

PONTESBURY PARISH COUNCIL



Nicola Young
Deputy Clerk

17th June 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 23rd June 2025 at 5.00pm** in **Pontesbury Pavilion** in order to transact the following business, as set out in the below agenda.

Nicola Young, Deputy Clerk

AGENDA

1. **ELECTION OF CHAIRMAN**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT**
4. **MINUTES OF PREVIOUS MEETING**
To approve & sign the minutes of the meeting held on 28th April 2025.
5. **PUBLIC QUESTIONS AND COMMENTS –** (Fifteen minutes will be allowed)
6. **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.
 - d. To receive a request from the GNS Gentlemen's Group for a room hire reduction.
 - e. To review the Committee Terms of Reference.
7. **FOPL -** To receive a report from FoPL.
8. **PAVILION OPERATIONAL MATTERS**
 - a. Receive Quote for items below and agree which quote to accept:
 - 8.a.1. Replace Tails Cabling with Armoured Cabling
 - 8.a.2. Install a Fuse for Overload or Fault Protection
 - 8.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 The current projector is old and out of date, it does not work properly and overheats.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.

- d. Receive a Request to Site a Clothing Bank. To receive a request from Leukaemia & Myeloma Research UK to site a clothing bank outside the Pavilion, or elsewhere in the parish.

9. **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.