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

You are summoned to attend a meeting of the **Paulton Hub Management Committee** to be held at the Community Hub on **Wednesday 28th July 2021 at 6.00pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, which appears to read "Carol Hall". The signature is written in a cursive style and is placed on a light grey rectangular background.

Carol Hall, Parish Clerk

THIS MEETING MAY BE FILMED OR RECORDED

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 23rd June 2021 are approved as a correct record and signed by the Chairman.

5. UPDATE FROM THE HUB ADMIN ASSISTANT (attached)

To note the details included in the attached report.

6. LIBRARY LAYOUT

To note the current layout of the library and share any feedback received.

7. VOLUNTEER EVENT

To review the outcome and suggestions following the volunteer event and agree next steps.

8. EVENT PLAN (attached)

To review the current event plan and consider timescales for planned events.

9. CAFÉ FURNITURE

Following the easing of restrictions members of the Management committee have requested that a review of the placing of the café furniture and equipment is undertaken to ensure the shared space remains free from any furniture.

10. ORGANISATIONAL AND OPERATIONAL REVIEW

To review the recommendations in relation to the Hub within the organisational and operational review. Agree a proposal to take to the Full Council.

11. TERMS OF REFERENCE (attached)

To review the current Terms of Reference as agreed by the Full Council meeting to ensure they are still fit for purpose.

12. DATE OF THE NEXT MEETING

The next scheduled meeting for the Hub Committee is the **25th August 2021** at 6pm.

13. EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercial matters.

14. CAFÉ RENT REVIEW (attached)

In accordance with the lease the annual rent review for the café tenant needs completing, any changes will take effect from 23rd September 2021.