HCL Trustees & Co-ordinator Meeting Minutes – April/May 2022

Meeting details

(original Schedule 28th April) 5th May 2022 – Hathern Library, 6pm

Attendees

Jane Sorby, Annette Harper, Emma Ward, Alison Breacker, Jon Smith-Moorhouse

Apologies

Nadine Underwood was unable to attend

Review of Minutes & actions from the last meeting

A number of comments raised against March's minutes. Key holder list provided at JSM at the meeting. This is to be provided alongside March's minutes. Following discussions at the previous meeting about the Garendon development, the liaison meeting last week confirmed that the S106 money won't be made available until the first 300 houses are occupied. The result of this is that we will need to renew our planning permission before the monies are available. It was noted that we should review this in a bit more detail at the next meeting. AH noted that planning was last submitted 24th November 2020 according to accounts paid. It is understood that the planning application is valid for 3 years, so has 18 months to run. EW suggested she would be able to investigate more at work.

It was noted in a run through the minutes that there are a number of actions still outstanding.

ACTION: JSM to provide key holder list with pdf of updated March Minutes.
ACTION: JSM to add planning permission to next Trustees agenda.
ACTION: EW to investigate more about what planning extension involves with the planning officer at CBC to feed back at next trustees meeting.
ACTION: JSM to clear off required printing to cover of strategic goals to go up in the library and all the missing policies and ensure both minutes from the March trustees minutes and volunteers meeting are made available to volunteers.

Correspondence

We have received notification from LCCs waste collection that they believe invoices haven't been paid, resulting from trying to pay two invoices at once, registering as neither being paid (note that they invoice weekly for different amounts each week which can only be paid by cheque, making this process un-necessarily time consuming) JS is challenging this as the accounts show payments have been made.

SCC, the power company for which we need approval to place a notice board, have finally responded to our request by recognising that they haven't replied to our request and suggesting we refer their lack of correspondence on our request to the ombudsman (rather than just responding to our request). JS has agreed to raise this with the ombudsman in the hope of some sort of resolution.

ACTION: JS to speak to LCC waste collection to resolve payment dispute
ACTION: JS to raise SCC complaint to ombudsman

Operational Papers

Premises

It was noted that the PAT testing is due, JSM to contact Ian Fuller. It was also noted that the loft needs insulation still. There are still a few actions with regards the windows etc that Annette is still chasing. The only other item of note was around the plant boxes at the front of the library. JS agreed to sort some red, white, and blue plants ahead of jubilee to be in keeping.

ACTION: JSM to contact Ian Fuller to arrange for PAT testing to be completed (pencilled in for 17th June in the pm. To be confirmed nearer the time)
ACTION: JSM to arrange date with Roy to do initial insulation fit
ACTION: JS to arrange plants for the planters ahead of jubilee

Finance

JS provided 2021-22 annual accounts ahead of the meeting. The summary is that we have increased our extension fund by £4000 during 21-22 as a result of the fund-raising efforts, lottery money, leaflet distribution, and return of groups to using the library space. This successful fund raising was complimented by a reduction in expenditures (Capital expenditure was £0 because all the building repairs work done in 21-22 was funded by LCC), which has offset the loss of grants in period.

It was confirmed that the funds raised from the HCL Birthday (£430) are ready to go to Ukrainian Charities via DEC Charity.

EW identified a series of grants from Charnwood;

- Charnwood Community Grants,
- Charnwood Facilities Grants, and
- Charnwood Member Grants.

It was identified that the Charnwood Facilities Grant would be ideal for getting a projector and screen with associated hardware to enable presentations / video screenings etc. It was agreed that the equipment to run such events (ie a sound bar and laptop with DVD/Blu-Ray drive should be included to ensure the hardware can be fully approach and use)

It was noted that it would still be useful to have a card payment system.

ACTION: EW agreed to price up hardware and find out more about the appropriate grants
ACTION: JSM to chase up iZettle potential

Events Liaison with Events Committee

Full details of the events committee meeting have been drafted and will be provided by AB. It was noted that one frustration raised was around need for trustees approval for funds for events planning. It was noted that up to £100 for reasonable expenses does not need full trustee approval, just a receipt for goods / services to be provided. Over and above this does need a discussion with trustees but this can be done outside of standard meeting schedules to facilitate event planning – the aim is purely to ensure appropriate spend on behalf of HCL.

It was asked if we still have the pop up banner and it appears we have the Hathern Together banner, so it is presumed they might have ours. JSM to investigate.

Further questions were raised about the use of other village spaces for library events and the expectation that AB is 'organising' all the events. It was agreed that there was an inconsistency of understanding between Trustees and Volunteers on a number of topics which were causing frustration and stress. JS offered to pen a note to the volunteers to clarify the expectations of the trustees, particularly around AB's role on events, and that this should be liaison, not coordinator.

ACTION: AB to provide minutes from most recent events committee meeting
ACTION: JSM to investigate if Hathern Together have our HCL pull up banner and return the Hathern Together one.
ACTION: JS to provide note to the volunteer around a number of outstanding issues to provide clarity on the expectations of the trustees.

Policy Review

4 policies were presented in advance of the meeting for trustees to review – Trustees agreed to review out of the meeting to save time.

- Equality and Diversity Policy – Jan 2022
- Room Hire & Procedures Policy – March 2022
- Conflict of Interest Policy – May 2022
- Financial Management and Controls Policy – May 2022

It was noted that EW doesn't yet have access to the Drop Box .

ACTION: JSM to provide reminder for trustees to review policies
ACTION: JSM to provide Drop Box Access to Emma

AOB

AGM items and associated reports. JS explained that there are three reports required

- Main report for the AGM – JSM to draft
- Leicester County Council (LCC) – this will be a summary version of the AGM report
- Report for the charity commissions

ACTION: JSM to draft the main AGM report
ACTION: JS to draft the charities commission report

Items of success to note for annual report for the last 2 months

- 6th Birthday Party - £430 raised!
- Nano Tech Talk
- SLA signed
- Trusteed/volunteers Meeting
- THANK YOU CARD received from Sheila Swift for the memory box event

It was noted that it would be good to get some of the photos from different events printed and up on the wall in the library.

It was noted that there is one trustees meeting left before the AGM, so the AGM plans will be the topic of the next meeting.

Next meeting due 8th June – 6pm in the library

Meeting close

Action List

Note – some historic actions we need to confirm are closed and older closed items have been archived

Date	Task	Trustee	Completed
Earlier actions archived			
15-09-21	Noticeboard - chase SSE	JS	
	Provide agenda in word format not just in the email to make it easier to print ahead of the meeting	JSM	On-going
	Create a log of successes to aid with annual report creation and add each months notes after trustees meeting	JSM	On-going
	Remind volunteers to capture and request feedback from visitors to the library and make sure its captured in the feedback book in on the main desk in the library	All	On-going
01-12-21	Ensure all trustees are copied in from LCC communications	JS	Still some TBC Elvira, Sam, Emma, Alison still to be added
	Arrange meeting with Trustees and Volunteer to run through extant strategic goals	JSM	
	Host meeting with Trustees and Volunteer to run through extant strategic goals	JSM	
	Get a photo of our younger member for the annual report	GR	
27-01-22	JS to provide a full 'to do' list of the upcoming reports and samples for the next trustees meeting	JS	Done
10-03-22	AH to chase up the installer to finish the sealing.	AH	
05-05-22	JSM to provide key holder list with pdf of updated March Minutes.	JSM	Done
	JSM to add planning permission to next Trustees agenda.	JSM	Done
	EW to investigate more about what planning extension involves with the planning officer at CBC to feed back at next trustees meeting.	EW	
	JSM to clear off required printing to cover of strategic goals to go up in the library and all the missing policies and ensure both minutes from the March trustees minutes and volunteers meeting are made available to volunteers	JSM	
	JS to speak to LCC waste collection to resolve payment dispute	JS	
	JS to raise SCC complaint to ombudsman	JS	
	JSM to contact Ian Fuller to arrange for PAT testing to be completed (pencilled in for 17th June in the pm. To	JSM	Done

	be confirmed nearer the time)		
	JSM to arrange date with Roy to do initial insulation fit	JSM	Done
	JS to arrange plants for the planters ahead of jubilee	JS	
	EW agreed to price up hardware and find out more about the appropriate grants	EW	
	JSM to chase up iZettle potential	JSM	
	AB to provide minutes from most recent events committee meeting	AB	
	JSM to investigate if Hathern Together have our HCL pull up banner and return the Hathern Together one	JSM	
	JS to provide note to the volunteer around a number of outstanding issues to provide clarity on the expectations of the trustees	JS	
	JSM to provide reminder for trustees to review policies	JSM	Done
	JSM to provide Drop Box Access to Emma	JSM	Done
	JSM to draft the main AGM report	JSM	
	JS to draft the charities commission report	JS	