

## **Minutes of HCC Committee Meeting**

Held at Poldrate Centre 13th January 2026

Chair: Grace Hynd

**Present:** Mike Harvey, Anne Scott, Lorraine Lloyd, Elaine Dowding, David Youles

**Apologies:** Muriel Huggins

(1) **Minutes of the Last Meeting** were proposed by David Youles and seconded by Elaine Dowding

(2) **Actions from Last Meeting:**

**Speakers/Volume:** No action has been taken on this while we assess the options of the existing speaker system in the Poldrate and some equipment that Tom has offered.

**Risk Assessment** - Document has been amended and will be formally presented for approval by the Membership at the AGM in March.

**Competitions** - Guidance to Judges has been reviewed.

(3) **Reports from Office Bearers**

**Secretary** - Several requests for images received which have been circulated to members.

**Treasurer:** Bank Balance is £3737.25.

Outstanding invoices:            Joe Houghton - Speaker £125.00  
Insurance is due 1st February.

There was some discussion on whether Management Insurance was required to protect the Committee. It was agreed that this was not required and that Public Liability insurance was all that was required.

**Programme:**

The 2025/26 programme, all slots are filled.

The second "In Conversation with" host is Andy Coulson, 3 panel members are still to be confirmed.

**Exhibition:**

It was agreed that each member of the Club will be "given" an exhibition panel this year to display their choice of images. It will be up to the individual to decide how many images and how they want them displayed. This will be discussed with Club Members.

Images that are standard (A4) will be printed by the Club as previously, non-standard prints must be printed by the Club Member.

Additional blank mounting board will be provided for mounting of non-standard prints.

Grace will co-ordinate the collation and printing of images and will be the main point of contact for the 2026 Exhibition. Lorraine will forward her email correspondence from St Mary's.

**Action: Lorraine.**

#### **CompSec:**

Judges for 2026/2027 have all been booked except for the Theme competition.

Jubilee Competition in 2026/2027 will be a members vote.

Interclub Competition 2027 - HCC will host and a judge if required.

Trophies - need to be returned before the end of February.

**Action: Mike/Elaine**

#### **(4) Match An Image**

Currently have 50 images which Elaine and Mike will reduce this to the required 40. Elaine will organise the catering for the event.

#### **(5) Review of Club Documentation**

There was not adequate time to discuss this matter fully so it will be carried forward to the next meeting. In the meantime, Lorraine will recirculate the List of Documents to be reviewed including proposed Reviewers.

**Action: Lorraine**

#### **(6) AOB**

**Request from EastSpace** It was agreed that we would advertise the Club on EastSpace Website. We would also remind members to submit any images of East Lothian to donate to EastSpace.

**Action: Lorraine**

**Exhibition Panel Loan-** It was agreed that we would lend the Exhibition Panels to Michael for his display in Gullane Village Hall on 25th - 26th July. In order to facilitate this we will amend the dates of our Exhibition to run from Saturday 16th May to Thursday 23rd July 2026. This will allow the exhibition panels to be taken down on Friday 24th July.

**Committee:** Lorraine advised that she will be standing down from the Committee at the end of the current season. All other members of the Committee are planning to continue.

#### **(7) Date of Next Meeting**

4th February 2026 at 6.30 pm in The LightBox.

#### **Future Actions from Previous Minutes**

Need an additional 3 steadies to be made for the support of the display panels.

**Action: David.**

**Noted for Action before 16th May 2026**

#### **Items for AGM:**

Risk Assessment Documentation for Approval  
Club Secretary Vacancy

**Action: Lorraine**