HCL Trustees' Meeting Minutes

October 2025

Meeting Details

Date: 14th October 2025
Time: 18:00–19:45
Location: Hathern Library

Attendees

Jane Sorby (JS), Nicola Gladden (NG), Nadine Underwood (NU), Emma Derbyshire (ED), Jim Hutson (JH), Annette Harper (AH)

Apologies

Alison Breacker (AB)

Review of Minutes and Actions from Last Meeting

1. Book donations policy clarified: books less than 5 years old and in good quality can be sent to the hub. Big week book sale stock currently stored in Trustee's garage.
2. Financial advice surgeries proposed by Martin Clayton declined. Decision made not to proceed at this time.

Actions:

- Check with Anne King (LCC) if hub book system has resumed post-COVID (AH/JS)
- Contact Martin Clayton to decline financial advice surgeries proposal (JS)

Correspondence

1. Enquiry received regarding Friday afternoon room hire for homework/study sessions.

Actions:

- Follow up on room hire enquiry (AH/JS)

Finance Report

1. Charity due to receive c.£2,000–£2,500 interest from savings account and £1,500 grant from Hathern Parish Council.
2. Current account balance approximately £9,000. Finance policy requires 12 months' running costs held in current account with surplus moved to savings.
3. Agreed to transfer £5,000 to 180-day notice savings account (4% interest rate).
4. Annual running costs approximately £5,000 and rising.
5. Grant funding unlikely without longer lease commitment.

Premises Report

1. Weeds cleared from outside property by village gardener.
2. Laurels need removing.
3. New wooden noticeboard to be purchased and installed outside building.
4. Heating switched on 1st October as per usual procedure.
5. Updated fire extinguishers in place and procedure clarified.

Actions:

- Obtain permission from Anne King (LCC) to remove the laurels (AH)
- Circulate fire extinguisher training information to volunteers (AH). Check policy up-to-date
- Further discussion and allocation of task regarding purchase of wooden noticeboard at next meeting

Events and Social Media

1. Volunteer events coordinators resigning January 2026. They will complete 2025 events including Christmas tree festival.
2. Plan volunteer Christmas social for early December.
3. Media managed by Sam Gillespie (website, notices, village advertising).
4. Hathern Herald produced by Martin Clayton and Dave Neville (Parish Council), delivered by volunteers at £150 per issue.

Actions:

- Meet with events committee to discuss resignation and future planning (JS, AH, ED)
- Organise volunteer Christmas celebration for early December
- Confirm Sam Gillespie on WhatsApp group (AH)

Resignation and Succession Planning

1. New trustees NG and ED welcomed and now registered. ED volunteered as Secretary.
2. Chair position remains vacant.
3. Constitution reviewed: Board requires 4–8 trustees to run. Key trustee duties outlined.
4. HCL Chair current responsibilities include: key holder, alarm access, chairing meetings and AGM, liaison with LCC relationship manager, county council discussions, budget production, strategic plan monitoring, annual report production.
5. HCL Secretary current responsibilities include: agenda preparation with Chair, trustee notifications (including LCC emails, check reports and minutes available on the website), minute production, records maintenance, external provider liaison, membership register management.
6. Key holder list requires formal update.

Actions:

- Circulate constitution and roles and responsibilities document to new trustees (JS)
- Conduct Secretary handover including Dropbox access (NU to ED)
- Update formal key holder list

AOB

1. **Library Extension:** Original consultation insufficient (30 responses: 20 yes, 10 no). Costs risen from £30,000 to c.£90,000. S106 funding (£30,000) must be claimed within 5 years or returned. Plan: conduct new community consultation, re-evaluate design, explore matched funding grants whilst preserving minimum £50,000 reserves.
2. **Christmas Opening:** Decision required on week before Christmas due to volunteer availability issues, particularly Tuesday. Proposal to close week before Christmas, reopen 2nd January. LCC requires notification of closure dates.
3. **Dropbox:** Contains LCC Agreement, parish council reports, and previous minutes. Access to be provided to new trustees.
4. **Room Hire Charges:** For trustee reference - standard rates are £12/hour or £7.50/hour with £20 annual membership.

Actions:

- Confirm Anne King exploring grant options (AH)
- Confirm volunteer availability for pre-Christmas week opening (AH)
- Provide Dropbox access to new Trustees (NU)
- Review policies schedule for upcoming renewals (ED/Chair)
- Future steps regarding library extension to discuss at next meeting

Date of Next Meeting

Tuesday, 25th November 2025