HCL Trustees' Meeting Minutes

January 2026

Meeting Details

Date: 8th January 2026
Time: 18:00–19:30
Location: Hathern Library

Attendees

Alison Breacker (AB), Emma Derbyshire (ED), Nicola Gladden (NG), Jane Sorby (JS)

Apologies

Annette Harper (AH)

Review of Minutes and Actions from Last Meeting

- A decision was made to drop the action point regarding the financial advisor.
- Content for the notice board has been collated – still to share.
- The events committee has stepped down. It was suggested a new team could liaise with the previous committee if formed.
- The constitution is available on Dropbox, so no action is needed to send it around.
- A listing of all key holders still needs to be disseminated.
- Policies need to be cross-referenced with the versions on Dropbox. This task will be deferred for a couple of meetings.
- Responses regarding member roles and contributions have been collated for discussion.
- Awaiting response from Anne King (LCC) regarding points from previous meeting.

Actions:

- ☐ Email the collated notice board options to the committee (Jane).
- ☐ Provide list of key holders and upload it to Dropbox (Annette/Emma).
- ☐ Email Anne King regarding all her action points, confirming the secretary and chair as points of contact (Emma).

Correspondence

- No new correspondence has been received.
- An email was sent to Rob Hayes at Web Height mid-meeting regarding the lease renewal; a reply is awaited.

Actions:

- ☐ Follow up with Rob Hayes regarding the lease renewal (Annette).
- ☐ Ask legal representative to check over the lease agreement (Annette/Jane).

Finance Report

- Invoices have resumed from the County Council for waste collection, with no backdating.
- The EDF electricity bill from 01/02/2025 to 01/12/2025 was £1,229, which is in line with the previous year's costs (as per the finance report).
- Hathern Parish Council paid the £450 owed for the Hathern Herald delivery in December.
- A promised £200 donation from the football club from Boxing Day (2024) charity match has not been received. Contact has been made with Mason Norton.
- The current bank balance is £14,446, with £102 in PayPal and £65,000 in the 180-day account (as per the finance report).

Actions:

- ☐ Follow up with the football club regarding the outstanding £200 donation (Jane).
- ☐ Complete the application for the United Trust instant access account (Jane).

Buildings Report

- The alarm code has been changed.
- A new child-friendly, washable rug for the children's area was discussed.
- A video on how to use the fire alarm will be requested from Anne King, though it was noted it had been sent previously. The consensus is that the primary action in case of a fire is to evacuate the building.

Actions:

- ☐ Source options for a new rug from www.ruggable.co.uk and www.peters-books.co.uk and circulate for a vote (Jane).

Events and Social Media

- The Christmas event featuring the first line of books was successful and sparked conversations.
- The poster for the volunteer party, created by Sam, was praised.
- It was discussed that the former events team might be willing to speak to a future team to provide ideas and handover.
- Approximately 21 people have RSVP'd for the volunteer party.

Actions:

- ☐ No actions

Any Other Business

- The lease renewal, due on 23/01/2026, was discussed. A reply from Robert Hayes is still awaited.
- A discussion on the allocation of roles and responsibilities took place. Agreed trustee roles:
    - Nicola will take the role of Chair for a provisional year. Concerns regarding premises access should be directed to the premises trustee.
    - Emma will continue as Secretary and will continue to chair the meetings.
    - Jane will continue as Treasurer.
    - Annette is currently covering both the premises and volunteer roles.
    - Alison to support with smaller job roles as and when required.

- The need for a recruitment drive for new trustees and volunteers was acknowledged:
    - Priority roles for recruitment are a volunteer coordinator (can be a non-trustee) and an events committee.
    - Long-term recruitment for a premises lead, chair, and treasurer was also noted.
    - Advertising will be explored via newsletters, the website, and village poster boards.
- The plan for the volunteer party on 22/01/2026 at the social club from 6:00 p.m. to 8:00 p.m. was finalised:
    - Jane to purchase snacks for the volunteer party.
    - Several trustees to arrive at the social club at 5:30 p.m. on 22/01/2026 to set up for the party.
    - A drink voucher of up to £5 will be given on arrival.

Actions:

- Chase the lease renewal (Annette/Jane).
- Updated roles and responsibilities to be added to Dropbox (Emma).
- Update Anne King on correspondence emails (Emma).
- Speak with Elwira to understand the information she collates and its distribution (Emma).
- Discuss Trustee recruitment further in the next meeting - collate ideas for advertising trustee and volunteer roles.
- Trustees to attend and participate in the volunteer party.
    - Help with set up (Emma, Alison, Jane).
    - Assist with clear up (Nicola + other Trustees).
    - Provide a quiz for the party (Nicola).
    - Purchase snacks (Jane).
    - Create drinks voucher (request support from Sam).

Date of Next Meeting: To be confirmed