HCL Trustees Meeting Minutes
April 2024

Meeting Details

8 April 2024 – Hathern Library, 6:00pm

Attendees

Nadine Underwood (NU), Jane Sorby (JS), Alison Breacker (AB), Emma Ward (EW)
Jim Hutson

Apologies

Annette Harper (AH)

Review of Minutes and Actions from Last Meeting

1. S106 contribution towards audio and PC equipment can be released now.
   a) **EW** to provide list of recommended equipment with costs. Suggested a projector, speaker, drop-down screen, and laptop. Provide list of recommendations
   b) **JS** to confirm with Anne King (LCC) whether the audio equipment and PC has to be purchased together, or whether we can purchase the audio/visual equipment now and PC later
2. The 'HCL Strategic Planning for Future' document and 'HCL Strategic Planning Summary 2021-2026' are to be updated and combined into a single 'Strategic Plan'
   a) **NU** – action carried forward to produce document and circulate for review. To be completed by 14 May

Correspondence

Nothing to note

Operational Reports

1. **Building**
   a) Outside light has been fixed
   b) The new key safe code was sent to volunteers by WhatsApp. Agreed that it also needs to be sent by email as well (not all volunteers on WhatsApp
      - **NU** to email volunteers with new key safe code
2. **Finance**
   a) Accounts prepared ready for audit. A slight increase in income is noted (due to the lottery and fundraising) and a slight increase in expenditure (costs for fundraising).
   b) Electricity contract
      - **JS** – action for the contract to start in September
3. **Events**
   a) Report prepared from the Events Team and circulated

4. **Media**
    a) **EW** to continue to produce article for the Hathern Herald. Include room hire / availability
    b) **EW** to check dates for future submissions

AOB

1. Decision made to skip the birthday party for 2025 and focus on the 10th year anniversary in 2026
2. AGM date needs to be confirmed
    a) **AB** – check availability will Hathern Club
    b) **ALL** - agree date
3. Decision made to add another £20k to the reserve account. This account offers a higher interest rate and can be easily accessed if necessary
4. LCC review confirmed for 16 May
    a) **NU** - request completed document template from Anne King
5. Room Hire Policy needs updating to include cancellation charge and setup / pack away time (must be included and paid for with the booking)
    a) **NU** – Update policy
    b) **EW** – look at other room hire organisations for comparison on costs and facilities
6. Jim Hutson attended the meeting to discuss using his facilities and courtyard for any events that the library would like to put on. He owns the building next door to the library, and has an undercover area, and kitchen that can be made available
    a) **NU –** follow up with Events Team

Date of next meeting:

To be confirmed following the date of the AGM