

## Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 28 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 1-3

Item			Action
<b>1</b>	<b>Declaration of Interest</b>	RA stated that his wife is Vice-Chair of Gnosall Parish Council	
<b>2</b>	<b>Debriefing from Volunteer Coffee Morning</b>	<ol style="list-style-type: none"> <li>1. AD circulated copies of a draft volunteer policy. It was agreed that everyone would study this for discussion at the next meeting</li> <li>2. Those Trustees who had not signed up for training sessions did so. HF confirmed that all volunteers need to attend the fourth “catch up” session as she will deal with DBS checks then. RA will oversee the training plan whilst HF is on leave</li> <li>3. HF still has to check internet access in all training venues. She asked whether it would be possible for the laptops to be stored securely on site for the duration of the programme</li> <li>4. The Trustees will ensure that the site is open and set up for all sessions</li> <li>5. There had been a suggestion that the Monday opening hours be amended to assist the group already using the Youth Club on Monday afternoons. It was agreed not to change the opening hours at this stage because the volunteers had been consulted about their availability then. All opening hours will be reviewed within 3 months of operation.</li> <li>6. All Trustees will examine the sub-lease again for discussion of at the next meeting</li> </ol>	<p><b>All</b></p> <p><b>RA</b></p> <p><b>HF/JC</b></p> <p><b>All</b></p> <p><b>All</b></p>
<b>3</b>	<b>Action Plan</b>	<p>The Action Plan was reviewed. The main matters of note were:</p> <ol style="list-style-type: none"> <li>1. The delivery of the unit has been deferred to 4 September. If possible all Trustees will be present. GPC is agreeable to the closure of the Grosvenor Centre car park and will inform the regular users of this. TW will amend and circulate the advice to residents on the High St</li> <li>2. GPC has accepted the lease and returned it to its solicitor. It is not clear whether this has gone been returned to SCC. JC will pursue this</li> <li>3. There is an urgent need to secure public liability and employer’s liability cover. MB agreed to find out whether it is possible to be added to</li> </ol>	<p><b>HF to update</b></p> <p><b>JC/TW</b></p> <p><b>JC</b></p> <p><b>MB</b></p>

		<p>GPC's cover</p> <p>4. RA has continued analysing expenditure but has not yet reconciled this against expenditure</p> <p>5. It was confirmed that the Trustees will buy SCC's Health and Safety module. HF will ask the Safety Adviser to contact the Trustees. TW will defer drafting a Health &amp; Safety Policy until afterwards</p>	<p><b>RA</b></p> <p><b>HF/TW</b></p>
<b>4</b>	<b>Minutes of last Meeting</b>	The minutes of the meetings held on 31 July were considered and approved.	
<b>5</b>	<b>Treasurer's Report</b>	<p>AD reported on the Glean-Hub accounts:</p> <p>1. Trust Account: £2673.99</p> <p>2. Community Account: £599.50</p> <p>3. Total: £3273.49</p>	
<b>6</b>	<b>Next Meeting</b>	<p>Tuesday 11 September at 9:00am and fortnightly thereafter until agreed otherwise</p> <p>Agenda items for next meeting:</p> <p>1. Volunteer policy</p> <p>2. Sub-lease</p>	