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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 **Tuesday 24<sup>th</sup> November 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/81912340568?pwd=NmFJekN6REhJenBMVUk4eHBPZHBZdz09>

A handwritten signature in black ink, appearing to read "chall", is enclosed in a light grey rectangular box.

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 16<sup>th</sup> 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 21<sup>st</sup> October 2020 are electronically approved as a correct record and signed by the Chairman.

5. FINANCES

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

6. PRINTER

To decide if we would like to purchase a printer for the Hub at an approximate cost of £100.

The Library Assistants have been asked to note any requests for printing in the daily diary so we can understand demand from the Library users. Unfortunately, this has not happened, but we have been informed there has been several requests. The assistants have been informed of the need to record this information. A decision is required today if we continue to monitor and review in 2 months or to purchase a printer now.

7. VOLUNTEER FEEDBACK

To note the following feedback resulting from a meeting between Hilary Oram and Kathleen Still, on behalf of the volunteers:

- Concerns regarding the positioning of the Computers, both Customer and Assistants
- Insufficient shelving for the stock
- There is concern that when the large table and chairs are put into the library that space for shelving and books will be further reduced.
- Secure storage space for paperwork etc

It has been suggested that when it is safe to do so that a visit is made to the Hub by Cllr A Lyons, Hilary and Kathleen however in the interim, Kathleen Still has made some requests to alter the layout of some furniture to be agreed. **(attached)**

8. SMALL BOOKSHELVES

The small wooden bookshelves in the Children's area of the library were purchased by Cllr P McSherry at a cost of £15 as it was felt lower bookshelves were required.

To decide if we would like to keep the wooden bookshelves and therefore pay for them. **(attached)**

9. CAFÉ TAKEAWAY HOURS DURING LOCKDOWN

To note that following the resolution made at the Parish Council Meeting on the 6<sup>th</sup> November 2020, the Clerk, RFO, Councillors G Garlick and A Lyons have given permission for the café to remain open until 7pm on a Friday to provide a takeaway service. This permission was granted for the period of lockdown only whilst the café is unable to open for normal service.

10. FLOORING

To note that a response has still not been received from the flooring company and therefore no resolution reached. This has been chased by email and telephone messages several times, the last attempt was on the 11<sup>th</sup> November 2020.

11. DATE OF THE NEXT MEETING

The next scheduled meeting for the Hub Committee is the **15<sup>th</sup> December 2020** at 6pm.