

PONTESBURY PARISH COUNCIL



Nicola Young
Deputy Clerk

13th May 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 **Tuesday 20th May 2025 at 6.30pm** 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 28th April 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 receive Pavilion Risk Assessment, General Operations, updated May 2025.
- c. To review Room Hire charges and make a recommendation to full council in June 2025.

6. FOPL - To receive a report from FoPL.

7. PAVILION OPERATIONAL MATTERS

- a. Receive Quotes for items below and agree which quote to accept:
 - 7.a.1. Replace Tails Cabling with Armoured Cabling
 - 7.a.2. Install a Fuse for Overload or Fault Protection
 - 7.a.3. Install a Smoke/Heat Detector Linked to the Fire Alarm
- b. Receive Quote to Clear the Guttering. To receive a quote to clear & clean the guttering & all facias – quote attached.
- c. Projector. The current projector is old and out of date, it does not work properly and overheats. Committee members are requested to consider the attached report, which gives information on purchasing a replacement projector, or considering an alternative and more up to date way in which to project images, presentations and/or film.

8. DATE OF NEXT MEETING

The next meeting of the Pavilion Committee is scheduled to take place in the Pavilion, Hall Bank, Pontesbury, SY5 0RF at 6.30pm – date to be confirmed at the meeting.