

NAME OF WORKING PARTY	Paulton Hub Working Party
MEMBERSHIP	As agreed at the Annual May meeting held on 21 st May 2019
REQUIREMENT	Members must have the commitment and capability to assist in managing the transfer of responsibility for Paulton Hub from B&NES Council to Paulton Parish Council.
TERMS OF REFERENCE	<ol style="list-style-type: none"> 1) To formulate and submit Paulton Parish Council's 'Business Plan' to B&NES Council. 2) To formulate policies to deal with the management of Paulton Hub and upkeep of the facility, including the formal terms and conditions of use/hiring by local groups and community organisations. 3) To promote Paulton Hub and maintain close working relationships with other local organisations and the public through publicity and/or events. 4) To consider administration capacity and decide how volunteers will be managed. 5) To consider training and support to Library volunteers. 6) To authorise, in advance, Members and Officers attendance at training, conference and seminars or other meetings falling within the purview of the committee. 7) To formulate Volunteer policies. 8) To manage risk and develop H&S policies and risk assessments in respect of the Hub. 9) To make applications for grant assistance on behalf of Paulton Hub in the name of Paulton Parish Council. 10) To consider and accept tenders/quotations for works, equipment etc. falling within approved estimates. 11) To prepare monthly reports which summarise the work undertaken in exercise of its delegated powers and present to the full Council on a monthly basis. 12) To consider revisions of these Terms of Reference at the end of the transition phase and recommend appropriate amendments to the Council.

	<p>13) To undertake all aspects, detailed in the attached, in relation to the following 3 areas:</p> <ul style="list-style-type: none"> • Business • Library • Facility <p>14) To recommend to the full Council the budget to be set in respect of Paulton Hub.</p> <p>15) These Terms of Reference relate to the transition period only due to end April 2019.</p>
DELEGATED POWERS	<p>The committee is authorised to make decisions on behalf of the Parish Council with regards to all aspects in the Terms of Reference.</p> <p>The committee has the authority to expend any income received which has been allocated for Paulton Hub.</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, are to be approved by the full Council.</p>
QUORUM	3
FREQUENCY OF MEETINGS	To be held on an hoc basis as and when required.