

Minutes of meeting of FoCL committee, Wednesday , Nov 24, 2021, 4pm – 5 pm
Venue – Colyton Library

1. Present - SB,JD,KR,JS,JU,SW,MW

2. Apologies for absence - RO'M, MM + JB,RM

3. Welcome to Kaz Rhodes – new co-opted committee member
JD welcomed Kaz, and introduced the committee and their roles.

4. Minutes of 28.10.21 - accepted

5. Matters arising not elsewhere on the agenda

a Norman Trust fund – SW - As the heaters are still stuck in transit, SW had sent an explanatory e-mail but no reply came. She will send again, asking for a reply.

b. Name labels for committee members – RO'M - nothing to report.

6. Treasurer's report – SW - Copies of the account were circulated. LU's December payment and the Quiz finances not yet included . Balance £16,692.71

Re electricity- SW had asked RO'M to adjust the 7 day heating timer to accommodate the current groups using the building. Meanwhile the Playreading group contacted JD requesting to come back once a month on Mondays (the least efficient day for heating). It was decided that JD would contact Sandra Henson, outlining the library rental of £1 per person per session, in addition to their payment for loan of copies. If this is accepted, JD will tell SW who will advise RO'M re resetting the timer.

7. Membership secretary report – SW - 55 paid up members

8. Events

- **Quiz results– SB** . JD thanked SB for organising it. SB thanked the helpers. It was an enjoyable event, with a good “buzz”.

9. Simon Armitage visit 26.03 22

Update – JD and subgroup – the subgroup have met once. Arrangements are proceeding as planned. Confirmation received that there will be time for the children to read their poetry. Although JS contacted the 4 schools involved re the art and poetry competition, none have followed up their initial enthusiasm upon receiving the entry rules. She will now wait until January for further action. MW reported that Woodroffe's Head of English was interested, and JD said that librarian Di has direct contact with Colyton Grammar.

Live streaming to a big screen – Caroline (PA) is uncertain that it will work, so the sub-group is following up a lead.

The walls are being painted next week.

Photos (as requested) have been taken inside, before Christmas decorations go up.

10. Website updating- SW, MW met 2 weeks ago. The best site builder is Wixs at £4.50 per month, for 3 years. To keep our domain name, MW will need to log-in to Bargain Host and transfer. This can be done over the Christmas period, in place well ahead of the Simon Armitage event. It was agreed to go ahead with the change, which will cost £54 per year more than the current free system. Adrian West of amwebdesign.co.uk has kindly agreed to carry on until we transfer.

KR volunteered to help with updating, so she will liaise with SW. Meanwhile the original invitation to Simon Armitage will be posted.

11 Librarian and LU report RO'M – no report available

- **Book deliveries**

12. Volunteer matters -SB

- **Library Extra** will restart on 7th December. The 12 V's have completed training, and a rota sent out. As the V badges have disappeared, it was agreed that SB would source 20 lanyards and badges. SB will liaise with RO'M re a computer glitch.
- The Little Shop will be restarting newspapers for the library from 7th.Dec.

13. Governance matters – JD – LU's policies (with the addition of Inclusion) need to be adopted

- **Constitution** at the AGM. To be dealt with after Christmas.
- **Safe guarding policy**
- **Child protection policy**

14. Building matters – heating, window – MM -no change

15. AGM 2022 – Thursday 28th April. Venue – Peace Memorial Hall , RM to be asked to enquire re availability and book. Guest – JD to ask Jan Lees.

16. Coly Times – KR. JD instructed that for January, include the original Simon Armitage invitation. Relevant information to be drip-fed thereafter (Simon Ford's advice).

SW asked if a poster was required for the schools – to be considered at the next sub-group meeting

17. AoB - JS, re Pets Event. The vets are now open at Town Mill, but have not responded to her request. She will try again in May / June

18. Date of next meeting Thursday 6th January 12.30

Volunteer hours – 7 x 1 = 7 hours