



WOMBOURNE PARISH COUNCIL

Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

held on **Monday 10th July 2023** at 7.00pm

This meeting was held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Present -

Councillors: Jan Evans, Mark Evans, Dan Kinsey BEM (Vice-Chairman), Martin Perry, Mary Roberts (arrived 19.02pm), Ian Sadler, Daisy Tait

Non-Committee Members: Councillor(s): N/A

Absent without apologies: Councillor(s): N/A

Public: None

Clerk: Rachael Wright

In the absence of the Chairman Councillor Barry Bond MBE, Councillor Dan Kinsey BEM chaired the meeting.

42/23 – Apologies

Apologies were received from Councillor Barry Bond MBE and Vince Merrick.

43/23 – Declarations of Interest

Councillors Dan Kinsey BEM noted he was a trustee of Wombourne and District Community Association (indirectly related to item 10 on the agenda).

44/23 – Approval of minutes from 5th June 2023

Members approved the minutes of the last meeting as being a true record of that meeting.

45/23 – Matters arising from the minutes of 5th June 2023

29/23 – The Clerk informed Members the W.I. declined the Parish Council's request to move their memorial bench to Brickbridge Playing Fields, and they had agreed to put a plate on the bench to ensure it was clearly marked as theirs. She informed Members Vicky Rogers had been put in touch with South Staffordshire Council about siting a memorial bench along the Wombrook Walk on the Poolhouse Estate.

36/23 – The Chairman informed Members that the quotations for the tree work would be coming up under agenda item 7.

46/23 – Update on reservations

Members noted the reservations as set out.

47/23 – Till Roll, lost and found and accident book

The documents were noted. It was suggested given the incidents recorded in the accident book that when the risk assessment is updated, it included wearing appropriate footwear.

48/23 – Quotations for tree work

Members considered the quotations as per the tree report received at the last meeting, and agreed to appoint Contractor 1 for £1,250. The Clerk would now apply for the work required via South Staffordshire Council.

49/23 – Approved caterers

Members agreed to appoint Little Bears Bakery and Fleming Catering on a trial basis, reviewing their appointment in either 6 months' time or when they have completed 4 events.

50/23 – Request for use of Council Chamber for regular Sunday booking

Members noted the request and the availability of staff and agreed they were unable to accommodate the booking.

51/23 – Defibrillator

Members agreed to the request from Donna Eccleston from DME Fitness to fundraise to site a defibrillator outside the Civic Centre.

52/23 – Marking of 6 car parking spaces

The Clerk informed Members she had received a second quotation after the agenda for the meeting had been issued, and this was for £1,250. Members agreed to seek car registration numbers from employees of Gravel Hill Surgery using the car park. They noted the car parking charges had not been reviewed for many years, and asked the Clerk to check how many spaces they required, as they would be costed at £200 per space, noting that it was possible that charges could apply to the car park in the future.

53/23 – Use of Day Centre

Members agreed to the request for use of the Day Centre for Creating Brighter Futures.

54/23 – Provision of bar services on Carnival Day

Members agreed to the Parish Council's representatives on the Carnival Committee (Councillors Mary Roberts and Jan Evans) seeking support for the ambition to open their own bar on Carnival Day, and to seek information on what can be done to increase the number of people coming into the Civic Centre on Carnival Day.

55/23 – Exclusion of the Public and Press

It was **RESOLVED** 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.

56/23 – Update on bookings

The Clerk provided an update on the bookings for 2023 and 2024.

57/23 – Room hire charges

Members agreed room hire charges for 2024/2025.

58/23 – Request from Member of staff

Members agreed the request, noting it would apply to all existing staff, exclude all current Members except in the event of their death and wake being held at the Centre.

The meeting closed at 8.28pm.

Signed:

Dated: