



COMMUNICATIONS COMMITTEE MEETING

Wednesday 27th May 2021
11am in the Hub, YMCA North Road

MINUTES

	Minutes	Action
Present:	Cllrs. Josie Pownall (Chairing), Sheila Clarke and Mary Anne Ansell, plus staff Liz Casson (Hub Coordinator), Chris Gittins (Clerk)	
Welcome and Apologies	The Chairman welcomed those attending. Apologies: David Collett, KC Bradley and Stacey Pottinger	
Minutes of last meeting	Minutes of the last meeting were approved and signed by the Chairman.	
Matters Arising CG still to change the PC's profile on the Facebook page.		Clerk
Library Hub JP thanked and congratulated LC and all the volunteers for managing to continue the library service of some sort most of the time during the Covid19 Lockdown restrictions. LC had prepared a detailed report for the PC on what has been happening and plans for the future. In summary these were:		Clerk
	<ul style="list-style-type: none"> Figures from B&NES Library Service show that the book loans, click & collect, visits and new Members have overall steadily increased. With the end of Lockdowns opening hours from 21st June are proposed to be to be open again on a Tuesday as well as the other three days, also for an extra hour on a Thursday. Mondays & Tuesdays 2-4pm, Thursdays 1-4 and Saturdays 10-12noon. This will enable all our volunteers to have the sessions and the frequency of volunteering that they would like, whilst giving scope to involve new volunteers. Thursday session will have 4 volunteers, 2 between 1-2:30pm and another 2 between 2:30-4pm. Volunteers number had reduced during Lockdown due to reduced opening days and hours to 11, 2 requiring update training and with 1 new are being trained. Volunteer Jem has resolved computer IT issues with the public use laptop and software, scanning etc. Café area - The YMCA are seeking financial help of up to about £200 from the Parish Council to buy better furniture, tables and chairs as they are in bad condition and the chairs are uncomfortable and uninviting. This would benefit the drop-in and café Hub aspect and serve groups better. 	

Activities & Groups

- Story time at the Library – our new Volunteer would like to arrange Storytime sessions, perhaps on a Saturday morning publicised by her.
- Reading Well Books – we have just received 100 Reading Well books which we are promoting.
- Gadget Busters – Jem Moore is interested in being a Gadget Buster Volunteer and is seeking other volunteers.
- Baby Group – will be held in the mornings in the Library during the week, 2 mornings per week not during library opening hours but covered by our rent, They will self-manage paying £1 each to the Hub bringing own refreshments.
- Gardening talk and sale – booked for autumn in the Café area of the YMCA.
- School Uniforms now stocking Farmborough as well as Timsbury's in the Library.
- Jigsaw puzzles – we have many jigsaws and new arrangements are needed.
- Terracycle – We will look to set up our collection box again.
- Space for homeworkers idea for the Café area to use the Wi-Fi/ printer etc.
- Village Agents – hoping to re-start the Cabinets of Curiosity. Possible other groups such as a U3A.

Publicity & Promotions

- Promotional Video – Liz made this herself to send out on social media of our space with good response. A suggestion for funding for this was not approved.
- Publicity – Recently concentrating on Children's books to encourage parents to bring children in again after School and on Saturdays.
- Timsbury Newsletter - Advertising every month, and also some posters around the village using different graphics to attract attention.
- Advert in the Farmborough school newsletter and Village newsletter. Plan to promote more in other villages for which there is a small budget.
- A Twitter account is opened following Bishop Sutton's success at promoting.
- Scarecrow 2021 – Plans for a long bookworm along the railings.

Newsletter

This was not discussed at this meeting as the Newsletter had successfully continued being published throughout the Covid19 restrictions, except for May 2021, although with lower advertising income which was now returning.

Recommendations to the Parish Council

- To report the progress on activities.
- To approve the new opening hours of Mondays & Tuesdays 2-4pm, Thursdays 1-4 and Saturdays 10-12noon to suit services users and volunteers, and in line with our local contract.
- To consider paying for up to £200 for replacement second hand furniture in the café area to improve the offer for visitors and groups, taking account of some income from sales of hold furniture.

Next meetings

To be confirmed

Clerk

There being no further business the Chairman closed the meeting at 12.30 pm

Chairman: _____

Date: _____