HCL Trustees' Meeting Minutes

November 2025

Meeting Details

Date: 25th November 2025
Time: *18:00–20:00*
Location: Hathern Library

Attendees

Alison Breacker (AB), Emma Derbyshire (ED), Nicola Gladden (NG), Annette Harper (AH), Jim Hutson (JH), Jane Sorby (JS), Anne King (Community Managed Libraries Support Officer),

Apologies

None

Review of Minutes and Actions from Last Meeting

- The minutes from the meeting held on 21st October 2025 were reviewed and approved.
- The hub book system was clarified as referring to the book donations policy. The policy remains active, with the criteria that donated books must be less than five years old and in good condition.
- The request from a financial adviser to hold advice surgeries in the library was declined.
- Consideration of laurel hedge removal next year was discussed, pending permission being granted.
- Research into a new notice board outside the library will be conducted.
- An enquiry regarding room hire for homework study sessions did not proceed as the individual did not follow up.
- The fire extinguisher training video link needs to be located and distributed to all volunteers.
- The events committee has resigned. Trustees aim to meet with them by the end of the year.
- Sam Gillespie has been added to the volunteers' WhatsApp group, along with the new trustees.
- Rules and responsibilities of Trustees were circulated by Jane on 6th November 2025.
- The Dropbox link has been sent to Emma, who has now gained access.
- A formal key holder list needs to be located, updated and added to Dropbox.
- No grant funding opportunities have been identified to date.
- Christmas week volunteer opening has been covered.

- Paper-based policies need to be checked to ensure they align with the versions on Dropbox.

Actions:

- Send through donations paperwork (Anne King)
- Inform financial adviser that the request for surgeries has been declined (Jane)
- Check on laurel removal permissions (Anne King)
- Research new notice board options (Jane)
- Send fire extinguisher training video link to all volunteers (Anne King)
- Arrange meeting with events committee (Jane and Annette)
- Plan Volunteer Anniversary Party for Thursday 22nd January 2026; contact Sam Gillespie regarding assistance with party poster (Emma)
- Send Constitution to trustees (Jane)
- Provide document listing all key holders (Annette)
- Follow up with Andy Hayes regarding potential funding opportunities (Anne King)
- Cross-reference policies in folder with Dropbox versions (Emma)
- Collate current tasks of all trustees to clarify roles and responsibilities (Emma)

Correspondence

- TV licence letter received and conversation held regarding playing music on cassette. Query raised concerning Performing Rights Society requirements.

Actions:

- Follow up regarding options for playing any music (Anne King)

Finance Report

- Leicestershire County Council stopped invoicing for business waste approximately one year ago. Jane has previously telephoned to make them aware.
- EDF sends regular emails to Jane acknowledging they need to arrange a visit for a meter check.
- Hathern Parish Council has credited the library with the second half of the annual £3,000 grant.
- United Trust Bank has credited the library with £2,841 interest on the savings account.
- United Trust has an instant access tracker account currently paying 3.95%, which includes a 0.7% twelve-month bonus. Jane has applied to open an account funded by £10,000 from the Barclays account. All trustees agreed to proceed.

Actions:

- Await further instruction from EDF (Jane)

- Proceed with the new account application (Jane)

Buildings Report

- The carpet is stained. A new rug for the children's area needs to be purchased.
- The alarm code will be changed at the end of the year.

Actions:

- Explore options for a rug purchase (Annette/Alison)
- Change alarm code at end of year (Annette)

Events and Social Media

- Hedgerow display completed.
- Christmas tree event scheduled for December.
- Jane Martin wishes to continue organising book sales.

Actions:

- Send any content requiring media coordination to Sam Gillespie for posters and promotional materials (All Trustees)
- Meet with events team before they step down (Jane and Annette)

Any Other Business

- Lease renewal: Robert Haigh has contacted Annette. The new lease no longer includes grant information. Lease renewal is due on 25th January 2026.
- Volunteer Anniversary Party scheduled for Thursday 22nd January 2026. The Social Club is being considered as a venue. Drinks and buffet to be provided.
- Not all trustees have access to Dropbox.
- Hathern Club distribution list: volunteers have been notified to collect their copies. Distribution aimed for this weekend. Awaiting Graham to send the final set. Clarification needed regarding whether volunteers will receive payment or have access to the social club.
- Roles and responsibilities discussed, including: Chair (currently unappointed), Treasurer (Jane), Secretary (Emma), Grant Coordinator, Premises Coordinator (Annette), Volunteer Coordinator, Operations (part of volunteers' role), Events and Fundraising Coordinator, and Media and Marketing (Sam Gillespie).
- Building extension: housing development at Garendon Estate has 'grant' funding agreed (£28,000) through Leicestershire County Council's planning obligations team. This can be checked under Charnwood Section 106. Planning permission has expired.

Actions:

- Email Robert Haigh to confirm agreement with the lease (see email dated 5th November for details) (Annette)

- Check with Graham regarding holding the volunteer party at the Social Club (Jane)
- Aim to send volunteer party invitations during the second week of December via WhatsApp, email and printed copy for the kitchen. Partners are welcome. Await venue confirmation before sending invitations (Emma)
- Send Dropbox link to all trustees (Emma)
- Send current job descriptions and roles to Emma, who will categorise them into each position (All Trustees)
- Discuss conducting a marketing campaign to speak with the community regarding what they want from the library. This is the first step in considering a possible building extension (All Trustees)
- Inform Anne King of who should receive the distribution list once roles are decided (Emma)

Date of Next Meeting: Thursday 8th January 2026, 6:00 pm