



WOMBOURNE PARISH COUNCIL

FULL COUNCIL MEETING of WOMBOURNE PARISH COUNCIL

Monday 13th March 2023 at 7.00pm

Dear Councillor,

You are hereby summoned to the next Full Council Meeting of Wombourne Parish Council for the transaction of business as set out below.

The meeting will be held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Rachael Wright

Mrs Rachael Wright

Clerk to the Parish Council

8th March 2023

AGENDA

1. **Apologies** – *to note any apologies received from Councillors.*
2. **Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.*
3. **Public Participation** – *residents are invited to address the Parish Council during the public participation session. No member of the public may speak for more than five minutes in accordance with Standing Orders.*
4. **Police report** – *to receive a report from South Staffordshire Police.*
5. **Approval of Minutes** - *to approve the minutes of the Parish Council Meeting on:*
 - a. Monday 20th February 2023
6. **Reports from Committees** - *to receive an update from Committees:*
 - a. Civic Centre Management Committee
 - b. Recreation and Amenities Committee
 - c. Finance and General Purposes Committee
 - d. Planning and Development Committee
7. **Report from South Staffordshire Council** – *to receive an update on news from South Staffordshire Council.*
8. **Reports from Members appointed to Outside Bodies** – *to receive reports from Members appointed to outside bodies:*

Outside Body	Councillor(s) appointed
Club at the Day Centre (2 representatives)	Daisy Tait Mark Evans
Locality Forum	Chairman of Council Dan Kinsey Vice-Chairman of Council Mark Evans

Wombourne Community Association (2 representatives)	Daisy Tait Martin Perry
Wolverhampton Business Airport Consultative Committee (1 representative)	Mary Roberts
Wombourne Carnival Committee (2 representatives)	Mary Roberts Vince Merrick
Wombourne Charity Trustees (1 representative)	Mike Davies
Wombourne Best Kept Village (2 representatives)	Chairman of Council Dan Kinsey Mike Davies
Wombourne Retailers Liaison (1 representative)	Daisy Tait
Police Liaison (1 representative)	Vince Merrick
Giggetty Action Group (3 representatives)	Mike Davies Mark Evans Vince Merrick

9. Parish Council Finances and Administration – to approve the following:

a. Payment schedule – to ratify payments, bank reconciliations, petty cash and payments made under delegated powers for February 2023.

10. S106 funding – to approve the recommendations from the Recreation and Amenities Committee for the following projects to be submitted to South Staffordshire Council for S106 funding:

- a. Changing room alterations to provide for male/female facilities at Brickbridge Playing Fields
- b. Improved drainage for Poolhouse Play Area to allow better use of the nest swing
- c. New benches at Brickbridge Playing Fields
- d. New exercise equipment at Brickbridge Playing Fields.

11. Planning applications – to note the submissions made to South Staffordshire Council in lieu of a meeting.

12. Update on the improvements for residents of Himley Meadows – to receive an update from Councillor Jan Evans.

13. Items deferred from the Annual Meeting of the Parish Council on 9th May 2022:

- a. Review of inventory of land and other assets including buildings and office equipment:
 - i. 2021/2022 asset register – to agree the re-stated sum of £348,380
 - ii. 2022/2023 asset register – to agree the sum of 349,944
- b. Review of the Council's employment policies and procedures:
 - i. Absence Policy – update due September 2024
 - ii. Disciplinary Policy – update due November 2023
 - iii. Employer Pensions Discretions Policy (LGPS) – update due when requested from Staffordshire LGPS
 - iv. Equal Opportunities Policy – update due November 2023
 - v. Grievance Policy – update due November 2023
 - vi. Lone Worker Policy – update due September 2023
 - vii. Pension Policy – update due April 2023
 - viii. Training and Development Policy – update due November 2023
 - ix. Health and Safety Policy – update due November 2023

14. Financial Risk Assessment – to approve the document.

15. Risk Register – to approve the document.

16. Scheme of Delegation and Terms of Reference – to approve the document.

17. Correspondence – to review correspondence received for the Parish Council.

18. Chairman's Business

a. Update on official engagements attended since the last meeting

b. Date of the next Full Council Meeting- Monday 17th April 2023 at 7pm

c. Dates for other Meetings –

Monday 20th March 2023 – Planning and Development Committee Meeting at 7pm

Monday 27th March 2023 – Civic Centre Management Committee Meeting at 7pm

Monday 3rd April 2023 – Finance and General Purposes Committee Meeting at 7pm

d. Reminder the Parish Council Office will be closed on Friday 7th, Monday 10th and Tuesday 11th April 2023 for Easter.