

PONTESBURY PARISH COUNCIL

Meeting of Pavilion Committee

held on 17th October 2022 7pm, in The Pavilion, Pontesbury

PRESENT:

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

Members of the Public: 0

In attendance: Rawden Parslow, Shropshire Council Area Library Manager
Nicola Young, Deputy Parish Clerk

PAV 14.22 **Apologies for Absence:** None received

PAV 15.22 **Declaration of Interest in Accordance with the Code of Conduct:**
None received..

PAV 16.22 **Minutes of the Last Meeting:** After a proposal from Cllr Evans, seconded by Cllr Hignett, it was **RESOLVED** that the minutes of the last Pavilion Working Group meeting, held on 15th August 2022, **be approved and signed as an accurate record.**

PAV 17.22 **Public Questions and Comments:** None present

PAV 18.22 **Pavilion Administrative Matters**

- a. Updated Receipts & Payments Scribe report was received.
- b. After a proposal from Cllr Hignett, seconded by Cllr Evans, it was **RESOLVED** that a monthly payment of £19.13+VAT will be paid to Graham's for legionella water testing.
- c. The review of the Pavilion Risk Assessment, Policy and associated papers was deferred to the November meeting.

PAV 19.22 **Pavilion Hire Agreement**

Prior to the Pavilion Committee meeting, an informal meeting had been held with 3 members of the Friends of Pontesbury Library Committee. Actions from that meeting are:

- a. Friends of Pontesbury Library Trustees to consider making an annual financial contribution to the Pavilion.
- b. Deputy Clerk to make contact with the Internal Auditor to check if an annual payment would be agreeable for the audit process.
- c. Deputy Clerk to produce a spreadsheet with full-cost recovery costings + 10%.
- d. Amend the Partnership Hire Agreement to reflect the discussions.
- e. Friends of Pontesbury Library have elected Yvonne Davies as the Partnership Liaison with the Pavilion.

PAV 20.22 **Review Ongoing Matters**

- a. Moving Library Shelving – Rawden Parslow had been in touch with the shelving manufacturers, and reported that there is no option to change the wheels. He suggested a joint meeting with Ronni Sturton and Beverley Link to discuss the layout of the shelving.

- b. Office Space. Discussions took place as to the possibility of where an office space for the Parish Council staff could be located. It was agreed that a further meeting with staff will take place initially.

PAV 21.22 **Warm Space.**

- a. Shropshire Council Public Health team have developed an online tool to map Warm Welcome spaces in the county. A warm welcome is the term Shropshire Council are using for Warm Hubs across Shropshire. They have a map of locations available online. To put the venue information onto the website, a questionnaire needs to be completed and this will feed directly into the map. Rawden Parslow pointed out that only the Library Space within the Pavilion has been uploaded as a Warm Space onto the website, during Library opening hours.
- b. Check if Pontesbury Library is listed – see link: <https://shropshire.gov.uk/cost-of-living-help/a-warm-welcome-in-shropshire/warm-spaces/>
Deputy Clerk to coordinate with Ronni Sturton and Beverley Link to review numbers and report back to next meeting. Cllr Davies reminded the Committee that the Community Good Neighbours Scheme are running a Luncheon Club, which will be a warm space with a hot meal.

PAV 22.22 **Consider CIO Status**

- a. It was agreed that a meeting will be arranged with all Pontesbury Parish Councillors, to discuss the possibility of the Pavilion obtaining CIO status.
- b. It was approved that the Deputy Clerk seek quotes from expert CIO consultants who will talk to all Councillors about the proposed to set up a Charitable Incorporated Organisation.

PAV 23.22 **Volunteers**

- Committee members received the following documents, which were agreed by all:
- a. Volunteer application form
 - b. Volunteer policy
 - c. Volunteer role description

PAV 13.22 **Date of Next Meeting.** The date of the next meeting is **Monday 21st November 2022 at 6.30pm in the Pavilion, Hall Bank, Pontesbury SY5 0RF.**

Signed

Chairman: Cllr Duncan Fletcher

Date:

Meeting closed at 7.45pm