

**Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 13th
March 2018 at the Grosvenor Centre**

Present:

Robert Alker, Mary Booth, Trevor Whincup

Apologies

Annette Davies, Claire Elkerton

Item			Action
1	Declaration of Interest	RA reminded the meeting that his wife is Chair of Gnosall Parish Council	
2	Action Plan	<p>The Action Plan was discussed. Points of particular note were:</p> <p>a) Entrust has supplied its calculations and specification for suitable foundations. It is still not clear whether these calculations together with Thurston's specifications will satisfy Building Control's requirement for certification on the structural integrity of the plan overall.</p> <p>b) The tree contractor has indicated that there is no legal requirement to complete the work by the end of March. However he wants the garage to be demolished before he does it. The general contractor would like garage remain whilst he prepares the foundations.</p> <p>c) RA has reminded the Parish Clerk about the need for a meeting with the Youth Club. She will arrange this</p> <p>d) GPC have a meeting with SCC arranged for 21 March to discuss the lease. It is understood that this involves solicitors</p>	<p>RA to update plan</p> <p>RA to forward to Building Control and liaise with them on the adequacy of the information to date</p> <p>RA to liaise with both to agree order of actions</p> <p>JC</p>
3	Minutes of the last Meeting	<p>The minutes of the meetings held on 27 February 2018 were approved subject to the recording of the Trustee's approval to the payment of account for £96.01 from TFM for materials supplied for the work on the man hole.</p> <p>Matters arising:</p> <p>a) RA/AD have still to review the format of the accounts. RA outlined the reporting requirements of the Charities Commission. (Note: he later</p>	RA/AD

		<p>confirmed that the report has to be submitted within ten months of the end of the financial year i.e. 31 March)</p> <p>b) TW is still considering the format of the record of achievement. He had been hampered by a fault with his laptop.</p>	TW
4	Treasurer's Report	<p>In AD's absence there was no formal Treasurer's report.</p> <p>It was agreed that the authorisation of outstanding invoices should be a standard agenda item.</p> <p>RA reported that he had three invoices from Travis Perkins for materials but he was unsure how these related to the project. The Parish Clerk had agreed to pursue these with the company (Note: the Parish Clerk later confirmed that the accounts were in order and she had authorised payment from GPC's grant from the Staffordshire Communities Fund</p>	TW
5	Funding Sources	<p>MB reported that the Big Lottery had now announced its award to GPC for improvements to the Youth Club which included a range of items which GLEAN-hub would no longer need to fund. She had arranged a photoshoot (including herself and TW) to publicise this and had written a press release. She was congratulated on this. RA agreed to prepare an update for volunteers focussing on the award</p> <p>Funding opportunities were reviewed.</p> <p>a) Prince of Wales Trust: MB is finalising the bid</p> <p>b) Stoke City Trust: AD is preparing a bid</p> <p>c) Linden Homes: no further news. TW to pursue by 31March</p> <p>d) Co-operative Society: TW has prepared most of a bid. He expects to complete this within the week</p> <p>e) High Sheriff's fund: no further information. RA to pursue</p> <p>f) Crowd-funding: RA has spoken to the volunteer with publicity skills. She is happy to help with publicity but has no specific knowledge of crowd-funding. He will see whether BH is aware of anyone with this expertise.</p>	<p>RA</p> <p>MB</p> <p>AD</p> <p>TW</p> <p>TW</p> <p>RA</p> <p>RA</p>
6	Lease and Sub-lease	Deferred	

7	Draft Agreement with GPC on the funding and ownership of the Library unit	RA has given a copy of the draft agreement to GPC but there had been no response yet	
8	SCC Consultation on Public Libraries	Deferred	RA to bring laptop to next meeting
9	Trustee's Roles	Discussion of the need to appoint a Trustee to take charge of liaison with volunteers was deferred until the next meeting.	
10	Date of Next Meeting	9:00am on Tuesday 27 February with the customary invitations for representatives of SCC and Support Staffordshire to attend for specific items.	