



ANNUAL REPORT 2021-2022

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ANNUAL REPORT 2021-2022

I am pleased to present the 2021-2022 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 20th February 2019 and the official opening was 4th April 2019.

During the period 2021-2022, like most organisations, we were still being disrupted by the COVID-19 Pandemic. We were open fully from May 2021, whilst in April we still conducted the service via 'Click and Collect' as the previous year.

From May we resumed our normal events and service when Wednesday opening continued to be restricted to 3pm-5.30pm opening times. (Originally -7pm)

All Opening Times as follows: -

Monday	05:00pm - 07:30pm
Tuesday	10:00am - 12:30pm
Wednesday	03:00pm - 05:30pm
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.

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.
- 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.

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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.

Places of Welcome

During late 2021 we commenced opening one session a week (Thursdays) for Places of Welcome in conjunction with 'Places of Welcome' organisation. We ran the event for 4 months with library volunteers plus several new volunteers specific to the event. However, with only a few visitors we decided to suspend the event when several volunteers pulled out and with so few visitors, felt the project had failed.

Policy & Standards

All are policies can be found on our website 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. In early 2022 after a call for more volunteers having lost a few during the COVID epidemic we were pleased to have 5-7 new volunteers.

Future Plans

- Gnosall Parish Council (GPC) has continued work on the planning application to extend the six-year planning permission ending in April 2022. We will aid GPC.
- Reintroduce 'Places of Welcome' in the summer 2022.
- Increase the shelving

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

Financial Record

No major funding events have been held. During COVID we received monies for the distribution of Lateral Flow Test Kits from the library. We also received a donation from an anonymous parishioner.

Full Accounts attached

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Trustees

(As at 31/03/2022)

Robert Alker (Chairman)

Cllr Allan Mills (Health & Safety)

Annette Davies (Finance)

Janet Carr

Robert Hidderley (Secretary)

Gnosall Library accounts 2021/2022							
Trust Account							
<u>Income</u>	Date received	Cheque No./Transfer in	Amount		Amount	Paid in	In Total
Carried forward	04/01/2021						£1,757.90
Library takings	05/22/2021		£40.00	cash	£40.00	£40.00	
Library takings	07/24/2021		£20.00	cash	£20.00	£20.00	
Grant payment from Arnold Clarke	08/06/2021	£750.00			£750.00	£750.00	
Library takings	08/21/2021		£15.00	cash	£15.00	£15.00	
Library takings	09/02/2021		£40.00	cash	£40.00	£40.00	
Library takings	09/24/2021		£20.00	cash	£20.00	£20.00	
Book sale cash takings	09/25/2021		£50.00	cash	£50.00	£50.00	
Staffs. County for Lateral Flow Tests	10/18/2021	£350.00			£350.00	£350.00	
Library takings	10/30/2021		£20.00	cash	£20.00	£20.00	
Staffs. County for Lateral Flow Tests	11/04/2021	£125.00			£125.00	£125.00	
Library takings	11/22/2021		£15.00	cash	£15.00	£15.00	
Library takings	11/27/2021		£55.00	cash	£55.00	£55.00	
Library takings	12/16/2021		£10.00	cash	£10.00	£10.00	
Staffs. County for Lateral Flow Tests	12/16/2021	£100.00			£100.00	£100.00	
Staffs. County for Lateral Flow Tests	01/10/2022	£125.00			£125.00	£125.00	
Library takings	01/20/2022		£10.00	cash	£10.00	£10.00	
Staffs. County for Lateral Flow Tests	02/09/2022	£100.00			£100.00	£100.00	
Anon. donation via Gnosall Parish Council	02/17/2022	£1,000.00			£1,000.00	£1,000.00	
Charity fundraising T. Whincup	02/18/2022	£28.39			£28.39	£28.39	
Library takings	02/21/2022		£35.00	cash	£35.00	£35.00	
Support Staffordshire	02/25/2022	£200.00			£200.00	£200.00	
Charity fundraising T. Whincup	03/09/2022	£27.97			£27.97	£27.97	
Staffs. County for Lateral Flow Tests	03/14/2022	£100.00			£100.00	£100.00	
Library takings	03/18/2022		£25.00	cash	£25.00	£25.00	
In Total							£5,019.26
<u>Expenditure</u>	Date	Cheque No.	Amount	VAT	Total	Paid out	
Beryl Whincup for SRC items	07/26/2021	100026	£8.95		£8.95	£8.95	
Creative Bee for flag repair	08/04/2021	100025	£25.00	£5.00	£30.00	£30.00	
Henshalls for Insurance	11/12/2021	100027	£289.92		£289.92	£289.92	
Creative Bee for double sided bookmarks	12/02/2021	100028	£27.00	£5.40	£32.40	£32.40	

R. Hidderley for DBS check	12/15/2021	100029	£23.00		£23.00	£23.00	
R. Alker for refreshments	12/17/2021	100030	£99.80		£99.80	£99.80	
Creative Bee for grasshopper banner	02/17/2022	100031	£64.00	£12.80	£76.80	£76.80	
Staffs. County for health and safety	02/17/2022	100033	£300.00		£300.00	£300.00	
R. Alker for badge items	02/22/2022	100032	£58.26		£58.26	£58.26	
Ann Chapman for DBS check	03/08/2022	100034	£23.00		£23.00	£23.00	
Sue Merriman for DBS check	03/25/2022	100035	£23.00		£23.00	£23.00	
Out total							
Total in account as at 30/03/2022							
Community Account							
Carried forward	04/01/2021						£194.58
Total in account as at 30/03/2022							
Grand total both accounts as at 30/03/2022							

[illegible]

£965.13		
	£4,054.13	
	£194.58	
		£4,248.71