



Parish Clerk: Helen Jenkins
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To: - Members of the Paulton Hub Management Committee: Councillors Bridgeman, Hardman, Harle, Lyons, Mitchard, 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 23rd July 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 30th 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 28th May 2024 to be approved as a correct record and signed by the Chairman.

4. ADMINISTRATOR'S REPORT

To receive and note the Administrator's report.

5. STORAGE FOR THE CAFÉ

To receive an update.

6. CLEANING

Clerk to give an update on the cleaning following a meeting with the contractor.

7. MEETING ROOM

Clerk to give an update on the bookshelf, a replacement table and use of the room.

8. SIGNAGE

The Clerk has contact SEP regarding changing the signage and the removal of the film on the windows and replacing it is ongoing.

9. REDECORATION IN THE CAFÉ AREA

To receive an update.

10. STAFFING OF CAFÉ

To receive an update on staffing of the café.

11. FLY SCREENS FOR WINDOWS IN KITCHEN

Update on installation of the fly screens.

12. 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.

13. UPDATE ON CAFÉ TRADING AND 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 **6th August 2024** at **7:00pm**.