



## COMMUNICATIONS COMMITTEE MEETING

Wednesday 19<sup>th</sup> June 2019  
7:30pm Conygre Hall, North Road

### MINUTES

Ref:	Minutes	Action
<b>Present:</b>	Josie Pownall (Chairing), David Collett, Sheila Clarke, Mary Anne Ansell, Stacey Pottinger, Elizabeth Casson (Hub Coordinator) Chris Gittins (Clerk)	
<b>Welcome and Apologies</b>	The Chairman welcomed those attending. Apologies: Madeleine Potts (Newsletter Editor)	
<b>Minutes of last meeting</b>	Minutes of the meeting in January were approved and signed by the Chairman.	
<p><b>Newsletter</b></p> <ul style="list-style-type: none"> <li>The new colour has made an improvement.</li> <li>All advertisers continued in spite of increase in prices.</li> <li>The new printer is saving us money, though there is a need to question their long lead in time, which is making the closing date for content too early.</li> <li>The print run may be too many – need to check with Clive Pearce and printer.</li> <li>More interesting editorial is still needed. Suggestions include content from the school and more profiles such as of Parish Councillors.</li> <li>Better What's On section if possible.</li> </ul> <p><b>Hub Library</b></p> <p>LC reported that:</p> <ul style="list-style-type: none"> <li>Monday opening hours changed to the pm, which has resulted in more attendance, and the Baby Hour continuing.</li> <li>Groups are currently as follows:</li> <li>Baby Hour 2-3pm Mondays usually gets between 3-5 attendees.</li> <li>Tuesdays &amp; Thursdays term time Storytime attracts a Pre School (6); and St Marys Reception class (14) though can no longer come. Need to advertise for summer holidays.</li> <li>Memories of Timsbury Group will be in a revised form and run by a Village Agent.</li> <li>Thursdays (fortnightly) IT Session with Val Peters is now is backed by Age UK. 3-5 people attending and is sufficiently popular. Extra trainer wanted e.g. Jem Moore.</li> <li>Dementia Friends Training Course by the Village Agents had 14 people attending.</li> <li>First Aid Course – put on by the Village Agents, 9 people attended.</li> </ul> <p><u>Attendance</u></p> <p>March: 174 Adults visit the Library plus 69 children and 47 adults for groups - total 290. April: 141 Adults, 56 Children and 11 Group attendees – low due to holidays. May 132 Adults and 35 Children, also 20 people attended for groups. Our busiest sessions have been Tuesdays followed by Thursdays. Weekly we are averaging about 32 adults and 11 children visiting the Hub.</p>		<p>MP, DC Clerk SP, MP Clerk</p> <p>EC</p>

<p><b>Volunteers:</b> We currently have 20 Volunteers and have completed and filled the Rota to September.</p> <ul style="list-style-type: none"> <li>• An extra 400 books are being offered to the library which will require some changes to the shelving.</li> <li>• The new B&amp;NES Mobile Library will at some point be used for outreach at other places, but until that is arranged will continue to come to Timsbury fortnightly.</li> <li>• Technical support has been needed for the computers.</li> </ul> <p>At this point EC, the Hub Coordinator, left the room.</p> <p>A discussion was held about the future of the role of the Coordinator, which was originally temporary and has been extended to end of August.</p> <ul style="list-style-type: none"> <li>• It is felt that she is doing the job well.</li> <li>• A revised work programme has been developed with a focus on making further improvements to library services and further building the social role of the Hub.</li> <li>• Some improvements to the refreshments offer and publicity should increase the income to the Hub.</li> <li>• It was noted that the original aim of having a Core Group of volunteers to take over from the paid Coordinator is not happening due to the role being too much for volunteers to do.</li> </ul> <p>The conclusion was to propose to the Parish Council that:</p> <ul style="list-style-type: none"> <li>• The post needs to continue to further develop the Hub and to secure its future.</li> <li>• That with a review of the PC Budget to date should consider that the Coordinator's contract should be extended to end March 2020, and that</li> <li>• A further review should be considered in time for the setting of next year's Precept.</li> <li>• That the Coordinator's hours should be increased from 10 to 12 hours/week to reflect the reality of the work carried out.</li> <li>• Now that the role is longer term, the rate of pay should be reduced and fixed onto the same local government pay scale system as the Clerk, but on point 22, with appropriate incremental increases included in the contract.</li> </ul> <p><b>Website</b> The website works well though needs some more input and updating. The Clerk will investigate how it meets new regulations regarding website accessibility.</p> <p><b>Social Media and Enewsletter</b> SP to assist Clerk with setting up a PC Profile on Facebook.</p> <p><b>Report to the Parish Council</b> To report the above as progress and planned proposals for changes.</p>		
<p><b>Next meetings</b></p>	<p>Mid-October 2019 and mid-January 2020</p>	<p>Clerk</p>

There being no further business the Chairman closed the meeting at 9.40 pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_