

Minutes of a meeting of the Trustees of GLEAN Hub held Tuesday 17 July 2018 at the Grosvenor Centre

Present: Mary Booth (in the chair), Annette Davies, Claire Elkerton, Trevor Whincup

Apology for absence: Robert Alker

In attendance: Helen Farr, Chris Plant (SCC) for items 1-5

Item			Action
1	Declaration of Interest	None	
2	Action Plan	<p>The Action Plan was reviewed. The main matters of note were:</p> <ol style="list-style-type: none"> 1. Stafford Borough Council has agreed to all the variations sought in the planning permission 2. MB/AD reported on the meeting with the Youth Club representatives (see also Library Opening Hours below) The constitution has been agreed subject to an increase in the minimum number of meetings per year to two. The Youth Club continue to be concerned about registration under the food hygiene regulations. MB agreed to contact the relevant section at Stafford Borough to find out what is necessary. There is a further meeting planned for August mainly to discuss how the Awards for All money should be spent where it is earmarked for improvements to the Youth Club building. 3. The Parish Council solicitor believes that the lease is almost ready for signing. CP agreed to check the position with the SCC solicitor 4. HF agreed to contact Entrust to ensure they are aware when they need to be ready to inspect the library unit to confirm that it is structurally sound for use as a library <p>HF agreed to update the plan. She requested a copy of RA's latest detailed plan for the works to help her schedule SCC's activities once the unit is on site</p>	<p>MB</p> <p>CP</p> <p>HF</p> <p>HF</p>
3	Library Opening Hours	<p>MB stated that two issues had arisen at the meeting with the Youth Club. It now operates on Tuesday, Wednesday and Thursday evenings and has a prospective booking for Mondays. There was a possibility of rescheduling this for Fridays. The Youth Club has also requested that the library is open before their Wednesday evening meeting as</p>	

		<p>this has a focus of reading. One of the Youth Club leaders offered to train as a library volunteer and be present for part of this session.</p> <p>It was agreed, subject to any comments from RA,</p> <ol style="list-style-type: none"> 1. To ask the Youth Club available on Monday evenings so that the library can open from 5:00-7:30pm 2. To facilitate the Youth Club's request by opening to the public from 3:00-6:00pm with an extension to 6:30 for Youth Club members 3. To open on Tuesday and Saturday mornings from 10:00-12:30 	
4	Volunteer Induction and Training	<p>HF agreed to produce a training plan, informed in part by RA's plan for the building work.</p> <p>It was agreed that there is a need for a further meeting of volunteers. This will include a general update on the project, will seek a firm commitment to be available against the projected opening hours and to complete necessary screenings. HF agreed to lead a session on data security and privacy. It was provisionally agreed to hold this on 23 August.</p> <p>Having regard to the above it was also agreed to aim for an event to show the library to the public on Saturday 6 October. The formal opening would be later.</p>	
5	General Data Protection Regulations	TW agreed to draft a policy using HF's model and a policy which he has prepared for another community group	TW-
6	Minutes of last Meeting	The minutes of the meetings held on 3 July were considered and approved.	
7	Matters arising from the Minutes	<p>AD confirmed that she is receiving financial data from the Parish Clerk. She believes that expenditure is within the accepted parameters.</p> <p>MB reported that she had received no approaches for help from Barlaston Parish Council.</p>	
8	Treasurer's Report	.AD reported that the balances in Glean's two bank accounts are £2413.99 and £599.50. The latter has increased by £50 following a donation from Gnosall Phoenix as a result of a talk which TW had given to one of its meetings. Tw was thanked for this.	
9	Outstanding invoices	AD stated that she had just learnt of further invoices for approximately £900 largely for materials. She had not had the opportunity to examine this or to discuss it with RA	AF/RA

			AD
10	Funding Sources	AD has not yet heard from the Stoke Football Club application. It was agreed to look more seriously at crowd-funding.	
11	Volunteer Liaison	It was agreed for the time being to share tasks by agreement amongst the Trustees	
12	Next Meeting	Tuesday 31 July at 9:00am	