second meter, removed some time ago.

8. **Fundraising**

- **M&S Energy grant application – results and way forward:** The bid was unsuccessful, but raised our profile and generated funds through Just Giving. A report to be placed in Coly Times. Thanks to CG-W for her effort.
JD has a list of organisations which might give money towards the PV cells – DCC “Airport money”, Viridor, Awards 4 All, SW Water, Lloyds Bank. CG-W is meeting Councillor Martin Shaw next week and will request his support. She offered to check that we meet the criteria for the various awards, and volunteered to complete the application forms. JD will research the potential sources and e-mail to CG-W.
- **“Easy Fundraising”:** SW considered the registration procedure too complex, but CG-W disagreed. It was decided to register (after Christmas) and to promote it at the next AGM via a handout.

9. **Next events**

- **Quiz:** SB- to be held in th New Year, in the Town Hall, on a Sunday afternoon from 3-5pm, maximum duration 2 hours. Tea and scones might be served. There was some discussion as to whether families would be welcome. Dates of quizzes elsewhere need to be checked. The Town Diary is not much help nowadays.
- **AGM date:** Monday 12th March. RM to book the hall.

10. Librarian report: (PD absent)

- **Social Media:** FoCL are now on Facebook (thanks to Eda)
- **Building matters:** Scaffolding round the Chip shop will be in place for up to 6 weeks. Their cladding was falling onto the library roof. While working, they will look for rat entry holes, and clean out and seal an empty pipe.
- **Active Minds/Active Lives – scrabble club:** to continue, on Thursdays 2-3pm, during librarians' admin time. SW to check frequency, and forward to CG-W for the website.
- **IT system:** RH - the new Library Management System SPARK is about to be installed. V's need to be trained to use the new system. In PD's absence, Frances Trout will be in charge from Dec 1st. Thanks for offers of help during the changeover.

11. **Volunteer matters:** RH – anticipates a number of V's dropping out because of the new system.

12. Libraries Unlimited

- **Feedback from Diane Dean – LU:** Galaxy will stop on 28th Nov. Spark will start on 4th Dec, with a gradual rollout – Colyton 11th Dec. In the interim fortnight's downtime, manual transactions will be necessary (with subsequent uploading). The web-based system will not be available to V's initially. Library Supervisors, then First Assistants (Di) will be trained, to "cascade" to V's.
- Devon Libraries website will be replaced by ARENA from Dec 11th. Friends' Groups will eventually be able to have a link to their webpage.
- Rachel Gee will now be responsible for Friends Groups, as Frances Tout is now our Service Delivery Manager.
- Next year's Summer Reading Challenge involves a partnership with The Beano.
- Libraries have been involved in the Fun Palaces celebration of Arts, Science and Culture.
- **Friends group meeting – 27.9.17 – feedback:** There was some discussion re the attitude to Friends Groups as merely fund raisers; there was a request to raise funds for WiFi printers, but as this is considered a core requisite, it should be centrally funded.

13. **Coly Times:** SW – articles please. SW would like someone else to take over, but there was a nil response.

14. **Website updates?** in hand

15 **AoB – Dementia friendly town – JD/DD:** So far, there has been no follow up to a meeting led by Abbeyfield re Colyton becoming a DFT.

JU reported on the recent meeting re Community Volunteers, which told us nothing we didn't already know.

CG-W suggested we might hold a writing competition, as recently done in Seaton. The result of the Limerick competition (closed at end of October) is not known.

16. **Date of next meeting:** Tuesday 23rd January

Volunteer hours – 8 x 1.5 hours = 12 hours.