NOTES OF A MEETING OF THE ADDINGHAM HUB STEERING GROUP HELD AT THE HUB ON THURSDAY 16 MAY 2019

Present: Parish Council: Cllr Naylor (Chairman of the Meeting), Cllr Tennant (to Note only) and J Markham (Clerk)

Library: C Hindle, P Margiotta, D Keeble

Village Volunteers: R Rowles, C Snape, M Bolton, R Battarbee

Apologies: Cllr Brady, Cllr Wilcox, D Barrett, J Robinson

1. Notes of Meeting on 22 March 2019

Approved.

1. Hub Project – Plans for Community Use

A policy paper for use of the Hub, as agreed by Council on 17 April, had been circulated to members of the Steering Group. An additional options paper for the archive, drafted for discussion purposes, had also been circulated prior to the meeting.

Discussion focused on the development of the archive. The following issues were highlighted for further research or for clarification as necessary:

* Copyright and ownership of archive material

Action: Clerk to write to Civic Society

* Number and type of records in archive

Action: DB to specify in detail

* Cataloguing – progress and methods used to date

Action: MB to provide copy of template to Clerk for circulation to Cllrs

* Provision of website to access archive

Action: further research to compare all options; MB to provide detailed quotes to Clerk

* Touchscreen

Action: for further review following demonstration on 28 May

It was noted that an update report on progress and possible options for cataloguing and accessing the online archive would be provided to Council at the next meeting on 22 May.

1. Old School Capital Project

The Clerk reported on progress in equipping and furnishing the building for public opening in June. The following matters were discussed and agreed:

* Signage for building – the Listed Buildings Officer would be consulted on requirements.
* Information screen in library – the supplier would be contacted as regards problems with visibility in bright sunshine.
* Security of equipment – detailed advice had been requested from insurers.
1. Hub and Archive Project – Role of Volunteers

In response to a query from the Chairman, volunteers present at the meeting indicated that the Hub Friends would be responsible for organising publicity for the Hub and displays exhibited in it from time to time, and would also take responsibility for fund-raising. The possibility of opening the Hub to the public every day, manned by a rota of volunteers, was also discussed.

1. Launch Event

The date for the event, 22 June at 10am, was confirmed. A draft flyer was approved, subject to minor amendment. Members of the Group were invited to pass the names of potential invitees to the Clerk and to give consideration to a possible logo for the Hub.

1. Library Story-Time

The timing of children’s story-time was discussed, in the light of agreed public opening hours for the Hub. The options would be considered further outside the meeting.

1. Next Meeting

To be held on 21 June at 2pm in the Hub (set-up meeting for event)