HCL Trustees & Co-ordinator Meeting Agenda - Nov 2022

Date of meeting : Thursday 17th November 6.30pm

Discussion points:

1. Review of the collated responses to the comments raised by the volunteers at the social event. Minor corrections made

Actions

All – Review the file emailed on 16th November and provide any corrections / additions to Nadine by Sunday 20th midday

Jane – Provide a covering letter summarising main topics and responses. Jane to distribute to Trustees by Sunday 20 midday for comment

Nadine - Collate responses into a Word document with the covering letter and distribute to all volunteers on Sunday 20th PM

2. Volunteer newsletter. Agreed that it would be beneficial for a Christmas newsletter to be produced for the volunteers. To include information on roles and responsibilities of trustees with contact details; and also key roles held by volunteers

Actions

All - to provide copy to Emma for inclusion

Date of issue to be confirmed

Discuss and action via WhatsApp / email

3. Action from a comment from the social event - library to provide mulled wine during the Hathern Christmas Tree Festival. Jane confirmed that the Church has no objection with the initiative. Agreed that it could include a book sale and/or craft stall. Needs to be volunteer led. Date – afternoon of Saturday 10th in the library

Action – Nadine to email volunteers asking if anyone would like to organise and run the event

4. Library birthday event – Agreed to hold a library birthday event in support of a local Foodbank. Trustee led event. Ask for food / gift donations. Provisional date of January 14th suggested.

Action

All - Discuss and action via WhatsApp / email

5. Wasp nest. Agreed action needed to be taken

Action

Spray wasp nest (who agreed to action this?)

Date of next meeting – **Thursday 5thJanuary 6.30** at the library