



## **WOMBOURNE PARISH COUNCIL**

### **Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING**

held on **Monday 3<sup>rd</sup> October 2022** at 7.01pm

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

#### **Present -**

**Councillors:** Barry Bond MBE (Chairman), Mike Davies (arrived at 7.12pm), Dan Kinsey BEM (arrived at 7.13pm), Claire McIlvenna, Alan Peace, John Pike, Robert Reade, Daisy Tait (arrived at 7.04pm).

**Non-Committee Members:** Councillor(s): Jan Evans, Martin Perry (arrived at 7.02pm)

**Absent without apologies:** Councillor(s): Elizabeth Keeling

**Clerk:** Rachael Wright

Members of the public: John Tiley and Vik Moriarty as representatives from Churches Together.

#### **34/22 – Apologies**

Apologies were received from Councillors Cheryl Davies, Mark Evans, and Mary Roberts.

#### **35/22 – Declarations of Interest**

Councillors Dan Kinsey BEM, Alan Peace, John Pike, and Daisy Tait all declared an interest in item 13 – ‘Community Showcase Event’ on the agenda given their involvement in Wombourne and District Community Association.

#### **36/22 – Approval of minutes from 22<sup>nd</sup> August 2022**

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

#### **37/22 – Matters arising from the minutes of 18<sup>th</sup> July and 22<sup>nd</sup> August 2022**

None.

#### **38/22 – Carol Concert 2022**

Jon Tiley explained he was the new Chairman of Churches Together and wanted to check if the Parish Council still wanted them to organise the annual Carol Concert. Members agreed they were happy for them to continue in its organisation and would like to see the event run in a less formal manner, with it being more family orientated with local schools and community groups involved, to attract more attendees. It was agreed the Parish Council would receive an update once Churches Together had met to discuss the event.

#### **39/22 – Approval of reservations**

Members approved the reservations.

#### **40/22 – Till Roll, lost and found and accident book**

The documents were noted.

#### **41/22 – Deposits for room hire**

Members agreed a refundable deposit for room hire could be taken and agreed £100 was a suitable amount. In the event of accidental damage and/or overrunning functions the appropriate amount would be deducted from the deposit.

#### **42/22 – Approved DJ's**

Members approved the Clerk's request to implement an approved list of DJs in lieu of 10% deposit. The Clerk agreed to make enquiries with local DJs to see if it was a viable proposition.

#### **43/22 – Members Room**

Members approved the request from Cassie Judd to lease the Members Room, instead of the Smallbrook Room. They agreed to swap the two rooms over so any Members wishing to meet would now do so in the Smallbrook Room.

#### **44/22 – Day Centre**

Members approved the request from Danielle Perkins to use the Day Centre on Tuesday mornings to set up a new Senior Citizens Club. They also approved the principle of the room being used during the daytime on weekdays as a Warm Space, and on an evening during the week for a Youth Café. The Chairman informed the Committee he had meetings on both initiatives forthcoming and would offer the room for use.

Councillor Mike Davies agreed to make enquiries with Staffordshire County Council and SCVYS to see what funding and support was available to run Youth Cafés in Wombourne.

#### **45/22 – Craft Fayre**

Members agreed to hold a craft fayre in the Council Chamber on Saturday 3<sup>rd</sup> December 2022, with a charge of £10 per table. They agreed Councillor Daisy Tait should publicise this with the local retailers as their liaison as this would coincide with Small Business Saturday.

#### **46/22 – Community Showcase Event**

Due to Members interests, this item was not quorate and therefore no decision was made.

#### **47/22 – Zzoomm survey**

Members agreed they were happy with the set up currently at the Civic Centre for broadband services, and therefore they would reject the request from Zzoomm to complete a survey of their premises.

#### **48/22 – LED lighting upgrade**

Members agreed to the quotation from R Yates Ltd to improve the LED lighting and electrics behind the bar. Councillor Mike Davies agreed to follow up on the outcome of the £500 grant towards the cost of the upgrade.

#### **49/22 – Civic Centre efficiency**

Members agreed the Clerk should make enquiries in relation to the efficiency of the heating system, and Councillor Robert Reade should discuss what support was available from South Staffordshire Council with this.

#### **50/22 – Legionella risk assessment and Schedule of maintenance, monitoring and inspection**

Members approved the documentation to enable the Civic Centre Management staff to test for legionella.

### 51/22 – Goode Tutoring

Members noted that the lease was still outstanding, but that Goode Tutoring were hiring the premises paying the pro-rata of the amount agreed for the annual lease.

### 52/22 – Tree planting

Members approved the request from Wombourne WI to plant of an ornamental blossom tree near to Alderman I A Kelly's bench to commemorate their 100<sup>th</sup> anniversary.

### 53/22 – Budget considerations

Members agreed to let the Clerk know by early November if they think of any projects for 2023/2024.

### 54/22 – Correspondence

There was no correspondence to discuss.

### 55/22 – 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.

### 56/22 – To agree prices for room hire for 2023 and 2024 functions

Members agreed to the following prices:

	2023				2024				
	Standard		Resident		Standard			Resident	
	5hrs	1hr	5hrs	1hr	5hrs	1hr	WED	5hrs	1hr
<b>WODEHOUSE</b>	£325	£65	£276	£55	£360	£72	£80	£306	£61
<b>COMBINED</b>	£375	£75	£320	£64	£410	£82	£40	£349	£70
<b>WEDDING*</b>					£600	£120		£540	£108
<b>B'FAST 65</b>	£120	£30			£120				
<b>PREP TIME</b>		£20			£24				
<b>5FT/RECT</b>	£7.50				£8				
<b>6FT</b>	£9				£10				
<b>MUSIC</b>	£25				£30				
<b>CROCKERY</b>	£1/10 items								
<b>CUTLERY</b>	50p/10 items								

	2022 & 2023					2024				
	4hrs	Mon-Fri 8.30-5	1hr	>5pm /Sat	Sat 9-5	4hrs	Mon-Fri 8.30-5	1hr	>5pm /Sat	Sat 9-5
<b>SMALL</b>		£50	£12	£16	£65		£50	£12	£16	£65
<b>BROOK</b>	£35	£70	£14	£16		£40	£80	£16	£18	
<b>CHAMBER</b>	£50	£100	£12.50			£50	£100	£12.50		

### 57/22 – To discuss a rough sleepers access to the Civic Centre building

Members received an update and noted the matter was in the hands of South Staffordshire Police at present.

**The meeting closed at 8.38pm.**

Signed: .....

Dated: .....