

PONTESBURY PARISH COUNCIL



Nicola Young
Deputy Clerk

09th December 2025

To All Members of the Pavilion Committee

Dear Councillor

You are hereby summoned to attend the meeting of the **Pavilion Committee** of Pontesbury Parish Council scheduled to take place on **Monday 15th December 2025 at 3pm** in **Pontesbury Pavilion** in order to transact the following business, as set out in the below agenda.

Nicola Young, Deputy Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT

3. MINUTES OF PREVIOUS MEETING

To approve & sign the minutes of the meeting held on 27th October 2025.

4. PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)

5. PAVILION ADMINISTRATIVE MATTERS

- a. To receive a Pavilion Receipts & Payments report from Scribe for information.
- b. To agree retrospective payment for emergency repair the heating gas boiler, price not yet known..
- c. To review a quote from Sound Reduction, regarding acoustic panelling. Last minute stated "To review a quote from Sound Reduction, regarding acoustic panelling. Following discussion, it was agreed to review the cost when discussing the 2026-2027 Pavilion budget, as there was a need to consider the overall cost of £3,561.60 inc VAT." Please can the Committee make a decision on whether to include in the 2026-2027 budget.
- d. To review the update Strategic Plan for the Pavilion.

6. FOPL

- a. To receive a report from FoPL.
- b. To receive a verbal update from the Chairman on the final discussion regarding payment of the invoices for the FOPL monthly event.

7. PAVILION OPERATIONAL MATTERS

- a. Planters. Cllr Wallace Johnson to submit a list of plants that don't require a lot of watering, which can then be planted in the planters in spring 2026.
- b. Fire Risk Assessment. The Pavilion Fire Risk Assessment is due to be reviewed by an expert in October 2025. The Deputy Clerk is currently awaiting a date from Cllr Day.
- c. Automatic Door – Committee members are requested to agree for the Deputy Clerk to seek a second opinion, this may incur a further charge.
- d. Coop Car Park – The Deputy Clerk has written to the Coop Manager, who has forwarded the matter onto the Coop Estates Team, not response has been received from that team.

8. DATE OF NEXT MEETING

The Committee are requested to agree a date and time for the next meeting of the Pavilion Committee to take place in the Pavilion, Hall Bank, Pontesbury, SY5 0RF.