

Minutes of a meeting of the Trustees of GLEAN Hub held on 22nd January 2019 in the Gnosall Parish Office

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

In attendance: Helen Farr (SCC), Joyce Rowe (Volunteer Rota Co-ordinator)

Note : RA had to leave the meeting at 3:00pm at which point MB took the chair

| Item | | | Action |
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| 1 | Declaration of Interest | RA reminded the Trustees that his wife is a member of Gnosall Parish Council | |
| 2. | Action Plan | <p>The list of actions which are necessary or highly desirable prior to opening (Appendix 1 to the minutes of the previous meeting) was reviewed. Reasonable progress had been made in the past week but the situation still needs to be monitored closely</p> <p>Other matters of note were:</p> <p>a) RA is now able to sign the agreements with SCC b) GPC's solicitor has raised concerns because the lease for the library unit commenced in October and the library opening (and the dates of the sublease) will be different. c) JR to liaise with RA about finalising and circulating the library rota</p> | <i>HF to update the list? I'll attach it as appendix again</i> |
| 3. | Minutes of last Meeting | The minutes of the meetings held on 15 January were considered and approved. | |
| 4. | Matter arising on the Minutes | a) Fundraising: MB reported that GFest is not proceeding with the suggested quiz because there were already two in the draft programme. She had heard from Church Eaton Parish Council that they will be discussing the request for a grant at their February meeting. She also suggested that Glean Hub looks into the possibility of a bid to Stafford Borough Council's Small Community Foundation Grants fund | |
| 5. | Draft Agreement with GPC | <p>The trustees discussed TW's latest draft of the agreement and a number of typographic changes were agreed.</p> <p>RA had suggested that the dates of the various other agreements were included. However the concerns raised by GPC's solicitor (see minute 2b) above) complicated this. It was agreed to include the end</p> | |

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| | | dates of the agreements but to leave this blank until agreed. It was suggested that it might be more convenient for all parties if this is 31 March 2024 to coincide with the end of the Municipal Year. | TW to update |
| 6. | Health and Safety | <p>CE's draft policy and procedures were discussed and approved.</p> <p>CE has not been able to draw up arrangements for the under-age volunteer. TW was asked to contact the girl's mother to try to agree on a role for her and which general safeguarding arrangements need to be in place. CE can then consider any issues relating to emergency evacuation.</p> | <p>CE to update and circulate</p> <p>TW</p> |
| 7. | Next meeting | 29 January at 9:00am. Apologies from MB, TW and JR | |
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