



WOMBOURNE PARISH COUNCIL

Civic Centre Management Committee Meeting
Monday 10th July 2023
at 7pm
Council Chamber, Gravel Hill, Wombourne, WV5 9HA

Committee Members: Councillors Barry Bond MBE (Chairman), Jan Evans, Mark Evans, Dan Kinsey BEM (Vice-Chairman), Vince Merrick, Martin Perry, Mary Roberts, Ian Sadler, Daisy Tait

Dear Councillor,

You are hereby summoned to the above meeting 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
5th July 2023

AGENDA

Part 1 – open to the public

1. **Apologies** – *to note any apologies received from Councillors*
2. **Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary and personal 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. **Approval of minutes from 5th June 2023** – *to approve the minutes of the last Committee meeting*
4. **Matters arising from the minutes of 5th June 2023** – *to receive an update on any matters arising from the previous minutes*
5. **Update on reservations** – *to receive a list of the reservations booked since the last meeting*
6. **Till roll, accident book, and lost and found** – *to note the entries*
7. **Quotations for tree work** – *to consider the quotations as per the tree report received at the last meeting:*
 - a) Contractor 1: £1,250
 - b) Contractor 2: £2,220
 - c) Contractor 3: £2,346
8. **Approved caterers** – *to consider adding the following companies to the Parish Council's approved caterers list (in lieu of the appropriate commission for each booking):*
 - a) *Little Bears Bakery*
Park Lane, Kingswinford, DY6 8AT
Provides bespoke catering – cold buffets, desserts, and celebration cakes
5 Hygiene rating via Dudley MBC*
Public Liability Insurance held

- b) *Fleming Catering*
Wolverhampton Science Park, Creative Industries Centre, Glaisher Drive, Wolverhampton, WV10 9TG
Provides bespoke catering - cold buffets and hog roasts (indoors)
5 Hygiene rating via Wolverhampton City Council*
Public Liability Insurance held
9. **Request for use of Council Chamber for regular Sunday booking** – to:
- a) *Note the request*
 - b) *Note we do not have any staff on duty to open / lock up*
 - c) *Consider an alternative option for opening / locking up to be able to accommodate the request*
10. **Defibrillator** – *to consider the request from Donna Eccleston to site a defibrillator outside the Civic Centre. The cost for an outdoor defibrillator is £1650, of which she can obtain £850 funding via AED (£400), Wombourne and District Community Association (£250), and DME Fitness classes (£200). She is seeking permission to request funding from other users of the Civic Centre to fulfil the funding requirements (note the Committee had previously agreed for BSKA to fundraise to install an outdoor defibrillator, however, they did not pursue this)*
11. **Marking of 6 car parking spaces** - *to receive the quotations:*
- a) *Contractor 1: £650*
12. **Use of Day Centre** – *to consider the request from Clare Stevens on behalf of Creating Brighter Futures in relation to use of the Day Centre*
13. **Provision of bar services on Carnival Day** – *to discuss the current arrangements and whether they need to be reviewed for future Carnivals / events*

Part 2 (private)

Items which may be taken in absence of the Public and Press on the grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admission to meetings) Act 1960.

14. **Exclusion of the Public and Press** - *Members are recommended to approve the following resolution:*

“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. **Update on bookings** – *to receive an update from the Clerk on the number of bookings received to date for 2023 and 2024*
16. **Room hire charges** – *to consider the proposed increase in room hire charges, taking into consideration the update on bookings in item 15*
17. **Request from Member of staff** – *to consider the request*