

Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 14 August 2018 at the Grosvenor Centre

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

In attendance: Helen Farr (SCC) for items 1-4
Barry Halls (Support Staffordshire) for item 6

Item			Action
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. MB has successfully completed food hygiene training 2. The draft notice to residents about the delivery of the library unit was discussed. TW will amend and he and CE will deliver this by 20 August 3. The foundation for the unit has passed building control inspection. The next inspection is due when the unit is in place and is ready for use. 4. HF reported that the Entrust inspection will take place once Glean had commissioned the unit but before SCC installs the library system. HF asked RA to confirm when the commissioning will be complete so that she can book Entrust and also book the SCC staff who will be installing systems 5. RA reported that the Youth Club was seeking further modifications to the ramp. The Trustees took the view that this would require another amendment to the planning permission and that the project could not be delayed for this. 6. AD reported that the meeting with the Youth Club had been postponed. It was agreed to seek formal confirmation the library can open on Monday evenings prior to the meeting with volunteers 7. The lease has been sent to GPC's solicitors for signing. She asked that the signed document be returned to SCC by 22 August as this would enable SCC to finalise it on the next day and release the advance payment. 8. HF circulated information on the service offered by SCC Health and Safety Staff. 	<p>HF to update</p> <p>TW/CE</p> <p>RA/HF</p> <p>RA</p> <p>RA/JC</p> <p>TW to draft H&S policy</p>

		9. RA/AD agreed to produce a detailed analysis of expenditure against estimates	RA/AD
3	Volunteer Meeting	<p>The following format was agreed:</p> <p>10:00 Welcome and update (RA) 10:10 Library roles, opening times, volunteer availability, DBS?? (TW) 10: 20 Outline of training programme 10:50 Q and A session 11:00 Coffee and opportunity for volunteers to complete questionnaires 11:30 Information Governance (HF)</p> <p>MB, CE and AD will provide cakes. TW will provide tea, coffee and milk</p>	<p>HF bring handouts of library roles and questionnaire re availability for training</p> <p>TW to liaise with Gnosall Phoenix on use of projection screen and bring questionnaire on availability for duty</p>
4	General Data Protection Regulations	TW's draft was accepted	TW-to send copy of final document to RA
5	Minutes of last Meeting	The minutes of the meetings held on 31 July were considered and approved.	
6	DBS checks	<p>BH gave details of the service offered by Support Staffordshire on DBS checks. There is a charge of £27 per check (after the initial two which are free). He also stated that the process required the individual to attend I person at one of three centres, the nearest being Lichfield.</p> <p>As this information created difficulties, the extent to which volunteers need to be checked was considered. RA agreed to discuss the position with HF</p>	RA
7	Treasurer's Report	<p>AD reported that there has been no change in Glean Hub's bank accounts</p> <p>MB agreed to investigate funding through a Calorgas scheme</p>	MB
8	Next Meeting	Tuesday 14 August at 9:00am	