

		There is a need for the initial rota to be available by the training dates.	RA to liaise with JR
4.	Health and Safety	The procedure for assisted entry needs to be agreed	CE/CC
45	Minutes of last Meeting	The minutes of the meetings held on 9 October were considered and approved.	
5.	Treasurer's Report	<p>The Treasurer reported that Glean's two accounts contain a total of £3273.49. In addition there is £1200 available for the library project with GPC. Mark Winnington.had promised a further contribution of £500.</p> <p>RA estimated the committed costs at £7465. The offer of loans from two Trustees would cover this shortfall so work could proceed.</p> <p>There would be a further £800 if the Youth Cub is recarpetted.</p> <p>Further fund-raising possibilities are</p> <ol style="list-style-type: none"> a) TW has contacted Gnosall Lions about a further contribution b) Gnosall Singers have agreed to make a donation from the profits on a future concert. c) AD has applied to the M6 Toll fund for £1000 d) Probus could be approached e) RA suggested publishing "flash fiction" 	
6.	Draft Volunteer Policy	AD/CE circulated a copy of the latest draft..	All to comment
7.	Sub-lease	<p>The latest draft of the sub-lease and service specification from SCC were discussed and the following issues identified</p> <ol style="list-style-type: none"> a) The sub-lease requires a higher level of public liability insurance that in Glean-Hub's cover b) It is unclear whether SCC's property to be housed in the library needs to be insured 	<p>MB to discuss with agent</p> <p>RA to discuss with SCC Legal Services</p>
8.	Signage	<p>The Trustees discussed the locations and sizes of the proposed signs: it was agreed</p> <ol style="list-style-type: none"> a) A sign of no more than 60cms x 45cms to the design circulated by TW for the railings on the High Street b) A similar sign of 48cms x 36cms by the main door c) A directional sign of 60cms x 45cms to be placed on the Youth Club, subject to the agreement with the Youth Club 	TW to circulate revised design

9.	AGM	RA stated that there was no requirement to hold an AGM until the end of the financial year in March. Whilst not holding one would prohibit Glean-Hub from applying for funding to the two Cadbury Trusts (as they require an annual report) it was agreed that holding an early AGM was an unnecessary distraction.	
10.	Next Meeting	Tuesday 6 November	