

Minutes of a meeting of the Trustees of GLEAN Hub held on 11 September 2018 at the Grosvenor Centre

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

Apology for absence: Annette Davies

In attendance: Chris Plant (SCC) for items 1-3

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. The unit had been successfully delivered. There was an issue about the main entrance but Building Control has confirmed in writing that the entrance is acceptable subject to the provision of a bell so that disabled users can call for assistance. RA reported that he had accepted an offer from Cllr Greatrex to design the access ramp. The Trustees recorded their thanks for Cllr Greatrex's help 2. Whilst there had been no formal meeting with Youth Club representatives but there has been informal feedback on why the Trustees did not wish to alter the agreed opening hours at this stage. 3. GPC has decided to appoint a part-time cleaner for the library, youth club and parish office. 4. TW agreed to contact SCC's safety adviser with a view to a meeting 5. CP reported that the lease between GPC and SCC has been agreed and signed. He has been told that the £10000 advance payment would be sent to GPC the following day and he would check to ensure that this was done. He would also ask for the latest draft of the sub-lease to Glean 6. JC had confirmed that Glean cannot be included as an addition to GPC's public and employer liability insurance. It was agreed to seek a quote from the GPC's insurers. 	<p>CP/RA to update</p> <p>RA to submit revised Access Statement</p> <p>TW</p> <p>CP</p> <p>MB</p>
3	Minutes of last Meeting	The minutes of the meetings held on 28 August were considered and approved.	
4	Treasurer's Report	In the absence of the Treasurer there was no financial report or any outstanding bills to be	

		<p>considered</p> <p>Fund Raising</p> <ol style="list-style-type: none"> 1. RA has to pursue the Tesco plastic bags scheme 2. MB reported that the Calorgas scheme has expired for 2018. It was agreed to pursue this in 2019, the focus being that many of the homes to be served by the library do not have access to mains gas 	<p>RA</p> <p>MB</p>
5	Draft Volunteer Policy	RA has put a Word copy of the draft policy on Dropbox. It was agreed that everyone would use this to record and circulate their comments	All
6	Next Meeting	<p>Tuesday 11 September at 9:00am and fortnightly thereafter until agreed otherwise</p> <p>Agenda items for next meeting:</p> <ol style="list-style-type: none"> 1. Volunteer policy 2. Sub-lease 	