



WOMBOURNE PARISH COUNCIL

**Civic Centre Management Committee Meeting
Monday 3rd October 2022
at 7pm
Council Chamber, Gravel Hill, Wombourne, WV5 9HA**

Committee Members: Councillors Barry Bond MBE (Chairman), Cheryl Davies, Mike Davies, Mark Evans, Elizabeth Keeling Dan Kinsey BEM, Claire McIlvenna, Alan Peace, John Pike, Robert Reade, Mary Roberts, Daisy Tait (Vice-Chairman)

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
27th September 2022

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 22nd August 2022** – *to approve the minutes of the last Committee meeting.*
4. **Matters arising from the minutes of 18th July and 22nd August 2022** – *to receive an update on any matters arising from the previous minutes.*
5. **Carol Concert 2022** – *to receive an update from Jon Tiley (Churches Together) in relation to this year's Carol Concert and agree a format for this year's event.*
6. **Approval of reservations** – *to approve the reservations booked since the last Committee meeting.*
7. **Till roll, lost and found and accident book** - *to approve the reservations booked since the last Committee meeting.*
8. **Deposits for room hire** – *to consider holding a deposit for bookings in the event of damage to our property and/or additional time after the function or the following day.*
9. **Approved DJ's** – *to consider having a closed list of approved DJ's (to include Dj's for regular hirers plus 3 additional, in lieu of 10% commission).*

10. **Members Room** – *to consider the request from Cassie Judd to lease the Members Room rather than the Smallbrook Room.*
11. **Day Centre** – *to note that the Senior Citizens Club no longer exists, and to discuss using the Day Centre room as a part of the Warm Spaces Initiative during autumn / winter 2022, and for any other activities.*
12. **Craft Fayre** – *to consider hosting another craft fayre in the Council Chamber.*
13. **Community Showcase Event** – *to consider the request from Wombourne and District Community Association to use the Civic Centre for the community showcase event on the evening of the Christmas Light Switch On.*
14. **Zzoomm survey** – *to consider the request from Zzoomm to carry out a survey of our premises.*
15. **LED lighting upgrade** – *to receive an update on the climate change grant of £500 and to approve the upgrade of final set of lighting in the Civic Centre to LED lighting.*
16. **Civic Centre efficiency** – *to discuss how to evaluate the efficiency of the building, considering the rising cost of gas and electricity.*
17. **Legionella risk assessment and Schedule of maintenance, monitoring and inspection** – *to approve the documents in preparation for legionella testing by Civic Centre Management staff.*
18. **Goode Tutoring** – *to receive an update on the hire of the premises and the lease.*
19. **Tree planting** – *to consider the request from Wombourne WI to plant an ornamental blossom tree next to Alderman I A Kelly's bench.*
20. **Budget considerations** – *to discuss any projects the Committee wish to carry out in 2023/2024 so that the Clerk can prepare quotations for the budget.*
21. **Correspondence** – *to discuss any correspondence for the Committee.*

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.

22. **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.”

23. **To agree prices for room hire for 2023 and 2024 functions** – *to agree the updated prices.*
24. **To discuss a rough sleepers access to the Civic Centre building** – *to receive an update and agree actions.*