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To: - Members of the Hub Management committee: Councillors D Garlick, G Garlick, L Hardman, A Lyons, A Meaton, C Mitchard, L Quinn, P McSherry and H Warren.

You are summoned to attend a meeting of the **Paulton Hub Management Committee** to be held via video conference on **Wednesday 21st October 2020 at 6.00pm**. The Agenda for the meeting appears below.

The link for the meeting can be found below and on our website for members of the public who wish to join, alternatively please contact the Clerk if you would like the link emailed directly.

<https://us02web.zoom.us/j/87648539476?pwd=ZWVhbnRlVHhWU3VlVREUUX0cmt0Mkh0QT09>

A handwritten signature in black ink, appearing to read "Carol Hall".

Carol Hall, Parish Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To note any apologies for absence.

2. PUBLIC PARTICIPATION

In accordance with Standing Order 3, members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

4. CONFIRMATION OF MINUTES

That the Minutes of the Hub Management committee meeting held on 10th September 2020 are electronically approved as a correct record and signed by the Chairman.

5. FINANCES

To note the current finances in respect of the set up of the Hub. Please note this is the accounts up to the end of September 2020.

6. POST OPENING UPDATE

To note that overall the reopening of the Hub has been a great success. It has been highlighted by the Community Libraries Support team that the Hub volunteers have done an amazing job with only telephone support. Feedback from the volunteers to the staff at Paulton Parish Council has been very positive.

Any concerns or suggestions are addressed promptly between the Volunteers and Paulton Parish Council. There is a regular presence in the Hub from our Admin Assistant, Hilary Oram.

There are plans in place for all admin staff to train on the libraries mobile circ system so we can provide additional support when required.

Both the Somerset Guardian and the Midsomer Journal have published an article on the reopening and the Mendip Times has attended and will hope include in the next edition.

7. LIBRARY OPENING HOURS

To note that Kathleen Still has contacted all the volunteers to see if there is an appetite to open the library on a Saturday for a couple of hours. Kathleen will liaise with Hilary once she has received responses.

8. CHILDRENS BOOKS (attached)

It was resolved in September's meeting to defer the decision regarding the children's bookshelves until the library had reopened. Feedback has been received that bookshelves are required.

To approve the purchase of the bookshelves as detailed in the attachment.

9. REQUEST FROM CAFÉ TENANT

To approve a request from Zoe Escott to extend her opening hours to include a Sunday. Due to customer demand Zoe would like to open the Café 9am - 3pm every Sunday.

10. KITCHEN DRAINING BOARD (attached)

To approve the purchase of a sloping draining board.

It has been highlighted by the Café Tenant that due to the draining area in the new kitchen being flat there is a significant amount of water sitting on the top. Since reopening and offering a more extensive menu there is more dishes to wash and this is causing an issue. An example of a sloped draining board is in the attachment and would help to resolve this issue.

11. FLOORING

To note that a resolution in respect of the flooring has still not been agreed. Advice has been sought from the trading standards and the flooring company has been contacted again on the 24th September 2020. We are still awaiting a reply.

12. DATE OF THE NEXT MEETING

The next scheduled meeting for the Hub Committee is the **24th November 2020** at 6pm.