HCL Trustees & Co-ordinator Meeting Minutes – 1st December 2021

Meeting details

1st December 2021 – Proposed change of venue; Hathern Club, 6pm

Agenda

- Attendees and Apologies
- Review of Minutes & actions from the last meeting
- Correspondence
- Operational Papers
- Strategic Plan Update – see email from the 31/10
- Funding from HPC – see AOB
- Recruitment
- Trustees Roles and Responsibilities
- AOB
    - Successes from September/November for annual report log
    - HPC – Martin
    - Fundraising – Martin
    - Sponsored walk – Martin
    - COVID
    - Gills responsibilities
    - Next formal meeting is the 26th January 2022

Attendees

Jon Smith-Moorhouse, Jane Sorby, Annette Harper, John Martin, Alison Breacker, Gill Rocket, Martin Clayton (for AOB)

Apologies

- Emma wasn't able to attend at the last minute. Sam didn't attend, but it transpired JSM forgot to extend the invite
- **ACTION: JSM** to send apology
- Andy didn't attend this session but is effectively stood down from the end of November.

Review of Minutes & actions from the last meeting

- It was noted that the volunteers don't get to see the minutes from the trustees meetings. It would be helpful to make sure they are accessible to the volunteers

- **ACTION: JSM** to ensure that the last 12 months of the approved minutes get to the volunteers, ideally via the HCL website. Check if Sam can add them for the last 12 months.
- Change date on previous minutes from September to October (typo)
- Andy hasn't yet provided a job description for chair. The trustees are aware Andy is struggling but will try and make contact and check he is ok.
- Minutes approved pending the above changes – to be provided to the mailing list for volunteers & to Sam on the website.

Correspondence

- It was asked who does the mail go to and who receives the emails from LCC?
- **ACTION: JS** to ensure all trustees are copied in from LCC etc to make sure things aren't missed until we have a formal chair.
- It is understood that there are some training emails that need picking up and distributing.

Operational Papers

- It was asked exactly what this section of the standard agenda should be used for and it was identified that this used to cover by sub-groups for 'finance' and 'premises' and this was to report back.
- Finance updates from JS. No change from previous minutes but we have had the last instalment of the HPC grant
- Premises –
  - messages about the heating – Annette has reset it to account for the changing weather – an hour before each session, and finishing at end of session, then extended on a Wednesday and Monday on 2 hours before to warm up post weekend. We'll trial this but we ask people don't interfere with the heating as programmed to ensure its not left on continuously. AH sent email to volunteers 01/12 as a reminder.
  - It was noted that there are five air vents in the building, it was suggestion we might need to reduce the number to reduce the heating load required.
  - It was questioned if there was proper insulation in the loft space – **ACTION: JSM / AH** to check what is in the loft space in December.
  - GR: Cluster meeting Monday (29/11/21) the Shire Grant was mentioned. It was asked if HCL could apply for a grant to come and inspect and upgrade any insulations. Nailesh Ramaiya Investigate insulation and photovoltaic panels. **ACTION: JS** to discuss with Anne King.
  - GR to change the alarm code in accordance with annual change.
  - It was noted that the boxes of books for charity shop need taking.

Strategic Plan Update – see email from the 31/10

- What was circulated was the list of strategic aims which the trustees feel still stand, but with the continued lack of trustees we aren't in a position to assign specific roles at this time.
- It was agreed that the first step is a meeting with all other key community groups with facilities ie: Village Hall, Club, HCL etc to understand each other's aims & objectives to avoid duplicated effort with development of HCL. The aim would be to look at some options around what we can do with all the facilities together and formulate some ideas to put to the community – **ACTION: JSM** to arrange a meeting in the new year
- It was suggested that it would be useful to have a session with Trustees and Volunteers together to go through the strategic goals as written before meeting with the rest of the village group
- **ACTION: JSM** to set up session with Trustees and **JM** to host.
- **ACTION:** Run Community consultation following meeting with other facilities - TBC
- It was noted that it would be sensible to check with Anne King around any S106 monies and their availability with the ongoing delays of the Garendon Persimmons development. i.e. Do we need to make a start to tie in the planning permission to any further delays?
- It was discussed that the strategic aims spreadsheet and minutes circulated that we need to for a baseline Strategic Goals and Plan in the same format as the previous set completed by Jan
- **ACTION: JSM** to produce a first draft Strategic Goals and Plan for circulation and approval based on the minutes from the meeting carried out earlier in 2021.

Funding from HPC – see AOB

Recruitment

- AH expressed that she is chasing a few leads
- It was suggested that we could run a coffee morning or similar event at the library get people in and explain that we are looking for trustees. 17th January (Blue Monday) or 22nd January (HCL anniversary date) was suggested. It was thought we could do Tea / coffee, cake, tombola etc (COVID giving). This needs planning and marketing
- **ACTION: AB** to investigate even potential and engage with SG about fliers

Trustees Roles and Responsibilities

- It was agreed that this will form part of the strategic plan session.

AOB

- Successes from September/November for annual report log

- Visits steady for the month
- 11 new members
- 12 the month before
- 1 new volunteer, 2 left
- 1 week old baby joined – possibly the youngest member ever. Trustees asked if we can contact the family to get a photo for the annual report
- **ACTION: GR** to get in touch and get a photo if possible

- Feedback from HPC – Martin Clayton
  - F&GP meeting reviewed the proposal by Jane for funding. Informal feedback; uncertainty around S106 and visitor numbers alone is a justification to maintain the request for full funding. It was understood that the library had tried to reduce its ask but it was felt it would be acceptable to maintain support at the current rate until things improving with respect to post COVID mobility. It was asked that the proposal be re-submitted by Monday 13th December for next meeting, or worst case for January meeting. **ACTION: JS** to revise and re-issue and to circulate to trustees in advance.
- Fundraising – Martin Clayton
  - Martin has picked up the community lottery after Bill moved from the village and done a great job of selling out numbers – a thank you from the trustees for Martin pushing the lottery and bringing in an increased income.
- Sponsored walk – Martin Clayton
  - Spring 2022 (April / May) – An idea was proposed for a 'library relay' around local libraries over a weekend to raise funds. Previous walk raised around £2000. Martin Clayton and GR agreed to organise this event.
- COVID update
  - It was noted that the advice from the government was back to masks and set up the QR code as before and ask people to put their library number down in case of a breakout.
  - **ACTION: GR** to write to volunteers.
  - It was noted that this will evolve based on government guidelines, using volunteer's judgement if things change between trustees meetings.
- Volunteer Coordinator responsibilities
  - The trustees thanked GR for her years of hard work as the coordinator and acknowledged the long list of responsibilities. It was suggested that the best solution might be to break down the responsibilities into two or more roles.
  - Trustees need a break out meeting to review Gills roles & responsibilities
  - **Formal announcements from trustees – Tuesday 7th from 6pm at Jane's**
- Next formal meeting is the **26th January 2022** – the location will be decided nearer the time depending on current government guidelines at the time which may well change. If meeting in person is acceptable, the default will be in the library at 6pm. This will be floated for consensus with the draft agenda prior to the meeting.

Meeting close 20:18