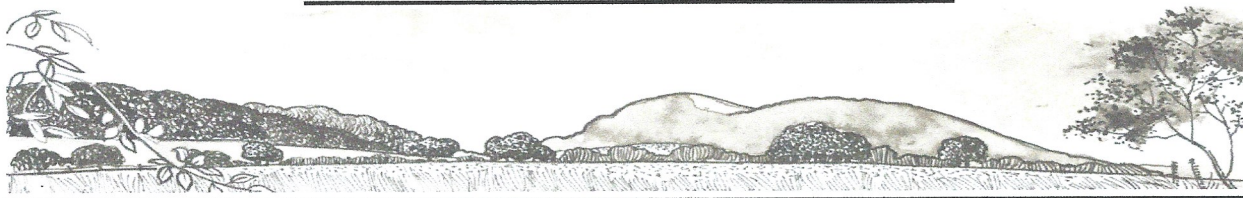


PONTESBURY PARISH COUNCIL



Nicola Young
Acting Parish Clerk

11th April 2023

To All Members of the Pavilion Committee

Dear Councillor

You are hereby summoned to attend the meeting of the **Pavilion Committee** of Pontesbury Parish Council scheduled to take place on **Monday 17th April 2023 at 6.30pm** in **Pontesbury Pavilion** in order to transact the following business, as set out in the below agenda.

Nicola Young
Deputy Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT**
3. **MINUTES OF PREVIOUS MEETING**
To approve & sign the minutes of the meeting held on 20th March 2023.
4. **PUBLIC QUESTIONS AND COMMENTS** – (Fifteen minutes will be allowed)
5. **PAVILION ADMINISTRATIVE MATTERS**
 - a. To receive updated Pavilion Receipts & Payments report from Scribe.
 - b. To receive a request for sound-proofing in the bistro and library desk area.
6. **FOPL**
 - a. To receive a report from FoPL.
 - b. To receive answers from FoPL gardeners following their request for funding.
7. **REVIEW ONGOING MATTERS**
 - a. Office Space.
 - 7.a.1. To receive an update on the project to convert the storage room into an office space.
 - 7.a.2. To consider paying PSG to write a specification for the project.
8. **DATE OF NEXT MEETING**
The next meeting of the Planning Committee is scheduled to take place on **Monday 17th April 2023 at 6.30pm**, in Pavilion, Hall Bank, Pontesbury, SY5 0RF.

Tel: 07951 205519
Email: deputy@pontesburypc.org.uk