

**Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 22nd  
May 2018 at the Grosvenor Centre**

**Present:**

Robert Alker, Mary Booth, Annette Davies, Claire Elkerton, Trevor Whincup

| Item |                                |   | Action   |
|------|--------------------------------|---|--|
| 1    | <b>Declaration of Interest</b> | RA stated he did not need to declare an interest as his wife has completed her term as Chair of Gnosall Parish Council  |  |
| 2    | <b>Action Plan</b>             | <p>The Action Plan was discussed in detail and updated. Points of particular note were:</p> <ol style="list-style-type: none"> <li>1. CE had completed the application for a non-material change to the planning permission for the library unit. RA had almost completed the revised site plan which had to be submitted with the application. It was agreed that these would be passed to the Parish Clerk by the end of the week. CE reported that she had discussed the situation with the planning officer who handled the original application; he had seemed well aware of the situation following contact by Cllr Greatrex. He believed the matter could be resolved speedily as officers had delegated authority to take the decision. The cost is £117</li> <li>2. RA circulated copies of a plan for the works to be undertaken on the library unit. This included the facility to record the cost of each item. This has been given to the contractor and the parish clerk.</li> <li>3. RA reported that a section of the youth club wall has been removed to provide eventual access to the library. The sealant containing the asbestos has not been disturbed but he has still to arrange for its disposal.</li> <li>4. The Chair of the youth club has asked whether the library is registered with Environmental Health as he understands this is required. TW stated that he had read the guidance on this and registration is only required if the operation requires “a certain level of organisation”. It goes on to say that the serving of drinks and biscuits by a community group only requires a minimum of organisation, unless there were other complicating factors which would not arise. As a precaution it was agreed that MB should attend a course being offered by Support Staffordshire. It was also agreed to ask HF whether other community libraries have needed to register.</li> <li>5. There had not been a further meeting with the youth club so the proposed agreement had not been finalised</li> </ol> | <p><b>RA to update</b></p> <p><b>CE/RA</b></p> <p><b>RA</b></p> <p><b>MB/AD/CE</b></p> |

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|          |                                       | <p>6. Helen Matthews has confirmed that (subject to a final inspection to ensure that the unit complies with the plans and specifications submitted to SCC) the unit is acceptable as accommodation for Gnosall Community Library.</p> <p>It was agreed that in view of items 1 and 8 the purchase of the unit should proceed. RA agreed to contact the supplier to find out the format in which they require the order (including whether a deposit is needed) and then to write to the parish clerk asking her to place the order and confirm that this had been done.</p>   | <b>RA</b>                   |
| <b>3</b> | <b>Minutes of Recent Meetings</b>     | <p>The minutes of the meetings held on 8 May were considered.</p> <p>MB stated that as there had been a number of recent meetings she had submitted the minutes to the parish council rather than prepare a special report. Cllr Greatrex had taken issue with the statement that he “was insistent that the planning permission for the library needed to be amended” He stated that he had expressed the opinion that the parish council would insist that amended planning permission should be obtained.</p> <p>RA stated that the minutes recorded a report he had made on a meeting with youth club representatives. He believed that the minute recorded accurately the report he had made.</p> <p>Cllr Greatrex’s comments were noted but the draft minutes were approved without amendment.</p> |                             |
| <b>4</b> | <b>Matters arising on the Minutes</b> | The meeting approved a draft report to the annual parish meeting prepared and circulated by TW.  | <b>TW to present report</b> |
| <b>5</b> | <b>Treasurer’s Report</b>             | AD reported that there has been no change in the financial position since the last meeting   |                             |
| <b>6</b> | <b>Outstanding Invoices</b>           | An invoice for £435.50 had been received for labour involved in removing the section of wall from the youth club. It was agreed that this should be paid. The view was expressed that as the passage to the library is now integral to emergency evacuation for the youth club unit this could legitimately be paid from the grant from the Big Lottery Fund.  | <b>AD</b>                   |
| <b>7</b> | <b>Funding Sources</b>                | <p>The following updates were received:</p> <ol style="list-style-type: none"> <li>1. AD has submitted a bid for £500 to Stoke City Football Club</li> <li>2. TW stated that Glean is now registered with Easy Fundraising. He has made a purchase from a participating supplier and, as the administrator for the Glean account, he has received a message that Glean has received the expected donation.</li> <li>3. MB agreed to look further into awards from the Post Code Lottery.</li> </ol>  |                             |

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| <b>8</b> | <b>Other items</b>          | Discussion was deferred on the following items<br>1. Appointing a trustee to oversee liaison with volunteers (but RA to send a further update to volunteers)<br>2. Data protection policy (but to ask CP for an update on his requested advice from SCC specialists)<br>3. Library opening times |  |
| <b>9</b> | <b>Date of Next Meeting</b> | 9:00am on Tuesday 5 June   |  |
|          |                             |  |  |