

**Friargate Information and Communications Group**  
**Meeting 1**  
**12<sup>th</sup> April 2017**

**Minutes**

**Present:** Julia Terry, Raymond Williams, Barbara Windle

Overseers have been unable to appoint a representative for this meeting. They have asked for these minutes in the hope that an overseer would be willing to attend future meetings. Elders have not appointed a representative, but have asked Raymond Williams to report back to them.

The librarian is currently unable to attend meetings of the group. Tasha Heny, staff representative, was prevented.

**1.2 Agenda**

We have agreed the agenda.

**1.3 Convenor**

Raymond Williams has convened this first meeting at the request of LM Clerks and we have agreed that he will convene future meetings.

**1.4 Group Name and Aims**

1.4.1 The group was set up by LM on 2<sup>nd</sup> April 2017, following a working group report. The Objectives and remit of the committee are set out in Terms of Reference in LM minutes.

1.4.2 We agree to refer to the group in full as above. We will use the short name Communications Group / Comms Group.

1.4.3 Although the Librarian will not be attending meetings of the group for the present, we will send him our agendas and minutes. We ask Julia Terry to liaise with John Fieldhouse regarding library matters and the discussions of this group.

1.4.4 We agree to include a short item in Quakevine, setting out the aims of the group and inviting expressions of interest. Barbara Windle will write a suitable item.

**1.5 Website items**

1.5.2 Raymond Williams will change the present Library Committee webpage to a page for this group. The page to include terms of reference.

1.5.1 Raymond Williams will create a new Library Page and invite comments, additions and corrections from the librarian and other members of the group.

## **1.6 Library items**

### **1.6.1 Librarian's Report**

We have considered the Librarian's report.

We hear that Carol Gilham has discussed some of the issues raised in it with John Fieldhouse.

The task of improving the organisation and cataloguing of the library is a large one. We feel that it would be helpful to have some professional advice about priorities and the next steps. Our Friend Sandra Hall, a qualified librarian and information scientist, may be able to help (probably in the summer). Barbara Windle will contact her and discuss.

### **1.6.2 Library Provision and priorities**

We see a first priority in providing a small selection of current books in the foyer of the meeting house. These could be read there, or borrowed in the same way as other library books. One advantage over the main library stock would be that the books could be accessed at any time when the meeting house is open. We agree to place a small number of library books there initially, together with an appropriate sign and loan book. Over time, in consultation with the librarian, we hope to expand and improve on this. Raymond Williams will arrange.

## **1.7 Quakevine items**

The question of whether Quakevine is an AM newsletter, or a publication mainly aimed at Friargate meeting, remains relevant and as yet unresolved.

Other LMs now produce their own newsletters.

There may be a case for producing two separate newsletters, one for Friargate, and a smaller one for Area Meeting distribution. This would enable a wider coverage of Friargate items.

This is a matter to which we will return at a future meeting, and we agree to sound out other LM clerks over the coming months.

## **1.8 Staff items**

None

## **1.9 Overseers' items**

None.

## **1.10 Elders' items**

None.

## **1.11 Next Meeting**

We agree to meet again on 13<sup>th</sup> July at 19.00.

Raymond Williams