

Minutes of meeting of FoCL committee, Tuesday 25 February, 2020 at 12.30pm – 1.30 pm

1. Present: SB,JB,JD,JM,RM,JS,JU,SW

2. Absent: RO'M

3. Minutes of meeting of 14.01.20: an omission was detected – item 7 - “it was agreed not to issue membership cards” to be added, otherwise accepted.

4. Matters arising not elsewhere on the agenda: none

5. Proposal for additional committee member JD/SB: it was proposed (by SB , seconded by JD) that Morgan Watkins join the committee as a Junior Member. Unanimously agreed.

6. Treasurer's report SW:

- **Accounts:** Accounts presented to last meeting on Jan 14th 2020. Now audited and accepted by John Buse for AGM presentation.
Bank account as of 24th Feb – Current Acc. £842.08, Savings Acc. £11,759.80 plus cash £106.01.
- **Electricity cost:** Just paid electricity bill for 3 months usage up to Feb 2nd £918.16. This shows similar usage to last year but not so obvious as we had all the problems of changing from LU account to our own independent account and bills came in at varying intervals. Figures calculate that for the 10.5 hours a week that the library is open (during this 3 month period) the electric cost is a massive £6.73 per open hour. In reality the underfloor heating has a warmup period so is on for a couple of hours before each period of use.

ACTION:

1. We are checking usage by reading meters particularly interested in Saturday noon to Tuesday am (should show minimal usage).
2. Mandate to set up DD on the Lloyds Bank Account offering a saving of 5% on the annual bill. Will require monthly readings by ourselves. (Amounts to over £100 per year)
3. Query to LU over VAT situation as the library and LU have some sort of charitable status. Am awaiting reply and comment from LU.

BUT examination of bills has shown that in the winter months we jump above the allowable threshold levels of 33.3kWh to 45.55 kWh per day. This increased level has a knock on effect and causes us to be charged Climate Change Levy of 0.847p per unit used (this last bill £35.50) and also charged VAT at 20% not 5% (VAT on last bill £153.03).

These 3 charges – increase in VAT, Climate Change Levy and absence of DD amounted to £190 on the last bill. The lower summer usage should bring us back down to no levy charge and back to 5% VAT.

FURTHER ACTION – think seriously about cancelling extra usage of library particularly Monday's occasional groups. (This would amount to 3-4 hours less heating every week). Other times? Not sure if we could get below threshold levels in winter months.

The following points were raised in discussion:

- the heating could be switched off 2 hours before closing instead of 1 hour
- the supplementary heater should be for emergencies only
- the set temperature (currently 22C!) could be reduced
- the Play reading Group is actively seeking an alternative day.

Shakespeare Group to be advised Mondays are no longer available

- N Power to be asked for a Smart Meter.
- The second payment from the solar panels is due at the end of Feb.

Co-op local charity fund – application to be in by June 16th, forms pending.

7. Membership secretary report: Membership will be renewed at the AGM.

8. Events SB

- **Event planning- “Meet Lady Katherine” Thursday, March 5th 2020 at 2.30pm**
25 tickets sold so far. SB to put it on Facebook. JM to liaise with Sue Kightly to e-mail WI members. Publicity going to Parish History Society.
Raffle prizes required. JD to collect tea making supplies from library, JM to acquire milk and biscuits. Helpers to be there for 2pm.

- **AGM 2020 planning – Monday, March 16, 2020:-**

Agenda, committee members, annual report, minutes, accounts, entertainment, refreshments
Draft Agenda had been circulated. Item 8 – plans for 2020 – main event will be the joint film week M 24-Sat 29 August. Other events – JS suggested providing slips of paper for members’ suggestions – she will provide a suitable form. JB requested they also be available in the library.
Entertainment – Jan Dean and David Clarke
Refreshments – SB to ask Catherine Heap to help. Cakes – JB, JU, SB to ask Richard Benton, JS to ask Jean Hutton. As JD will be showing Alex Kittow round the library, she will arrive later.
RM to photocopy – e-mails to add “please bring to meeting”.

- **Outing:** August 12th earmarked, North Somerset Railway and Dunster Castle.
To be announced at AGM.

8. Librarian report

- **Joint event – film week: Monday 24 – Saturday 29 August – RO’M**

RO’M absent.

Most recent stats show an increase in nearly all categories - visits, issues, computer use, WiFi, events attendance, Volunteer hours. There was a small decrease (7) in active users.

9. Libraries Unlimited

- **special meeting 3.02.20 – feedback JD:** meeting initially called as a DCC funding gap of £500K was anticipated. However, by January DCC had plugged the gap by £300K and confirmed a further 5 year contract with LU. As a result, the meeting concentrated on how Friends’ Groups could now help LU .
 - Promote LU as a charity
 - be mindful of staff
 - forgive LU if/when they step on toes
 - work together
 - fund raise.

Colyton were thanked for their contribution to the Book Fund , as were Ashburton.
The need to raise the profile of LU was discussed with an emphasis on stressing the partnership working between LU and Friends’ Groups.

Re fundraising – it was suggested we might run a cake stall, possibly on Saturday mornings.

- **Community Trustees:** see AoB

10. Volunteer matters - SB:

One V has stepped down but a new potential V has come forward and will do a “trial” shift at the next coffee morning.

SB has made some flyers to give out at the AGM.

SB will speak to RO’M about offering extra support to paid staff in emergencies.

11. Building matters

Rat contract: The rat man came but could find no trace of activity. He will visit regularly as per contract and we will call him in the meantime if the smell recurs

12. Coly Times : all OK

13. Website updating – JM has checked some minor changes

14. AoB:

- JM visited Exeter Central Library and met Emily who went through the information pack for Community Trustees. The 2 men who applied were rejected as there is a desire for greater diversity. The Committee will have a staff member and a Friends’ Member and there may be a change to the length of time a Trustee can serve.
- JM raised the possibility of the Friends entering the “walking group” category of the Colyton Carnival.
- The coffee morning will be discussed at the next committee meeting.

15. Date of next meeting : Tuesday 26th May 12.30

Volunteer hours – 8 x 1.5 = 12 hours