

PONTESBURY PARISH COUNCIL
Extraordinary Meeting of Council
Held at Mary Webb School
At 6.30pm on Tuesday 3 March 2020

PRESENT

Cllr D Fletcher (Chairman), Cllr N Hignett, Cllr B Morris, Cllr R Martinali, Cllr J Pritchard, Cllr B Morris, Cllr C Robinson and Cllr P Heywood

IN ATTENDANCE: None

CLERK: Debbie Marais

One member of the public was present.

220.19 APOLOGIES FOR ABSENCE - Cllr D Jones, Cllr P Bradbury, Cllr S Lockwood, Cllr A Hodges, Cllr N Lewis

221.19 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

222.19 PUBLIC QUESTIONS AND COMMENTS - None

223.19 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED that the minutes of the Council meetings held on 10th February 2020 be approved and signed as a correct record.**

224.9 UPDATE ON THE PAVILION – Cllr D Fletcher gave a verbal report which was **NOTED**, on the following:

- i) The building was transferred to the parish council on Friday 28th February for the sum of £1. Keys have been received and meter readings carried out. Cllr D Fletcher wished to express his thanks on behalf of Pontesbury Parish Council, to Shropshire Homes for this valuable community asset.
- ii) The draft lease for PCC and draft licence for Shropshire Library Service have been drafted and send to respective solicitors.
- iii) Provisonal dates for opening, subject to signing of licence by Shropshire Council, are; Library would close from Monday 23/3/2020 for two weeks in order to fit-out The Pavilion and move stock. The Pavilion would then opened to the public at 10am on Monday 6 April, by Howard Thorne. There would then be a formal opening event in Summer 2020.

225.19 FORMAL APPOINTMENT OF BUILDING ASSISTANT/CLEANER –

It was proposed by Cllr J Pritchard and seconded by Cllr B Morris and **RESOLVED to APPROVE the following recommendations from the Personnel Committee.**

- i) **Appointment of Anna Lawson as both Cleaner and Building Assistant for 20 hours per week on £11/hour. This would initially be a 12 month contract with a probationary period of 3 months.**
- ii) **Start date of Monday 9th March**
- iii) **Delegated authority to Personnel Committee for the following actions;**
- iv) **Send out formal job offer**
- v) **Prepare contract of employment**
- vi) **Draw up induction programme**
- vii) **Begin process of registration for a pension with Shropshire Council**

226.19 BUDGET UPDATE FOR THE PAVILION

The updated budget prepared by the Clerk was **NOTED**.

227.19 INSURANCE FOR THE PAVILION – it was proposed by Cllr P Heywood and seconded by Cllr R Evans and **RESOLVED to APPROVE payment of £1064.25 for insurance of The Pavilion with Allied Westminster until 27 February 2021.**

228.19 RECOMMENDATIONS FROM DELEGATE GROUP FOR THE PAVILIONG –
i) It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED to APPROVE letting the refuse/recycling contract to Veolia for 2020-21 for £445.62**
ii) it was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED to APPROVE the contract for nappy bin/feminine hygiene collection at The Pavilion be let to Border Janitorial Services and delegated authority to Clerk and Cllr D Fletcher to set up contracts and purchase other necessary products to fit out The Pavilion toilets.**
iii) It was proposed by Cllr B Morris and seconded by Cllr J Pritchard and **RESOLVED to APPROVE adoption of logo for The Pavilion as designed by Emma Lawrence and to appoint Shropshire Design and Print to make and fit the external signage for The Pavilion.** Clerk to write to Emma thanking her for the logo.

229.19 HIRER’S AGREEMENT AND ROOM HIRE FEES
There was a discussion about the hiring and charging policies for The Pavilion. Clerk to draft a policy statement for next full council meeting.

230.19 INTRUDER ALARM/CCTV - a decision about whether to fit these items at The Pavilion was deferred until the building is open and the policing team are in situ.

231.19 OUTSOURCING OF PAYROLL –
It was proposed by Cllr J Pritchard and seconded by Cllr C Robinson and **RESOLVED to APPROVE the outsourcing of the payroll activities for parish council staff to D M Payroll Services to be reviewed in March 2021.**

232.19 DATE AND TIME OF NEXT MEETING –
7.30pm on 9 March 2020 (Annual Parish Meeting) at Pontesbury Public Hall.

The meeting ended at 7.35pm

Signed **Date**
Chair