

# **PONTESBURY PARISH COUNCIL**

## **Pavilion Committee**

**Wednesday 3<sup>rd</sup> September 2025 at 6.30pm**

**10. APOLOGIES FOR ABSENCE** Cllr R Evans and Cllr S Davies

**11. DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT**

**12. MINUTES OF PREVIOUS MEETING** After a proposal from Cllr Hignett, seconded by Cllr Davies, the minutes from the meeting on 23<sup>rd</sup> June 2025 were RESOLVED as an accurate record.

**13. PUBLIC QUESTIONS AND COMMENTS** No public present.

**14. PAVILION ADMINISTRATIVE MATTERS**

- a. Pavilion Receipts & Payments report from Scribe were received and noted.
- b. Retrospective payment for PRS/PPI music/performance license. After a proposal from Cllr Trow, seconded by Cllr Hignett, it was RESOLVED to agree to the retrospective payment of £277.90 for the PRS & PPI License for the Pavilion.
- c. Retrospective payment for the Library panel. After a proposal from Cllr Hignett, seconded by Cllr Trow, it was RESOLVED to agree to the retrospective payment of £345, to include installation, for the new WOW library bookcase panel.
- d. Pavilion Strategic Plan The Pavilion Strategic Plan was reviewed with amendments made, and this will be brought back to the next Committee meeting to be agreed. The following was agreed:
  - o To organise a meeting with West Mercia Police
  - o To organise an early evening 'Expo@', working with building users for this event.
  - o The Chairman congratulated all the team involved in the work of the Pavilion.
- e. Pavilion Budget The Pavilion Budget was initially reviewed, and the Deputy Clerk will provide further background information and amendments and bring back to the next Committee meeting to be agreed.

**15. FOPL** – Cllr Fletcher reported that the Friends had a new Chair and would be meeting with her soon. He would ask her to meet with the Deputy Clerk/Pavilion Manager as soon as possible.

**16. PAVILION OPERATIONAL MATTERS**

- a. Projector. Following a survey with users regarding the purchase of a new projector or SMART TV, the majority of building users would like a new projector, feeling that this was more versatile.
- b. Request to Site a Clothing Bank. The Coop Manager has agreed that the clothing bank can be sited where the current Coop customer bicycle racks are, as these are not use and there are additional bicycle racks outside the Pavilion, a report was supplied. The following was agreed:
  - o To agree that a clothing bank is sited in position where the current Coop bike racks are.
  - o To agree that PPC liaise with Leukaemia & Myeloma Research UK to install a SMALL clothing bank in this site.
  - o To review this installation, with the Coop Manager and charity, in 6 months' time.
- c. Planters. The Deputy Clerk was asked to confirm with FOPL that they no longer wish to manage the planters in the patio area.
- d. Staff First Aid Training. A report, with quotes for 1<sup>st</sup> Aid Training, and decide which company to use will be tabled at the next meeting.
- e. Fire Risk Assessment. The Pavilion Fire Risk Assessment is due to be reviewed by an expert in October 2025. The Committee were requested to consider that this inspection be undertaken by Cllr Ken Day, as this is his expertise. The Deputy Clerk was asked to liaise with the Auditor or SALC to check that due process and the law was being followed.
- f. Martyn's Law Fact Sheet. [Terrorism \(Protection of Premises\) Act 2025: Overarching Factsheet - GOV.UK](#) was distributed for information.
- g. Automatic Door – Quote for Work following a service. The Deputy Clerk was asked to get a second opinion.

**17. DATE OF NEXT MEETING**

The proposed date of the next meeting of the Pavilion Committee is Wednesday 1<sup>st</sup> October 2026, and is scheduled to take place in the Pavilion, Hall Bank, Pontesbury, SY5 0RF in October 2025 at 6.30pm – date to be confirmed by email with Committee members.

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