HCL Trustees Meeting Minutes
August 2024

Meeting Details

14 August 2024 – Hathern Library, 6:30pm

Attendees

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

Apologies

None

Review of Minutes and Actions from Last Meeting

1. AV equipment
    a. Action was to purchase the AV equipment but agreed not to purchase anything until extension plans are confirmed (as equipment specs may need to change and equipment warranties will start to depreciate). In the meantime, equipment can be borrowed as it is today
2. Room Hire Policy
    a. Action was to add a cancellation clause into the terms and conditions, but the copy of the policy saved to drop box is not complete and doesn't include the appendix. Noted that a full, paper copy of the policy is in the policy folder in the library. Agreed to pause the update until feedback is obtained from the next Cluster Group meeting on other library's charges
        i. **Action JH** – Scan the hard copy to digital format, so a soft copy is available
    b. Action was for EW to provide examples of other organisations' charges. These were circulated via email but have been included below for reference:
        i. Arc Hub has four rooms for hire; the Hall with a maximum capacity of 125; the William David room with capacity of 18, the Helen Cope room with capacity of four and LBS room with capacity of 18. Prices are determined by the type of organisation (i.e. business or not for profit) and whether it's a weekend or weekday hire. Standard weekly hire for a business, ranges from £15.50 for the smallest room, £22.50 for the two meeting rooms, and £26.50 for the hall with a capacity of 125. All prices are per hour. Not for profit, ranges from £10.70, to £17, to £21.50 in the week. Weekend hire ranges from £15.50, to £25.50, to £31.50 for business, and £10.50, to £20.50, to £26.50 for not for profit
        ii. Gorse Covert Community Centre charges £24 per hour business, £16 per hour charity, £17.50 per hour general, party hire £105 three hours minimum, and party hire including garden room and coffee bar £150 three hours minimum
3. Solar panels – it was agreed not to pursue this initiative

4. Parish Council Report – action was to write a report and present at the Parish Council meeting on 12th August. A copy of the AGM report was submitted (as no specific template) and the report presented at the meeting included performance metrics from LCC. There were no questions or comments on the report

Correspondence

Nothing to note

Operational Reports

1. **Building**
    a. Key safe – agreed that JH will change the key code each month moving forward. The new code will be passed to NU for the start of the month and will be emailed / WhatsApp to volunteers (as today)
    b. Fire extinguishers –fire extinguishers to be changed
        i. **Action JS** – review options available
2. **Finance**
    a. The new electricity contract requires a smart meter (they will install it)
3. **Events**
    a. The Events team meeting is in a couple of weeks. They provide excellent minutes and a report that will be circulated when available

AOB

1. Meeting for S106 – setup sub-committee
    a. Agreed not to have a separate meeting but discuss during the meeting. We're eligible for £28k from S106 and have a balance of £60k. It was discussed whether the plan for the extension should have a bigger footprint. It was noted that LCC own the land up to the garages but the land that the garages are on, is owned by the council. Also, the community consultation needs to take place before any building plans or costs are obtained. See Appendix for outline plan
2. Parish council SLA meeting – September 4th
    a. **Action NU** – Request further dates from council for meeting as AH unavailable (from 4-26 September)
3. Volunteers and trustees
    a. There's been an expression from someone who would like to join the board of trustees
        i. **Action - AH** to follow up
    b. The two volunteers on the Thursday 4-6pm shift have handed in their resignation, effective from end of September. One of the volunteers will work the Tuesday shift instead. The reason provided is the small number of borrowers who use the library then
        i. **Action JS** – Draft an email to solicit opinion on whether the Thursday 4-6pm shift should be cancelled, and replaced with a Thursday 2-5pm shift, and this new shift be divided into two 1.5hr shifts
        ii. **Action NU** – once draft email agreed, NU to send to all volunteers
4. Hathern Harald submission

a. Keith Harris has volunteered to write the article for the Hathern Herald. The first article was reviewed, and all agreed it was a great article, and thanks go to Keith for taking on this role
    i. **Action NU** – Send submission dates to trustees and SG
5. Coordination of distribution of leaflets
    a. JH has volunteered to take over this role
        i. **Action NU** – Email CH and JH for a handover
6. Volunteer annual social event
    a. Date of next volunteer social set as Tuesday 1st October at Hathern Club, and invitation emailed to all volunteers (NU)
        i. **Action AB** – email the club and book the date (noting that the venue may be subject to change)
7. Thank you for Joe Ward for the Lego event
    a. Note – The Loughborough University grant of £750 was awarded to the library and part of it was used to purchase Lego for the 'Marvelous Makers' event
    b. A thank you card and Amazon voucher to be sent to Joe Ward for his 'Marvelous Makers' event that received great reviews
        i. **Action JS** – to purchase and send
        ii. **Action JS** – Ask SG if the comments about the event on social media could be added to the comments book in the library
8. At the AGM it was raised if the library could hold specific events targeted at elderly residents. Discussed at the AGM that all events are open to any age group (if appropriate), and if anyone would like to run a separate event, they can approach the trustees who would support them. However, discussed that we should approach other local libraries to see if they hold specific events for this cohort of people
    a. **Action – JS** to add to agenda for next Cluster Meeting

Date of next meeting: Wednesday 2 October, 6.30pm Hathern Library

Appendix

Actions Carried Forward

Actions Carried Forward:	**Who**	**Date**
'HCL Strategic Planning for Future' document and 'HCL Strategic Planning Summary 2021-2026' are to be updated and combined into a single 'Strategic Plan'	NU	September 2024
Room Hire Policy needs updating to include cancellation charge and setup / pack away time (must be included and paid for with the booking)	NU	On hold
Separate Adult and Child Safeguarding Policy to be created and forwarded to LCC	NU	September 2024
Anne King (LCC) to confirm whether a public PC could be provided by LCC by reinstating the 2nd public access PC they originally provided, as	AK	ASAP

Actions Carried Forward:	Who	Date
opposed to purchasing another under S106 (which could prove problematic as we'd be purchasing the PC but then needing to connect to the LCC network)		
Send 5-year budget to LCC	JS	ASAP
Print out hard copies of updated policies and put in folder in library	NU	September 2024
Update Policy Review document to next review date	NU	September 2024
Large stocks of donated books to be sorted after the Sutton Bonnington book sale	JS & AH	September 2024
Purchase new toilet roll holder and brush (JS) and then put it up (AH to ask JH)	JS & AH	September 2024
Purchase new mugs to replace the existing white ones (they are to be stored and used for events). Ensure they are stackable. Check JH spare mugs to see if they could be used	JS	September 2024
Put up sign in kitchen to remind people to wash mugs / cutlery before putting away	JS	September 2024
Projector screen – ask JSM if he has it (NU) and check shed (AH)	NU & AH	ASAP

Strategic Plan review (February 2024 extract)

JS and AH met with Anne King (AK) on Thursday 8 February to discuss s106 and the process for releasing funds. AK confirmed that HCL is entitled to £14k now, and then the remaining £14k when 149 houses on the Garendon Park are built. To date, 55 houses have been sold. It's projected that with the current rate of sale, the 149th house will be completed in 18 months to two years.

It was agreed to align to the following timescales:

Community consultation:

- Start the community engagement during Big Week 2025 (June)
- Hold a general meeting and invite Hathern Parish Council, Hathern Together, schools, church, and other community groups to solicit feedback and opinion on the use of the extension (Summer 2025)
- Collate and validate responses by September 2025

Planning Permission

- Apply for planning permission following the community consultation

Start work

- Anticipated that work will commence Spring 2026

Note – All dates are subject to the developers plan and timescales