

Minutes of a meeting of the Trustees of GLEAN Hub held on 6 November 2018 in the Gnosall Parish Office

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

In attendance: Joyce Rowe for items 1-3

		Action	
1	Declaration of Interest	RA reminded the Trustees that his wife is a member 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. Work on the ramps has been interrupted by bad weather. It was clear that it would not be possible to open on 10 November and notices will be published about this within the village. The provisional date for opening was 24 November but even this involved a tight schedule 2. There had not yet been a meeting with the Youth Club 3. GPC had authorised the purchase of a replacement boiler and it had now been installed. The Trustees recorded their thanks for this action 4. The lights by the library entrance has been reset 5. It was agreed to place a notice by the library refreshments indicating that the recommended donation is £1 6. It was agreed to hand out flyers in the High Street prior to the opening of the library 	<p>HF to update</p> <p>TW to attend on 10 November to provide refreshments for the builders and to talk to potential users who hoped the library would be open</p> <p>MB</p> <p>TW to design</p>
3.	Volunteer Issues	<p>The latest round of volunteer training has commenced. RA circulated a draft rota for the opening four weeks of operation (starting 24 November) This is being shared at the meetings</p> <p>There will be a general meeting for all volunteers on the morning of 20 November.</p> <p>There is a new volunteer with marketing experience. RA suggested a meeting with him and interested Trustees to discuss marketing.</p>	<p>RA to circulate copies of the rota and notify volunteers of the meeting</p>
4.	Health and Safety	<p>RA signed the contract for the SCC advisory service.</p> <p>TW's draft Health & Safety Policy (previously circulated) was accepted as a base policy with appendices to be added covering specific issues.</p>	

5	Minutes of last Meeting	The minutes of the meetings held on 23 October were considered and approved.	
6	Treasurer's Report	<p>AD supplied a detailed account of receipts and expenditure to day. There was £549.50 in the Community account and £2723.99 in the Trust Account. It was agreed</p> <ol style="list-style-type: none"> 1. to transfer the remaining funds in the Community account to the Trust account. 2. to seek to keep a minimum of £300 in the Trust account <p>RA submitted figures for the overall project. This revealed that the income secured by GPC was less than the expected expenditure and it was agreed to transfer £1500 to GPC to help to cover this shortfall. The remaining funds were committed to the costs of insurance, health/safety advice and signage together with the £300 minimum agreed above. There was still a shortfall in the building costs but Glean had been promised funding or was seeking funding from a range of other sources.</p> <p>It was agreed to seek contributions from neighbouring parish councils as their inhabitants were potential beneficiaries from the library.</p> <p>All Trustees agreed to provide items for the Christmas hamper which is to be raffled at the switch-on of the Gnosall Christmas lights.</p>	<p>MB</p> <p>All</p>
7	Draft Volunteer Policy	The draft policy was accepted with some typographical amendments	All to comment
8	Sub-lease	<p>RA reported that he had e-mailed SCC Legal Services with the issues raised at the last meeting. He has not yet received a reply but will seek HF's help in obtaining one</p> <p>MB has obtained a new quotation for insurance with the higher coverage required by the lease. This was accepted by the Trustees.</p>	RA
9	Signage	TW's draft signs were discussed and some minor changes accepted. Reference was made to CP's e-mailed suggestion that the name should be changed from "Gnosall Community Library" to "Gnosall Community-Managed Library". It was agreed to the word "Community" from the name but to add the words "A Community-Managed Library" on the main signs	TW to circulate revised design
10.	Next Meeting	Tuesday 20 November???	

		Agenda items: Trustee nominations	