

 Parish Clerk: Helen Jenkins

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To: - Members of the Paulton Hub Management Committee: Councillors Bridgeman, Hardman, Lyons, Mitchard, McSherry and Newton.

You are summoned to attend an extraordinary meeting of the Paulton Hub Management Committee to be held in the meeting room on **Tuesday 17th October 2023 at 5:30pm.**

The agenda for the meeting appears below.

**AGENDA**

1. APOLOGIES FOR ABSENCE

 To receive and accept apologies for non-attendance.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council’s Code of Conduct (adopted on 30th November 2021) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3. ADMINISTRATOR’S REPORT

 To review and note the report.

4. LIGHTING FIXTURES FOR THE LIBRARY

 To discuss the quote to replace failing light fixtures.

5. USE OF SMALL OFFICE

To discuss the offer of the use of the small office for Trauma Breakthrough to hold counselling sessions with their clients.

6. AMENDED BOOK MARKER

 To approve the re-design of the book marker.

7. SUMMER READING CHALLENGE 2023

 To discuss the report and review of the reading challenge.

8. LOCAL HISTORY ARCHIVE

 To discuss the suggestion to have a local history archive within the library.

9. 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.

10. REQUEST TO RE-CONSIDER CAFÉ RENT REVIEW

To discuss email request from café proprietor regarding the rent increase.

11. REVIEW OF CAFÉ CLOSING TIMES

To review the arrangements for the closing time of the café following the decision to hold the 2:00 to 4:00pm session on Thursdays.

12. DATE ON NEXT MEETING

 The next meeting of the committee is scheduled to take place on **19th December 2023.**