HCL Trustees Meeting Agenda
16th March 2023

Meeting details

16 March 2023 – Library, 6:00pm

Minutes

Attendees and Apologies

- Attendees: Jane, Annette, Nadine, Emma, Alison, Jon
- Apologies: n/a

Review of Minutes & actions from the last meeting

Previous minutes provided by Nadine (included in the appendix for these minutes). Key points raised were:

- banking. It was agreed that Barclays unhelpful and we should look for alternative bank.
- Annette explained that the vents had been repaired
- It was agreed as discussed at the previous meeting that the Who's Who and History society paperwork to go up in the library

Correspondence

- Covered 9th March – See appendix 1

Operational Reports

- Covered 9th March – See appendix 1

AOB

Other items outside of the previous weeks minutes captured under AOB.

- Grants and funding
    - Continue to review grant funding emails for eligible grants,
    - Lottery provides about half our running costs, look for other options for something like the lottery
    - Nadine to nudge Keith about the sponsored walk which was a good fund raiser in the past.
- Support Agreement discussion

- The agreement is kindly being checked by Sandie to provide comments.

- Feedback from Hathern Together (HT) meeting
  - Coronation
    - Games for the coronation – splat the rat?
    - Crowning activities – funding is available from HT.
    - For coronation HT have asked if they can use the library gazebo. Agreed that was fine.
  - Big week
    - Bank Holiday Monday to do an event. Greg from PTA will speak to the school about the wildlife walk to coordinate with library event (maybe teddy bears picnic and book stall) on the field not at the library itself. This is to be passed to the events committee.
    - Emma to look at borough council finding for Coronations activities (Loughborough community grant for activities with community benefit covering running costs for a year or equipment for a specific activities… Emma to check if this is current).
  - Presentation talks passed over to the events group.
- Parish Magazine – does Sam have what she needs for this? Nadine to check with Sam and report back.
- Hathern Herald delivered with our previous content – excellent work all round

Need to check what Quorum is for a meeting.

- Quorum for trustees meetings is no less than 4 trustees, and AGMs require greater than 2% or 10 people (members). There is one more trustees meeting until the AGM. Next meeting to be dedicated to AGM prep

AGM is due 11th May – invites must go out before the end of April (2 weeks before)

ACTION: JSM to prepare AGM invites or end of April.

Follow up trustee meeting (1st June) meeting to go through all the processes policies – JSM to prep a list of processes that need review.

Date of next meeting

Thursday 20th April 6pm

Action List

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

Date	Task	Trustee	Completed
Previous Actions from			
Historic	Write Key safe policy draft and circulate	JSM	
	Set up face to face with wildlife group	JSM	
16-03-23	JSM to provide list of processes to review ahead of 1st June meeting		

HATHERN COMMUNITY LIBRARY

Small Library, Big Ideas