

**Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 13th
February 2018 at the Gnosall Parish Office**

Present:

Robert Alker, Mary Booth, Annette Davies, Trevor Whincup

Apologies

Claire Elkerton

In Attendance

Helen Farr (for item 2)

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) RA has received a further quote from Thurston's for the unit, including vision panels for the main door. The cost is £13390 excluding delivery. RA has a separate quote from Hunters for delivery at £1150. He has now sent the revised letter of intent but has not yet received the technical information.</p> <p>b) Entrust has provided a more detailed analysis of the foundation requirements but not for the raft option.</p> <p>c) The Youth Club now has funds for and plans to build a veranda at the rear, effectively widening GLEAN-Hub's planned ramp. Concerns were expressed about whether this requires further permission from Planning and Building Control</p> <p>d) GPC has agreed that it will meet the legal costs associated with its lease with SCC</p>	<p>HF to update plan</p> <p>Note: technical information received later that day</p> <p>RA/HM to pursue with Entrust</p> <p>RA to liaise with Youth Club</p>
3	Minutes of the last Meeting	<p>The minutes of the meetings held on 30 January 2017 were approved.</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. MB stated that she has a series of press cuttings about the library</p>	<p>RA/AD</p> <p>TW</p>

4	Treasurer's Report	<p>AD circulated details on the latest financial position</p> <p>Funding opportunities were reviewed.</p> <p>a) Suez: GLEAN-Hub is not eligible as it is not sufficiently near a landfill site</p> <p>b) Prince of Wales Trust: MB to check eligibility</p> <p>c) Stoke City Trust: AD to apply</p> <p>d) Linden Homes: TW to ask again at site office</p> <p>e) Tesco: uncertainty about eligibility as projects have to be environmental</p> <p>f) Co-operative Society: TW to check</p> <p>g) High Sheriff's fund: RA to check on progress with his application</p>	<p>MB</p> <p>AD</p> <p>TW</p> <p>TW</p> <p>RA</p>
5	Lease and Sub-lease	<p>GPC is making progress with its lease. The two sides' solicitors should be in contact soon.</p> <p>HF was asked to provide a copy of GLEAN-Hub's agreement reflecting the fact that it will be a sub-tenant</p>	HF
6	Draft Agreement with GPC on the funding and ownership of the Library unit	<p>TW's amendments were approved. A copy without the formatted editing will be circulated with a view to opening discussions with GPC</p>	TW
7	SCC Consultation on Public Libraries	<p>HF explained that options under consideration included the transfer of four more libraries from SCC management to community management. Eccleshall was one of these. The review also looked at travelling libraries and alternative ways for managing the libraries remaining under SCC control.</p> <p>It was agreed to consider a response from GLEAN-Hub at the next meeting.</p>	
8	Trustee's Roles	<p>It was agreed to consider allocating the role of liaising between the Trustee's and the volunteers to one Trustee</p>	
9	Date of Next Meeting	<p>It was agreed that the next meeting would now be held at 9:00am on Tuesday 27 February with the customary invitations for representatives of SCC and Support Staffordshire to attend for specific items. RA indicated that he would also invite Cllr Winnington.</p>	RA