

Minutes of a meeting of the Trustees of GLEAN Hub held on 9 October 2018 in the Gnosall Parish Office

Present: Mary Booth (Vice-Chair), Annette Davies, Claire Elkerton, Trevor Whincup

Apology for absence: Robert Alker

In attendance: Helen Farr (SCC) for items 1-4; Joyce Rowe

Item			Action
1	Introduction	<p>MB explained that JR had been invited to the meeting as the only volunteer who had expressed interest in becoming the volunteer co-ordinator. HF explained the role and it was noted that all volunteers would need to have JR's contact details. It was agreed:</p> <ul style="list-style-type: none"> a) To appoint JR as the co-ordinator b) To create a Glean e-mail address for JR to use for the role c) To continue to try to recruit another volunteer to assist JR in the role d) To invite JR to all Trustee meetings 	<p>RA</p> <p>TW</p>
2.	Action Plan	<p>The Action Plan was reviewed. The main matters of note were:</p> <ul style="list-style-type: none"> 1. The plans for the ramp have now been submitted and a heating engineer has advised that a cowl can be fitted to the flue so that it will not blow out on to the ramp 2. It was agreed that, in the event of the ramp not being ready when the library furniture can be installed, to use the fire escape. 3. CE reported that she had completed her attempt to contact all the potential volunteers on the original list. Some no longer wished to volunteers and others were uncontactable because their phone number or e-mail address had changed. There had however been a late surge in volunteers coming to the training sessions. HF said she was satisfied there were sufficient volunteers trained to launch the library. It was agreed to focus on those volunteers who had completed training or had positively indicated that they still wished to be involved 4. It was agreed to accept the quote received from Stafford Carpets for supplying carpeting for the library and youth club buildings 5. There has been a complaint from a neighbour about the light from the library entrance. RA is 	<p>HF to update</p> <p>RA</p> <p>RA</p>

		<p>contacting Thurstons about whether it is possible to programme the times at which the light is on</p> <p>6. There have been no quotes for insurance</p>	MB to pursue
3.	Volunteer Training	<p>It was agreed to offer further training from 9:30 to 12:30 on the mornings of 5, 7, 8 and 9 November led by HF and covering:</p> <ul style="list-style-type: none"> a) the rotas and how to arrange changes b) logging in c) opening and closing procedures d) daily tasks e) shelving plan f) cash management g) health and safety h) contacts for problems <p>HF also planned to demonstrate Netstream to those who had not been able to see this during the previous round of training</p> <p>It was agreed to notify volunteers of what is planned</p>	RA
	Health and Safety	<p>RA's notes on the meeting with Caroline Challinor on 4 October were agreed, subject to MB's amendments.</p> <p>It was agreed to appoint CE as Trustee with special responsibility for health and safety and CC as the competent person providing advice to Glean-Hub</p> <p>TW agreed to amend his draft health and safety policy in the light of developments and comments received and pass this to CE for further discussion with CC</p>	TW/CE
4.	Minutes of last Meeting	The minutes of the meetings held on 28 August were considered and approved.	
5.	Treasurer's Report	<p>The Treasurer reported the funds are unchanged from the previous meeting.</p> <p>There were continuing concerns about containing the cost of the project within the current funds. The haulier's account has not been received and when paid there will be little remaining in the funds held by GPC. The costs of carpeting and construction of the ramp will have to be met from Glean's funds.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> a) RA should bring all expenditure together for a detailed discussion at the next meeting b) AD should bid for funding from the M6 Toll fund c) TW agreed to draft text for a Crowd Funding page d) MB reported that a parish councillor had 	<p>RA</p> <p>AD</p> <p>TW to write to</p>

		<p>suggested approaching Gnosall Lions for further funding. It was also possible that they might be able to assist in undertaking DBS checks.</p> <p>e) MB reported that Mark Winnington seemed prepared to support further funding from the Staffordshire Community Fund</p> <p>f) MB reported that the Youth Club had received £400 from Waitrose. She had helped to write the bid which had been geared to installing a new fire escape. It was agreed to raise with the Youth Club about whether this should be allocated to the fund for improving the overall unit as this had met the costs of the fire escape via the library.</p> <p>g) AD reported that Glean-Hub had been added to the list of charities which the Gnosall Singers hope to support</p> <p>h)</p>	<p>Chair</p> <p>MB to pursue</p> <p>AD/CE to raise at next liaison meeting</p>
6.	Draft Volunteer Policy	Deferred	AD/CE to prepare revised draft
7.	Sub-lease	The sub-lease was agreed subject to its being amended to reflect the fact that Glean-Hub will be a sub-tenant rather than a tenant.	HF/SCC Legal Services
8.	Next Meeting	<p>Tuesday 23 October</p> <p>Agenda items:</p> <p>a) Volunteer policy</p> <p>b) Arrangements for AGM</p> <p>c)</p>	