

PONTESBURY PARISH COUNCIL

Meeting of Pavilion Committee

held on 21st November 2022 at 6.30pm, in The Pavilion, Pontesbury

PRESENT:

Councillors: Duncan Fletcher, Nick Hignett, Sharon Davies, Adrian Windows, Roger Evans

Members of the Public: 0

In attendance: Nicola Young, Deputy Parish Clerk

PAV 25.22 **Apologies for Absence:** None received

PAV 26.22 **Declaration of Interest in Accordance with the Code of Conduct:**
None received.

PAV 27.22 **Minutes of the Last Meeting:** After a proposal from Cllr Hignett, seconded by Cllr Windows, it was **RESOLVED** that the minutes of the last Pavilion Working Group meeting, held on 17th October 2022, **be approved and signed as an accurate record**, noting apologies from Cllr Evans.

PAV 28.22 **Public Questions and Comments:** None present

PAV 29.22 **Pavilion Administrative Matters**

- a. Updated Receipts & Payments Scribe report was received.
- b. The draft Pavilion budget was approved with the following recommendations:
 - i. New cost centre to be called "Discretionary Expenditure" – to be agreed by yourself and the Chairman, this can then include expenditure for Pavilion events and volunteer expenses – Agreed £500
 - ii. Agreement that the £3,500 FOPL contribution & Library contribution £11,375 be removed from Pavilion budget and be included within Council budget.
 - iii. PCC lease hire & Library License hire costs to remain in Pavilion budget.
 - iv. Police legal fees to be from Council budget
 - v. Suggestion to request quote from West Mercia Energy when next looking for energy provider.
- c. Pavilion Fire Risk Assessment updates approved.
- d. Pavilion Fire Policy, updates approved.
- e. Verbal update on a request from West Mercia Police for Government WiFi access in the Pavilion. Agreed to keep a watching brief.
- f. Deputy Clerk to source quotes for refuse collection to enable the Pavilion Committee to review prices.
- g. The Committee noted the notes from the Building Users Group meeting.

PAV 30.22 **Commemorative Bench in Pavilion Patio Area**

Following a proposal from Cllr Fletcher, seconded by Cllr Windows, a request to site a commemorative bench in the Pavilion Patio area was **RESOLVED**. The Deputy Clerk will inform the parties involved.

PAV 31.22 **Pavilion Partnership Hire Agreement**

- a. The committee received the full-cost recover spreadsheet.
- b. The following information from the internal auditor was noted: "As long as Council has approved the council hire and fee charges for customers, including any

concessionary or discount policies, and these are being applied accurately through a robust income audit trail and invoicing system," The auditor would have not further comment to make.

- c. Deputy Clerk to draft a proposal to include the following:
- A quarterly invoicing system, to invoice for actual use of the building
 - To not include charges for committee meetings, in line with the other Partnership Hire Agreements.

To then organise a Zoom meeting with Pavilion Committee members to agree the draft proposal.

Then send out proposal to Trustees and organisation a meeting, with the aim of agreeing everything by the 19th December 2022.

PAV 32.22 **Review Ongoing Matters**

a. Office Space.

- i. Cllr Fletcher and Cllr Windows will attend the meeting on Monday 28th November at 1pm in the Pavilion with both Parish Council staff and Library staff to discuss potential layout of the proposed office space.
- ii. Councillors will discuss setting up a Task & Finish Group after this meeting.

PAV 33.22 **Warm Space.**

The local Churches together are organising Warm Welcome Spaces throughout the village to cover Mon-Fri every week on the following rotation starting from Monday 5th December from 10am to 12 noon:

- Mondays: The Pavilion, staffed with volunteers from St George's
- Tuesdays: Pontesbury Baptist Church
- Wednesdays: Congregational Church
- Thursdays: Foodbank at St George's Church
- Fridays: St George's Church

The venues are providing a warm place to gather and tea/coffee

PAV 34.22 **Renewable Energy**

Defer to December 2022 meeting due to the complexity of the report.

PAV 35.22 **Date of Next Meeting.** The date of the next meeting is **Monday 19th December 2022 at 6.30pm in the Pavilion, Hall Bank, Pontesbury SY5 0RF.**

Signed

Chairman: Cllr Duncan Fletcher

Date:

Meeting closed at 7.45pm