



WOMBOURNE PARISH COUNCIL

Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

held on **Monday 21st February 2022** at 7.00pm

This meeting was held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Present -

Councillors: Barry Bond MBE (Chairman), Mike Davies, Dan Kinsey, Claire McIlvenna, Vince Merrick, John Pike, Robert Reade.

Non-Committee Members: Councillor(s): N/A

Absent without apologies: Councillor(s): Elizabeth Keeling

Clerk: Rachael Wright

01/22 – Apologies

Apologies were received from Councillors Cheryl Davies, Alan Peace, Martin Perry, Mary Roberts and Daisy Tait.

02/22 – Declarations of Interest

None.

03/22 – Approval of minutes from 28th November 2021

Members approved the minutes of the last meeting as being a true record of that meeting.

04/22 – Matters arising from 28th November 2021

73/21 – Tree in bungalow garden – The Chairman informed Members planning permission was being sought and work would be completed once granted.

74/21 – Carol Concert – The Clerk reported feedback had been good with regards to attendance despite the bad weather on the day.

05/22 – Approval of Reservations

The reservations were approved as set out.

06/22 – Till roll, lost and found and accident book

Members noted the entries in the till roll. There were no entries to review in the lost and found or accident book.

07/22- Civic Centre Roof

The Clerk informed Members work had been delayed due to COVID and the weather, however, things were now progressing nicely. Members approved the contract instructions to install new rainwater hoppers and pipework replacement, re-alignment of Civic Centre sign, additional metal cover flashing to skirting below windows,

breather vents to 3 extractor fans, and provisional allowance for changing roof outlets. They also agreed to pay the full cost of replacing the air conditioning fan above the East Wing of £3,458. In total, the balance remains £83,510.54.

08/22 – Venue dressers

Members noted that Country Dream Weddings were no longer trading, and agreed to appoint Rose Bloom Weddings as their replacement. The terms of 15% commission for bookings at the Civic Centre remain in place.

09/22 – Bake Sale by Home Instead

Members agreed to give permission for Home Instead to hold another bake sale outside the front of the Civic Centre in June 2022.

10/22 – Bridal Fayre

Members agreed to hold a Bridal Fayre on Sunday 1st May 2022 in the Civic Centre, from 1pm to 5pm. They agreed no entry fee would apply, and that they would charge shops in the village £25 for a stall, and outside the village £50. No charge for our approved suppliers. They agreed to allocate £25 towards paid advertising on social media.

11/22 – Day Centre

Members agreed that the room used by the Senior Citizens Club was a valuable community space, and they had to explore what other use the room could be put to if the club were only going to use it once a week. They agreed Councillor Daisy Tait who is appointed to the Senior Citizens Club outside body should liaise with Mrs B Spittle about their future, including any concerns they have with regards to the room being used by other groups when their pool table and other possessions are in there.

Councillor Claire McIlvenna informed Members she had assisted Mrs J Davies in securing a room for their knitting club to meet, however, with the Committee's permission, she will inform them they can use the Day Centre room on Tuesdays once the Senior Citizens have left for the day if they wish. No key safe was required at present.

12/22 – Electrical charging points

Members agreed to request further information from South Staffordshire Council as to what would be involved in them agreeing for investigations to be made into installing an electrical charge point on the Civic Centre car park.

13/22 – Correspondence

The Clerk informed Members there may be an opportunity to have the Civic Centre car park re-lined via South Staffordshire Council using some High Street Recovery and Rejuvenation Fund. Members agreed if it was available, to accept the offer.

14/22 – Exclusion of the Public and Press

It was **RESOLVED** that under Section 100 (A) (4) of the Local Government Act 1972 and the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting of the following items of business on the grounds that they involve the likely disclosure of exempt information.

15/22 – Roof work

Members agreed the Parish Council should re-charge 8% of the roof work to Staffordshire Police in line with the lease agreement.

16/22 – Request from Fiona Passey to sub let her treatment

Members agreed the request for Uzma Cerritelli to vacant the Smallbrook Room and share Fiona Passey’s treatment room with immediate effect. They asked the Clerk to make sure that the contract in place remained solely with Fiona Passey. It was agreed the Smallbrook Room should be marketed immediately at a rate of £250 per calendar month to include electricity, gas, water, Wi-Fi and onsite parking.

17/22 – Citizens Advice Office

Members considered three proposals and agreed to offer tenancy of the office suite to Goode Tutoring based on the terms she had proposed. They agreed a 5-year lease, with a rent review after 3 years and termination after the time with 6 months’ notice from both sides. They also agreed to opt out of The Landlord and Tenant Act 1954 for security of tenure.

The meeting closed at 8.28pm.

Signed:

Dated: