

## Minutes of meeting held Tuesday 4<sup>th</sup> July 2017 at Gnosall Youth Club

**Present:**

(GLEAN) Robert (Bob) Alker, Mary Booth, Claire Elkerton, Trevor Whincup

(SCC) Chris Plant (for items 1-4), Helen Farr (for items 1-4)

**Apologies:** Annette Davies (Glean), Helen Matthews (SCC)

Item			Action
1	<b>Declaration of Interest</b>	RA reminded the meeting of his relationship to the Chair of Gnosall Parish Council	
2	<b>Minutes</b>	The minutes of the meeting of 20th 2017 were approved.	
3	<b>Dates of future meetings</b>	It was agreed to meet at 9:00am in the Gnosall Parish Office on the following dates: 18 July, 1 August, 15 August, 29 August	<b>TW to book the room</b>
4	<b>Action Plan</b>	<p>The Action Plan was discussed in detail and updated (copy to be attached to the Minutes)</p> <p>RA reported that, although the Midland Portable Buildings had confirmed that the portable unit will provide the fire resistance required by the Building Regulations, SBC's Building Control Office were requiring test evidence to support this. He had a further meeting with MPB to pursue this</p> <p>As the discussions with Building Control were spread over conversations, e-mails and letters, it was agreed Glean would e-mail consolidating the discussions and asking for confirmation that there were no more issues to address.</p> <p>CP stated that, as the Building Control issues could place the project in doubt, he had asked SCC's legal department to suspend work on the contract with Glean and the lease with Gnosall Parish Council.</p> <p>In view of other difficulties being experienced in the project, it was agreed to seek:</p> <ol style="list-style-type: none"> <li>1. Written permission from the owners of adjoining properties for the tree lopping required</li> <li>2. Formal estimate for the site preparation work required</li> </ol>	<p><b>HF to amend Action Plan</b></p> <p><b>RA</b></p> <p><b>RA</b></p> <p><b>RA</b></p>
5	<b>CIO status</b>	<p>The draft application for CIO status was discussed and approved and the necessary signatures obtained from those present</p> <p>It was agreed to have a single policy on the protection of</p>	<p><b>AD to sign</b></p> <p><b>RA</b></p>

		children and vulnerable adults to replace the separate ones drafted	
<b>6</b>	<b>Finances</b>	<p>The estimates for the project were reviewed. RA reported that meeting the fire regulations required purchasing a new rather than refurbished unit as well as installing an additional fire exit. This meant that the cost of the unit would exceed the original estimate plus the contingency. There is a possibility that the unit could be built on site which might lead to further savings</p> <p>Several costings were revised but additional funding needs to be raised . It was agreed to bid for £1000 from the SCC Local Community Fund. MB has discussed this informally with the ward councillor, which is the suggested first step in the process</p> <p>It was also agreed to seek the payments promised but not sought pending planning permission</p>	<p><b>RA to revise costings</b></p> <p><b>TW to prepare bid</b></p> <p><b>TW</b></p>
<b>7</b>	<b>Gnosall Parish Council</b>	<p>MB reported that the Parish Council had agreed that it would be helpful to have a partnership agreement setting out the ways in which it, Glean and the youth club would work together. This was welcomed as Glean had previously suggested something similar.</p>	<b>GPC</b>
<b>8</b>	<b>Date of Next Meeting</b>	18 July	