

# **PONTESBURY PARISH COUNCIL**



Nicola Young  
Deputy Clerk

18<sup>th</sup> February 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 **Monday 24<sup>th</sup> February 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 27<sup>th</sup> January 2025.
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)
6. **FOPL -** To receive a report from FoPL.
7. **SOLAR PANEL PROJECT –** Project update and funding claim.
8. **PAVILION OPERATIONAL MATTERS**
  - a. **Gardener** – to receive information on a gardener to water patio beds.
  - b. **Caretaker** – to discuss information on a caretaker being employed to assist with setting up meetings, & opening and closing the building in the evenings & weekends.
9. **PAVILION ANNUAL REPORT –** the Deputy Clerk is currently producing the Annual Report and a draft version will be provided at the meeting. Please bring any items required for the Report to the meeting.
10. **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 24<sup>th</sup> March 2025 at 6.30pm.