

## PAVILION COMMITTEE

### MINUTES

**For meeting on Monday 23<sup>rd</sup> March 2026 at 6pm in the Meeting Room, Pavilion**

In attendance: Councillors, M Trow, N Hignett, R Evans, S Wallace Johnson

Clerk to the meeting: Nicola Young

Members of the public: none

PAV.46.25 **Chair of the Meeting** – after a proposal from Cllr Trow seconded by Cllr Wallace Johnson, it was RESOLVED that Cllr Hignett be elected as Chairman for the meeting/

PAV.47.25 **Apologies** were received from Cllr Fletcher.

PAV.48.25 **Declarations of Interest** None

PAV.49.25 **Minutes of the previous meeting:** After a proposal by Cllr Trow, seconded by Cllr Evans it was RESOLVED that the minutes of 23<sup>rd</sup> February 2026 be agreed as a true and accurate record.

PAV.50.25 **FOPL Report:**

a. Unless otherwise reported, updates for FOPL can be found in the monthly Pontesbury Parish Newsletters.

b. **Pavilion Hire Agreement** After a proposal by Cllr Evans, seconded by Cllr Trow it was RESOLVED to accept the amendments, which FOPL had agreed at their last committee meeting, and to issue the updated Pavilion Hire Agreement at the beginning of April 2026.

PAV.51.25 **Pavilion Administrative Matters**

a. Receipts and Payments for the month of March were noted & initialled.

b. **Updated Risk Assessments:**

i. Fire Risk Assessment – the new FRA was noted and it was noted that the Deputy Clerk had made a request for the identified work to be completed with a target response date of 13<sup>th</sup> April 2026.

ii. Pavilion Risk Assessment – the amendments to the PRA were noted.

c. **Non Domestic Rates Demand Notice 2026-27** – Committee members noted the cost of **£16,243.50** for the Pavilion annual business rates & recommend to full council to pay 10 monthly instalments, the first instalment being £1,627.50, followed by 9 monthly instalments of £1,624.00.

d. **Pavilion Cleaning for Holiday Cover**

- i. Cleaning cover was organised whilst the Building Assistant was away on holiday and Committee members retrospectively agreed to pay the invoice for cleaning cover at a cost of £22.50/hour, proposed by Cllr Trow and seconded by Cllr Hignett.
- ii. The Clerk had signed the Terms & Conditions with Afresh CS Ltd in order to get cleaning holiday cover, and this retrospectively agreed by Committee members, proposed by Cllr Trow, seconded by Cllr Hignett.

PAV.52.26 **Pavilion Operational Matters**

- a. **Pavilion FRA Actions** After a proposal by Cllr Evans, seconded by Cllr Wallace Johnson, it was RESOLVED to agree to the quote for the work identified by the Fire Risk Assessment at a cost of £766.81:
  - i. The provision and installation of an additional smoke detector within the Server Room located within the Police Locker Room.
  - ii. The provision and installation of a sounder beacon base located underneath the existing smoke detector within the Police Lobby Area.
- b. **Amalgamation of Pavilion Committee & Facilities Working Group** – Committee members generally feel that an amalgamation of the Pavilion Committee and Facilities Working Group, to create a Pavilion & Facilities Committee, will help with Councillor and staff time and recommend that the meeting is held in the evenings. Committee members also agreed with the Terms of Reference, and with the number of committee members being 7, with a quorum as 3 members.
- c. **Planters** Cllr Wallace Johnson to send a list of drought resistant plants for identified planters to the Deputy Clerk and will meet Deputy Clerk at 1230 on Tue 24<sup>th</sup> March.

PAV.52.25 **Date of next meeting** is Monday 20th April 2026 at 6pm in the Pavilion Meeting Room.

Meeting closed at 6.55pm

Chairman: ..... Date: .....