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| Week Beginning | 31st July 2017 |
| Headcounts & Larkin Tour counts | <https://docs.google.com/spreadsheets/d/1Gc3B91pmU3u8jCmyk8KScT2jwH1my3OWZVTFlrmlSZw/edit?usp=sharing> | Any noticeable attendance drops? | **Y – lower than last week. Think 38 on Thursday may however be an error.**  |
| No. of Larkin Letters | **47** | Available for download at ---> | <https://universityofhull.box.com/s/jrn3dj2a8o1ng4bfjdzxj9sw2sani84o> |
| Feedback from COC Volunteers and Visitors | Did Philip Larkin leave a will? If so, who inherited? If not, what happened? Please respond to kathstabler@yahoo.co.uk and also sandrabarrass2002@yahoo.co.uk |
| Letters Received | **None. Anything we need to respond to from the previous weeks?** |
| Chasing UpTechnical issues/ Security issues | Light via Tim Skelly – has this now been rectified? There is still a large shadow over the picture. Could the light be removed from the top of the shelving if so? It is noticeable to visitors that it is not on/working.  |
| Additional Folder for COC volunteers – plus reprints of the pages. Volunteers have also mentioned that is would be nice to have more explanations of the items, which club the ties belong to? Where each tea-towel is from etc.  |
| Larkin leaflets – green ones? Do we have further stock coming?  |
| 1 x book from the Brynmor Jones Library collection is missing – this has been replaced by purchasing a new book.  |
| Clear string on shelving – A few this week have pinged off due to the tension, did you thread this using a needle? We are managing to replace using new lengths but it is fiddly. Any tips? |
| Could we have a copy of the audio files in the exhibition? It would be good to have this handy in case we need to reload the audio player |
| We have agreed with the Larkin Society to sell additional merchandise, posters, postcards, books, journals based on the stock that was left.  |
| All 1000 Larkin Handsheets ordered from central print on Monday 31st have been used. Do we have a date finalised for more?  |