

NAME OF COMMITTEE	Paulton Hub
MEMBERSHIP	9 members of the Parish Council
REQUIREMENT	To have an involvement or interest in this community facility
TERMS OF REFERENCE	<p>Working in conjunction with staff:</p> <ol style="list-style-type: none"> 1. To promote Paulton Hub and maintain close working relationships with other local organisations and the public through publicity and/or events. 2. To consider administration capacity and decide how volunteers will be managed. 3. To ensure continual support to Library volunteers and provide training for volunteers. 5. To manage all H&S matters. 6. Ensure that the requirements are met in respect of trained First Aiders at the Library and at the café. 6. To ensure the tenant of the community café, within the Hub, complies with all the conditions and requirements in the 'Conditions and Requirements' document and to address if not.
DELEGATED POWERS	<p>The Hub Management Committee is authorised to make decisions on behalf of Paulton Parish Council with regards to all aspects in the Terms of Reference.</p> <p>The overall purpose of this committee is to effectively and efficiently run the Hub working closely with Council staff.</p>
REFERRED BUSINESS	<p>Any contracts, leases, Service Level Agreements or similar to be taken to the Full Council for approval.</p> <p>All policies are to be approved by the full Council.</p> <p>Any expenditure, outside of the agreed budget for the Hub, is to be approved by the full Council.</p>
QUORUM	3 members of the committee
FREQUENCY OF MEETINGS	At least once a month