

Lee Hub Independent Community Library: Board of Trustees 2026 - 2027

Name	Current Role	First Appointed	Key Achievements 2025 /2026	Personal Commitments for 2026/27
Simon Whitehouse 	Chairperson	January 2026	- Managed agenda and trustee board meetings - Recruited new trustees - Encouraged Trustees to discharge their roles such as obtaining grant funding and events - Implemented Volunteer Coordinator role - Empowered Volunteers to be part of the 'day to day' running of the Hub - Improved openness of reporting within the charity - Increased weekday opening hours - Improved relationships with local authority and suppliers	- Improve working efficiency of the charity - Seek further grant funding for improvements to the Hub - Address building improvements such as new WiFi and lighting - Improve Citizen's Advice IT service offering to include IT workshops - Improve reception and main library layout - Continue to make the library holding more relevant to the community and reduce the number of books held that never go out on loan - Increase opportunities for the community to use the library - Recruit new Volunteers - Release Trustees from 'day to day' tasks to focus on the strategic aim of the charity in support of the community - Work in partnership with the local authority, schools and nurseries.

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Kate Giles 	Treasurer	October 2021 (Secretary) August 2023 (Treasurer)	Treasurer Standing for re-election 15/8/2026	- Continual Improvement of financial accounting including online membership Gift Aid and small gift claims - Arranged guest author events - Managed new library membership administration including ongoing renewal reminders - Manged obsolete book stock replacing with monthly new purchases - Manged ongoing reduction in overdue books. - Increased Lee Hub Book group membership - Increased Lee Hub Writer's group membership - Advised re Charity compliance / governance - Managed Website updates - Designed & produced marketing leaflets, flyers & Social media Comms. - Delivered Volunteer Training	- Continue to manage / streamline Lee Hub finances - Continue Guest author / Talk events - Refresh Lee Hub book stock through recommendations and wholesaler discounts. - Continue to support new trustees and volunteers - Continue updating Website & social media comms - Continue improving library data system (SLLS) re: overdue books and expired memberships in line with GDPR regulation - Continue to manage regular twice weekly shifts and evening groups - Develop Lee Hub Quiet Reading Group

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Gemma Broster 	Committee	February 2024	Committee Standing for re-election 15/8/2026	Over the past year, I have continued managing our Instagram and supporting community engagement via Facebook. I have maintained my role in safeguarding, including training, supporting volunteers and trustee support, and liaising with external professionals. We improved the Summer Reading Adventure, making it more accessible and easier to deliver. We established our Duke of Edinburgh (DofE) programme coordinating volunteers, working with local schools, and implementing appropriate safeguarding and health & safety processes. I strengthened community links through engagement with home-educating families and attended meetings regarding potential Lottery funding. We also delivered a successful World Book Day event with a visiting local author and Year 6 pupils. Local youth groups, including Beavers, Squirrels, and Cubs, have regularly used the space and IT facilities.	Safeguarding training for volunteers and trustees as needed Continue to assist with DoE, hopefully growing this to become bigger and better with local contacts in education Increase activities with the local primary school, discussions around a librarians event. Continue movie nights Continue to support other trustees & volunteers

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Robert Carr 	Committee	March 2024	Committee Standing for re-election 15/8/2026	I am the Lee Hub Cashier supporting the treasurer with Lee Hub's finances. I support and coordinate the Saturday team of volunteers and contribute with homemade cakes. Also, when working a shift, I welcome existing and potential members/customers. Promoting Lee Hub facilities and events and encourage new members. I am responsible for Lee Hub's Lettings calendar, liaising with existing clients and as the point of contact for all new enquires. I am responsible for and administer Lee Hub's stock of jigsaws: updating, purchasing, selling and cataloguing.	Continue to ensure that we provide the best service we can to our members and customers. Continue to review the arrangements for the café and consider alternative options/arrangements to make the experience better. Consider ways of improving Table Top Sales which have reduced markedly in the past year. To continue to be available and support volunteers whenever I can. Encourage more lettings especially for the Margaret Dingle Room

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Peter Cornish 	Committee	March 2024		I have been a trustee for just over 2 years and it has been my privilege to be part of a team of dedicated volunteer trustees working to improve the services that Lee Hub provides for its members. I have assumed the role of "the buildings manager" arranging contracts to ensure the heating system is functioning properly and that the gas boiler is serviced annually and negotiate the fire and security contract for the next 12 months. I also ensure other equipment is working properly and arrange repairs if necessary. I run the over 60's lunch together with a team of dedicated volunteers and run the Veteran's monthly lunch club. I run the Saturday raffle and make cakes for sale on Saturday each week.	Continue to run the Over 60s and Veteran's lunch clubs ensuring costs are within budget. Continue to manage Lee Hub's buildings maintenance and associated contracts. Also carry out small maintenance work, such as replacing unserviceable equipment and other minor problems that crop up. Consider ways to generate more interest / income from the monthly raffles. Continue to work together with the trustees introducing new ideas and improving on the existing activities. I am happy to take on any task or role that I am capable of undertaking.
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Wendy Davies 	Secretary	February 2025 Secretary 2025	• I continue in the role of Secretary for the Trustees. • I managed the agenda, action log and minutes at the trustee board meetings. • I've tried to improve support & communication of the volunteers while continuing to do volunteer shifts. • I manage the DBS checks on new, existing volunteers and letting groups. • I am responsible for the volunteer Rota to ensure the library is covered daily. • I am responsible for the recruitment and training of new volunteers. • I have updated the Daily Routines list for volunteers and introduced a Shift Cashier Checklist.	I am looking forward to the continuing challenge of being part of a team of Trustees and keeping the library at the heart of the community. To provide the best service we can to our members and customers. To continue to welcome and recruit new volunteers to the hub. To manage and develop the skills of our existing volunteers. Ensuring volunteers are valued no matter what role they play and feel part of a team. Also, their voice is heard and ideas encouraged.

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Murray Purves 	Committee	February 2025		- Started to pursue funding opportunities for Lee Hub including: £1500 for LED lighting & electrical improvements - Seek grant funding for Lee Hub to join Dolly Parton's Imagination Library - a book gifting programme for all under-5s in the area.	- Subject to grant funding roll out Imagination Library programme, and secure additional funding for its long-term future - Build upon grant success, set up a funding strategy / pipeline to support improvements and programme delivery - Support digitalisation and simplification of Lee Hub systems

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Jean Bird 	Committee	February 2025	Committee	- I have been a volunteer at Lee Hub for over 2 years. - When appointed as a trustee I also took on the role of Volunteer Coordinator managing the Tuesday morning shift. This also includes catering for regular large groups. - I also regularly volunteer on Saturday mornings helping with the busy Community Café and contribute with homemade cakes. - I arrange the purchase of food for the Over 60s and Veteran's Lunch Club and support at those meetings. - I have taken on board the management of the Community Café's stock control and recycling. - I arranged the overhaul of non-fiction and large print books, packing and removal to a specialist firm resulting in more library space.	- Continue to ensure the Community Café is well stocked and generate new ideas and ways of increasing footfall, especially on a Saturday. - Continue to support the Over 60s and Veteran's lunch clubs ensuring costs are within budget. - Help support both existing and new volunteers.