

**PONTESBURY PARISH COUNCIL**  
**Extraordinary Meeting of Council**  
**Held at Mary Webb School**  
**At 7.30pm on Tuesday 26<sup>th</sup> November 2019**

**PRESENT**

Cllr D Fletcher (Chairman), Cllr N Hignett, Cllr A Hodges, Cllr S Lockwood, Cllr N Lewis, Cllr D Jones, Cllr P Bradbury, Cllr C Robinson, Cllr R Martinali, Cllr J Pritchard

**IN ATTENDANCE:** None

**CLERK:** Debbie Marais

**Two members of the public were present.**

**150.19 APOLOGIES FOR ABSENCE**

Cllr B Morris, Cllr P Heywood, Cllr C Sandells, Cllr D Gregory

**151.19 DECLARATIONS OF INTEREST AND DISPENSATIONS - None**

**152.19 PUBLIC QUESTIONS AND COMMENTS**

None

**153.19 UPDATE ON NEW COMMUNITY BUILDING (THE PAVILION)**

Cllr D Fletcher gave a verbal update which was **NOTED**. Including the following points.

1. The transfer of The Pavilion to Pontesbury Parish Council was nearly complete, various details still to be finalised about drainage.
2. The lease for police presence and licence for Shropshire Library Service almost ready. Looking to mid-December for all legal documents to be finalised.
3. Timeline for fit-out and opening – Clerk would email round to all councillors and Cllr D Jones would put this into a visual document
4. Cllr D Fletcher wished to minute thanks to Clerk for all additional work undertaken

**154.19 VISION FOR FUTURE OF THE PAVILION INCLUDING STAFFING - Various options were discussed including the option recommended by the Personnel Committee from their meeting on 21 November 2019. It was proposed by Cllr D Jones and seconded by Cllr J Pritchard and **RESOLVED to APPROVE option 2. As follows;****

Pontesbury Parish Council lets out the meeting room for income generation and develops the building as a community/information resource promoting the health & welfare of local residents. Additional workload for Clerk – 37 hours per week to cover ;

- Day to day admin/finance (invoices/accounts/audit)
- Health & Safety (overseeing/co-ordinating contractors/repairs/H&S training for staff/volunteers, ensuring H&S risk assessments from H&S audit are in place and followed). H&S audit and writing Risk Assessments to be contracted out.
- Admin/co-ordination of meetings for Pavilion operational group until community group set up (target date December 2020)
- Overseeing work of cleaner/caretaker
- Joint point of contact for issues/repairs/ordering provisions/equipment etc with cleaner/caretaker
- Website/social media for The Pavilion working alongside a volunteer
- Promotion & development of building e.g Wellbeing Wednesday, working towards a community-based organisation taking over the running of the building

**Plus Cleaner/caretaker/bookings secretary on self-employed basis.** Based on opening building 4.5 days per week initially, would need 13 hours per week.

**156.19 BUDGET UPDATE FOR PAVILION FIT-OUT** – Clerk reported that so far fit-out of The Pavilion was within budget. It was agreed to discuss CCTV and intruder alarms further with the police and to investigate the coverage of the CCTV on the Co-op building. It was agreed to recommend to full council that Clerk, Cllr D Fletcher, Cllr N Hignett and Cllr R Evans be delegated authority to purchase remaining fit-out items.

**157.19 INSURANCE FOR PAVILION** – two quotes were considered, a third quote is awaited. It was agreed to defer this to the December full council meeting, so that third quote received. Clerk was asked to investigate Employer’s and fidelity cover.

**158.19 CONTRIBUTIONS TOWARDS SHROPSHIRE LIBRARY SERVICE STAFFING** – It was proposed by Cllr D Fletcher and seconded by Cllr J Pritchard and **RESOLVED to APPROVE** a commitment by Pontesbury Parish Council to accept in principle the need for Shropshire Library Service contribution towards Pontesbury Library to be cost neutral in five years (from 2019-20 financial year). Pontesbury Parish Council would make a commitment to contributions as proposed by Shropshire Library Service for 2019-20 and 2020-21 (£3,500 and £6125 respectively), working with Friends of Pontesbury Library to fund £3500 per year. Then review following 3 years of funding contributions after elections in 2021.

**159.19 CONTRIBUTIONS FROM NEIGHBOURING PARISH**  
It was proposed by Cllr J Pritchard and seconded by Cllr D Fletcher and **RESOLVED to APPROVE** approaching neighbouring parish councils in the area served by Pontesbury Library ie. Hanwood, Longden, Minsterley and Wothern. Councillors to identify further sources for annual contribution of funding – to be considered at December meeting.

Councillors wished to minute their thanks to Cllr D Fletcher and Clerk for their hard work towards getting The Pavilion fitted out and open.

**160.19 DATE AND TIME OF NEXT MEETING**  
7.30pm on 9<sup>th</sup> December 2019 at Mary Webb School.

The meeting ended at 8.00pm

**Signed** ..... **Date** .....  
**Chair**