



Meeting Papers

Paulton Hub Management Committee

19th January 2021

Agenda Item 6

BREAK CLAUSE

SITUATION

Paulton Parish Council took over the lease for the Hub in June 2020. There is a break clause in the lease of 31st July 2022. It was always understood that if the Council wish to trigger the break clause then notice would be required prior to that date with the termination of the lease not being before the 31st July. It has now come to light following advice from Thatcher and Hallam that if the Council wish to trigger the break clause then notice would be required no later than 6 months before the break clause date, therefore delivered on the or before the 28th January 2022.

As a result of this short timescale a decision is required by the Council promptly. Any recommendation from the Hub Management Committee will be taken to the full Council on the 25th January.

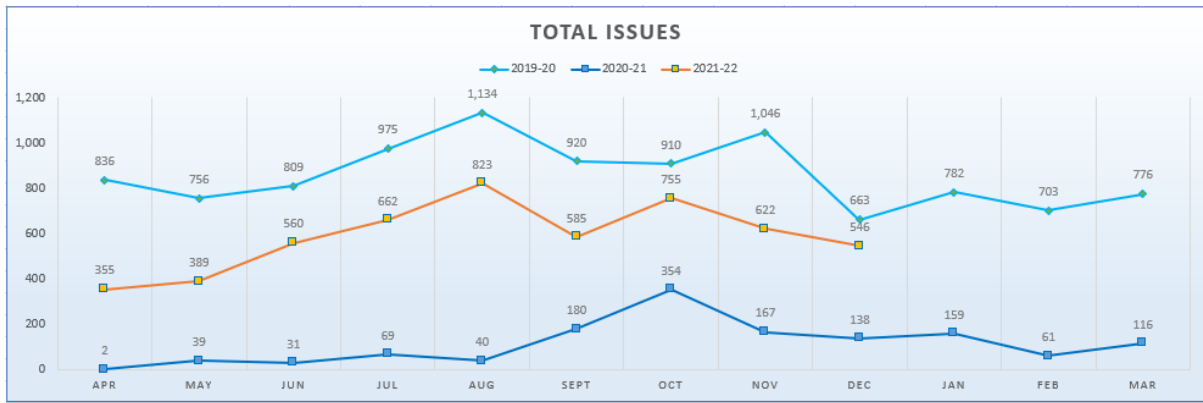
CONSIDERATIONS

Library Usage:

The following is the stats for the use of the library in 2021.

2021	REGISTERED USERS	ACTIVE USERS	INACTIVE USERS	% OF USERS
MARCH	617	198	419	32%
APRIL	623	218	405	35%
MAY	623	227	396	36%
JUNE	626	239	387	38%
JULY	637	255	382	40%
AUGUST	634	292	342	46%
SEPTEMBER	648	298	350	46%
OCTOBER	638	315	323	49%
NOVEMBER	568	303	265	53%
DECEMBER	547	309	238	56%

Total Issues	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
2019-20	836	756	809	975	1,134	920	910	1,046	663	782	703	776
2020-21	2	39	31	69	40	180	354	167	138	159	61	116
2021-22	355	389	560	662	823	585	755	622	546			



Paulton Parish Council took over the running of the library during COVID and therefore this will have greatly impacted the usage.

Opening Hours:

The Library is currently open 2.5 hours per day, 6 days a week. It is intended to open for longer hours as the COVID situation improves, it is unlikely to open full time due to the number of volunteers that would be required.

In the initial business plan from April 2018, the proposal was to open the library 9:30-12 and 2-4 Monday-Friday along with a Saturday morning.

Costs:

	2019/2020		2020/2021		2021/2022		2022/2023	Council decision
	Budget	Actual	Budget	Actual	Agreed	Projected Total		
Paulton Parish Council Current Year Annual Budget - By Centre								
Paulton Hub								
Income - Paulton Hub	35290	33938	0	1831	3600	4360	6500	
Total Income	35290	33938	0	1831	3600	4360	6500	0
Staff Salaries	6156	2590	2675	2869	2800	2700	3150	
Employers S/Ann	448	448	475	545	500	550	600	
Insurances	1290	0	600	434	455	435	0	
Insurances	0	0	0	0	0	0	450	
PPE Health & Safety					0	0	400	
Rates	4695	0	4800	4594	6125	5868	6000	
Water costs	450	0	700	213	710	300	500	
Rent	13200	0	13200	10655	14000	14000	14000	
Electricity	4600	0	3000	1295	3000	3300	3500	
Cleaning Costs	6110	0	6200	673	6565	3500	3500	
Stationery and postage	300	224	300	259	500	250	300	
Other Costs	0	0	0	225	500	500	200	
Telephone, Fax & Wifi	500	0	500	0	250	245	300	
Security	150	0	150	654	1000	600	350	
Newspapers & publications	0	0	300	0	300	150	300	
IT costs & support	1000	2100	400	16	400	2226	2300	
CCTV	250	0	250	34	260	300	300	
Property Maintenance	1000	0	1000	765	1000	800	1000	
Licenses	250	0	250	158	250	560	600	
Photocopier costs	612	0	650	0	200	125	250	
New Equipment, Furniture & Small Tools	0	0	0	0	500	0	500	
Maintenance Charge	1157	0	1157	0	0	0	0	
Service Charge	1649	0	1649	843	1649	1650	1650	
Consumables & Janitorial							400	
Waste Disposal	206	0	300	162	260	254	500	
Set up costs	32250	4377	0	26602	0	0	0	
Overhead Expenditure	76273	9739	38556	50996	41224	38313	41050	0
401 Net Income over Expenditure	-40983	24199	-38556	-49165	-37624	-33953	-34550	0

Initial Public Consultation:

The results of the public consultation completed in 2018 were as follows:

- 297 votes in total
- 45 void votes
- 204 in favour
- 48 against

Approximately 10% of eligible households made a valid vote.

Café:

If the Council resolved to trigger the break clause we would need to terminate the Café lease to ensure it had ended before the 31st July.

SUMMARY

The initial vision of the Council was to establish a community-led library with café. The Council felt it was important that the Hub continued as a place where residents could go to meet others, access information and library services as well as use the café.

It was always understood that there would be a large increase in the precept to pay for the facility, this was brought to the attention of the residents at the annual meeting, in the magazine and through public consultation.

It is difficult to measure the success of the facility and the community usage due to the COVID pandemic. Usage has understandably been lower, the 2 public events that have been organised have had low attendance. The café is a well-used facility as a meeting place for residents, in particular the mornings and lunch time period.

There are likely to be some unexpected costs in relation to the Hub. There has been a significant increase on the electricity bills, the last quarterly bill was £1238.77 of which the Council currently pay 40% and the Café 60%. The heating system is old, inefficient, and costly and therefore may need looking at this year. The shutters have broken and will need fixing, this is a responsibility of the Council.

The Council now need to decide if they would like to continue with the current lease to provide this facility until July 2027 or if they would like to trigger the break clause to close the facility at the end of July 2022.

ADMIN MONTHLY REPORT

Each Month the Admin Assistant will provide a monthly report for the Hub Management committee with any information “to note”

January 2022

- Daily newspapers have been reinstated into the library. This service was stopped due to COVID
- Footfall figures are as follows:

2021	REGISTERED USERS	ACTIVE USERS	INACTIVE USERS	% OF USERS
NOVEMBER	568	303	265	53%
DECEMBER	547	309	238	56%

- Daily newspapers will be reinstated into the library from January 2022. This service was stopped due to concerns over handling with COVID restrictions.
- Wall mounted rack samples to be approved by the volunteers at the meeting 13th December.
- A lockable cabinet is accessible to volunteers for confidential items, all volunteers have been notified.
- The extraction system has now been fitted and is working effectively to remove the smoke, the fire alarms can now remain set at all times. The smells are improving however this will take some time to fully clear.
- One side of the shutters are broken, in accordance with the lease it is our responsibility to repair or replace them. I am currently contacting companies to look at possible repairs.
- To note the recent closures for the café as follows:

Date	Reason	Comments
29 th May 2021	Poor holiday planning/sickness	Saturday, not notified, contacted by Anne, Co-op had spare keys unknown to us to let volunteers in, impacted the elmer day plans

19 th July 2021	Staff sickness, non covid	Zoe emailed, picked up on my day off, Paul unlocked, and Anne locked up after furniture rearrangement. Facebook post from Zoe that enjoying a day off.
20 th July 2021	Staff sickness, non covid	Office unlocked and locked for volunteers.
28 th July 2021	Staff sickness, non covid	Email sent to clerk, picked up at home as not in until 12pm. Linda unlocked, and Paul locked up. Emailed Zoe to inform her must ring the office in future.
16 th August 2021	Staff member COVID positive	Closed for 1 day, message received on Sunday.
30 th September 2021	Staff members son was ill	Closed at 2pm.
16 th October 2021	Staff sickness, non covid	Email received on Wednesday prior to notify. Plans in place to open for volunteers however café also unexpectedly opened.
18 th October 2021	Short staffed	Closed at 2pm. Zoe returned at 4pm to lock up.
19 th October 2021	Short staffed	Closed at 2pm.
9 th December 2021	Short staffed	Closed at 2pm
Week prior to Christmas	Closed at 3pm daily in the week prior.	N/A
8 th January 2022	Staff sickness, possible COVID	Saturday – did not open. Email to clerk on Friday afternoon, Anne met the volunteers and unlocked.