

<b>NAME OF COMMITTEE</b>	<b>Paulton Hub</b>
<b>MEMBERSHIP</b>	9 members of the Parish Council
<b>REQUIREMENT</b>	The overall purpose of this committee is to effectively and efficiently run the Hub working closely with Council staff.
<b>DELEGATED POWERS</b>	<p>The Committee will work with the staff and are responsible for:</p> <p>promoting Paulton Hub and maintaining close working relationships with other local organisations and the public through publicity and an ongoing event plan.</p> <p>Consider the administration capacity and decide how volunteers will be managed.</p> <p>ensuring continual support to Library volunteers and provide a training plan for volunteers.</p> <p>ensuring all H&amp;S requirements are met.</p> <p>ensuring that the requirements are met in respect of trained First Aiders at the Library and at the café.</p> <p>ensuring the tenant of the community café, within the Hub, complies with all the conditions and requirements in the 'Conditions and Requirements' document and to take appropriate action where required.</p> <p>The committee is authorised to make decisions on behalf of Paulton Parish Council with regard to all aspects in the Terms of Reference and within the budget, up to £5000 in accordance with the Financial Regulations.</p>
<b>REFERRED BUSINESS</b>	<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>
<b>QUORUM</b>	3 members of the committee
<b>FREQUENCY OF MEETINGS</b>	Every 2 months