



WOMBOURNE PARISH COUNCIL

Civic Centre Management Committee Meeting
Monday 5th June 2023
at 7pm
Council Chamber, Gravel Hill, Wombourne, WV5 9HA

Committee Members: Councillors Barry Bond MBE (Chairman), Jan Evans, Mark Evans, Dan Kinsey BEM, 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
31st May 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. **Appointment of Vice-Chairman for 2023/2023** - *to appoint a Vice-Chairman*
4. **Approval of minutes from 27th March 2023** – *to approve the minutes of the last Committee meeting*
5. **Matters arising from the minutes of 27th March 2023** – *to receive an update on any matters arising from the previous minutes*
6. **Request for a memorial bench** – *to consider the request for a memorial bench*
7. **Tour of facilities** – *to agree an appropriate date and time to tour the facilities (evening tours will not be possible due to functions and classes)*
8. **Approval of reservations** – *to approve the reservations as set out*
9. **Criteria for approving reservations** – *to agree:*
 - a) *the following criteria to approve reservations with immediate effect when a booking is received (to report to the Committee at the next meeting):*
 - I. *Birthday parties (21 and over)*
 - II. *Ballroom and social dances*
 - III. *Engagement parties*

- IV. *Wedding receptions and post wedding parties*
 - V. *Wedding anniversaries*
 - VI. *Presentation evenings (football, netball, horse, dance)*
 - VII. *Fayres (craft, showcasing)*
 - VIII. *Meetings, training sessions and seminars*
- b) *any other functions to be agreed by the Committee*

10. **Till roll, accident book, and lost and found** – *to note the entries*

11. **Slice of Summer and Holly Jolly Christmas Party** – *to agree to cancel the events due to low take up of numbers and feedback in relation to the ticket prices*

12. **Photos in Council Chamber** – *to agree:*

- a) *to remove the oldest group photograph, to be replaced with a new one, every four years. Old group photographs to be stored in the History Room*
- b) *to remove Chairman's photographs that are more than 15 years old, except where the Councillor is still a Member of the Council. Old Chairman's photographs to be stored in the History Room*

13. **Tree report** – *to:*

- a) *note the contents of the report*
- b) *Agree to receive quotations for the remedial work*

14. **Fire Safety** – *to agree to request a fire safety assessment of the building*

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.

15. **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."

16. **Cover for opening and locking up the premises** – *to consider the requirement for cover and the quotation from Mystical Productions*

17. **Update on bookings** – *to note the number of bookings received to date for 2023, discuss alternative marketing options, and whether to offer room hire at a heavily discounted rate for last minute bookings*

18. **Civic Centre Car Park** – *to note the number of spaces being used by Gravel Hill Surgery, their annual charge, and to consider whether to allocate them a set number of spaces in the future*