

Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 10th April 2018 at the Grosvenor Centre

Present:

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

By Invitation

Paris councillor D Webb (for item 2)

Helen Farr, Chris Plant (SCC) (for items 2-4)

Item			Action
1	Declaration of Interest	RA reminded the meeting that his wife is Chair of Gnosall Parish Council	
2	Gnosall Parish Council	<p>MB reported that when presenting her customary report on Glean Hub to the Parish Council, she had been asked questions by Councillor Greatrex which she had not answered. It emerged that Cllr Greatrex had not received the invitation to attend this meeting agreed at the previous one. MB had invited to attend but he was unable to do so. Cllr Webb had volunteered attend in his place. This was accepted by the Trustees and Cllr Webb was welcomed to the meeting.</p> <p>MB reported that Cllr Greatrex had asked whether the portable unit to be purchased was larger than the one for which there was planning permission. RA replied that the new unit had the same dimensions as the one included in the planning application.</p> <p>Cllr Greatrex had also expressed the view that the garage should remain in place until all the lease and related documents have been signed. The Trustees stated that it was their understanding that GPC has approved the demolition of garage.</p> <p>Cllr Webb asked why the planning application had not included a ramp which would meet the needs of the Youth Club. It was noted that Cllr Webb is also its Chair. RA replied that at the time the Youth Club did not have the funds for the ramp it wanted and Glean Hub needed to submit the application for what could be delivered at the time. Cllr Webb disputed this. Various Trustees pointed out that, whilst Glean Hub had drafted the application, it had been submitted by GPC and any difficulties for the Youth Club could have been resolved then. Glean Hub had also provided written responses to a series of questions from GPC.</p>	

		<p>The Trustees restated their wish to work collaboratively with the Youth Club and other interested groups. They had no objection to the ramp now sought by the Youth Club. RA had recently offered to draw up plans for this when he learnt there were none. Everyone hoped that this amended ramp would fall within scope of the existing planning permission</p> <p>RA stated that he had understood that the Parish Clerk would invite Cllr Greatrex to this meeting. He agreed to contact Cllr Greatrex to ensure that he was invited to the next meeting.</p>	RA
3	Action Plan	<p>The Action Plan was discussed. Points of particular note were:</p> <p>a) There was still no response to the building control application. Under Stafford Borough Council's targets this was to be received by the end of the week. It was agreed to ask GPC to order the unit as soon as possible once building control approval is given.</p> <p>b) It was agreed to ask GPC through the Clerk to place orders for the demolition of the garage and the lopping of the trees. As soon as the building control approval is given there should be a further order for the site preparation work.</p> <p>c) CP reported that there had been delays within SCC on the lease preparation but it would be ready by 20 April. He confirmed that it was not necessary for Glean Hub to sign its contract SCC in advance of the signing of the lease. He agreed to circulate a further copy of the various parts of the contract</p> <p>d) CP reported that in view of the difficulties he had found concerning SCC's support to community libraries, particularly over building matters, he had initiated a series of monthly meetings of the relevant professions. The first would take place the following week. From his viewpoint Gnosall remained the priority case for support. He asked for a copy of the specifications for the portable unit to aid SCC discussions.</p> <p>e) RA reported that the contractor had made a suggestion that the window to be removed to make the bridge might be recycled. The Trustees reaffirmed that in view of the asbestos in the window sealant the removal had to be done in a way that complied with the asbestos regulations and this would not allow for recycling. It was agreed to refer the matter to the Parish Clerk as she will place the order.</p>	<p>HF to update</p> <p>RA to chase if there is no response within target</p> <p>CP</p> <p>RA to send specifications</p> <p>RA/JC</p>
4	Data Protection Policy	<p>CP reported that he had sought advice from the County Council's data protection specialists on the way community libraries might be effected by the General Data Protection Regulations. He hoped that this might</p>	

		save unnecessary work. It was agreed to defer discussion of Glean hub's policy pending further advice MB left at this point	
5	Minutes of the last Meeting	<p>The minutes of the meeting held on 27 March 2018 were approved.</p> <p>Matters arising:</p> <p>a) RA/AD have arranged a meeting to discuss the accounts for 2017-18 and they will review the ways in which financial records are kept in the light of this.</p> <p>b) TW circulated an illustration of his suggested format for GLEAN-Hub's record of achievement. This was approved and he agreed to proceed with the record</p>	<p>TW</p> <p>RA/AD</p> <p>TW</p>
6	Treasurer's Report	<p>The Treasurer circulated details of the bank account. The only change was the inclusion of the grant received from the Gnosall Best Kept Village Committee.</p> <p>There were no invoices requiring approval</p>	
7	Funding Sources	<p>Funding opportunities were reviewed.</p> <p>a) Stoke City Trust: It was agreed that AD would bid for funding of £500 for internal display equipment.</p> <p>b) Linden Homes: TW has chased but no response yet</p> <p>c) High Sheriff's fund: the bid had been deferred. There was no need to reapply. The fund's administrator had suggested making a bid to Comic Relief.</p> <p>d) Crowd-funding: RA has consulted BH but was now working to build up the platform and he would seek help from the volunteer about pitching the content in the best way.</p> <p>e) Gift Aid: it was reported that there is now a simplified procedure under Gift Aid for claiming income tax paid on small donations.</p> <p>f) Easy Fundraising: TW to nominate Glean Hub as a cause for support</p>	<p>TW to chase monthly</p> <p>RA</p> <p>RA</p> <p>AD</p> <p>TW</p>
8	Sub-lease	This item was deferred pending further papers from CP	
9	Draft Agreement with GPC on the funding and ownership of the Library unit	There had still been no response from GPC	
10	Trustee's Roles	Discussion of the need to appoint a Trustee to take charge of liaison with volunteers was deferred until the next meeting.	

11	Date of Next Meeting	9:00am on Tuesday 24 April with the customary invitations for representatives of SCC and Support Staffordshire to attend for specific items. Agenda item: library opening times	