

PONTESBURY PARISH COUNCIL



Nicola Young
Deputy Clerk

24th January 2024

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 29th January 2024 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 27th November 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. Pavilion Website Review – to consider how to review the website.
 - c. To review Pavilion insurance policy, due for renewal on 28th February 2024. If the policy is not available, to delegate authority to 2 councillors, plus Deputy Clerk, to review once received.
 - d. To complete annual review of Pavilion Business Continuity Plan.
 - e. To review regularity of Pavilion Committee meetings.
 - f. To consider renewing the waste disposal contract and to review the provided quotes.
6. **FOPL -** To receive a report from FoPL.
7. **REVIEW ONGOING MATTERS**
 - a. To receive an update on the installation of glazed external door in new office.
 - b. To acknowledge that the Pavilion is now a registered Safe Place .
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 26th February 2024 at 6.30pm.