

Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 27th March 2018 at the Grosvenor Centre

Present:

Robert Alker, Mary Booth, Annette Davies, Trevor Whincup

Apologies

Claire Elkerton

Item			Action
1	Declaration of Interest	RA reminded the meeting that his wife is Chair of Gnosall Parish Council	
2	Action Plan	<p>The Action Plan was discussed. Points of particular note were:</p> <ul style="list-style-type: none"> a) The additional information on the foundations had been submitted to Building Control but there was no feedback yet. b) The demolition of the garage and the tree work were expected to be completed within two weeks. c) The meeting with the youth club had not taken place but RA had updated its leader informally regarding progress. d) GPC had accepted the proposed lease to SCC but there had been no response. JC has chased SCC's lead officer. e) It was accepted that there was a need to place the order for the portable unit as soon as possible after building control approval is received. This meant that the lease between GPC/SCC lease needed to be signed so that the "advance rent" payment from SCC was secure as this would fund the purchase of the unit <p>It was agreed that the action plan did not require amendment.</p>	CP to try to ensure progress
3	Dates of future meeting	<p>The next round of meetings was agreed as follows., all to start at 9:00am;</p> <p>April 10 and 24 May 8 and 22 June 5 and 19</p>	

4	Minutes of the last Meeting	<p>The minutes of the meetings held on 27 February 2018 were approved subject to the amendment of “8 months” to “10 months” in Minute 3 and the correction of some typographical errors.</p> <p>Matters arising:</p> <p>a) RA/AD would review the format of the accounts and the report to the Charities Commission by the end of April</p> <p>b) TW circulated an illustration of his suggested format for GLEAN-Hub’s record of achievement. This was approved and he agreed to proceed with the record</p>	<p>TW</p> <p>RA/AD</p> <p>TW</p>
5	Treasurer’s Report	<p>The Treasurer reported that there had been no moneys received and payments made since the last meeting. There were no invoices in need of approval.</p> <p>RA submitted a cheque received from the Gnosall Best Kept Village Committee.</p>	<p>AD to acknowledge and give thanks</p>
6	Funding Sources	<p>MB reported that the Staffordshire Newsletter and Newport Advertiser had carried articles on the Big Lottery award. The Trustees approved RA’s draft update for volunteers which focused on the award</p> <p>Funding opportunities were reviewed.</p> <p>a) Prince of Wales Trust: MB has submitted a bid for £3000</p> <p>b) Stoke City Trust: It was agreed that AD would bid for funding for a sponsor’s board (£500</p> <p>c) Linden Homes: no further news. TW to pursue by 31March</p> <p>d) Co-operative Society: the scheme only accepted projects with completion dates later than GLEAN’s.</p> <p>e) High Sheriff’s fund: the bid had been deferred. There was no need to reapply. The fund’s administrator had suggested making a bid to Comic Relief.</p> <p>f) Crowd-funding: RA has consulted BH but was now working to build up the platform and he would seek help from the volunteer about pitching the content in the best way</p> <p>g) It was suggested that GLEAN might make a joint bid with the Heritage Group for display cases.</p>	<p>MB</p> <p>AD</p> <p>TW</p> <p>TW</p> <p>RA</p>

		<p>These could be housed in the library and show aspects of Gnosall's past.</p> <p>h) Gift Aid: it was reported that there is now a simplified procedure under Gift Aid for claiming income tax paid on small donations.</p> <p>i) Easy Fundraising: TW to investigate</p>	<p>MB</p> <p>Who agreed to investigate??</p> <p>TW</p>
7	Sub-lease	It was agreed that all Trustee's would submit comments on the draft prior to the next meeting for discussion there.	All
8	Draft Agreement with GPC on the funding and ownership of the Library unit	There had still been no response from GPC	
9	SCC Consultation on Public Libraries	The consultation document was discussed. In general the Trustees were opposed to the proposals on making maintained libraries self-service. This was based on the belief that there should always be trained staff available for users to consult. The Trustees thought it inappropriate to comment on transferring maintained libraries in other localities to community management.	MB to submit on-line response
10	Trustee's Roles	Discussion of the need to appoint a Trustee to take charge of liaison with volunteers was deferred until the next meeting.	
11	Any Other Business	<p>A. Data Protection</p> <p>Reference was made to pending changes in data protection legislation. TW agreed to draft a data protection policy to address GLEAN's statutory responsibilities.</p> <p>B. Parish Councillor Greatrex</p> <p>RA reported Cllr Greatrex was regularly asking questions of both the Parish Council Chair and Clerk about GLEAN and its progress. It was agreed to invite him to meet the Trustees with the aim of providing authoritative answers</p>	<p>TW</p> <p>RA</p>
12	Date of Next Meeting	9:00am on Tuesday 10 April with the customary invitations for representatives of SCC and Support Staffordshire to attend for specific items.	