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To: - Members of the Hub Management committee: Councillors T Bridgeman, 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 in the meeting room, Village Hall, Paulton on **Wednesday 19<sup>th</sup> January 2022 at 6.00pm.**

The Agenda for the meeting appears below.

A handwritten signature in cursive script, appearing to read 'Carol Hall', enclosed in a light grey rectangular box.

Carol Hall, Parish Clerk

#### **EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit and proceed downstairs to the tennis courts.

#### **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 30<sup>th</sup> November 2021) 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 17<sup>th</sup> November 2021 are approved as a correct record and signed by the Chairman.

5. CHAIRMANS REPORT

The Chairman will report back on any relevant activities or concerns since the last meeting.

6. LEASE BREAK CLAUSE (attached)

The break clause for the lease on the Hub is the 31<sup>st</sup> July 2022, it was understood that notice would be required prior to this date if the Council wished to terminate the lease at the break clause point. Following legal advice, it has now been brought to our attention that notice would be required at lease 6 months prior to this date, therefore received no later than the 28<sup>th</sup> January.

To decide if the Council wish to trigger the break clause in the lease, any recommendation will need approval by the full Council.

7. UPDATE FROM THE HUB ADMIN ASSISTANT (attached)

To note the details included in the attached report to include:

- November and December footfall figures
- Daily newspapers have been reinstated into the library from January 2022. This service was stopped due to concerns over handling with COVID restrictions.
- A lockable cabinet is accessible to volunteers for confidential items, they have all been notified.
- The extraction system has now been fitted and was initially working effectively to remove the smoke, however it now seems less efficient and therefore the company have been called out to have a look at it.
- The front shutter on the building is broken, in accordance with the lease it is our responsibility to fix this and we are currently contacting repair companies.
- The recent closures of the café.

8. LIBRARY SUPPORT

To note that following a review of the workload and support required at the Hub it has been agreed that we will trial the Admin Assistant working from the Hub for 4 hours per week on an alternating Monday and Tuesday, subject to cover being available in the Council office. This will be reviewed after 3 months.

9. HEARING LOOP

Ward Councillor L Hardman has offered to contribute £700 towards a hearing loop, this

will be an extension to our existing contract for the meeting room. The overall cost is £800 and therefore approval is required for the additional £100.

10. VOLUNTEER EVENTS

To receive an update of anything raised for consideration following the Volunteer events held on the 13<sup>th</sup> December 2021 and 17<sup>th</sup> January 2022.

11. DATE OF THE NEXT MEETING

The next scheduled meeting for the Hub Committee is the **16<sup>th</sup> February 2022** at 6pm.