



COMMUNICATIONS COMMITTEE MEETING

Monday 17th October 2022

7.30pm am at Conygre Hall, North Road, Timsbury

MINUTES

	Minutes	Action
Present:	Cllrs. Josie Pownall (Chairing), Mary-Anne Ansell, KC Bradley, Sheila Clarke, David Collett, Liz Casson (Hub Coordinator), Madeleine Potts (Newsletter Editor), Angela Wilson(Clerk)	
1. Welcome and Apologies	The Chairman welcomed those attending.	
2. Minutes of last meeting	Minutes of the last meeting were approved and signed by the Chairman.	
3. Matters Arising	<ul style="list-style-type: none"> It was still proving difficult to attract contributors of articles to the Newsletter. The Football and Cricket clubs have been approached but many other clubs in the village have now closed. The volunteers in the library were individually presented with cards and flowers by the Chairman to thank them for their continued work during such a difficult period following Covid. 	
4. Timsbury Newsletter	<p>The Chairman thanked Madeleine for her work on the Newsletter and for attending the meeting.</p> <p><u>Contributions</u> More contributors to the newsletter were needed. A discussion took place on the type of articles which would be of interest although this was problematic as it was currently difficult to assess the profile of the readership. It was known that Sports clubs find it difficult to contribute as the deadline for copy means that the information is out of date when the newsletter is published. Cllr Collett advised that it was the 50th anniversary of the Conygre Hall in 2023 and that will stimulate contribution of several articles with a big spread planned ahead of the event next summer. He will send Madeleine some articles on the history of the hall for publication leading up to the celebrations.</p> <p><u>Advertising</u> The number of advertisers is starting to increase again following the drop during the Covid pandemic. The costs of printing the newsletter, however, have also increased significantly and so to avoid running at a loss it was agreed that the costs of advertising, which had been in place since 2019, would now need to be increased. The Parish Clerk circulated a table showing the effect of different percentage increases on rates and it was agreed that a 10% rise would be fair whilst not enough to deter future advertisers.</p>	DC

"It was agreed that the Parish Council be requested to approve the increase in advertiser rates for the newsletter by 10%, rounded to the nearest £ as shown in the following table, to commence with the February 2023 issue

Business rates

<u>Current</u>	<u>Proposed Rate from Feb 23</u>
Quarter page £18	£20
Half page £30	£33
Whole page £60	£66

Voluntary group rates

<u>Current</u>	<u>Proposed Rate from Feb 23</u>
Quarter page £13	£14
Half page £18	£20
Whole page £26	£29 "

Clerk

Her business now concluded Madeleine left the meeting.

5. Co-ordination and Update on the Hub Library

Liz was welcomed to the meeting, and she passed around data regarding the library for information.

Volunteers

There are currently 14 volunteers of which 12 are core and 2 are bank volunteers. A meeting had been held the previous week between the Hub Co-ordinator and the volunteers which was very positive with good feedback. Software and the issues arising in the processing of books was highlighted as an ongoing issue, however, and feedback on this had been passed back to B&NES council community libraries co-ordinator.

The Summer reading challenge attracted 24 children of which 5 completed. Computer data entry required had caused some issues for the volunteers so Liz was looking into removing this aspect for the next year's challenge.

One of the volunteers is currently writing an article for the Timsbury letter outlining what it is like to be a volunteer at the library.

Library Usage

The incoming reservations ie books being ordered remain consistent and although total issues through the library have dropped slightly they are still considered good compared to other libraries.

Liz will be attending the assembly at St Mary's Primary school to promote the library and encourage children to enrol

The old telephone box on South Road is being used as a book exchange but this is seen as complementary to the library and a welcome addition to the village.

Liz has written articles for the local free press celebrating four years of the library in November 2022 and has also registered the Library as a 'warm space' for the coming winter on the B&NES register.

Hub Groups and Events

The number of groups attending the Hub is increasing with the fortnightly Cuppa and Chat and Knit and Chat groups proving to be very popular.

The Ukrainian Story telling event was well attended and received. The plant sale was again popular with a similar event being planned for April/May 2023. Further events being considered are a Lego club which have been successful in other libraries and making

<p>use of the free library access to Ancestry UK by holding family history sessions for beginners.</p> <p><u>Library Expenditure</u> Currently, Liz has to request payment from the Parish Council for each sundry item and advert she requires for her to progress the library and hub activities. This is administratively time-consuming and can mean delays in provision for activities. It was agreed that <i>“the Parish Council be asked to approve an annual amount, expected to be in the region of £200, to be managed by the Hub Co-ordinator to cover sundry items aligned to the library and hub activities”</i></p> <p><u>Accommodation</u> The café area adjacent to the library has been used for events and group sessions since the Hub was inaugurated in 2018 and has always been presumed to be part of the rented space. Last year the Parish Council contributed £200 towards the furniture for the room. The increasing number and frequency of groups organised by the Hub and using the café area is now increasing and indications are that the YMCA may now be looking for payment for the hire of the room. The rental agreement between the Parish Council and the YMCA currently only covers the library, kitchen and Parish Office but does not specifically mention the café area. The access to the library is through this room, however, and so it would be unlikely to attract interest from other organisations. Following a discussion, it was decided that, as the café area is crucial to the growth plans for the Hub, its continued use was vital for the hours when the library is open. As the room would not be commercially attractive to other groups, because of the footfall from library users and, bearing in mind the contribution the Parish Council had made to furnishing the room, then a favourable outcome on usage costs should be sought with the YMCA. This would be by either a reduced hourly rate or maybe by paying an annual retainer for the use of the room. In any event the use of the room would need to be included in the rental agreement. It was agreed that the Parish Council be asked: <i>“to approve a meeting between the Parish Clerk and the YMCA Director of Strategy and Communications with a view to drawing up a fair and reasonable settlement for the use of the YMCA café area to be brought back to a Full Council meeting for ratification. “</i></p> <p>6. Village Website The village website continues to be updated and maintained although the events calendar is still underused. The Parish Council section has recently been reviewed and updated to make it more user-friendly</p> <p>7. Review of Social Media It was agreed that the website and the monthly newsletter would continue to be the best vehicles for Parish Council information.</p> <p>8. Recommendations to the Parish Council The meeting agreed to put forward the recommendations italicised above for consideration at the next full council meeting on 7th November 2022.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>9. Next meetings</p>	<p>To be confirmed</p>	<p>Clerk</p>

There being no further business the Chairman closed the meeting at 9.12 pm

Chairman: _____

Date: _____