

PAULTON PARISH COUNCIL

Minutes of Paulton Hub Management committee meeting held on
Tuesday 9th April 2019 at 7.00pm held in the meeting room, Village Hall, Paulton

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

IN ATTENDANCE: Jo Swift (Clerk), Hilary Oram (Admin), Jackie Fielder, Helen Beckwith, Mike Plows (B&NES Council).

108. APOLOGIES FOR ABSENCE

Apologies were received and approved from Councillor L Quinn.

109. DECLARATIONS OF INTEREST

There was none.

110. PUBLIC PARTICIPATION

There was none.

111. CONFIRMATION OF MINUTES

Resolved – that the minutes of the meeting held on 26th February 2019 were confirmed as a true record and signed by the Chairman.

112. TASKS AND TIMELINE

- An inventory has been completed for an asset register and for insurance purposes.
- A carpet company has been in and will provide samples and quotes.
- Proposed refurbishing of kitchen – an update was provided of what is required and what will be re-used but moved. The cost for the new units will be approximately £2K due to being able to get a discount. The present cooker hood is thought to be fit for purpose and may not need replacing. The hand sink will be moved and re-used. The water heater may need to be boxed in.
- Furniture has been chosen from Pixash Lane and some second hand furniture has been purchased and is presently being stored.
- The IT company have completed a site visit, training is booked, and the IT company will organise the equipment for the training. The days booked are 13th, 14th and 15th May, 10am to 4pm with breaks (2.5-hour sessions). This training is for existing volunteers. An update was given on all the IT work that will take place.
- Building work – an update was given.
- Grill – 2 quotes have been received for supply only (i) £800 - £900 (ex VAT) and (ii) £865 (ex VAT). The 3rd quote for fitted is £1160.
- CCTV – B&NES are not sure at the moment what is going to be taken, a contact has been provided.

On Friday 26th April 2019 at 1pm B&NES Council will close and leave the Hub. The books will be removed on Monday 29th April 2019. The planned re-opening day is Monday 20th May.

113. CLEANER

Café will continue to do the kitchen cleaning; this does not include the café seating area. Presently, the Hub is cleaned 6 days a week. It was agreed that certain areas are still to be cleaned 6 days a week but areas such as the back office may not have to be so regular. The cleaner to advise how long the cleaning will take.

Resolved – that the Village Hall cleaner is asked to quote to clean 6 days a week and advise how long it will take to clean as detailed above.

114. SIGNAGE

Resolved – that the agreed image is to be passed to admin to start the planning application process.

115. OPENING HOURS

It is hoped that the hours will be 9am to at least 4.30pm. Concerns were raised about locking up. It was suggested that staying open until 5pm is tried. Keys are held by the Café and by the newsagent. The Parish Council office will need to hold some keys.

Resolved – it was agreed to discuss with the café before agreeing on the opening hours.

116. VOLUNTEERS

Resolved – that the application pack, drafted by the Parish Council, is approved and is the one that will be used after consulting with the Parish Councils HR company regarding the correct wording in respect of spent and unspent convictions.

Resolved – that the new volunteer applications are to be dealt with jointly between the Volunteer Co-ordinator and Parish Council admin (Hilary).

117. LICENCES

B&NES Council will investigate this matter and report back.

118. GROUPS THAT USE THE HUB

Resolved – that all groups that use the library will be contacted when the Hub has re-opened. The new committee will decide who will be able to use the facility for free and who may have to pay.

119. NEWSPAPERS

Resolved – that the Somerset Guardian and Western Daily Press are continued at a cost of approximately £5 per week, this will be from when the Parish Council take over.

120. DATE OF NEXT MEETING

To be advised.

121. 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.

122. LEASES

The rent review has been provided and those present were told the figure. The Parish Councils solicitor has the lease and is presently looking at it.

123. CAFE

Resolved – that the Clerk will write to the owner as discussed and agreed.

Meeting ended at 9.45 pm.

Signed: Date:
(Chairman)

DRAFT