



WOMBOURNE PARISH COUNCIL

Civic Centre Management Committee Meeting Monday 11th July 2022

Immediately following the meeting of the Recreation and Amenities Committee

Committee Members: Councillors Barry Bond MBE (Chairman), Cheryl Davies, Mike Davies, Mark Evans, Elizabeth Keeling Dan Kinsey, Claire McIlvenna, Alan Peace, John Pike, Robert Reade, Mary Roberts, 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 Civic Centre, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Rachael Wright

Mrs Rachael Wright
Clerk to the Parish Council
6th July 2022

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 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. **Appointment of Vice-Chairman** – *to appoint a Vice-Chairman for 2022/2023.*
4. **Approval of minutes from 21st February 2022** – *to approve the minutes of the last Committee meeting.*
5. **Matters arising from 21st February 2022** – *to review the previous minutes and take forward any matters arising.*
6. **Approval of reservations** - *to approve the reservations taken since the previous Committee meeting.*
7. **Till roll, lost and found and accident book** – *to note the entries since the last meeting.*

8. **Table linen service** – *To note that Kate Thomas is no longer providing the service, but Linda Bettelley has taken over.*
9. **Christmas Jingle and Mingle** – *To consider putting on a dinner with live music and a disco on Friday 2nd December 2022.*
10. **Good Tutoring** – *To receive an update on the lease, and to consider the request to access the former CAB office to decorate in preparation for taking on the lease.*
11. **Smallbrook Room** – *To consider the proposal for the lease of the Smallbrook Room.*
12. **Bake Sale by Home Instead** – *To note two further bake sales will take place on 12th July 2022 and 24th August 2022.*
13. **Day Centre** – *To consider receive an update and consider installation of a key safe.*
14. **Alterations to the foyer** – *To note that a quotation has been received for alterations to the foyer, however, this will not improve the security of the building whilst the entrance to the Wodehouse Suite is open.*
15. **History Room** – *To receive an update, to consider refiguration of the radiators and approval to apply for funding for shelving.*
16. **Energy efficiency of the building**– *To consider appointing a surveyor to assess the efficiency of the building, and working on a mid term plan to update the heating system.*
17. **Correspondence** – *To discuss any correspondence for the Committee.*