

PONTESBURY PARISH COUNCIL



Nicola Young
Deputy Clerk

24th October 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 30th October 2023 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 18th September 2023.
4. **PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)**
5. **PAVILION ADMINISTRATIVE MATTERS**
In order to fit in with the Council's budget planning, Pavilion Committee members are requested to make comment on the following documents:
 - a. To receive updated Pavilion Receipts & Payments report from Scribe. (at the meeting)
 - b. To review the Pavilion Community Hub & Library Business Plan
 - c. To review the Pavilion Marketing & Communication Strategy.
 - d. To review the Pavilion Strategic Plan.
 - e. To review Health & Safety:
 - i. Risk Assessment – Anti-Social Behaviour
 - ii. Risk Assessment – COSHH
 - iii. Risk Assessment – First Aid
6. **FOPL - To receive a report from FoPL.**
7. **REVIEW ONGOING MATTERS**
 - a. To receive an update report on office space – Phase 1.
 - b. To receive a verbal update from the Deputy Clerk on the proposed 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 27th November 2023 at 6.30pm.