



## Friends of Honley Library

### Minutes of meeting on Wednesday 18<sup>th</sup> October 2017

**Present:** Joe Hodgson (Chair); Caroline Page; Linda Sharpe; Margaret Waterworth; Jenny Lockwood; Judith Compton; Alison Dean; Angela Marshall; Suzanne Gannon; Cllr. Edgar Holroyd-Doveton; John Mellors; Carolynne Roberts; Jane Mellers; Pat Thompson (Minutes); Carrie Birch; Shirley Catania

**Apologies:** Nita Steel; Neelam Randhawa; Jenny Bagworth; Val Javin; Cllr. Charles Greaves; Terry Savage; Sue Purvis; Anne Broadbent

#### 1. Minutes of last Meeting and Matters Arising

Joe went through the minutes of the last ordinary FOHL meeting, which was on 9<sup>th</sup> May 2017. There were no matters arising.

#### 2. Principles Document

Caroline has written a briefing paper on the new structure for FOHL and the 'Principles' of the organisation, which was amended by the Management Committee following discussion at the AGM. The documents were sent out with the agenda for the meeting. (Appendices A & B) After a short discussion, Jenny L. proposed that the Principles document should be accepted by FOHL and this was seconded by Judith C. The motion was agreed.

Judith said that the next task would be to check that the Constitution and Strategy reflect the 'Principles', in context with the Community Asset Transfer.

#### 3. Sub Groups

Joe quickly went through the responsibilities of the sub groups, outlined in the Principles document and invited people to volunteer to be part of each working group. If anyone else is interested in joining a group, please contact Pat T. and she will let you know when the next meeting of the particular sub group will be.

At present, members of the sub groups are:-

**Development Group** – Judith Compton, Alison Dean, Jenny Lockwood, Carrie Birch and possibly Val Javin. The group would particularly welcome anyone with a legal background to join them.

**Events Group** –

**Volunteers** – Angela Marshall, Caroline Page, Carolynne Roberts.

**Children's Activities** – Bridget Crabtree, Helen Harrison, Fiona Sharpe, Emily Smith, Carrie Birch.

**Adult Events** – Jenny Lockwood, Linda Sharpe, Margaret Waterworth, Pat Thompson, Jenny Bagworth, Nita Steel.

## **Promotions group -**

**Publicity** - Linda Sharpe, Angela Marshall, Caroline Page (link to local groups)

**Website** – Linda Sharpe, Pat Thompson, Joe Hodgson, Simon Dean, Terry Savage.

Representatives from the sub groups will attend Management Committee meetings to give feed back on their work.

## **4. Community Asset Transfer (CAT)**

Judith has written a briefing paper on this item, which was sent out with the agenda (Appendix C)

Judith, Carrie and Jenny L. will be working alongside three members of Holme Valley Parish Council (HVPC), who have expertise in the process. The group will meet for the first time on 2<sup>nd</sup> November to sort out the Terms of Reference and to amend the 'Expression of Interest' form, which Joe and Caroline completed earlier, to include HVPC.

Edgar suggested that the group should draw up a time frame with a Target Date for completion (possibly June 2018?) rather than letting the process drag on. He went on to say that finances are subject to change, therefore it makes sense to complete the CAT while money is available.

The forthcoming Library Review may also impact on the CAT. Jane M. said that the paper to approve the structure and timeline of the Consultation for the Review goes to Cabinet on 21<sup>st</sup> November. If accepted, the Consultation will begin in January 2018 and go on for 12 weeks. Proposals, depending on the results of the Consultation, will then be put forward. A formal Review of the Library Service will start after the Consultation. The annual Budget for the Library Service will change on 1<sup>st</sup> April so there will be a transition period between then and the results of the Library Review. Caroline said that the best scenario is that we retain Library Staff, the computer network and book supply but we need to plan for the worst outcome, which would be none of these.

The CAT needs to be well advanced by the end of the Consultation period.

## **5. Events**

The **Poetry Readaround** on 10<sup>th</sup> October was very successful, with 28 people attending. The next one will be on 5<sup>th</sup> December.

Our next big event will be the **Book Sale, Plant and Cake stall at the Parish Rooms on 28<sup>th</sup> October**. Jenny has had some offers from Volunteers to help set up on Friday evening, at 6.00pm, and on Saturday morning but further offers would be very welcome. Angela said that she could help on the Friday Evening, as will Caroline and Mike and Joe also said that he would help and ask Steve D. Volunteers for Saturday, so far, are Jenny L, Joe, Pat, Linda and Margaret

If you would like to help at the event, please come along for 9.00am on Saturday morning. **Any Home made cakes will be gratefully received, at the Library on Friday afternoon or on Saturday morning at the Parish rooms from 9.00am.**

Jenny said that Kirkwood Hospice will take any left over books and she will try to arrange for helpers to have access to the Vicarage car park.

Caroline said that, on Saturday 18<sup>th</sup> November, Honley Business Association are switching on the Christmas Lights and would welcome any help, making parkin etc.

Thank you again to all who helped to make the MacMillan Coffee Morning a huge success, raising £190. Linda has now sent off the cheque to Macmillan. Jane said that over £1300 was raised across the Library Services in Kirklees.

Jenny L. asked that if anyone finds a pair of trousers inside a white bag, which she lost at the event, please contact her.

The next Adult Events meeting will be on Thursday 2<sup>nd</sup> November at the Gallery Cafe and any other FOHL members are very welcome to join us.

**Christmas Tree Festival at Trinity Church on 2nd/3rd December** – the Knit and Natter Group will once again join with FOHL in this event. Caroline will take her tree to the Church to decorate between 9 – 10am on 1<sup>st</sup> December. Carolynne, Margaret and Pat will help in this. The tree will then need to be taken down on 3<sup>rd</sup> December between 4- 6pm

### **Children's Events**

**Wednesday 25<sup>th</sup> October – 'Shark in the Dark', Nick Sharratt**, An event for children up to 7 years of age. There is a booking sheet in the Library and the cost is 50p per child. Linda will liaise with Fiona about doing a poster for the 'A Frame' notice board.

We have received an invitation to take part in the Honley High School Christmas Fayre again; however it was felt that we have a lot of events ongoing at present, so unfortunately we will decline the offer this year. Jenny L will contact the school.

### **6. Volunteers**

Judith said that the evening to celebrate the achievements of 'Friends' groups was very pleasant. Congratulations from everyone to Carrie, who won the Community Award. The award was well earned as Carrie has put in a great deal of time and effort, both as Volunteer Co-ordinator and in developing the Children's Events and Book Festival at Honley Library.

Jane said that she would check on social media, but was sure that a press release went out. She will let Linda have the details so that she can put a piece in the Honley Flyer and on our Facebook page etc.

The Volunteer Group is working together with Kirklees to process the recruitment of new volunteers. They will meet again when Carrie returns, to discuss induction and training. A total of 26 new people are interested in becoming volunteers and there will be a social evening on 13<sup>th</sup> November at the Library for them to hear about volunteering opportunities. This will be followed by a Volunteers meeting so that they have the chance to talk to existing volunteers.

**Displays in the Library** – We are looking for anyone who can help with Christmas displays in the children's section of the library. These need to be put up in time for the Christmas Fayre on Saturday 2<sup>nd</sup> December. If you are interested, please contact Val McAvoy at the Library.

### **7. Treasurer's Report**

Alison Dean has now taken over from Joe as Treasurer and it was agreed that she should be named as a signatory for the FOHL Bank Account. It was also agreed that Jenny Lockwood's name would replace that of Pat Thompson. The new signatories will be:- Joe Hodgson; Caroline Page; Alison Dean and Jenny Lockwood.

Alison has written a report regarding the aims, guidelines and monitoring processes for the finances of FOHL, which was sent out with the agenda. (Appendix D)

At present we have £92.26 in petty cash and £6222.52 in the Bank, which includes £5000 grant money that we have now received towards the CAF.

Alison reported that the new system for docketts, itemising income and expenditure is working well.

**8. Website** – Nothing to report at present

**9. Information, Correspondence and AOB**

**Flower tubs** – Margaret has bought plants, compost etc. to replace the summer bedding. Joe said that he had paid £50 to the Village Trust towards ongoing costs of the tubs and would contact Sylvie regarding reimbursement to Margaret.

Margaret will be removing old plants from the tubs and replanting them tomorrow and Friday at 2.00pm and asked if anyone could help. Pat said that she would help on Thursday and Linda on Friday.

**Pictures** – There are now 2 sepia prints on display in the Library that have been donated from the Civic Society. Caroline has written and thanked them. Angela said that she has a picture of 'old' Honley and Caroline has some photos. Caroline will make enquiries about having them made into similar prints to match the donated ones.

Jenny L. said that, unfortunately we did not sell any pictures from the local artist, Andrew Jenkins, during the time they were on display in the Library. However, he has donated cards for the Christmas Fayre, from which we will receive a percentage of those sold.

**Honley Peace Celebrations** – Caroline attended a meeting regarding these celebrations that will be held in July 2019. There are two ways in which FOHL could help.

- Heritage Trail – There will be 'Blue Plaque' Notices on important buildings and we could make one to display on the Library, giving information about the Workhouse and a recreation ground that used to be on this site.
- We could host a display of WW1 artefacts in the Library. Jane said that Carol Roberts from the Village Trust would need to talk to the Museum Service, particularly Grant Scanlan about borrowing display cases so that artefacts would be displayed safely in the Library. This is the responsibility of the Village Trust, not the Library Service.

**Transpennine Express Transform Fund** – Caroline has been sent, by the Civic Society, details of this funding opportunity for new projects that are within a stated distance from railway stations. The closing date is too near to do anything for this round of grants but we will keep the information, re. Criteria and application form, on file.

The meeting closed at 8.40pm

**Date of next meeting: Tuesday 23<sup>rd</sup> January 2018 at 7.00pm**

**Proposed structure for the FoHL**

**Principles**

Up to the present time the FoHL have operated fairly informally, though successfully. However, the group is now entering a new era. We are in the early stages of a Community Asset Transfer which will transfer ownership of the Library building from Kirklees to Holme Valley Parish Council. We are also making plans in case Library staffing is reduced, in which case an increased number of skilled volunteers will be needed to run the Library. These developments will involve funding applications and working with stakeholders, both of which would require a written description of our management structure. As we increasingly interact with other organisations it would be beneficial to upgrade our administration.

Therefore, it is felt that the FoHL now need a structure that is more robust and which reflects the increasingly varied activities and roles of the group. A more organised structure will enable us to operate more smoothly. It is people involved in the FoHL who make things work, but a tighter administration would make the group more effective and efficient.

We aim to meet the needs of the Honley community, as shown in the Questionnaire, and to follow the plan for the future, as shown in the Strategy. Establishing a sound structure is also the first step towards updating our Constitution.

It is hoped that a relatively small Management Committee will help in the decision-making process in that it will make proposals regarding policy and planning which will then be ratified at the larger FoHL meetings. The three proposed sub-groups are not unlike the current arrangements, though the new groups have wider remits than at present.

We encourage everyone to consider how they would like to be involved in the new structure and in the sub-groups. Making a contribution to the success of the Library will enable it to continue to flourish and serve the village of Honley.

Caroline Page. September 30<sup>th</sup> 2017

**Principles for the structure of the Friends of Honley Library.**

1. **“The Friends of Honley Library” (FoHL) will remain as the name of the group. “Friends” and “Volunteers” will all be referred to as the “Friends of Honley Library”.**
2. **The Officers of the group will remain the same: Chair, Vice-Chair, Secretary and Treasurer.  
Other roles may be created to fulfil specific purposes as and when needed (e.g. Safeguarding Officer)**
3. **There will be a Management Committee (M.C.) consisting of no more than 10 people with a quorum of 4 including an Officer. It will include the Officers and Leads from each of the 3 sub-groups (see 4. below), while leaving places open for co-optees, other roles that may be created in the future and committee members with no specific role. There will be flexibility for others to attend meetings either by invitation or at their request. The M.C. will normally meet monthly. Minutes from the meetings will be available on the website. A hard copy will be available in the FoHL file in the Library. The M.C. will report to the FoHL meeting.**
4. **There will be 3 sub-groups reporting to the Management Committee.**
  - a. **Development group which would deal with finance, resources, funding opportunities and Community Asset Transfer (C.A.T.).**
  - b. **People, activities and events group which would deal with all activities, events and volunteers.**
  - c. **Promotion group which would deal with the website, marketing, publicity and communication (internal and external) with particular reference to stakeholders.**

**Each of these groups will meet when necessary. The sub-groups will agree their terms of reference, will make plans in their area of responsibility and report to the M.C.**

**All major decisions with risk attached to them will be referred to the M.C./FoHL meeting.**

5. **There will be a FoHL meeting at least every 3 months.**

**20.9.17. Caroline Page**

## **The Future of Honley Library: Update on the Community Asset Transfer (CAT)**

### **Introduction**

At their Annual General Meeting, Friends of Honley Library (FOHL) agreed to apply to Kirklees Council for a Community Asset Transfer (CAT) of Honley Library building. A CAT passes ownership and/or management of a building to a community organisation.

### **Progress to Date**

FOHL have prepared and sent an Expression of Interest to Kirklees Council indicating that they are interested in taking over ownership or management of Honley Library building. Recognising that this is a big responsibility, and Kirklees Council would prefer to do CATs with Parish Councils, FOHL approached Holme Valley Parish Council (HVPC) for its support.

HVPC has agreed to take this forward with FOHL, and its sub-group that deals with CATs on behalf of HVPC. The Community Assets Safeguarding Committee (CASC) has set up a Joint Working Group to take this forward. The membership of this Working Group is as follows: three people from FOHL (Carrie Birch, Judith Compton, Jenny Lockwood), three people from HVPC (Donna Bellamy, Elena Bunbury, Sean East) and Councillor Charles Greaves.

This Group holds its first meeting in early November. It will review the FOHL Expression of Interest, prepare a business plan, and propose suitable organisational arrangements for Honley Library building. It is urgent to make progress with the CAT for Honley Library because Kirklees Council will be consulting on Library Services for Kirklees as part of its wider service review. There is no date set for this consultation yet, but it will happen in 2018.

There will be regular updates and opportunities to comment on the CAT of Honley Library building through FOHL website.

Drafted by Judith, on behalf of Carrie, Judith and Jenny  
6 October 2017

## Friends of Honley Library Finance

### Aims

To ensure the financial resources of Friends of Honley Library are managed effectively and safeguarded

To ensure adequate accounting procedures and relevant legislation are followed in relation to collecting, holding and spending funds

To ensure that capital property and assets are properly planned for, maintained, protected and replaced as necessary

### Guidelines

The bank or building society account of the Friends of Honley Library to be held in the names of at least three officers, with any two to sign for transactions

Cash transactions to be evidenced by the following:

4. Income: green donation/income slips
5. Red: petty cash slips with original bill/invoice/receipt attached
6. White: acknowledgement slips for payment of cash to a third party

Petty cash spend up to £25 may be authorised by two officers, expenditure above £25 requires agreement of the Management Committee or the FOHL group

### Monitoring

Reporting of cash and bank balances held to be a standing item on the agenda of all meetings, to ensure transparency

Monitoring of any restricted funds to be reported separately

Annual accounts, approved by an independent review or audit, to be presented to the Annual Meeting of the Friends of Honley Library