HCL Trustees Meeting Minutes January 2024

Meeting Details

08 January 2024 – Hathern Library, 6:30pm

Attendees

Nadine Underwood, Annette Harper, Jane Sorby, Alison Breacker

Apologies

Emma Ward

Review of Minutes & Actions from Last Meeting

Minutes from November are unavailable
Actions carries forward

Correspondence

Barclays Bank – Requested supporting documents to be provided, otherwise they will close the account.

- All to action request if contacted by Barclays

Operational Reports

1. **Building**
   a) New key safe; general feedback is that it is easier to use than the previous. Code must be changed each month to comply with insurance conditions
      - AH to provide confirmation whether invoice has been sent for payment
   b) Paving slabs at front of library have been fixed. Trustees would like to thank Phil Clarke for his help in fixing them
   c) The slabs and area at the front of library can get slippery in the wet and icy weather.
      - JS to purchase bag of salt/grit and store at library so area can be gritted when needed
   d) PAT testing required
      - JS to pass electrician details to AH to arrange
2. **Finance**
   a) Reserve account set up with United Trust (5.2% interest) and 40k allocated
   b) Only expenditure to report has been the key safe
   c) Lottery – 56 numbers have been taken and is performing well
   d) s106 – 30k received

- NU to contact Anne King to request meeting on correct s106 process to follow

3. **Events**
   a) Events team meeting planned for 23 January 10am. Calendar of events will be publicised and circulated by the Events Committee afterwards
   b) Trustees would like to thank Sam Gillespie for running the paper folding workshop and the donation of £25
4. **Media**
   a) Deadline for copy for Hathern Herald is 9 March
      - NU to contact EW to ascertain whether she is happy to continue to write copy for the Hathern Herald
   b) Birthday celebration – agreed to collect items for Shepshed Foodbank as previous year and any monies raised are to be donated to a local homeless shelter
      - AH to propose local homeless shelter
   c) NU to contact Sam Gillespie to publicise event and request items for tombola

AOB

a) Trustees' recruitment. Reach Volunteering connects people looking for volunteering positions to organisations that have vacancies. PD has advertised looking for a Trustee role in a local charitable organisation
   - JS to contact PD for further information
b) JS to arrange meeting with Ian Bradford to discuss Reserves Policy
c) AH to Attend Cluster Group Meeting on 11 Jan (10am)
d) NU to collate and circulate spreadsheet of all deadlines for Hathern Herald
e) AGM for Hathern Club is 4th February 4pm

Date of next meeting:

19Th February 6.00pm, Hathern Library
(Strategy and planning session)