

## Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 27th February 2018 at the Grosvenor Centre

**Present:**

Robert Alker, Mary Booth, Annette Davies, Trevor Whincup

**Apologies**

Claire Elkerton

**In Attendance**

Helen Farr (for item 2)

Item			Action
1	<b>Declaration of Interest</b>	RA reminded the meeting that his wife is Chair of Gnosall Parish Council	
2	<b>Action Plan</b>	<p>The Action Plan was discussed. Points of particular note were:</p> <p>a) RA is still awaiting Entrust's calculations on the raft option for the foundations. HM hopes to have these by Monday.</p> <p>b) The technical details received from Thurston's provide information for structural engineers on the integrity of the unit which should prove useful for obtaining building control approval.</p> <p>c) The tree work had become urgent</p> <p>d) A number of items require liaison with the youth club</p>	<p><b>HF to update plan</b></p> <p><b>HM to pursue</b></p> <p><b>RA to pursue</b></p> <p><b>RA to pursue</b></p>
3	<b>Minutes of the last Meeting</b>	<p>The minutes of the meetings held on 30 January 2017 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</p> <p>b) TW is still considering the format of the record of achievement.</p>	<p><b>RA/AD</b></p> <p><b>TW</b></p>
4	<b>Treasurer's Report</b>	AD circulated details on the latest financial position	

		<p>It was agreed that the minutes should henceforth record invoices received together with authorisation to pay them.</p> <p>RA reported that he had received an invoice for materials for the re-routing of pipework in the youth club to allow the link to the library to be built. It was believed that this should be paid from the funding to be received by GPC from the Big Lottery Fund (Awards for All) for the improvement of the existing buildings. RA will speak to the Parish Clerk</p>	<b>RA</b>
<b>5</b>	<b>Funding Sources</b>	<p>Funding opportunities were reviewed.</p> <p>a) Prince of Wales Trust: MB is preparing a bid</p> <p>b) Stoke City Trust: AD is preparing a bid</p> <p>c) Linden Homes: TW has learnt from the Marketing Director that Linden Homes thought GLEAN-Hub was no longer seeking a grant. They will consider funding again</p> <p>d) Co-operative Society: TW reported that members can ask for a proportion of their expenditure with the Society to be paid to a nominated charity. Consideration should be given to mentioning this in articles and to the volunteers. Income from the sale of plastic bags is donated to charities and any member can request that a particular charity is added to the list of possible recipients. TW will ask a member to do this.</p> <p>e) High Sheriff's fund: RA to check on progress with his application</p> <p>f) Crowd-funding: it was agreed to explore this further. RA will speak to the volunteer who offered help with publicity about her working on the content of a crowd-funding appeal</p> <p>MB reported that outsize check has been received the Big Lottery Fund. It was intended for publicity events which can only take place after 6 March when the grant is announced nationally. The cheque is blank; TW offered to speak to a friend who might be prepared to undertake the calligraphy needed on the cheque.</p> <p>It was agreed to organise publicity for the grant as soon as possible after the embargo is lifted.</p>	<p><b>MB</b></p> <p><b>AD</b></p> <p><b>TW</b></p> <p><b>TW</b></p> <p><b>RA</b></p> <p><b>RA</b></p> <p><b>TW</b></p> <p><b>MB</b></p>
<b>6</b>	<b>Lease and Sub-lease</b>	<p>HF was asked to seek variations in the lease to reflect the fact that GLEAN-Hub will be a tenant rather than a sub-tenant and also where the model</p>	

		agreement ceases to be appropriate because of the terms of SCC's lease for the unit from GPC	<b>HF</b>
<b>7</b>	<b>Draft Agreement with GPC on the funding and ownership of the Library unit</b>	The draft agreement was approved. RA will raise this with the parish clerk.	<b>RA</b>
<b>8</b>	<b>SCC Consultation on Public Libraries</b>	Discussion of GLEAN-Hub's response to the consultation was deferred to the next meeting	
<b>9</b>	<b>Trustee's Roles</b>	Discussion of the need to appoint a Trustee to take charge of liaison with volunteers was deferred until the next meeting.	
<b>10</b>	<b>Date of Next Meeting</b>	9:00am on Tuesday 13 <del>27</del> February with the customary invitations for representatives of SCC and Support Staffordshire to attend for specific items. RA has spoken to Cllr Winnington who is happy to attend for discussion of any item where he might need to intervene to ensure progress.	