PONTESBURY PARISH COUNCIL



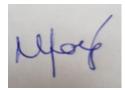
Nicola Young **Deputy Clerk**

24th October 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 30**th **October 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 18th September 2023.

4. PUBLIC QUESTIONS AND COMMENTS - (Fifteen minutes will be allowed)

5. PAVILION ADMINISTRATIVE MATTERS

In order to fit in with the Council's budget planning, Pavilion Committee members are requested to make comment on the following documents:

- a. To receive updated Pavilion Receipts & Payments report from Scribe. (at the meeting)
- b. To review the Pavilion Community Hub & Library Business Plan
- c. To review the Pavilion Marketing & Communication Strategy.
- d. To review the Pavilion Strategic Plan.
- e. To review Health & Safety:
 - i. Risk Assessment Anti-Social Behaviour
 - ii. Risk Assessment COSHH
 - iii. Risk Assessment First Aid
- 6. **FOPL -** To receive a report from FoPL.

7. REVIEW ONGOING MATTERS

- a. To receive an update report on office space Phase 1.
- b. To receive a verbal update from the Deputy Clerk on the proposed 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 27th November 2023 at 6.30pm.

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