

Minutes: Friends of Honley Library: Annual General Meeting

Tuesday 4th June 2019, 7.00pm



Welcome

The meeting was opened by Ann Brooks (AB), a Trustee and chair of the Management Committee of the Friends of Honley Library (FoHL).

AB thanked everyone for attending and thanked Trevor Bellamy, Chair of Holme Valley Parish Council (HVPC) and a great supporter of FoHL and Counsellor Tom Dixon, Chair of Community Asset Support Committee (CASC) and strong supporter of FoHL for their attendance.

AB proposed the minutes from the previous FoHL AGM, 19th June 2018 were signed off by herself and Jenny Lockwood. Copies of the minutes were available at the meeting - no objections to these been signed off were raised.

AB welcome everyone to the first FoHL AGM under the new constitution of a Charitable Incorporated Organisation (CIO). Due to the new status of CIO there has been a change in the organisational structure and AB Chair of FoHL Management Committee is now handing the AGM meeting over to the Board of Trustees. The appointment of trustees has changed the layers of responsibility within FoHL as the trustees now have the over-arching responsibility for FoHL. Trustees will be informed of all Management Committee work and the Chair of the Management Committee will always hold a position as a trustee.

AB referred to Volunteers Week and thank all volunteers for their continuous hard work both front of house and behind the scenes. Although we have increased our volunteer numbers, we need more volunteers across all areas to help us to continue to provide the library services. Kirklees Library Service (KLS) volunteer leaflet and events volunteer leaflets were distributed.

Appointment of Chair of the meeting

Jenny Lockwood (JL), Chair of the FoHL Trustees was appointed as Chair of the meeting.

JL thanked everyone for attending and thanked the FoHL members for the team effort collectively and individuals for the work that has led to CIO status.

Appointment of Secretary of the meeting

JL proposed Rosie Hinchliffe (RH), FoHL Secretary should be the secretary for this meeting. No objections were raised.

Apologies – Pat Thompson, Alison Dean, David Hutchinson, Neelam Randhawa, Carol Roberts, Sue Purvis, Steve Hemming, Linda Sharpe, Jane Filtress, Mike Page, Nita Steel

Appointment of trustees

The Board of Trustees agreed unanimously at its last meeting, to put forward a proposal that all six current members, having served for less than a calendar year, be re-elected en bloc to serve a further year. The current trustees are Ann Brooks, Sean East, Nick Helm, David Hutchinson, Val Javin and Jenny Lockwood.

Proposed by CB and seconded by BC. There was a unanimous vote in favour of the proposal by show of hands.

Membership of the CIO

The Trustees propose that all members of the current Friends of Honley Library have their membership automatically transferred to the newly registered CIO. While this is a formality required by the change to charitable status, members may opt out of membership at any time.

Proposed and seconded appropriately. There was a unanimous vote in favour of the proposal by show of hands.

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Committee reports

These reports, excluding the Asset Transfer were circulated ahead of the meeting. Copies of all the reports were available at the meeting and the opportunity was opened for questions.

- The Board of Trustees Report - Jenny Lockwood

JL added that we are very fortunate to have the business plan created by JC. This will help us to manage the future for FoHL. There is a copy of the business plan available in the library. If you would like a copy please contact RH, FoHL Secretary.

We are delighted to have support from both the members of the HVPC and CASC in attendance this evening. Thank you to CB and all the volunteers who have been involved with the Asset Transfer. Thank you to all the Library volunteers including those who work tirelessly behind the scenes.

Thank you to KLS for all their support and to all the paid staff from KLS who have been in and still are in a difficult period of change and uncertainty.

Thank you to everyone from local community groups who have and are supporting the FoHL.

- Finance Report – Alison Dean

AD sends her apologies. AB asked for any questions that could be passed over the AD in her absence. No questions were raised.

Further comments were made that the changes made to clarify expenditure and income were a great help and made the audit trail clearer.

The trustees proposed the financial year was changed from Calendar year to financial year (start 1st April – end 31st March).

Proposed and seconded appropriately with no objections

- Management Committee (MC) Report – Ann Brooks

AB summarised the report and thanked all members of the MC. We work well as a team and extensive work takes place outside of meetings.

JL – Gave sincere thanks to the MC team and commented how fortunate FoHL are to have such a great, dedicated team.

No Questions were raised.

- The Volunteers' Report – Caroline Page

Volunteering is an area that will be a real focus as several areas across the FoHL need additional volunteer support. If you know anyone who would like to volunteer, please ask them to contact the library.

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JL added it is key that we continue to ensure the volunteering is fun and enjoyable and new volunteers will make help with sharing workloads and reducing current pressures due to volunteer shortages.

No questions were raised.

- The Adult Events Group Report – Jenny Bagworth

The events team are a small group and we need additional volunteers. We are always open to event ideas so please share any suggestion you have with us.

As part of the Trinity Church celebrations on the 6th and 7th of July we will be taking part in a village celebration of 'Well Dressings'. We need a team of volunteers on Wednesday 3rd – Friday 5th July to help prepare the dressing so please contact the events group if you can help. The theme for the Well Dressing which will be on display outside the library is Little Red Riding Hood.

We are also highly involved with the Honley Remembers weekend on 20th July.

No questions were raised.

- The Children's Events Group Report – Bridget Crabtree /Carrie Birch

BC Summarised the report

Dates for Summer activities and volunteer opportunities were distributed. Please contact BC with any dates you can support.

CB thanked those who help promote the children's events, Angela, Emily and the recent addition of Rosie. Thank you to the local schools who promotion in their newsletters.

JL thanked both BC and CB for all their hard work and commented on how the Honley community is working well together.

No questions were raised

- The Asset Transfer Report – Carrie Birch

Paper circulated.

CB summarised the work that have taken place over that last two years. In this time FoHL has developed a good relationship with HVPC and HVPC has committed to providing funding for the library.

No questions were raised

JL commented we really do appreciate the support from HVPC and CASC and thanked them for their support.

TD (CASC) thanked FoHL for compiling a brilliant piece of work.

TB (HVPC) thanked FoHL for the way we have work and the professionalism we have brought.

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Membership Fee

The Trustees have asked that soundings be taken in the community on whether people would support a membership fee, as allowed for in the organisation's constitution.

Sounding of the meeting:

- Would you support a membership fee?
- What would you consider as a minimal amount?

Gift Aid could be claimed on some of the membership fees. The fees would be used to fund events and guarantee a small annual income.

Collation of comments:

- Figures suggested ranged from £5-£10 per year.
- Concerns people may be put off.
- Suggestion of could have a charity/donation box as an alternative.
- JC – We should consider the bigger picture moving forward. We can attract new customers into the library by thinking through our whole income strategy for the future.
Suggested a pricing strategy for events and activities and other income streams.
- SS - KLS is free and always will be, the membership fee will not be for the use of the library and services. If FoHL do charge a membership fee messaging needs to be clear.
- CG – The fee could put people off from volunteering.
It can be difficult to keep track of who has paid.
Suggestion of a one-off life-time membership fee.
Risk of people misunderstanding it – We need to ensure people know the library is free.
- CB – We would need clear communication as to what is behind it. It is to raise an income.
Becoming a FoHL would be a serious commitment to supporting the library. It is about the intention and could make people value their status as a member.
- TD – Agreed with the idea of a lifetime membership.
HVPC have a 'recommended' donation box outside the Holmfirth toilets. This can raise up to £7000 a year.
A donation box may encourage a high value donation from some individuals.
Suggested having Corporate FoHL members. This could include a plaque on display in or outside the library for an agreed period. This is good publicity for local businesses.
- TB – Agreed with the idea of corporate membership
This could be extended to having corporate support for specific events.

An indicative vote took place via show of hands with a mixed response.

JL closed the discussion. Having listened to the responses JL advised that the Management Committee and Trustees will prepare a paper on this for the next AGM. If you have any further thoughts or suggestions please send in your ideas to MC/Trustees, we welcome your views.

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Any other Business

➤ Volunteer Recruitment

This is the most crucial task we currently hold, and we need volunteer recruitment across all areas. When recruiting it is essential, we emphasise we have several volunteer roles available.

➤ Promotions and the Newsletter

AM asked if the newsletter was something members felt should continue and that promotions was an area that currently lacked clear direction.

JL responded. Promotions is on the agenda for next MC meeting and all felt the newsletter was an essential way of continuing to communicate. We need a promotions group and it is important we look for people with the skills in social media and publicity as part of the volunteer recruitment.

➤ Kirklees Library Service

SS Gave thanks to everyone in attendance and all the volunteers at FoHL. We are committed to keeping all 24 libraries open in Kirklees and we can only do with the support from volunteers. We look forward to continuing working well together in the future.

JL closed the meeting, thanking everyone for their hard work and continued support for FoHL.

Meeting Closed at 9.10pm