

PONTESBURY PARISH COUNCIL



Nicola Young
Deputy Clerk

11th July 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 July 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 1st June 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 report on Pavilion incidents.
 - c. To review and approve the updated Pavilion Lone Working Risk Assessment.
 - d. SSE - UK Gov changing way non-commodity costs are collected - scanned letter attached for information.
 - e. To request approval for the Pavilion to become a Safe Space.
 - f. To receive a draft Volunteer's Pack for approval.
 - g. To review the date/time of the Pavilion Committee meetings.
6. **FOPL - To receive a report from FoPL.**
7. **REVIEW ONGOING MATTERS**
 - a. To receive an update on key-holders for the Pavilion.
 - b. To receive a report on office space – Phase 1.
 - c. To receive quotations to purchase a shed as part of Phase 1 above.
8. **DATE OF NEXT MEETING**
The next meeting of the Planning Committee is scheduled to take place on **Monday 18th September 2023 at 6.30pm**, in Pavilion, Hall Bank, Pontesbury, SY5 0RF.