HCL Trustees Meeting Minutes
April 2025

Meeting Details

14 April 2025 - Hathern Library, 6:30pm

Attendees

Nadine Underwood (NU), Jane Sorby (JS), Annette Harper (AH), James Hutson (JH), Alison Breacker (AB)

Apologies

None

Review of Minutes and Actions from Last Meeting

1. Any actions raised at the last meeting and not completed have been carried forward; see 'Actions Carried Forward' on page 4

2. Correction to action on AOB, point 3, the talk is on behalf of the Gardening Club not the Wildlife Club

3. Talks in the library.

   Action:

   3a. JS to arrange a talk by Emma Ward on the Eco Hub and Voluntary Action Leicestershire (VAL). A Tuesday evening in early July was proposed

   3b. JS to contact Dave Neville re Wildlife Group talk. A Tuesday evening in May was proposed

   3c. JS to contact Phil and Anne Clarke re. talk on behalf of the Gardening Club

4. LCC offers charities the option to have a free market stall in Loughborough on a Saturday which we could use for a book sale to reduce our stock. Indicated that this would be available with notice. Jane Martin runs the book sales, so this is something that must be discussed with her if there's value in taking forward.

   Having a stall would mean a long day 7am-5pm, due to the restrictions they impose for loading and unloading. This would mean approx. five shifts of two volunteers per shift.

   Discussed that we would need signage and JH reported that he has been looking at costs for banners etc, but HCL already has a purple banner and popup sign that could be used.

   Noted that there is a book sale planned for Big Week in June, which might use a lot of the stock that would mean a market stall would not be feasible. Discussed whether we should have the book sale running throughout the Big Week for exposure, with an 'honesty box' for payment. However, felt that this would not be secure.

   Due to the limited space for storage at HCL, JH offered to store any books in his garage if we wanted to ask for further donations for stock.

   Action:

4a. JH to email Jane Martin to discuss further

5. Policies have started to be updated, printed and then stored in a folder in the library. A new Safeguarding Adults policy has been drafted and this has been accepted.

6. Spreadsheet for capturing visitor numbers per shift. Actions carried forward

Correspondence

1. Anne King dates for library visit received via email. AH updated HCL diary

2. Cluster Group meeting minutes received via email.

Operational Reports

Finance

1. Accounts are in progress and will be completed for the next meeting.

2. Discussed whether having over £10k in the account impacts charitable trust status.

   Action:

   2a. JS to check and confirm

3. £400 donation received from the Craft and Chat Group. It has been specified that this donation should only be used for purchasing crafting materials. AH has passed this information onto the Events Committee.

Building

1. Slight damp in the corner of the building has been noted but this is thought to be long standing. The area was going to have a drain and gravel for drainage but was not completed. To be monitored and could be fixed with the extension.

2. A couple of wasps have been spotted in the library but thought to have come through the door and not a problem with a nest. To be monitored

3. Clocks and timing for heating updated following clocks change.

4. Key box case broken and the wind can blow the cover off. Discussed that a repair would be carried out rather than incurring the cost of having to replace the whole key box.

Events

1. Events report issued from the Events Committee.

Media

1. Sam Gillespie (SG) actively using social media to advertise the library and events.

2. Craft and Chat group is not full and so this should no longer be promoted.

   Action:

   2a. NU contact SG to action

AOB

1. AGM date. Discussed that last year the AGM was on the 1st July. Previous dates had been May, but this is too early for the accounts to be closed. Date provisionally set for Tuesday 1 July.

Action:

1a.NU to check Parish Council dates to ensure no clash.

1b NU contact Hathern Club to check for availability of room. If this date is not available, then the week after.

1c.NU once date confirmed, send out invitation

2. LCC meeting date. Discussed that LCC send out dates for annual review and report template. This has not yet been received

3. Cluster Group meeting. The next meeting will be at Hathern Library on Tuesday 17 June at 10a. Due to the size of the library, it was requested that only one representative from each library attends.

   As HCL will be hosting the event, it is our responsibility to request agenda items and issue the agenda, and then the minutes from the meeting

   Action:

   3a.JS to review minutes from last meeting, and send over the dates and information what needs to be issued to NU who will action

4. CML National Peer Network. JH will attend the next meeting on behalf of HCL

5. Strategic Plan. As noted in our Strategic Plan, Hathern's Big Week was planned as the beginning for our Community Consultation period.

   A separate meeting is required to plan our strategy for this. Set for **30th April 6.30pm**

   Action:

   5a. **ALL** to check for any information on the previous consultation. Although this is now not relevant, it would be helpful to have the evidence of what was previously done and the results.

   5b. **JS** to contact the planning department and planner to request new copies of the extension plans

6. Two new volunteers are now covering the Saturday shift. There's also two volunteers doing their Duke of Edinburgh award . There is now just the one shift to fill on the Thursday.

Date of next meeting: Monday 19th May 6.30pm Hathern Library

(NU – Email the Parish Council to invite to the next meeting)

Appendix - Actions Carried Forward

#	Actions Carried Forward:	Who	Date
1	Surplus stock of donated books to be donated to charity. Confirmed that Loros will pick up unwanted books. After the books have been sorted (see action 4)	JS & AH	May 2025
2	Compile comms for review and then to issue to volunteers, reminding us all to turn off heaters and appliances when we leave the building and to outline the cost of our electricity bills JS update – analysis shows that the increase is due to general cost increases and not usage	JS	Closed
3	Leaflet Garendon Estate using the existing Hathern Library flyer	NU	May 2025
4	AH to talk to Jane Martin about the books and whether those that are damaged could be culled. Sort the books into 'good' which could be sold and 'bad' those to donate the Loros	JS & AH	May 2025
5	Update remaining policies - Financial Management & Controls policy and Safeguarding Children policy	NU & JS	May 2025
6	JS to email the volunteers and request that only the number for visitors is captured, they do not need to record any further details. JS to contact the volunteers who run the groups and send them a sheet so they can record group visitor numbers for events	JS	May 2025

Previous actions not listed have been completed and closed.