

**Minutes of meeting of FoCL committee, Tuesday April 24, 2018 at 12.30pm – 1.30 pm**

**1. Present:** SB,JB,JD,RH,RM,JU,SW

**2. Apologies for absence:** CG-W, Library Supervisor

**3. Minutes of meeting of 20.03.18:** accepted

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

- **Banner – SW:** As the proposed banner would be too big, alternatives supplied by A G Signs, Honiton are to be investigated. Cost approx £200. To be displayed outside the Library when open, stored inside the door when closed. Graphics to be decided in due course.

**5. Treasurer's report :** RH Copies of the accounts were circulated. Current balance is £12,232.11. Maintenance has still not been paid by LU. As LU hold the electricity account, we must ensure that the feed-in tariff from the PV cells is assigned correctly. There is sufficient capital to run as a stable business. A query re Gift Aid confirmed that we cannot claim on unassigned small donations.

**6. Membership secretary report**

- **Membership numbers and recruitment :** current membership 66

**7 . Implementations of new arrangements between LU/CPC/FoCL, commenced 1.04.2018**

- **Lease - CPC and FoCL:** all is in place; we have not yet received bills for the solicitor or insurance

- **License - FoCL and LU:** confirmation received from Richard Turner, but still awaiting money – JD to respond appropriately.

**8. Solar Panel appeal – launch date April 27, 2018:** JB,JD and RH met recently. Date was chosen to coincide with Coly Times. Donations to be received by Library and The Little Shop, in dedicated collection boxes – existing Library box to be relabeled, JD to organise box for shop. Sources of financial help are being investigated – JB Tesco and Waitrose, RH – no success with banks, JD has received “Action East Devon” list of funding groups from Liz Berry, JB to peruse.

Martin Shaw (County Councillor) has promised a donation. Feoffees – JD advised to write now, rather than wait as previously planned. FoCL to be e-mailed (CG-W). Promotion on our and Promote Colyton websites. Publicity to Midweek Herald (JD). Local organisation secretaries to be asked to spread the word (JU). Flyers to be in the Library and Little Shop, and posters (SW).

Library to print more copies. Paul Jeffries (architect) has offered to construct 3 “thermometers”.

JD to ask Liz Berry if CPC would pay for the PV cells, to be reimbursed, to avoid us paying VAT as they could reclaim it. Target date August 2018, to be reviewed then.

SW – FOCL need a dedicated notice area, as notices get hidden or disappear from the

white box. JU to ask Fred Dart to construct a second box, with 3 compartments.

## **9. Fundraising**

- **Group donations:** JD hasn't yet spoken to Shakespeare group, nor received reply from Playreading. Thursday book club due to collect donations on 26.4.18.
- **"Easy Fundraising":** SW – about £15 per month is being generated, but not yet paid into our account. To be followed up in a month or two.
- **Fundraising plan for 2018 – target £2,000.00 pa:** deferred to June meeting.

## **10. Events: SB**

- **Outing - Hartland Abbey:** Booked for Wed 22<sup>nd</sup> August. Cost £11 per adult for tour, £10.45 for coach (35 seater – could upgrade). SB suggested a charge of £27.50 to make a reasonable profit. JD suggested advertising straight away, in the June Coly Times, by e-mail to FoCL (2 weeks after the Solar Panel e-mail), posters. SB to forward details to SW.
- **Speaker ?Sarah Bennett ;** pending
- **Quiz:** Sunday Nov 4<sup>th</sup>, 2pm, £5 including raffle ticket.

## **11. Librarian report**

- **Supervisor appointment:** not yet appointed. Interview 23-4-18

## **12. Volunteer matters**

### **Volunteers – thank-you event June 7 – 6.30pm**

venue – JD's garden .

Food SW-to coordinate

Drinks -RH to supply wine and juice

Glasses – JD to obtain

Invitations - SB to send out

## **13. Libraries Unlimited matters**

- **Ballot for Community trustee** – closing date for votes to JD – May 4
- **LU meeting** - FoCl gave apologies

**14. Coly Times** – events, solar panels, new appointment

**15. Website updating** – Various items to update - JD

**16. AoB** – GDPR (general data protection regulations)

SB will obtain more information

**17. Date of next meeting** - Tuesday, June 5 at 12.30pm

Volunteer hours 7 x 1hr 15mins =8hrs 45mins