

# PAULTON PARISH COUNCIL

Minutes of the Hub Management Committee meeting held on  
Wednesday 19<sup>th</sup> January 2022 at 6.00pm held at the Village Hall meeting room.

---

PRESENT: Members of the Hub Management committee: T Bridgeman, D Garlick, G Garlick, L Hardman, A Lyons, P McSherry, A Meaton and H Warren.

IN ATTENDANCE: Carol Hall – Clerk

## 22-77. APOLOGIES FOR ABSENCE

Apologies were noted for Cllr K Paul.

## 22-78. PUBLIC PARTICIPATION

There was none.

## 22-79. DECLARATIONS OF INTEREST

Councillors L Hardman, A Lyons, and H Warren declared they are library volunteers.

## 22-80. CONFIRMATION OF MINUTES

**Resolved** – that the minutes of the meeting held on 17<sup>th</sup> November were confirmed as a true record and signed by the Chairman.

## 22-81. CHAIRMAN'S REPORT

Cllr A Lyons provided an update covering activities since the last meeting covering the following:

- Local author Mike Gould did a talk, the event was poorly attended with the audience made up of 1 resident, library volunteers and Councillors. Consideration will be given to future event timings to encourage greater attendance.
- The Volunteer Christmas event was well attended and enjoyed by all.
- The bookmarks previously agreed have not progressed.
- An update in respect of the PPL/PRS license would be provided at the February meeting.

## 22-82. LEASE BREAK CLAUSE

The report was discussed, and the information provided in respect of the library usage, the running costs and the benefits to the Village and the community.

**Resolved** – that the Hub Management Committee would recommend to the full Council not to trigger the break clause and continue with the current lease term until 30<sup>th</sup> July 2027.

**Resolved** – that a request would be made to SEP properties for a rent reduction.

#### 22-83. UPDATE FROM THE HUB ADMIN ASSISTANT

A written update was provided by Hilary Oram and the following points were noted:

- November and December footfall figures
- Daily newspapers have been reinstated into the library from January 2022.
- A lockable cabinet is accessible to volunteers for confidential items, they have all been notified however due to the incorrect access code being input several times we have been locked out. We are now awaiting a locksmith to gain access.
- 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, we are currently contacting repair companies.
- Following the recent closures of the café, the Clerk will meet with the tenant to ensure a clear contact procedure is in place and to discuss the recent regular closures.

#### 22-84. LIBRARY SUPPORT

It was noted that the Hub admin assistant, Hilary Oram, would be working from the Hub 4 hours each week to support the volunteers and focus the required workload to the time spent in the Hub.

#### 22-85. HEARING LOOP

**Resolved** - that a hearing loop would be purchased for the Library at a cost to the Council of £100 with the additional £700 being paid from a grant awarded by BANES Councillor Liz Hardman.

#### 22-86. VOLUNTEER EVENTS

An update was received from Cllr A Lyons in respect of the 2 volunteer meetings held on the 13<sup>th</sup> December and 17<sup>th</sup> January, the following actions were highlighted:

- An extension lead is required to enable the heater to be placed on the floor.
- A service of the current heating system is required.
- A halogen heater would be explored as a possible option to heat up the library space.
- The magazine racks would be moved to the correct side.
- The 2<sup>nd</sup> wooden bookcase would be installed next to the one currently in place.
- Options to replace the broken blue light shades would be explored.
- The volunteers would contact the office in respect of possibly moving some furniture around.
- Hilary will notify all the volunteers that the next volunteer meeting is the 28<sup>th</sup> February at 10am.
- Hilary will confirm with all Volunteers that their email address will be shared with each other.
- The volunteers will inform Hilary and the Clerk of any future planned events.

22-87. DATE OF NEXT MEETING

The next scheduled Hub Committee meeting is the **16<sup>th</sup> February 2022** at 6.00pm.

The meeting finished at 7.15pm

Signed: ..... Date: .....  
(Chairman)