PONTESBURY PARISH COUNCIL



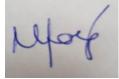
Nicola Young **Deputy Clerk**

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

- 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.