

**PONTESBURY PARISH COUNCIL  
MINUTES OF PAVILION COMMITTEE MEETING  
at 6.30pm on 30<sup>th</sup> October 2023**

**Present:** Cllrs Duncan Fletcher, Cllr Nick Hignett, Cllr Adrian Windows, Cllr Michelle Trow, Cllr S Davies

**Officers Present:** Nicola Young, Deputy Clerk, Pontesbury Parish Council

PAV 27. **Apologies for Absence** – Cllr R Evans

PAV 28. **Declarations of Interest in Accordance with the Code of Conduct**  
None

PAV 29. **Minutes of Previous Minutes** After a proposal by Cllr Davies, seconded by Cllr Trow, it was **RESOLVED** that the minutes of the meeting held on 18<sup>th</sup> September 2023 be accepted and signed as a true and accurate record.

PAV 30. **Public Questions and Comments** No members of the public present.

PAV 31. **Pavilion Administrative Matters**

a. **Pavilion Receipts & Payments for Budget Agreement** - After a proposal from Cllr Hignett, seconded by Cllr Trow, it was **RESOLVED** that that Pavilion Committee agreed to put the budget proposal before full Council.

d. **To review the Pavilion Community Hub & Library Business Plan**

e. **To review the Pavilion Marketing & Communication Strategy.**

f. **To review the Pavilion Strategic Plan.**

g. **To review the Anti-Social Behaviour Risk Assessment**

h. **To review the COSHH Risk Assessment**

i. **To review the First Aid Risk Assessment**

After a proposal by Cllr Hignett, seconded by Cllr Trown, it was **RESOLVED** that the documents listed d-i above be agreed and approved for the following year, noting:

- i. Many thanks to Anna Lawson, Building Assistant, for all her hard work on distributing information on Facebook.
- ii. that that in line with the Pavilion Marketing & Communication Strategy, the Council needs to have a Social Media Policy.
- iii. That the Pavilion website needs to be updated and will be added to the November Agenda.

PAV 32. **FOPL** – A report from Yvonne Davies, Trustee of Friends of Pontesbury Library, was received and noted by the Committee.

PAV 33. **Review Ongoing Matters**

a. **To receive an update report on office space – Phase 1.**

Total spend on Phase 1 is £2,361.03 +VAT. The only outstanding item is the glazed exterior door.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description
220	13.11.2023	£11.31	£2.26	£13.57		Batteries
218	13.11.2023	£13.33	£2.67	£16.00		Storage baskets
217	13.11.2023	£11.57	£2.31	£13.88		Coat hook
211	12.10.2023	£658.47	£131.69	£790.16		Furniture
209	09.10.2023	£60.00	£0.00	£60.00		Glue for carpet tiles
208	09.10.2023	90	£0.00	£90.00		Shelving for shed
203	20.10.2023	200	£0.00	£200.00		Painting office
182	09.10.2023	113.37	£0.00	£113.37		Paint & rollers
177	18.09.2023	£233.33	£46.67	£280.00	30.09.2023	carpet tiles
176	18.09.2023	£460.00	£92.00	£552.00	30.09.2023	Supply & Fit Radiator
136	14.08.2023	1707.66	341.34	£2,049.00	01.09.2023	shed
	30.10.2023	250		£282.19		New sockets
		<b>2361.03</b>	<b>341.34</b>	<b>£2,734.56</b>		

Expenditure on new office, including new shed to end October 2023

**b. Update on Safe Place initiative.** The Deputy Clerk reported that Hignett's and the Coop have now registered as Safe Places. It was therefore agreed that the Pavilion would be put forward to be a Safe Place and the Deputy Clerk was requested to write a report for full Council.

PAV 34. **Date of next meeting** – the date of the next meeting is Monday 27<sup>th</sup> November at 6.30pm in the Pavilion.

Meeting Closed at 1930

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Chairman – Cllr Duncan Fletcher

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Date