



# ANNUAL REPORT 2020-2021

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## Contents

Vision .....	3
Mission.....	4
Community Library Service.....	4
Policy & Standards.....	4
Record of Achievement .....	4
Future Plans .....	4
Financial Record .....	4
Trustees.....	5

## ANNUAL REPORT 2020-2021

I am pleased to present the 2020-2021 Annual Report.

We were established in 2016 as a constituted group, our main aim has been to provide a community Library service for the village of Gnosall, Staffordshire. We started operating as a library on 20<sup>th</sup> February 2019 and the official opening was 4<sup>th</sup> April 2019.

During the period 2020-2021, like most organisations, we were disrupted by COVID-19 Pandemic. We were closed due to Government policy until August 2020, opening briefly from August to the end of October, followed by restricted access using a 'Click and Collect' like procedure only.

We closed again during November, then from December 2021 to March 2021 and beyond, continuing the 'Click and Collect' procedure which meant few visitors used our facility.

During all this period we held no events, again due to policy and government restrictions, the library continued to open as with 'Click and Collect' except for Wednesday when we reduced the time from 7pm to 5:30pm.

Times as follows: -

Monday	05:00pm - 07:30pm
Tuesday	10:00am - 12:30pm
Wednesday	03:00pm - <b>05:30pm</b>
Thursday	02:00pm - 04:00pm
Saturday	10:00am - 12:30pm

### Vision

GLEAN Hub's goal is still to create a vibrant community library and information service that is valued and well-used by the people of Gnosall. During March 2020 we were readying to launch 'Place of Welcome' to start in April but failed due to COVID-19.

However, GLEAN Hub achieved this by:

- Operating at times which are convenient for potential users. (We opened when many other library and institutions didn't)
- Being situated at a central and accessible village location (the Grosvenor Centre site).
- Providing an efficient lending or reference service - for books, other printed materials/information.
- Developing a range of activities to engage all age-groups and promote a love of reading, literature, culture and the valuing of information.
- Supporting library users in the use of information technology and reference materials.
- Creating a welcoming environment where people can meet and enjoy the company of friends and local residents.
- Providing an appropriate and suitable environment for silent study or related work.
- Working positively with other groups.
- Encouraging a sense of community and inclusion.
- Promoting innovation and talent in Creative Writing.

## ANNUAL REPORT 2020-2021

- Helping the elderly/physically impaired to enjoy the library by providing home delivery

### Mission

GLEAN Hub aims to work within the framework of a wider Gnosall CIO, to include other related community projects as well as the Community Library.

### Community Library Service

The service we provide is the same as a public library. All Library stock is provided by SCC (Staffordshire County Council) public library service and we use its library computer management systems to operate. The community library does not however, have any paid staff, only unpaid volunteers operating on a monthly roster system. Each session is manned by a minimum of two library volunteers but generally three attend any one time.

### Policy & Standards

All are policies can be found on our website [www.gleanhub.org](http://www.gleanhub.org) which include: -

1. SCC's Policies
  - a. Acceptable Use Policy
  - b. Corporate Information Security Policy
  - c. IG and Data Protection Dos and Don'ts
  - d. Information Governance Reference Document
2. GLEAN Hub's policies
  - a. Vulnerable Adults Policy
  - b. Financial Controls Policy
  - c. Health & Safety Policy
  - d. Data Protection Policy

At all times we endeavour to provide the highest level of service to both our customers and attending volunteers.

### Record of Achievement

We have also been successful in attracting a great number of volunteers with a wealth of experience and a willingness to do everything they can to promote this endeavour.

### Future Plans

- Gnosall Parish Council (GPC) has started work on the planning application to extend the six-year planning permission ending in April 2022. We will aid GPC.
- Reintroduce all events including 'Places of Welcome' as soon as government restrictions end.

We have sufficient funding for at least 24 months' operation.

### Financial Record

No major funding events have been held.

## ANNUAL REPORT 2020-2021

Full Accounts attached

### Trustees

(With Effect From 15/05/2020)

Robert Alker (Chairman)

Trevor Whincup (Secretary and Vice-Chair)

Cllr Allan Mills (Health & Safety)

Annette Davies (Finance)

Janet Carr

Robert Hilderley

<b>Gnosall Library accounts 2020/2021</b>							
<b>Trust Account</b>							
<u>Income</u>	Date received	Cheque No.	Cash Amount		Cheque Amount	Paid in	In Total
Carried forward	04/01/2020						£2,392.60
Library takings	07/14/2020		£45.00	cash	£45.00	£45.00	
Easy Fundraising	11/09/2020		£37.22		£37.22	£37.22	
Library takings	02/03/2021		£15.00	cash	£15.00	£15.00	
Library takings	02/25/2021		£20.00	cash	£20.00	£20.00	
Library takings	03/31/2021		£50.00	cash	£50.00	£50.00	
In total							£2,559.82
<u>Expenditure</u>	Date	Cheque No.	Amount	VAT	Total	Paid out	
Creative Bee for Open flag	08/24/2020	100021	£130.00	£26.00	£156.00	£156.00	
Gnosall Parish Council for Tables	10/26/2020	100022	£321.00		£321.00	£321.00	
Henshalls for Insurance	10/26/2020	100023	£284.92		£284.92	£284.92	
R. Alker for plastic sheeting	01/20/2021	100024	£40.00		£40.00	£40.00	
Out total							
<b>Total in account as at 31/03/2021</b>							
<b>Community Account</b>							
Carried forward	04/01/2020						
<b>Total in account as at 31/03/2021</b>							
<b>Grand total both accounts as at 31/03/2021</b>							

Out total	Total in account	Grand total
£801.92		
	<b>£1,757.90</b>	
£194.58		
	<b>£194.58</b>	
		<b>£1,952.48</b>