

# **PONTESBURY PARISH COUNCIL**



Nicola Young  
Deputy Clerk

21<sup>st</sup> November 2023

## **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 27<sup>th</sup> November 2023 at 6.30pm** in **Pontesbury Pavilion** in order to transact the following business, as set out in the below agenda.

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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 30<sup>th</sup> October 2023.
4. **PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)**
5. **PAVILION ADMINISTRATIVE MATTERS**
  - a. To receive updated Pavilion Receipts & Payments report from Scribe. (at the meeting)
  - b. Police Heating Circuit
  - c. Pavilion Website Review
  - d. To recommendation adoption of Social Media Policy to full Council, relevant to both Council and Pavilion.
  - e. To review Health & Safety:
    - i. Risk Assessment – Violence & Aggression
    - ii. Risk Assessment – Ice & Snow
    - iii. Risk Assessment – Manual Handling
6. **FOPL - To receive a report from FoPL.**
7. **REVIEW ONGOING MATTERS**
  - a. To approve expenditure for installation of glazed external door in new office.
  - b. To receive information on next steps from the Deputy Clerk on the Safe Place initiative.
8. **DATE OF NEXT MEETING**  
The next meeting of the Pavilion Committee is scheduled to take place in Pavilion, Hall Bank, Pontesbury, SY5 0RF on Monday 29<sup>th</sup> January 2024 at 6.30pm.