

Paulton Parish Council



To: - Members of the Hub Management committee: Councillors J Humphries (Chairman), L Hardman, A Lyons, L Quinn, P McSherry and H Warren.

You are summoned to attend a meeting of the **Paulton Hub Management Committee** to be held in the Village Hall meeting room, Paulton on **Tuesday 19th February at 7.00pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read 'Jo Swift', is positioned above the name of the Parish Clerk.

Jo Swift, Parish Clerk

EVACUATION PROCEDURE

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

AGENDA

1. APOLOGIES FOR ABSENCE

To note any apologies for absence.

2. 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.

3. PUBLIC PARTICIPATION

That in accordance with Standing Order 3 members of the public be permitted to address the Chairman on questions and observations upon matters within the jurisdiction of the Council.

4. CONFIRMATION OF MINUTES

That the Minutes of the Parish Council meeting held 5th February 2019 are approved as a correct record and signed by the Chairman.

5. TASKS AND TIMELINE

(i) An update on the tasks, agreed at the last meeting, to be provided:

Task Group 1:

- Kitchen fittings - clarify who is buying what.
- Electric and water meter – will they be joint or separate - % costs to be discussed.
- Storage - clarify the use of the rooms on the other side of the building.
- Decoration to be looked at.

Task Group 2:

Under this group, at the last meeting it was agreed an update on an estimated expenditure plan to be presented.

- (ii) Set new tasks with a timeline.

6. IT EQUIPMENT

A formal decision needs to be made on the IT equipment, which company is to be used and to approve the cost.

7. PLANNING

An update to be provided.

8. CLEANER

An update to be provided.

9. SIGNAGE

A formal decision needs to be made regarding the new signage for the Hub (i) the design and (ii) the cost.

10. DATE OF NEXT MEETING

The next meeting is to be held on **Tuesday 26th February 2019** at 7.00pm.

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. LEASES

An update to be provided.