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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 20<sup>th</sup> October 2021 at 6.00pm.**

The Agenda for the meeting appears below.

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

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 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 22<sup>nd</sup> September 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 to include:

- Replacement rug or carpet tiles are still required. Cllr T Bridgeman may wish to update the committee.
- September footfall figures.
- Possible Christmas event for the Volunteers.
- Event held on the 27<sup>th</sup> September.
- Increased opening hours.

To note that following last months resolution to submit a weekly update of important information within Kathleen's Still's weekly email, therefore reducing the volume of emails to the volunteers and ensuring it was read timely, Kathleen's has declined as she does not feel it is appropriate.

6. LIBRARY BOOKMARKS

To receive an update from Cllr P McSherry on the bookmarks approved at last months meeting and agree next steps.

7. VOLUNTEER MEETING

To receive an update from Cllr's A Lyons and P McSherry following a meeting with some of the volunteers on the 18<sup>th</sup> October.

8. REQUEST FROM THE CAFÉ TENANT

To approve a request from the Café tenant in respect of a Halloween Party and the Santa's Grotto in December.

A request has also been made to place a second table along the shared space wall for the month of December to enable space for a Christmas Tree. The café has also offered to decorate the Library area along with the café for Christmas.

9. DATE OF THE NEXT MEETING

The next scheduled meeting for the Hub Committee is the **17<sup>th</sup> November 2021** at 6pm.

## Attached reports/information:

*Agenda item 5*

### MONTHLY REPORT: HILARY ORAM

October 2021

Each Month the Admin Assistant will provide a monthly report for the Hub Management committee with any information “to note”

#### **October 2021**

- September footfall figures have dropped. This was expected now that the children have gone back to school.
- Elmer rug has been removed. Any update on carpet tiles?
- Are we having a Christmas get together for the volunteers. Previously arranged by Liz. Possibly on 13<sup>th</sup> December? Mulled wine & mince pies with a drop in 11am to 2pm or in the evening?
- First talk held on 27<sup>th</sup> September by Tony Quinn. 11 people attended.
- The library opening hours have been extended by 30 minutes each day. There has been some feedback about the need for additional afternoon session to catch school finishing time.