

	<p>offer as they have recently been awarded a substantial grant from the National Lottery Community Fund which will be used to employ a Network Manager and two Regional Co-ordinators to expand their reach and help to develop the services provided by CMLs in their communities.</p> <p>Details are shown below: https://communitylibrariesnetwork.org/</p>	
6.	<p><u>LCC Training</u> – Steph and Becky gave a brief update on the training sessions they had attended on Volunteer Management and Succession Planning. Paperwork from these sessions will be sent out from LCC and will be circulated to all volunteers in due course.</p> <p>Arising from this it was agreed that we should set up a planning team to come up with a 12-month schedule of events. To be discussed at the next meeting on 12 April.</p> <p>Our health and safety policies need to be updated, particularly with regard to Charlotte. Su Clement agreed to update these.</p> <p>Steph reminded us that trustees could be co-opted from the local business community, and it was felt that the recruitment of someone to act as a grants co-ordinator would be beneficial. This would be discussed at the next Trustees meeting.</p> <p>Steph agreed to look out the original paperwork regarding trial period/induction period for volunteers.</p>	<p>Sue K</p> <p>Su C</p> <p>Tony</p> <p>Steph</p>
7.	<p><u>Opening Hours/Easter Closure</u> – It was agreed to trial staying open until 6.00 p.m. on Mondays with effect from 21 March. Jane is not always going to be available, but we hope to be able to cover these hours. Steph will ask Brian to open up the additional time slots.</p> <p>In line with Council staff, it was agreed to close at 2.00 p.m. on 14 April and re-open on Wednesday 20 April at 10.00 a.m. Posters and flyers will be produced to publicise this, and Anne King would also be informed.</p>	<p>Steph</p> <p>Sue K</p>
8.	<p><u>Honesty Books Update</u> – These have not yet been ordered. Su Clement to liaise with Waterstones and Jane to get this sorted as soon as possible. The list of books originally produced by David is on Three Rings, but Sue K agreed to forward a further copy to Su C.</p>	<p>Su C</p> <p>Sue K</p>
9.	<p><u>Shelving Update</u> – We only have two quotes, despite contacting various companies/individuals, one for £5,000 (wooden) and one for £2,103 (metal). Providing Fiona is happy with the metal option, it was agreed to go with this quote. Jane agreed to speak to Fiona and report back so that this can be progressed.</p>	<p>Jane</p>
10.	<p><u>Printer Update</u> – Matt is in the process of wiping clean the laptop previously used by Penny when she was Treasurer. Once this has been done and a library Gmail account set up, we will be able to print directly to the printer from this laptop.</p> <p>Matt also needs to look at laptop 5 next time he is in. Tony to liaise with Matt and/or Grace on this issue.</p>	<p>Tony</p>

11.	<p><u>Fundraising</u> – We agreed to run a book stall at the next Farmers’ Market on Saturday 12 March. Volunteers to man this will be required. Any remaining books will be taken to St Edwards Church Hall for their jumble/book event.</p> <p>It was agreed to hold another quiz night in the Autumn, either at the Village Hall or the Hub, depending on costs. There are a couple of quiz nights advertised locally over the next few weeks and Penny agreed to liaise with them to source a possible quiz master. This will be discussed further at the next meeting.</p> <p>We agreed to have a stall at the Jubilee event to be held on the Spital on 5 June. Jane agreed to let Grace know that we would have a tombola stall, which would hopefully be free of charge.</p>	Penny Jane
12.	<p><u>Annual Parish Meeting</u> – Jane had produced a report for this meeting and would present on our behalf. Thanks were expressed to her for doing this.</p>	
13.	<p><u>Emergency Services Day</u> – This is to be held on Saturday 23 April and it was agreed to have a stall at this event. Sue would respond to Fiona.</p>	Sue K
14.	<p><u>Responses to Admin e-mails</u> – It was agreed that Sue K would respond to these e-mails going forward. If help was required with a particular response, this would be sought from other members of the Committee. Jeanette was to be informed of this decision.</p> <p>Steph agreed to respond further to the recent e-mail from Neil Kilborn regarding his ancestry query.</p> <p>It was agreed that a newsletter setting out the main points from our meetings should be produced and sent to all volunteers. Copies of the minutes would also be posted on the notice board in the back room.</p>	Sue K Steph Steph/Sue K
15.	<p><u>Date of Next Meeting</u> – To be held on Tuesday 12 April at 7.00 p.m.</p>	