

PONTESBURY PARISH COUNCIL

Pavilion Committee Monday 27th October 2025 at 6pm Pontesbury Pavilion MINUTES

In attendance: Cllr D Fletcher, Cllr M Trow, Cllr Wallace Johnson
Public: Caroline Wright, Bob Tune from FoPL
Clerk: Nicola Young, Deputy Clerk

18. APOLOGIES FOR ABSENCE Cllr Sharon Davies, Cllr Nick Hignett

19. DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT
None declared.

20. MINUTES OF PREVIOUS MEETING After a proposal from Cllr Wallace Johnson, seconded by Cllr Trow, it was unanimously agreed to approve & sign the minutes of the meeting held on Wednesday 3rd September 2025.

21. PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)

22. FOPL

a. To receive a report from FoPL. Caroline Wright, Chairman gave a verbal report of the events and activities that FoPL are running, which provide funds for the strategic payment to help keep the library in the Pavilion and assist with payment towards activities in the library.

b. To receive an email from the FoPL treasurer, for discussion regarding a response.

After a proposal from Cllr Michelle Trow, seconded by Cllr Wallace Johnson to approve backdated quarterly payments for “room hire” following the signing of the Partnership Hire Agreement in February 2024. To also change the wording of the PHA:

“Should Friends of Pontesbury Library wish to run a coffee morning or fundraising event which will last up to 3 hours” – amend wording to reflect the new wording “room hire”, remove “coffee morning”.

23. PAVILION ADMINISTRATIVE MATTERS

a. To receive a Pavilion Receipts & Payments report from Scribe for information. The Receipts & Payments were noted.

b. After a proposal from Cllr Fletcher, seconded by Cllr Trow, it was RESOLVED to agree the retrospective payment for Emergency Lighting maintenance following the annual inspection by RMW at a cost of: £245.61 excluding VAT.

c. To review a quote from Sound Reduction, regarding acoustic panelling. Following discussion, it was agreed to review the cost when discussing the 2026-2027 Pavilion budget, as there was a need to consider the overall cost of £3,561.60 inc VAT.

d. To review the Pavilion Strategic Plan 2026-2027. Deferred to next meeting.

e. To make an initial review of the Pavilion Budget, with a view to setting this in November 2025. Deferred to next meeting.

24. PAVILION OPERATIONAL MATTERS

a. Projector. Following a survey with users regarding the purchase of a new projector or SMART TV, a report was put before Committee members recommending that the Pavilion Committee agree to purchase an Epson EB-L260F Projector from Just Projectors for £ £1,183.20 inc VAT. This price has gone up since the report was written in June 2025. Shipping costs are as follows:

£12.00 - Next Working Day

£8.00 - 2-3 Working Days

FREE - 7-10 Days All prices excluding VAT

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After a proposal from Cllr Fletcher, seconded by Cllr Trow, it was RESOLVED to purchase the Epson projector as listed in the recommendation above.

b. Planters. Following a discussion about the planters on the Pavilion patio and a review in the way they are planted and watered, Cllr Sarah Wallace Johnson will evaluation the current planting of the patio planters and submit a list of plants that do not require a lot of watering. Cllr Fletcher will take the list to FoPL & request that they pay for the new planting that needs less watering. Pontesbury Parish Council to continue to maintain and water the planters.

c. Fire Risk Assessment. The Pavilion Fire Risk Assessment is due to be reviewed by an expert in October 2025. After a proposal from Cllr Fletcher seconded by Cllr Wallace Johnson, it was RESOLVED that Cllr Day will undertake the Fire Risk Assessment for the Pavilion. Cllr Day will need to declare an interest at a full Council meeting when this matter is brought before the meeting. The Deputy Clerk will write to Cllr Day to request that this task be completed.

d. Automatic Door – Quote for Work following a service. The Deputy Clerk was requested to keep an eye on responses and report back to the Committee.

e. Coop Car Park – it has been reported to the Deputy Clerk that the entrance/exit to the Coop car park, etc, is quite chaotic. The Deputy Clerk was requested to write to the Cooperative Manager to ask for a contact with the management company of the land.

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 on Monday 17th November 2025 at 3pm.