

Minutes of a meeting of the Trustees of GLEAN Hub held on 25 September 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 1-3

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. RA has not been able to submit the revised access statement for the ramp because he is awaiting the plan for the ramp from R Greatrex. Once submitted he can agree a time for final inspection 2. There is an issue with the flue from the boiler in the Youth Club. This will be at head height for anyone entering the library. It was agreed to seek advice on the options from a heating engineer 3. RA reported that GPC is seeking advice from an electrical engineer for the capacity of the electrical circuit into the library. It was agreed that this depended to be sufficient for extra fan heaters or blowers to regulate the temperature in more extreme conditions. 4. RA submitted HF's plan for the siting of library shelving and furniture. This was approved 5. CE is contacting potential volunteers on file who did not attend the coffee or otherwise respond to the invitation. She is removing some names but has found a possible volunteer co-ordinator. 	<p>CP to update</p> <p>RA to pursue</p> <p>RA</p> <p>CE to continue</p>
3	Minutes of last Meeting	The minutes of the meetings held on 28 August were considered and approved.	
4	Treasurer's Report	<p>The Treasurer reported that the following sums are in Glean accounts</p> <p>Trust Account: £2673.99 Community Account: £599.50</p> <p>Fund Raising</p> <ol style="list-style-type: none"> 1. RA has to pursue the Tesco plastic bags scheme 2. MB to report at next meeting 3. M6 Toll community fund: AD to investigate 	<p>RA MB AD</p>

5	Draft Volunteer Policy	All agreed that this needs to be simplified along the lines of the SCC model provided by CP.	AD/CE to prepare revised draft
6	Sub-lease	Deferred to next meeting so MB can be present	All to study latest draft circulated by RA
7	Next Meeting	Tuesday 9 October	