

**PONTESBURY PARISH COUNCIL**  
**MINUTES OF PAVILION COMMITTEE MEETING**  
**at 6.30pm on 22<sup>nd</sup> April 2024**

**Present:** Cllrs Duncan Fletcher, Cllr Nick Hignett, Cllr Michelle Trow

**Officers Present:** Nicki Young, Clerk, Pontesbury Parish Council

**Members of the Public:** 2

PAV 51. **Apologies for Absence** Councillors Roger Evans, Sharon Davies, Adrian Windows & Yvonne Davies, FoPL

PAV 52. **Declarations of Interest in Accordance with the Code of Conduct**  
None

PAV 53. **Minutes of Previous Minutes** After a proposal by Cllr Hignett, seconded by Cllr Trow, it was **RESOLVED** that the minutes of the meeting held on 29<sup>th</sup> January 2024 be accepted and signed as a true and accurate record.

Suspend Standing Orders, proposed by Cllr Hignett, seconded by Cllr Trow, all in favour.

PAV 54. **Public Questions and Comments**

PAV 55. **Events on Saturday Mornings.** The Pontesbury Library Branch Manager and Shrewsbury Library, Deputy Branch Manager were in attendance to request that no events take place on Saturday mornings during Library opening hours. The Pontesbury Library Branch Manager gave some background to the request:

- a. The request referred to events any time the Library was open.
- b. Too many people in the building equals too much noise and acoustic panels were dismissed as too expensive.
- c. FoPL events are quiet chats in the bistro area.
- d. Staff who work at Pontesbury Library have felt unwell after events have been put on whilst the Library is open.
- e. Lively busy events are good for the Pavilion, but they are not conducive for the Library.
- f. Customers who come to look for books do not want to be collared whilst trying to leave the building.
- g. Tabled have blocked access to the photocopier.
- h. Car park is too full.
- i. Library customers complain.
- j. Mental health impact on staff is unbearable.
- k. Approximately 50 regular customers on a Saturday – the Library is at its optimum business level.
- l. Still would like FoPL to continue with their regular coffee mornings on Saturday mornings.
- m. A positive event was the visit of a gold jewellery broker, who used the meeting room on a Saturday morning, at the same time as a FoPL Coffee Morning. The Pontesbury Library Branch Manager felt that this was a positive event due to the Building Assistant's liaison with the broker, and information passed on about use of the room and restrictions of the hire agreement.

In response the Chairman said how sorry they were to hear that the Library staff were upset and did not feel well. Having attended a recent event, he understood how events can spread into the Library area, but would like to seek a way forward and put in mitigating factors, suggesting:

- n. A buddy system, where volunteers or Council staff assisted with keeping the events within a defined area, especially regarding H&S and fire exits.
- o. To liaise with the Pontesbury Library Branch Manager about any possible requests for events to be held during Library opening hours. If the event could potentially have high attendance numbers which are too great, especially on a Saturday morning, PPC staff will meet with the event customer to suggest a different date or they hold the event in the Public Hall.
- p. The Chairman and the Deputy Clerk offered to attend events when the Library is open.
- q. Could purchase Hazard tape to define Fire Exit thoroughfares if required.
- r. To put up signs at events when the Library is open 'Please keep noise down & respect Library customers'.
- s. Relook into purchasing sound-proofing.
- t. To have a named event manager/responsible person for Bev to liaise with if necessary & amend booking form to reflect this.mm [Post-meeting note: booking forms amended]
- u. To review this agreement in 3-months time. (July 2024)

The Pontesbury Library Branch Manager and Shrewsbury Library Deputy Branch Manager were in agreement with these proposals. The Chairman thanked Beverley Link and Elaine Jebb for attending.

After a proposal by Cllr Fletcher, seconded by Cllr Hignett, it was **RESOLVED** to reinstate Standing Orders.

#### PAV 56. **Pavilion Administrative Matters**

- a. **Pavilion Receipts & Payments for Budget Agreement** – received.
- b. **Pavilion Hire Charges.** It was agreed that Pontesbury Parish Council will hold hire charges as long as is possible in the current climate. After a proposal by Cllr Trow, seconded by Cllr Hignett, it was **RESOLVED** that hire charges would be held.
- c. **Pavilion Hire Concessions Policy** After a proposal by Cllr Fletcher, seconded by Cllr Trow, it was **RESOLVED** to adopt the Pavilion Hire Concessions Policy.
- d. **Regularity of Pavilion Committee Meetings** At the last meeting in January the Committee agreed to have Pavilion Committee meetings every 3 months. In order to effectively carry out Pavilion Committee business, then a 3-month gap between meetings is too long. After a proposal by Cllr Fletcher, seconded by Cllr Hignett, it was **RESOLVED** that Pavilion Committee meetings would be 6-weekly, but with flexibility to deal with matters as needed.
- e. **To receive a report and recommendations on the results of the Pavilion Consultation** Committee members received the results of the Pavilion Consultation, noting the recommendations:
  - i. Request for a drop-down projector in the meeting room.
  - ii. Two groups using the main space can be noisy - is there a remedy for this?
  - iii. Recommend that more work is done to promote information, classes and events in the Pavilion to Cruckton, Cruckmeole and Habberley areas.  
The Committee discussed the recommendations and **agreed**:
  - iv. To put the What's On in the Pavilion on all parish noticeboards.
  - v. The Committee noted all the positive comments about Anna and wished them to be passed on.
  - vi. To repeat consultation in 2025-2026.
- f. **Retrospective agree payment of £320 to Paul Hamer to clean the patio and guttering.** After a proposal by Cllr Hignett, seconded by Cllr Trow, it was **RESOLVED** to retrospectively agree payment of £320 to Paul Hamer for cleaning the patio and guttering.
- g. **Pavilion Flooring.** The Pavilion floor was professionally cleaned during May 2023 at a cost of £550. Following winter usage the carpet again needs a clean and, rather than employ the services of a professional cleaner, it is suggested that a carpet cleaner is purchased and the Building Assistant can then carry out carpet cleaning on a more regular basis – which she is happy to do. After a proposal from Cllr Trow, seconded by

Cllr Hignett, it was **RESOLVED** that up to £300 be spent on purchasing a carpet cleaner, liquid and wet floor signs.

**h. Pavilion Meeting Room – paintwork** The Pavilion Meeting Room paintwork is looking tired and scuffed and could do with a refresh. Pavilion Committee members are requested to review the paintwork and consider repainting the room. After a proposal from Cllr Fletcher, seconded by Cllr Trow, it was **RESOLVED** to repaint the meeting room in the same colour or a lighter blue & to use washable hard-wearing paint.

PAV 57. **FOPL** – No report was received as FoPL informed the Committee that there was nothing to report.

PAV 58. **Review Ongoing Matters**

**a. Office Door** has now been installed. After a proposal from Cllr Trow, seconded by Cllr Hignett, it was **RESOLVED** to purchase stickers for the door, to stop people walking or birds flying into it. All staff were requested to put away laptops in drawers, away from sight, at the end of the day

PAV 59. **Date of next meeting** – the date of the next meeting is Monday 17<sup>th</sup> June 2024 at 6.30pm in the Pavilion.

Meeting Closed at 1940

.....  
Chairman – Cllr Duncan Fletcher

.....  
Date