

PONTESBURY PARISH COUNCIL



Nicola Young
Deputy Clerk

28th August 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 **Wednesday 3rd September 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 23rd June 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 PRS/PPI music/performance license.
- c. To agree retrospective payment for the Library panel.
- d. To review the Pavilion Strategic Plan with a view to setting the Pavilion 2026-2027 budget.
- e. To make an initial review of the Pavilion Budget, with a view to setting this in October 2025.

6. FOPL - To receive a report from FoPL.

7. PAVILION OPERATIONAL MATTERS

- a. Projector. Following a survey with users regarding the purchase of a new projector or SMART TV, please find attached a report with details. Report to follow
- b. Receive a Request to Site a Clothing Bank. To review the information sent from Leukaemia & Myeloma Research UK and get feedback from the Coop regarding a site for the Clothing Bank.
- c. Planters. To have a discussion about the planters in the patio and review the way they are planted and watered.
- d. Staff First Aid Training. To receive a report, with quotes for 1st Aid Training, and decide which company to use. Report to follow
- e. Fire Risk Assessment. The Pavilion Fire Risk Assessment is due to be reviewed by an expert in October 2025. The Committee are requested to consider that this inspection be undertaken by Cllr Ken Day, as this is his expertise.
- f. Martyn's Law Fact Sheet. [Terrorism \(Protection of Premises\) Act 2025: Overarching Factsheet - GOV.UK](#) This is for information only.
- g. Automatic Door – Quote for Work following a service. Report to follow

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 in October 2025 at 6.30pm – date to be confirmed at the meeting.