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To: - Members of the Paulton Hub Management Committee: Councillors Breeze-Crow, Hardman, Harle, Lyons, McSherry (Chairman) and Newton.

You are summoned to attend a meeting of the Paulton Hub Management Committee to be held in the meeting room on **Tuesday 3rd September 2024 at 7:00pm.**

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 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.

### **3. CONFIRMATION OF MINUTES**

That the minutes of the Paulton Hub Management Committee meeting held on 23rd July 2024 to be approved as a correct record and signed by the Chairman.

### **4. ADMINISTRATOR'S REPORT ON THE LIBRARY**

To receive and note the report.

### **5. CLEANING**

Clerk has submitted a revised schedule of cleaning to the contractor.

### **6. MEETING ROOM**

Clerk is in negotiation with a group for the occasional use of the room.

## **7. RECENT LEAK FROM FLAT ABOVE THE HUB**

To receive an update on this and discuss any redecoration/remedial action required.

## **8. SIGNAGE**

The Clerk has not received any information from SEP regarding changing the signage. The removal of the film on the windows and replacing it is ongoing.

## **9. REDECORATION IN THE CAFÉ AREA**

To receive an update.

## **10. OPERATIONAL/OVERVIEW OF THE CAFÉ**

To discuss staffing, opening hours, cleaning of the café kitchen and records following the staffing meeting on 28<sup>th</sup> August 2024.

## **11. 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.

## **12. FINANCIAL REPORTS FOR THE CAFÉ**

To receive and note reports.

## **13. UPDATE ON OUTSTANDING BILLS**

To discuss the latest position on trading and finances.

## **14. DATE ON NEXT MEETING – PLEASE NOTE MEETING START TIME**

The next meeting of the Committee is scheduled to take place on **1st October 2024 at 7:00pm.**