

# PAULTON PARISH COUNCIL

Minutes of the Hub Management Committee meeting held on  
Tuesday 3rd September 2024 at 7:00pm  
held at the Village Hall meeting room.

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Present: Councillors (Cllrs) Hardman, Harle, Lyons, McSherry (Chairman) and Newton

## Minutes

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### 1 – APOLOGIES FOR ABSENCE

Cllrs Breeze-Crow

### 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.

**None declared.**

### 3 - CONFIRMATION OF MINUTES

To receive and approve: - Minutes of the Paulton Hub Management Committee Meeting of Paulton Parish Council held on 28th May 2024

**Resolved** - to approve the Minutes.

### 4 – ADMINISTRATOR'S REPORT ON THE LIBRARY

There are still problems with the Sparks system.  
Axell are continuing to make amendments.  
The library has been very busy with the Summer Reading Challenge which will finish in two weeks.

Administrator's Report Noted

Also discussed was the use of library space for the '**uniform swap**' which was held in the library from the 12<sup>th</sup> to 24<sup>th</sup> August. We've had a report from the organiser who thanked PPC for letting them hold it in the library. She also told us it made £124.50 for Paulton Schools PTA.

The Committee is very pleased it was a success and agreed, that this was good for the community, not only those who swapped uniforms and saved some money and recycle uniforms, but the library and cafe had more users.

There was one issue that caused a problem. A clash with a library session. This was discussed at length, and we agreed that, should there be a clash with a session in the future, plans would be put into place to enable both to work at the same time without too much disruption.

**NOTED**

### 5 – CLEANING

The Clerk had a meeting with our current cleaning services company and discussed a proposal for cleaning of the Hub to come into effect from 1st October 2024. The extra 2 hours are on Monday and Wednesday.

The Committee discussed the current and proposed changes and felt that the job and cleaning days may need reviewing. It's a big area to clean in a very short time. We also think the cleaning should happen at the end of each day the Hub is open for business.

**AGREED** - that the Council would review the new cleaning schedule in a couple of months.

## **6 - MEETING ROOM**

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

**NOTED**

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

Cllr Harle responded very quickly to the call for help from the café staff on Saturday, 17<sup>th</sup> August, who discovered a large puddle of water in the café and a drip from the ceiling when they arrived at 08:45. Tables and chairs were moved, a light and ceiling tiles were removed, a bucket to catch the drip was put in place and the floor was mopped. Our thanks to Cllr Harle for all his help. The leak was stopped and everything dried up. The light, tiles, tables, and chairs were put back in place on 23<sup>rd</sup> August. Thankfully, everything was now dry and there were no visible signs of damage.

## **8 - SIGNAGE**

The Clerk has now received information from SEP regarding changing the signage. The Committee discussed the information from SEP's solicitor and agree that it's potentially a very costly endeavour for what it is.

**AGREED** – That we should not proceed any further with the change of sign.

The removal of the film on the windows and replacing it is ongoing.

**NOTED**

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

To receive an update.

**DEFERRED**

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

A brief update on the last café staff meeting was given.

## **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**

Cllr Harle prepared a report for the Committee which he read out. Spreadsheet information was shared. We also discussed how occasional items bought with money from the till effects the Clerk's financial calculations. A resolution is yet to be found.

**NOTED**

## **13 - UPDATE ON OUTSTANDING BILLS**

To discuss the latest position on trading and finances. The trading finances were discussed under the Financial Reports for the Café

An email received 29<sup>th</sup> August from the previous tenant was read out.  
The committee agree that, whilst this may be a bad time for the previous tenant, the issue of outstanding debt has been going on too long and does need to be resolved.

**NOTED**

**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.**

The Meeting ended at 8:08pm

The meeting was recorded, and the minutes were drafted by Cllr McSherry

Signed.....

Date.....

(Chairman)