HCL Trustees Meeting Minutes Mar-21

Meeting details

10th March 2021 (Via Zoom) 19:00 -20:00

Agenda

- Apologies
- Approve Minutes from January 2021
- Review Actions List
- COVID Update / Opening Hours going forward following recent gov'n announcement on dates
- Feedback from Strategic Plan meeting (06/03/21)
- Event Planning
- Community Consultation
- AOB
- Close

Attendees and Apologies

Attendees

- Andy Branch – Chair (AB)
- Annette Harper (AH)
- Bill Prichard (BP)
- John Martin (JM)
- Gill Rocket (GR)
- Jon Smith-Moorhouse (JSM)

Apologies

- Sam Gillespie (SG)
- Jane Sorby (JS) – unexpectedly

Approve Minutes from January 2021

AB went through the minutes from the January Meeting (28/01/2021). No comments raised **minutes approved.**

Review of Actions List

Actions list remains unchanged

Action – All policies to be added to a memory stick and provided to GR to print copies of the policies for the library file (JSM).

Action – Some correspondence still to be shared (AB)

COVID Update / Opening House

Government's 4-step programme discussed[1]. As of 12th April 2021, government guidance allows opening of libraries.

Options discussed about opening hours post 12th April, if initial 10 hours should be adopted or return directly to 15. Merits and concerns were discussed and all agreed that opening straight up to 15 hours was the most sensible option;

- avoid confusion with changing hours from 10 to 15 in the future, and
- the greater spread of opening hours will minimise chances of multiple people arriving at the library at the same time.

Agreement based on the availability of volunteers for staffing the hours and full application of safety precautions previously used (screens / masks / cleaning etc)

Full opening of the library for groups and events will follow in due course following the 4-step guidance (expected to be post June)

Action – Communication to be put out to all volunteers stating the plan (AB)

Action – Contact SG to prepare social media and website updates with latest information (AB)

Action – Arrange communication to consumer – flyers? (AB)

Strategy Review

Review of minutes. GR confirmed her SWOT input on communication was generally about comms between all involved in the HCL event but also out to the consumer. It was discussed that use of the Herald / Social Media etc in-line with the new items in the strategy.

Minutes from the strategy review was provided in draft in advance of the meeting, but with limited time for review. Main deltas from the 2020 strategy identified with no further comments.

It was identified that responsible persons need to be allocated against 2021 aims presented in the strategy. Using the roles provided, initial names will be placed and circulated, but full review needs a complete trustees group so minutes will be confirmed at the next meeting (21 April 2021)

Action – Update with initial names (TBC where no role recommended) for review at next meeting (JSM)

Event Planning

Item raised by GR, that someone is needed for event planning as things return to normal. It was noted by the trustees that a similar conversation was held during the strategic planning session

[1] https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary#step-2---not-before-12-april

around support to the charitable elements of HCL as well as the library functions (captured within the context of goal 9[2], aim 3[3]).

It was suggested by GR that a 'job spec' would be useful and GR agreed to provide a first draft to aid with copy for local media such as the Hathern Herald / Church Magazine. Plan to follow up at next trustees meeting around engagement with HVA and Hathern Together and Spring / Summer events.

Action – GR to provide first draft of a 'job spec' for an events volunteer (GR)

Community Consultation

Item raised by GR around the plan for community consultation and engagement. It was identified that this was captured in a number of areas of the strategy, primarily with Goal 6[4]. It is expected that this will be picked up initial with the HVA / Hathern Together events discussion at the next meeting.

AOB

- No financial feedback with Jane unable to attend
- Next meeting will be 21st April, not 22nd as initially advertised in the annual meeting plan.
- It was agreed that Wednesday instead of Thursday would be a better day going forward
- Planned agenda items for the April meeting – draft annual and financial report
- Additional items identified:
    - update on 4-step plan and return to groups in the library
    - engagement with HVA / Hathern Together events

Action List

Date	Task	Trustee	Completed
5.11.20	Order children's book box and wall panel	JS	JS
	Arrange for new lighting to be installed	AH	AH
	Set up Zoom meeting with volunteers	GR	GR
	Reinstate Zoom coffee mornings	GR	GR
	Pursue possibility of donated or sponsored notice board	JSM	JSM
	Set up sub group for grant applications	JS	JS
	Complete LCC review template and circulate	JS	JS
	Radiator presets to be changed and cash box taken	AB	AB
	Periodic picking up of letters etc	GR	GR
	Set up meeting to discuss 2021 targets	AB	New Year
3.12.20	Email AK re opening hours up to Christmas and confirm Christmas closing	AB	AB
	Email volunteers re reopening, events co-ordinator	AB	AB
	Complete budget to 2025	JS	JS

[2] Goal 9 - Sustain a Volunteer Team with a minimum of 25 volunteers
[3] Aim 3 - Review and recruit volunteer need to support the work of the charity (rather than library service)
[4] Goal 6 - Gain feedback on library services and needs to impact on decision-making

	Ask AK if we can start building before receipt of S106	JS	JS
	Order notice board	JS	
	Enquire about planning permission for notice board	JS	
	Make record of PAT test date stickers	JSM	JSM
10.03.21	Dropbox needs updating with all current policies	JSM	JSM
10.03.21	All policies to be added to a memory stick and provided to GR to print copies of the policies for the library file	JSM	
	Communication to be put out to all volunteers stating the plan	AB	
	Contact Sam to prepare social media and website updates with latest information	AB	
	Arrange communication to consumer – flyers?	AB	
	Update with initial names (TBC where no role recommended) for review at next meeting	JSM	
	GR to provide first draft of a 'job spec' for an events volunteer	GR	