

**PONTESBURY PARISH COUNCIL  
MINUTES OF PAVILION COMMITTEE MEETING  
at 6.30pm on 27<sup>th</sup> November 2023**

**Present:** Cllrs Duncan Fletcher, Cllr Nick Hignett, Cllr R Evans, Cllr Michelle Trow, Cllr S Davies, Yvonne Davies (FOPL)

**Officers Present:** Debbie Marais, Clerk, Pontesbury Parish Council

PAV 35. **Apologies for Absence** – Cllr Adrian Windows

PAV 36. **Declarations of Interest in Accordance with the Code of Conduct**  
None

PAV 37. **Minutes of Previous Minutes** After a proposal by Cllr Trow, seconded by Cllr Davies, all in favour, it was **RESOLVED** that the minutes of the meeting held on 30<sup>th</sup> October 2023 be accepted and signed as a true and accurate record.

PAV 38. **Public Questions and Comments** No members of the public present.

PAV 39. **Pavilion Administrative Matters**

- a. **Pavilion Receipts & Payments for Budget Agreement** - these were deferred until the next meeting when Deputy Clerk present.
- b. **Police Heating Circuit.** An engineer had been out and stated that the link between the police room thermostat and the main thermostat was broken and needed to be replaced. This has been done but a valve in the police room may need to be replaced. A few holes and some repainting was needed and would be done as soon as possible.
- c. **Pavilion website review.** Deferred to future meeting when Deputy Clerk present.
- d. **Social media policy.** It was agreed to recommend to Full Council that the social media policy for the whole council (including The Pavilion) should be reviewed by a Communications Working Group and linked to the general council communications policy and strategy.
- e. **Violence and Aggression Risk Assessment.** Approved as drawn up by Deputy Clerk
- f. **Ice and Snow Risk Assessment.** Approved as drawn up but with a plan attached to show clearly the area around the Pavilion that is the responsibility of the parish council.
- g. **Manual Handling Risk Assessment.** Approved as drawn up by Deputy Clerk.

PAV 40. **FOPL** – A report from Yvonne Davies, Trustee of Friends of Pontesbury Library, was received and noted by the Committee.

PAV 41. **Review Ongoing Matters**

- a. After a proposal by Cllr Fletcher, seconded by Cllr Hignett, all in favour, it was **RESOLVED to APPROVE delegated authority** to Cllr Fletcher, Clerk and Deputy Clerk to consider the quotes and agree a contractor for the best

price, for the glazed door for the staff office, reporting back to the next Pavilion Committee meeting for retrospective approval of payment made.

**b. Update on Safe Place initiative.** The Deputy Clerk had contacted Ruby Hartshorn to let her know that the council had agreed that the Pavilion could become a Safe Place and to ask what the next steps would be. No reply as yet.

PAV 42. **Date of next meeting** – the date of the next meeting is Monday 29<sup>th</sup> January 2024 at 6.30pm in the Pavilion.

Meeting Closed at 1905

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Chairman – Cllr Duncan Fletcher

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Date