

PAULTON PARISH COUNCIL

Minutes of Paulton Hub Management committee meeting held on
Tuesday 13th November 2018 at 7.00pm held in the meeting room, Village Hall, Paulton

PRESENT: Councillors J Humphries (Chairman), L Hardman, A Lyons, P McSherry, L Quinn
and H Warren. K Still (non-Councillor)

IN ATTENDANCE: Jo Swift – Clerk

42. APOLOGIES FOR ABSENCE

There was none.

43. DECLARATIONS OF INTEREST

There was none.

44. PUBLIC PARTICIPATION

There was none.

45. CONFIRMATION OF MINUTES

Resolved – that the minutes of the meeting held on 16th October 2018 were confirmed as a true record and signed by the Chairman.

46. INITIAL TASKS AND TIMELINE

The process now needs to begin of what needs doing, how and by whom. A revised Task List was handed out to all those present and the following was discussed and agreed to action.

Task Group One:

Chase Jackie Fielder to look at the inventory that she has been sent and for B&NES to agree what is owned by the café, B&NES Council and what the Parish Council will be having handed over.	Liz
Contact/visit B&NES to try and find a wiring diagram of the property.	Jeff
To investigate sponsorships/donations.	Linda
Make contact with B&NES to visit Pixash Lane in Keynsham to see what is available as previously mentioned.	Linda

Task Group Two:

What support is B&NES going to give – liaise with Helen Beckwith to then produce a draft SLA.	Kathleen
Libraries West – need to agree this.	Kathleen

Task Group Three:

IT including printer, photocopier, scanner – source and find out what is required and contact the Parish Councils IT company.	Jeff and Patricia
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- It is thought that there will be a period when B&NES and Paulton Parish Council will need to be running the library jointly throughout the transition period. Discussions with B&NES need to be had about this.
- An open day to be arranged later.
- Second hand book sales to be considered at a later date when the library is up and running.
- The DVD magnet – this needs to be kept for the ordered DVDS, when the renovations start it is important that this is not lost.
- Jo to set up 'One Drive' to share documents

47. FUTURE MEETING DATES

Resolved – that the next meeting, following the December meeting, will be agreed at the 11th December 2018 meeting.

48. DATE OF THE NEXT MEETING

The next meeting of the Paulton Hub Management committee is scheduled to take place on 11th December 2018 at 7pm.

49. EXCLUSION OF PRESS AND PUBLIC

Resolved – 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.

50. LEASES

No update regarding any leases.

51. COMMUNITY LIBRARY AGREEMENT

No update regarding the agreement.

52. CAFÉ AT THE HUB

An update was provided. The lease cannot be drawn up yet as still waiting for information.

The meeting closed at 8.30 pm

Signed: Date:
(Chairman)