

Minutes of meeting of FoCL committee, Tuesday June 5, 2018 at 12.30pm – 1.30 pm

1. Present : SB,JD,JU,SW

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

3. Committee membership and roles:

It is with great sadness that we report the death on 12.5.18 of Roger Hutton, our Treasurer and Volunteer Coordinator. The committee record their appreciation of his 9 years of monumental contributions to FoCL.

JD wishes to express her gratitude for all the rallying round, especially to SW who has volunteered to become Treasurer, and to SB who has taken on Volunteer Coordination.

There is now a vacancy on the committee.

4. Minutes of meeting of 24.04.18: accepted

5. Matters arising not elsewhere on the agenda

- Banner – SW- pending
- Second white box for FoCL info – JU - pending
- GDPR – CG-W has written to all FoCL.

6. Treasurer's report: no report yet, as in process of transferring mandate variation to SW.

- **Window cleaning and fascia boarding** – JD – it was agreed to commission JD's cleaner to do windows every 2 months at £10 per visit, and one-off fascia boards at £20.
- **Support for children's activities** – JD – FoCL to continue to fund – Di to spend up to £20 then claim it back.
- **Group donations:** new arrangement for payment – through JD'S door, in a bank bag, labelled.

7. Membership secretary report

- **Membership numbers and recruitment:** no change

8. Implementation of new arrangements between LU/CPC/FoCL, commenced 1.04.2018
pending

9. Solar Panel appeal – progress JD: JB has sent a letter to potential sources of funding – no responses to date. She visited Tesco, positive response as they are seeking a local project to support. Feoffees – one individual has requested detailed technological information; they meet tomorrow. Martin Shaw's contribution has not yet arrived.

The Thermometers have been delayed by about a month. One will be in the library window, one in Paul Jeffries' Market Place window.

As the ongoing appeal is not very obvious in the library, it was suggested we have large posters in the window and on the collection box door (next to the issuing machine). Paul Jeffries is to be asked to produce 2 x A3 and 2 x A1 copies.

10. Fundraising

- **"Easy Fundraising":** SW – the amount being raised is small, and no money has been received yet.
- **Fundraising plan for 2018 – to be deferred**

11. Events: SB

- **Outing – Hartland Abbey – 22.8.18:** Few bookings so far, but early days. Posters are required. At Thursday's V event flyers will be handed out. CG-W to e-mail FoCL, bookings to be confirmed by 13th July. Thereafter, it will be offered to the wider Colyton public, Seaton and Axminster libraries. JD to place ad in Midweek Herald in early July.
- **Quiz – 4.11.18:** pending

12. Librarian report

- **New Supervisor – Richard O'Mahoney - visiting Colyton Tuesday, June 12 at 11.00am** accompanied by someone from LU. A good attendance is to be encouraged.
- **Laminator request:** the demand doesn't warrant the expenditure.

13. LibrariesUnlimited matters – Summer reading challenge – request for support.

As we support in our own way, we will not be making a financial contribution direct to LU.

14. Volunteer matters SB:

re V forms – these should be filled in for insurance cover. It is likely that many V's never completed one, and we need to liaise with our new supervisor to find out who has, as they have been sent to DCC/LU. Safeguarding forms are only required for the children's V's and LU pay.

Re volunteering – to avoid lone working there needs to be a reserve or 3 V's for each session to allow for non-attendance. V's need to communicate with others on their team to confirm attendance or otherwise. JD is to circulate to committee the original V's protocol, re sharing contact details.

- **Volunteers – thank-you event June 7 – 6.00 in JD's garden:** Arrangements are sorted. Items to be mentioned include the Hartland Abbey trip, the committee vacancy and the new supervisor's visit on Tuesday 12th.

15. Coly Times: SW – deadline this Friday. SB to amend Hartland Abbey entry; promote Solar Panel Appeal.

16. Website updating: JD reminded to update committee roles.

17. AoB none

18. Date of next meeting Tuesday 24th July 12.30

Volunteer hours 4 x 1 1/4 = 5 hours