# PONTESBURY PARISH COUNCIL



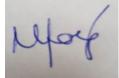
Nicola Young **Deputy Clerk** 

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 29<sup>th</sup> 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 27<sup>th</sup> 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 28<sup>th</sup> 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 26<sup>th</sup> February 2024 at 6.30pm.