HCL Trustees Meeting Minutes 21st April-21

Meeting details

21th April 2021 (Via Zoom) 19:00 -20:00

Agenda

- Apologies
- Approve Minutes from March 2021
- Approval of Annual Accounts (not review of draft as previously stated)
- Strategic Plan Assignments (added at the beginning of the meeting)
- Review Actions List
- AOB (added after published agenda)
    - AGM Arrangements
    - Big Week & General village events 29th May - 5th June
    - Foundation Class Visits to the Library
    - Update on Events Co-ordinator appointment
    - Reading Agency book Collection
    - Whatsapp group...?
- Close
- Extraordinary on the 28th April.

Attendees and Apologies

Attendees

- Bill Prichard (BP)
- John Martin (JM)
- Gill Rocket (GR)
- Jane Sorby (JS)
- Jon Smith-Moorhouse (JSM)

Apologies

- Annette Harper (AH)
- Andy Branch – Chair (AB)

Opening

Sadly Andy Branch was unable to attend last minute for personal reasons and the attendees send their condolences.

It was agreed to continue in Andy's absence and JSM ran the meeting in lieu of Andy to address the agenda items where possible. It was agreed that a further extraordinary meeting will be required to confirm a number of items including buy in to these minutes ahead of the AGM – this will take place on the 28th of April at the usual time of 7pm. Gill has kindly offered to allow us to use her Zoom room while meetings continue online.

Approve Minutes from March 2021

A quick run through of the minutes from March 2021 HCL Trustees meeting was completed and no objections to the minutes from March – Minutes Approved.

Approval of Annual Accounts

Accounts were presented by Jane – stated that the increase in balance from 19/20 to 20/21 is primarily around grant money, but noted that this means we have effectively broken, showing a level of sustainability in the finances.

It was noted that the efforts by Martin Clayton on the lottery have been appreciated, with substantial extra uptake on numbers and players making up front annual payments helping to bring money in.

No objections to the accounts – accounts approved

Action – JS to pass accounts to Anne King for next financial review.

Review of Strategic Plan Assignments

We went through the Strategic Plan to try and assign owners to various goals where this couldn't be completed previously. Where names couldn't be assigned because roles were vacant, role titles were assigned. An updated version of the strategic plan will be circulated with these minutes

Action – JSM to share updated strategic plan

Review of Actions List

Order Notice board: Jane is waiting on info from LCC (James Whitty) who are investigating the proposed location of the board with regard to planning. Board won't be ordered until we know about planning.

During the actions review, Gill raised some concern about some of the responsibilities and if actions could be placed for specific tasks relating who is looking after what (ie posters putting up, and cleaning etc). IT was agreed that this warrants further discussion when there is a greater quorum present.

AOB

- Bill Pritchard announced his intentions to leave the HCL trustees board at the 2021 AGM

AGM Arrangements

The AGM is expected to be mid May (original date 13th May). It is expected that Andy had some arrangements in place for this so this will be a topic for discussion at the extraordinary meeting.

Big Week(end) & General village events 29th May - 5th June

Trustees present expressed a feeling that we should continue to support the Big Week(end) and maintain our profile / involvement. Gill will propose some ideas for consideration which can be presented at the extraordinary meeting.

Action – Gill to propose a selection of ideas for Big Week(end) at the extraordinary meeting

Foundation Class Visits to the Library

Gill asked: can there be one before the end of the summer term noting that the class is already in a bubble / cohort. Noting that the school has protective measures in place and that the visit would not coincide with existing opening hours so there would be no cross over between classes and library uses; no objections were raised, so Gill was given the green light to work with the school to arrange the visits.

Update on Events Co-ordinator appointment

No update on a potential candidate at this stage – request to all attendees to continue asking around for people who would be interested in joining the team.

Reading Agency book Collection

Gill raised a question around what we might do with the Reading Agency books when they arrive. It is unclear when they might arrive or what the content would be so it was agree we would re-table the discussion once they arrive (or we know the arrival date)

Whatsapp group…?

JSM raised the idea of having a whatsapp group for minor (non-formal) communication. The trustees present agreed that (if used appropriately) it could be a useful tool

Action – JSM to set up Whatsapp group for HCL Trustees

Plan for Extraordinary Meeting

Extraordinary meeting aims:

- Approve strategic plan updates,
- Agree AGM arrangements
- Presentation of Big Week(end) proposals
- Agree April Trustees minutes ahead of the AGM

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
	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
	All policies to be added to a memory stick and provided to GR to print copies of the policies for the library file	JSM	JSM
	Communication to be put out to all volunteers stating the plan for re-opening	AB	AB
	Contact Sam to prepare social media and website updates with latest information	AB	AB
	Arrange communication to consumer – flyers?	AB	-
	Update Strategic Plan with initial names (TBC where no role recommended) for review at next meeting	JSM	JSM
	GR to provide first draft of a 'job spec' for an events volunteer	GR	GR
21.04.21	JS to pass accounts to Anne King for next financial review	JS	
	JSM to share updated strategic plan (updated 21.04.21)	JSM	
	Gill to propose a selection of ideas for Big Week(end) at the extraordinary meeting	GR	
	JSM to set up Whatsapp group for HCL Trustees	JSM	