HCL Trustees & Co-ordinator Meeting Minutes – July 2022

Meeting details

12th July 2022 – Hathern Library, 6pm

Agenda

- Attendees and Apologies
    - Jane Sorby, Annette Harper, Emma Ward, Alison Breacker, Nadine Underwood, Jon Smith-Moorhouse (Nadine made her apologies for a family emergency)
- Review of Minutes & actions from the last meeting
    - Nothing of note for May minutes – JSM to pdf and issue out
- Correspondence
    - AH: S106 monies – notes from Hathern Parish Council (HPC) show conflicting numbers of how many houses need to be sold and lived in before the money is released (239 vs 449). Councillor Roy Dann & Emma Ward to clarify with developers what the schedule is for monies that apply to HCL.
- Quick Review of 'Operational Papers' if required
    - Premises
        - Electricity contract comes to an end in July 2022
        - Outside tap is required
        - Windows still need sorting from LCC – AH confirmed contact is Ben Wright.
    - Finance
        - The previously discussed Charnwood Facilities Grant for AV equipment was too close to closing after the previous meeting, however EW identified that a members grant could be made available. This grant is open until April 2023.
        - It was initially suggested that this could be used for an outside tap.
        - Other Community Facilities Grants are open until the 16th of September – offering up to £5000. This is what we're aiming for the AV kit previously mentioned.
        - EW agreed to price up equipment again and see what we could do something ahead of the AGM for useful kit like projector.
        - AH noted that the smart meter application has been made but no correspondence has returned as yet.
        - Continued lack of response from SCC despite being raised to the ombudsman.
    - Events

        - Daisy Bank event – we can book a banner from LCC, but we need to set a date – Trustees to propose 17th September to Gill and Volunteers.
    - Media Coordination
        - Article for the Hathern Herald by the 16th of July – Emma drafting one for the achievements of HCL. Emma to liaise with Ben (will provide a note about upcoming AGM)

- AGM
    - Agree a date and format for the AGM:
        - Trustees agreed that Thursday 1st of September is the right time for the AGM, and it will be at 7pm. Invites need to go to members, parish councils, HVA, borough councillors, and volunteers – invites to go out by 21st July – allowing minimum 6 weeks notice.
        - It was agreed that the AGM would be Face-to-face – Hathern Club has been booked for the AGM – HCL will not have exclusive use of the club but will have the upper section which can be laid out with chairs for the meeting as required
        - Agenda for AGM to follow last year minus COVID notes
        - ACTION: JSM to issue invites before or on the 21st July
    - Allocation of Roles (trustees)
        - As per the constitution, a number of trustees must step down (1/3 of the committee so 2 people this year)
        - We lost one trustee already with John Martin resigning earlier in the year, one more needs to step down at the AGM.
        - Alison would like to step away from events except as a volunteer but has agreed to support premises, learning alongside Annette so will remain a trustee.
        - Jane will stand down but offer herself back up for re-election
        - Nadine was unable to stay due to a family emergency so her role within the trustees is TBC
        - The trustees are keen that Safeguarding remain with Andy Branch due to his experience in safeguarding.
        - ACTION: AH to confirm with Andy is happy to retain safeguarding and ask Andy to come to a meeting to let us know what is involved to see if anyone else feels capable of taking on this position
    - Review of draft reports – from previous meeting:
        - Main report for the AGM
            - Report is well under way with JS and she just needs picture of library & signing of new contract with HPC to insert. JSM to do final formatting and edit.
            - Other picture of birthday party and nano tech talk are required for the report?

- Leicester County Council (LCC) Report – this will be a summary version of the AGM report but we haven't been asked to provide anything
- Report for the charity commissions

- AOB
  - School and Library would be interested in author Barbara Cosgrave visit ACTION: JSM to try and arrange a set of dates following donation of her latest children's book to the library
  - Everyone to send useful pictures of activities to JSM to add to drop box
  - Successes from May / June for annual report log
    - Open for both Big Week & Open Gardens
    - Decorations / planting for the Jubilee
    - Summer reading challenge
  - Review dates for next volunteer and trustees meeting post AGM
    - Pre-AGM meeting Tuesday 16th of August – Possibly zoom JSM to set this up

MEETING CLOSE

Action List

Actions list from previous meeting – please update for any complete actions and bring along to the meeting

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	
10-03-22	AH to chase up the installer to finish the sealing.	AH	
05-05-22	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	
	EW agreed to price up hardware and find out more about the appropriate grants	EW	
	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	

12-07-22	JSM to issue invites for the AGM to members, parish councils, HVA, borough councillors, and volunteers	JSM	
	AH to confirm with Andy is happy to retain safeguarding and ask Andy to come to a meeting to let us know what is involved to see if anyone else feels capable of taking on this position	AH	
	JSM to try and arrange a set of dates for author Barbara Cosgrave to do something with the school / library following donation of her latest book	JSM	
	Send any good library photos to JSM to add to Dropbox	ALL	
	Set up Pre-AGM meeting to take place Tuesday 16th August via Zoom	JSM	