

PONTESBURY PARISH COUNCIL
MINUTES OF PAVILION COMMITTEE MEETING
at 6.30pm on 18th September 2023

Present: Cllrs Duncan Fletcher, Cllr Nick Hignett, Cllr Adrian Windows, Cllr Michelle Trow, Cllr Roger Evans

Officers Present: Rawden Parslow, Library Services, Shropshire Council
Nicola Young, Deputy Clerk, Pontesbury Parish Council

PAV 19. **Apologies for Absence** None received

PAV 20. **Declarations of Interest in Accordance with the Code of Conduct**
None

PAV 21. **Minutes of Previous Minutes** After a proposal by Cllr Trow, seconded by Cllr Windows, it was **RESOLVED** that the minutes of the meeting held on 17th July 2023 be accepted and signed as a true and accurate record.

PAV 22. **Public Questions and Comments** None

PAV 23. **Safe Places.** Ruby Hartshorn, Chair of Safe Places Shropshire, attend the Committee meeting to give further information on the Safe Places initiative. Ms Hartshorn gave information on how the scheme works, listing:

- a. Safe Places issue cards to people who wish to use the scheme, the cards give the person's name and contact details of family member or carer.
- b. Safe Places are for everyone.
- c. Community venues, shops and businesses can all be safe places, but not businesses with one staff member.
- d. The aim of the project is to make safer communities.
- e. A Welcome Pack, building sticker and cards are provided to each venue.
- f. Initial funding was from WMP, and the scheme is currently financed by car boot sales/table top sales. Safe Places has just had a successful bid to Mid Counties Coop to assist with funding to improve the website.
- g. WMP totally support the project.
- h. Feedback from carers is that they like the scheme, as it can assist independence in young people and is helpful to people with dementia.
- i. Should a person regularly need a safe place, then this needs to be reported to the main charity who will get in touch with social services.

Q&A:

Q. The Pavilion is a community building and someone comes in needing a safe place, what are their expectations of staff?

A. Make the person feel welcome, let them sit and be quiet if needed – offer to call the person named on their card. If the building is due to close, either call the local policing team or take to another safe place in the village.

Q. If Police called, sometimes they are not available due to other Police incidents, what are staff to do then?

A. Stress to parent/carer/guardian/family member to come and collect the person prior to closing time.

There being no further questions, the Chairman thank Ms Hartshorn for attending and she left the meeting.

PAV 23. **Pavilion Administrative Matters**

- a. **Pavilion Receipts & Payments** – not available.
- b. **To make a decision on the Pavilion becoming a Safe Place.** The Committee agreed that the principles of the initiative are a great idea and that they would wait to hear the outcome of the Coop’s decision before making a decision. The Deputy Clerk was requested to:
 - i. Speak to members of staff to ask their opinions.
 - ii. Email PC Walters to ask the local Policing team’s opinion.
- c. **To review the date/time of the Pavilion Committee meetings.** Following a proposal by Cllr Fletcher, seconded by Cllr Trow, it was **RESOLVED** that Pavilion Committee meetings would be moved to the **last Monday of the month at 6pm in the Pavilion Meeting Room.**
- d. **To review the Pavilion Community Hub & Library Business Plan**
Bring back to the October 2023 Committee meeting with a focus on the Development Timetable.
- e. **To review the Pavilion Marketing & Communication Strategy.**
Bring back to October 2023 Committee meeting to focus on work completed so far.
- f. **To review the Pavilion Strategic Plan.**
Defer to October 2023 Committee meeting.

PAV 24. **FOPL** – The Committee were informed that the FoPL Chairman and Treasurer has stood down – in the interim, Yvonne Davies is Acting Chair and Bob Tune, Acting Treasurer.

PAV 25. **Review Ongoing Matters**

- a. **To receive comments from staff following approval of the Pavilion Lone Working Risk Assessment.** Following feedback from staff, the Committee advised staff to lock the doors when lone-working in the Pavilion, and especially during darkness.
- b. **To receive an update report on office space – Phase 1.** An invoice for £552.00, inc VAT, from Severn Valley Renewables for installation of the radiator was noted by the Committee.

PAV 26. **Date of next meeting** – the date of the next meeting is Monday 30th October 2023 at 6pm in the Pavilion.

Meeting Closed at 1934

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Chairman – Cllr Duncan Fletcher

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Date