



WOMBOURNE PARISH COUNCIL

Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

held on **Monday 5th June 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, Vince Merrick, Martin Perry, Mary Roberts, Ian Sadler, Daisy Tait

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

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

Public: 2 members of the public

Clerk: Rachael Wright

In the absence of the Chairman Councillor Barry Bond MBE, Councillor Mark Evans chaired the meeting up until 27/23. He noted his best wishes to Councillor Bond MBE who was absent due to ill health.

24/23 – Apologies

Apologies were received from Councillor Barry Bond MBE.

25/23 – Declarations of Interest

Councillors Dan Kinsey BEM and Mary Roberts reported to be members of Wombourne Best Kept Village Committee. Councillor Martin Perry reported to be a member of Wombourne and District Community Association.

26/23 – Appointment of Vice-Chairman for 2023/2024

Councillor Vince Merrick proposed Councillor Dan Kinsey BEM be Vice-Chairman of the Committee. Councillor Martin Perry seconded the proposal, and all Members were in favour.

It was **RESOLVED** that Councillor Dan Kinsey BEM be elected Vice-Chairman for 2023/2024.

27/23 – Approval of minutes from 27th March 2023

Members approved the minutes of the last meeting as being a true record of that meeting. Councillor Ian Sadler abstained from the vote.

28/23 – Matters arising from the minutes of 27th March 2023

18/23 – the roof work above Goode Tutoring has now been completed.

23/23 – the sourcing of alternative caterers is still ongoing.

29/23 – Request for a memorial bench

Councillor Dan Kinsey BEM allowed Mrs Vicky Rogers (member of the public) to speak on this matter. Mrs Rogers explained that sadly her friend and resident, Sam Mound, had recently passed away unexpectedly. She explained she had been an integral part of the village, being an administrator of Wombourne Online, setting up and running Wombourne Rocks!, and working in one of the local schools. She felt it was fitting to have a memorial bench for her, and asked permission to site it at the front of the Civic Centre, replacing a new wooden bench and stonework with an old bench which is currently in situ near to the bush outside Barclays Bank.

Members noted the possibility that the current bench could belong to Wombourne WI and asked the Clerk to make enquiries about this. If it was the case, to request permission for their bench to be re-located to Brickbridge Playing Fields, otherwise permission would be sought from the District Council for the bench to be replaced.

It was agreed the stonework underneath should be completed by a reputable builder to ensure it was laid safely and without any future issues leading to trips or slips.

30/23 – Tour of facilities

Members agreed for the Clerk to inform them of which Friday's were available in the coming months to tour the facilities.

31/23 – Approval of reservations

Members approved the reservations.

32/23 – Criteria for approving reservations

- a) Members agreed reservations falling within the following criteria would be approved with immediate effect once the booking had been received:
 - i. Birthday parties (aged 21 and over)
 - ii. Ballroom and social dances
 - iii. Engagement parties
 - iv. Wedding receptions and post wedding parties
 - v. Wedding anniversary parties
 - vi. Presentation evenings (football, netball, horse, dance)
 - vii. Fayres (craft, showcasing)
 - viii. Meetings, training sessions and seminars
- b) Members agreed any other function should be agreed by the Committee.

33/23 – Till Roll, lost and found and accident book

The documents were noted.

34/23 – Slice of Summer and Holly Jolly Christmas Party

Members agreed to cancelling the Slice of Summer owing to the fact that less than half of the required tickets had been sold. They agreed the Holly Jolly Christmas Party should go ahead, with tickets on sale from July for £41.50 (inc VAT) each.

The Clerk informed Members that the Parish Council could seek to make more income from an alternative booking, and they would be liable for cancellation fees from Plyvine and the live performer if they were to cancel at the last minute due to low ticket sales again, however, they decided to proceed despite the advice given.

35/23 – Photos in the Council Chamber

- a) Members agreed to remove the oldest group photograph to be replaced with a new one every four years. They asked for the old ones to be stored in an album in the Council Chamber, and added to the Parish Council’s website under a History tab. The Clerk agreed to make enquiries as to whether this was possibly due to accessibility of the website.
- b) Members agreed the oldest two photographs should be removed each year, whether the Member is a current Councillor or not.

36/23 – Tree report

- a) Members noted the content of the report. It was agreed the Clerk would make enquiries as to whether there were any restrictions with the lawsons being felled, as in the conservation area, to be replaced with a native species.
- b) Members agreed the Clerk could obtain quotations for the tree work as per the report.

37/23 – Fire Safety

Members agreed to the Clerk seeking a fire safety assessment of the Civic Centre, noting fire risk assessments and hirers fire instructions were already in place, but an updated assessment would be appropriate.

38/23 – 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.

39/23 – Cover for opening and locking up the premises

Members agreed to appoint Mystical Productions to provide cover in the event of both Superintendents being unavailable. They asked the Clerk to request Plyvine deal with any drink spillages in the absence of a Superintendent during a function.

40/23 – Update on bookings

The Clerk reported that there were still 10 Fridays left in 2023, which is a significant increase in the number available in 2022, which will have a negative impact on the income. Members agreed to reinstate the advertising budget in 2024 and offer the 10 available dates at a 15% discount.

41/23 – Civic Centre Car Park

Members agreed for the Clerk to enquire with a contractor about the cost of marking out 6 spaces on the car park, and to find out from Councillor Mike Davies the cost of a parking permit on the County Council’s car park.

The meeting closed at 8.23pm.

Signed:

Dated: