**PAULTON PARISH COUNCIL**

Minutes of Paulton Hub Management committee meeting held on

Tuesday 5th February 2019 at 5.30pm held in the meeting room, Village Hall, Paulton

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

IN ATTENDANCE: Hilary Oram – Administrator

74. APOLOGIES FOR ABSENCE

There was none.

75. DECLARATIONS OF INTEREST

 There was none.

76. PUBLIC PARTICIPATION

 There was none.

77. CONFIRMATION OF MINUTES

 **Resolved** – that the minutes of the meeting held on 8th January 2019 were confirmed as a true record and signed by the Chairman.

78. INITIAL TASKS AND TIMELINE

Task Group 1 – A meeting with the café owner is required to discuss the following points.

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

Decoration to be looked at depending on what the lease allows. It was agreed lino is preferred to carpet for flooring.

Task Group 2 – L Hardman, A Lyons and L Quinn visited Pixash Lane. Obtained an oval meeting table, six chairs and shelves. Storing it until required. No cost. Six more chairs to be booked possibly along with white boards. Need to look for sofas. Two book racks to be purchased. J Humphries to do an estimated expenditure plan for the next meeting.

Task Group 3 – New quote from Soltech. Cost of £4,300 for computers, printer/scanner. It was agreed two public computers required rather than three. Quotes for different grills were presented.

79. PLANNING

 J Humphries spoken to B&NES. Meeting at Hub with S Dixon and planning officer 6th

 February.

80. CLEANER

 Need to establish who is cleaning the kitchen and café. Discussion required with Zoe as

 to the possibility of sharing the cost.

81. SIGNAGE

Signage plan drawn up by Councillor J Humphries.

82. DATE OF NEXT MEETING

 The next Meeting is to be held on **Tuesday 19th February 2019** at 7.00pm

83. 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.

84. LEASES

Meeting arranged with L Hardman and A Lyons on 6th February to look at Zoe’s lease and amend as necessary. Discussion between Councillor J Humphries and S Dixon required to release B&NES lease.

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Meeting ended at 7.00pm

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