



Friends of Honley Library

Minutes of EGM on Tuesday 24th April 2018

1. Present: Joe Hodgson (Chair); Caroline Page (Vice Chair); Linda Sharpe; Margaret Waterworth; Jenny Lockwood; Judith Compton; Alison Dean; Angela Marshall; Suzanne Gannon; Cllr. Charles Greaves; Carolynne Roberts; Carrie Birch; Nita Steel; Ann Brooks; P.Cllr. Sean East; Chris Melotte; Jane Filtness; Cllr. Terry Lyons; Bridget Crabtree; Liz Colquhoun; Denise Grace; Pat Thompson (Minutes)

Apologies: Jenny Bagworth; Sue Purvis; Stephanie Shaw; Cllr. Edgar Holroyd- Doveton; Pam Kelly; Judy Bowers;

2. Minutes of last Meeting and Matters Arising

Joe went through the minutes of the last FOHL meeting, which was on 31st January 2018. There were no matters arising.

3. Times allowed for each item

Joe stated that we need to finish the meeting by 8.30pm and gave time guidelines for each item on the agenda.

4. New Constitution

Changes to the Constitution were needed due to the need for FOHL to become a Charitable Body, to enable us to apply for various grants. The Charity Commission were keen for us to use their Constitution Template, which Denby Dale and Golcar Friends Groups have also used. Charles said that having Charity Status would have a big impact on costs as we would then be exempt from Council Tax, giving a saving of £3,000 to £4,000 per annum.

Carrie said that an enormous amount of work had been put into drafting the Constitution, which has been accepted by the Management Committee (MC). She did, however, want to raise a point about the briefing note that was sent out to members with a copy of the new Constitution. This mentioned that the building would be managed by the MC. Carrie thought that it was too soon to say how the building would be managed or whether it should be the responsibility of the MC or a group that is completely focused on the building.

Jenny responded that, at the time, she felt the briefing note should be as inclusive as possible but there will obviously need to be further discussion of roles and responsibilities between the Board of trustees and the MC.

Bridget, who has been writing a funding bid for the Children's Book Festival, asked for clarification of what would happen to grant money if FOHL were to be dissolved. The present Constitution says that all monies would go to a charity chosen by the committee. Bridget was keen for it also to state that any monies from grants would be returned to the grant giver. Jenny agreed and said that the General Regulations of the Constitution state

that the Charity Commission Dissolution Regulations should be followed, which outline this action on page 28.

Charles said that if external legal help is ever needed, it is much easier if you have a standard constitution. Jenny explained that we need a Board of Trustees, who will be responsible for the overall strategy of FoHL and ensure clarity of communication, have clear roles and boundaries and deal with conflict resolution. We need a minimum of 5 and a maximum of 12 Trustees. The Chair of FoHL and a Parish Councillor will be on the Board and a few other people have already expressed an interest but we still need people who have skills such as finance; legal; building experience; local knowledge. Jenny would like to hear from anyone who knows someone who might be interested, or would like to nominate themselves, to become a Trustee by 7th May.

Joe thanked Jenny Lockwood and Val Javin, on behalf of all the FoHL for all their time and hard work that they had put into drafting the new Constitution

ACTION; A proposal to adopt the new Constitution was put to the meeting and was unanimously accepted.

ACTION: Jenny will submit our application to the Charity Commission as soon as the Board of Trustees is in place.

5. Very Brief Reports from Sub-Groups

Development Group

Judith Compton, as chair of the Development Group presented the following report

Introduction

This Group has been working with Holme Valley Parish Council on the Asset Transfer of Honley Library, applying to the Charity Commission for Charitable Status (including developing a new constitution and governance for Friends of Honley Library), taking forward key policies, putting together service level agreements with HVPC and Kirklees Library Services and putting together a business plan.

Progress

1. A Joint Expression of Interest with Holme Valley Parish Council is with Kirklees Council. A building survey has been completed, and has shown up some minor damp and issues that need addressing. An electrical survey is to be completed still.
2. A new constitution has been developed for consideration by Friends of Honley Library members tonight. Changes proposed are to support our application for charitable status
3. Governance is being developed, with a Board of Trustees supporting the management committee. The Board of Trustees will provide strategic oversight; and the management committee will address day to day operational issues
4. Certain policies are critical to successfully operating library services. We are looking at what other libraries have developed and working on a set of documents to suit our circumstances

5. We are looking at what we need in terms of Service Level Agreements. We propose one with Kirklees Library Services, and one with Holme Valley Parish Council. We are working with other local libraries on what the SLA with Kirklees Library Services needs to contain. We shall develop a separate SLA with HVPC.
6. We are working on a business plan. This is challenging because we haven't needed to develop and use a business plan to date, but again, we do need one now to help us manage our resources and people. We hope to have a draft business plan ready by end May.

Conclusion

Rapid progress has been made, and we need to continue to put the documents in place that will support the continuing operation of library and information services for our community in Honley. We shall, from time to time, need FOHL to approve documents to tight timescales so that we can make progress. We thank you all for your support.

Thanks were expressed to all the members of the group for their work.

Events Group

Linda Sharp presented reports on behalf of the Events and Promotions groups.

5th December 2017 – 17 people attended the Christmas Readaround and Quiz

30th January 2018 – We had a a good turnout and a lovely evening with local author Chris Longden, listening to her story and how passionate she is about books, writing and libraries. Chris has donated two of her books to the ebooks and audio collection of Kirklees Libraries. Kevin John, from Kirklees Libraries, also attended to support us in accessing the ebooks on Overdrive.

13th March 2018 – 15 people attended the Spring Readaround

17th April 2018 – We raised £133 at the Mayor's Charity Coffee Morning, in aid of the Alzheimer's Society and Dementia UK. Alison sent the cheque and we have received a thank you card from the Mayor. In addition to our home baked cakes,'Care Collection; donated lots of cakes and Honley Bakery donated a Tray Bake. Raffle prizes were donated by 'Honley Local', the 'Sweet Stop', 'Southgate Rooms', Pat T. Jenny L and a box of liquorice allsorts from an unknown volunteer.

Jenny Bagworth and Linda Sharp are going to the Mayor's Drink Reception at the Town Hall to represent FoHL

14th April 2018 - Petr Marshall, local historian and member of Honley Civic Society presented 'The Lazy Historian' . The talk was well received by 24 attendees and £15.26 was received in donations to FoHL.

Future events will be the Summer readaround on 12th June; Autumn Readaround on 11th September and the annual book sale in October, date to be confirmed. Jenny L. is, from now, accepting books in good condition, particularly novels and children's books. Please can we request no gardening, cookery or sports biographies.

The next Events Meeting will be on 17th May at 9.30am at the Gallery Cafe. All welcome.

Bridget Crabtree reported that 15 children and adults had attended the Easter Eggstravaganza, which was enjoyed by all. Bridget and Carrie Birch are applying for grant money to fund the Children's Activities; from the Co-operative (for next year) and Kirklees One Community Fund (for this year) They will also be doing a sponsored swim of one hour each and would welcome sponsors.

Events teams for Adult and Children's activities are working closely to support each other and ensure that dates for events do not clash.

Promotions Group

The Promotions Group now have a Communications Strategy, which has been accepted by the Management Group.

The 'Library Matters' Newsletter was launched in the Spring and will be produced seasonally. It has had very positive feedback and huge thanks go to Angela Marshall for creating it. The newsletter is available in hard copy and also on our website. Work on the summer edition is underway and we are looking for a sponsor to fund the cost of printing 100 copies, which is £42.00

Linda thanked Caroline for liaising with the Business Association, the Village Trust, Civic society and local schools.

We are looking at having a presence again at the Honley Feast Celebrations on 22nd September, handing out leaflets, newsletters and information about volunteer recruitment. If you can help with this, please speak to Linda.

Pat T has drafted a policy regarding the new General Data Protection Regulations (GDPR), which come into force at the end of May. The document has been sent to Ann Brooks, who is looking at all our policies, with the aim of producing them in a similar style, but it will shortly be sent to all 'Friends' to ask them to 'opt in' to remain on our circulation list.

Suzanne Gannon said that Kirklees would be producing a policy on GDPR for all voluntary groups. Charles agreed with this but said that we would still need to ask all our members to 'opt in'.

Thanks to Simon Dean, who has liaised with Jon Burdon at 'Branchoutwebsites' and clarified that we have a formal arrangement for 1 year to pay £120 for support and we have received copies of our quote and terms and conditions. Jon is very helpful and has recently changed the details on the website to include the Monday afternoon opening times and has sorted out the problem with 'the reCAPTCHA' facility, which was preventing people contacting us through the website.

Volunteers Group

Caroline passed around the following report on behalf of the Volunteer Coordinators' team and summarized the main points. She said that we now have around 30 to 32 library volunteers.

Training

15 volunteers attended the training sessions on March 28th and April 11th at Holmfirth Library on Symphony Workflows. Feed-back was good; most people had found it useful and valued the time to explore Symphony. Angela is now preparing more guidance notes

which will help us with various tasks such as using the photocopier and printing from ICAM and user registration. There is now a 'PowerPoint presentation about Symphony for training and inductions and a lap-top is available for volunteers to practice on – as used at the training sessions. Over time and with practice we are hoping that more volunteers will improve their skills in using Symphony.

Social/Information sharing event, April 10th

This was well attended by 18 people.

Caroline welcomed everyone and gave an overview of the changes that are likely to take place over the coming months due to financial cutbacks. The vital importance of volunteers in the running of the library in the future was stressed. More pro-active recruitment is planned, possibly by approaching Library users, to ensure there are sufficient numbers of volunteers. A summary of recent developments was given: the CAT to Holmfirth Parish Council, the application for charitable status, the new constitution, the formation of a board of trustees.

The group voted unanimously to support the proposal that the Library should be opened on Mondays from 13.00 to 17.00

Angela spoke about volunteer coordination and support and outlined the structure of the 4 sub-groups and the MC. She told everyone about the training which is in place and stressed the importance of Customer Awareness. The rota is working well. The induction process for new volunteers was described.

Carolynne told us of the recent establishment of class visits from Honley School Day Care. One has been held with great success and others will be on May 17th and July 19th. The staff put up an attractive display of the children's work which has been much admired. In the future these visits will be held on different days and, it is hoped, more frequently, so that more children can benefit from them. After July it is expected that volunteers will take more of a lead role in these sessions. We are now in consultation with Samantha Watkins of the Day Care Unit about dates to take us forward from July.

Caroline would also like to give huge thanks to Linda and Margaret for doing the refreshments, which helped to make the evening successful. It is planned to have another similar social event in early October.

Extra Opening

On Monday April 23rd, volunteers (Angela, Carolynne and Caroline) opened the Library for the first time without the support of Kirklees Library staff from 13.00 – 17.00. This was a successful occasion and well used; 27 visitors came into the Library. The plan is to increase usage and to familiarise volunteers with running the Library and taking more responsibility. This project has the full support of Library Services. In the future these sessions will be run by two volunteers and one from the coordinators' team of Angela, Carolynne and Caroline.

Caroline ended by stressing the continuing need to recruit more volunteers. Bridget asked if any students at the High School might be interested but Caroline said that the school Librarian said that they were needed there. Some students may be available during holiday periods but Caroline felt that volunteers need to be confident about what they are doing first.

Carrie asked if FoHL would be attending the High School Summer Fayre, as last year and it is hoped that we will.

6. AGM – Date and Election of Officers

The AGM will be held on Tuesday 19th June at 7.00pm at Honley Library.

Nominations are invited for the roles of Chair, Vice Chair and Secretary as Joe, Caroline and Pat are standing down. Thanks were expressed for their work for FoHL.

7. Treasurers Report

Alison reported that, at present, FoHL hold a £5,000 grant for Asset Transfer costs and have £632.86 in our bank account.

Alison said that we need to keep a keen eye on expenses as we are committed to a number of ongoing expenses such as the website, printing costs for flyers, plants etc. The Pop-Up Cafe, Events and the Donation Box do bring us some income and Alison said that she could not put a value on the amount of time and effort put into these, not to mention the hidden costs of baking cakes, provision of milk etc.

Nita said that it had been brought to her attention that some people who enjoy the refreshments never put anything into the donation box and wondered whether it would be possible to put out a notice suggesting a donation of £1, or have an entrance fee.

Judith said that she had previously done a paper on principles for charging that also looked at what people would be willing to pay for. She said that she would have another look at this. Charles and others said that most places charge for either admission or refreshments.

ACTION: The issue of charging for admission to events or refreshments to be discussed at the next Management Committee meeting.

8. Money for Plants

Last year, FoHL paid £50 to Friends of Honley towards bulbs and plants for the tubs outside the Library. Joe proposed that we do the same this year. The motion was seconded by Caroline and agreed by a unanimous vote. Thank you to Margaret (and helpers) for planting the tubs and for their continuous care.

ACTION: Joe to liaise with Alison and make a payment of £50 to FoH at HVCT for plants for the tubs.

9. Christmas Lights Workshop

Caroline read an email from June McLean, Honley Business Association, regarding the Christmas Lights Switch On this year. She asks if we would be interested in holding workshops at the Library in the school holidays, for children to make lanterns to carry during the ceremony and which can then be hung in the trees in the park. Barry Russell would run the workshops and there would be a charge of £5 per child to cover materials. Although there was a general feeling in favour of supporting this project, it was agreed that we need more information before making a decision. Bridget volunteered to speak to June to gather more information.

ACTION: Bridget will speak to June to gather further information and will feedback to the Management Committee.

10. AOB

Next Development Group Meeting will be on Tuesday 8th May at 7.00pm at the Library.

Next Management Committee Meeting will be on Tuesday 22nd May at 6.30pm at the Library.

Next FoHL Meeting, which will be the AGM, will be on Tuesday 19th June at 7.00pm at the Library. Apologies were given by Terry Lyons and Pat Thompson

The meeting closed at 8.00pm