

Minutes of meeting of FoCL committee, Tuesday April 23, 2019

1. **Present:** SB,JD,RM,JS,JU,SW

2. **Apologies for absence:** JB,RO'M

3. **Minutes of meeting of 12.02.19:** accepted

4. **Matters arising not elsewhere on the agenda:** none

5. **Treasurer's report, including - SW**

- **Accounts:** copies were circulated. Current balance = £13,226.26
- **Group rentals:** Book groups are only paying £3 per month, in contrast to Knit and Natter who pay £1 per person per week. Playreading incurs extra cost for heating, as they meet on Monday evening, in winter, once a month (the library having been closed since Saturday midday). This means it runs at a loss. A query from JD to David Clarke (Shakespeare group) has not been answered. JD suggested waiting until the electricity billing has been sorted out when groups may be advised of the actual cost.
- **Gift aid:** SW plans to do this later in the year when all subs have been collected.
- **Charity status:** Forms have been submitted to HMRC to change details – awaiting response
- **Electricity supply and usage:** a partial electricity bill has been paid, as N-Power had threatened to cut the supply, in spite of their delay in establishing a small business account. JS – library lights were left on over a recent weekend, when The Little Shop was closed and MM away, so no key available until Monday morning. JD will get another key cut, and ask Premier to hold it.
SB remarked that signs were not always taken in at the end of sessions. JD to have a word with RO'M re librarians' locking up procedure.
- SW – re fundraising – suggested Amazon Smile, but not necessary or desirable as we already have Easy Fundraising. RM to have a word with MM, asking him to use Easy.
- The website host has now been paid, after some confusion sorted out by Adrian West and David Hutton.

6. **Membership secretary report:** 76 paid up members. SW to generate a list of unpaid subs (mainly non-e-mailers who didn't attend AGM) and RM to "chase".

7. **Solar Panels – MM:** nothing to report

8. **Events**

- **AGM – follow up JD:** well attended, good feedback
- **FoCL celebration JS/SB:** this has been overtaken by the Youth Art work. There is already a lot happening for younger children. JB may organise a family activity e.g. shop window competition.
- **Youth Art work JS/SB:** JS had circulated copies of a proposed letter to Parish Council, costing and timeline.
- **Letter – JD** suggested amendments
- **Costing –** after discussion, it was agreed that JS and SB should apply for the basic DBS check as individuals, increasing the Contingency component to £50. Some minor changes to the prizes and refreshments were suggested. As total cost will be about £300, FoCL will make an initial contribution of £100, and will apply to the Feoffees to match funds. JD will approach David Evans.
- **Timeline –** JS to send letter to PC asap, and to Feoffees. SB to ask RO'M if parental

permission forms will be necessary?

- **Ann Widdecombe – date to be changed JD** – AW's PA suggested we wait until her schedule has been finalised to fix a new date.
- **Outing- Coleton Fishacre July SB** -31st July. Coach and venue have been booked. In response to the e-mail to FoCL, 22 have already signed up. More details to be sent out. To be in June Coly Times (even if coach charge has not been finalised by then). Posters to be put up.

9. Librarian report: RO'M absent

10. Volunteer matters - SB/RO'M: V's Thank You event – JD's garden Monday 1st July at 6pm. SB to invite V's (withRSVP), RM to procure wine. Details to be sorted out in due course.

11. Building matters: MM absent, JD to check with RO'M

- **Skylight**
- **Rentokil**

12. Libraries Unlimited meeting- 11.3.19 JD/RO'M: Ciara Eastell's farewell and general meeting. CE gave a superb presentation, a rehearsal for a national online item. JD will find out when it will be available to view. In the context of Friends' Groups, JD was asked to write for the next Friends' Newsletter- JS to review the article.

13. Coly Times – JS: has been going through diary with librarian to pick up forthcoming events. This time promoting Book Track, as numbers are low. July deadline is early, so the Coleton Fishacre trip will be put in. Other ways will be found to promote the Youth Art project.

14. Website updating – JD: Adrian West adds new items sent to him, but it needs someone to decide what to remove e.g., out of date events.

15. AoB: none

16. Date of next meeting: Tuesday 25th June 12.30 (SB to take minutes)

Volunteer hours – 6 x 1hr 15 minutes = 7 ½ hours.