

Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 31 July 2018 at the Grosvenor Centre

Present: Robert Alker (Chair), Annette Davies, Claire Elkerton, Trevor Whincup

Apology for absence: Mary Booth

In attendance: Chris Plant (SCC) for items 1-5

| Item | | | Action |
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| 1 | Declaration of Interest | RA stated that his wife is Vice-Chair of Gnosall Parish Council | |
| 2 | Action Plan | <p>The Action Plan was reviewed. The main matters of note were:</p> <ol style="list-style-type: none"> 1. AD stated that Stafford Borough Council had advised that Glean registers under the food hygiene regulations and keeps a diary of all food provided. She and MB have these matters in hand. The kitchen has already been inspected for youth club use so no further inspection is required 2. RA reported that the foundations for the library unit had been dug and were due to be inspected by Building Control later that day 3. TW agreed to produce notices about the delivery of the library unit for circulation to houses and businesses on the route and for posting on parked vehicles in the days leading up to delivery 4. CP confirmed that he has a meeting with SCC's legal team to try to complete the lease for signature 5. CP will speak to HM to ensure that Entrust programmes the inspection of the completed unit as fit-for-purpose 6. CP will ask SCC's Health and Safety team to contact RA about the support package they offer. 7. MB was asked to pursue status with partnership agreement with GPC | <p style="text-align: center;">AD/MB</p> <p style="text-align: center;">TW</p> <p style="text-align: center;">CP</p> <p style="text-align: center;">CP</p> <p style="text-align: center;">CP</p> <p style="text-align: center;">MB</p> |
| 3 | Volunteer Induction and Training | <p>Hf's proposed training plan was circulated and accepted. RA agreed to consult the Parish Clerk about which rooms were available for the training</p> <p>The volunteers coffee morning has now been confirmed for 21 August. RA will send the invitation to volunteers</p> | <p style="text-align: center;">RA</p> <p style="text-align: center;">RA</p> |

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| 4 | General Data Protection Regulations | TW's draft was discussed. | TW-to update draft |
| 5 | Minutes of last Meeting | The minutes of the meetings held on 17 July were considered and approved. | |
| 6 | Matters arising from the Minutes | RA confirmed that the library opening times were acceptable to him. These would be discussed at the next meeting with the Youth Club | CE/AD |
| 7 | Treasurer's Report | AD reported that there has been no change in Glean Hub's bank accounts | |
| 8 | Next Meeting | Tuesday 14 August at 9:00am | |
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