PONTESBURY PARISH COUNCIL



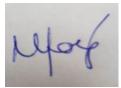
Nicola Young **Deputy Clerk**

21st November 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 27th November 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 30th October 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. (at the meeting)
- b. Police Heating Circuit
- c. Pavilion Website Review
- d. To recommendation adoption of Social Media Policy to full Council, relevant to both Council and Pavilion.
- e. To review Health & Safety:
 - i. Risk Assessment Violence & Aggression
 - ii. Risk Assessment Ice & Snow
 - iii. Risk Assessment Manual Handling
- 6. FOPL To receive a report from FoPL.

7. REVIEW ONGOING MATTERS

- a. To approve expenditure for installation of glazed external door in new office.
- b. To receive information on next steps from the Deputy Clerk on the Safe Place initiative.

8. DATE OF NEXT MEETING

The next meeting of the Pavilion Committee is scheduled to take place in Pavilion, Hall Bank, Pontesbury, SY5 0RF on Monday 29th January 2024 at 6.30pm.

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