



WOMBOURNE PARISH COUNCIL

Finance and General Purposes Committee Meeting Monday 17th July 2023 at 7.00pm.

Committee Members: Councillors Barry Bond MBE, Mike Davies, Jan Evans, Mark Evans, Elizabeth Keeling, Dan Kinsey, Vince Merrick, Matt Powell, Mary Roberts (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
12th July 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 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** – *to appoint a Vice-Chairman for 2023/2024*
- 4. Approval of last Committee Meeting minutes from 3rd April 2023** – *to approve the minutes of the last meeting*
- 5. Matters arising from 3rd April 2023** – *to review the previous minutes and take forward any matters arising*
- 6. Q1 report** – *to review the report*
- 7. Christmas Lights** – *to note the 3-year contract expires this year, and to consider what requirements will be included in the next tender – i.e. do you wish to receive quotations for new lighting (if so, where and what), or just installation and take down of existing lights*

8. Christmas Lights Switch On Event – to:

- a) *Receive an update on the application for festive illuminations and HERS registration*
- b) *Consider whether to seek alternatives to a firework display (e.g. laser show) or agree to have the usual firework display*
- c) *Agree which School and/or community group should be asked to perform from 5.35pm*
- d) *Agree whether to seek additional volunteers from Wombourne and District Community Association*
- e) *Agree roles required on the day so that a rota can be drawn up - all Councillors to be on hand (note the Clerk will only be working until 1pm on the day)*

9. Small Business Saturday (Saturday 2nd December) – to agree whether to promote the event (note there is no budget available and there is an NCT booking all day in the Council Chamber)

10. Website – to receive an update on the new website

11. New email system – to:

- a) *Receive an update from Councillors who have been trialling a system from Cloud Next*
- b) *Agree to appoint Cloud Next with 5GB system for £99.99 per annum for 25 accounts (using .gov.uk emails)*

12. WhatsApp Groups – to agree parameters for WhatsApp groups

13. Newsletter – to discuss and agree how to create and roll out a newsletter (note there is no budget available)

14. Civility and Respect Pledge – to:

- a) *Discuss and agree whether to take the pledge*
- b) *Agree the Dignity at Work Policy*

15. Bungalow roof – to:

- a) *Note that work is required due to missing / broken roof tiles causing leaks and on 2 x chimneys*
- b) *Receive the following quotations:*
 - i. *Contractor 1: To work all the way around bungalow changing all broken / missing tiles, to grind and re-point both chimneys, to clean off all loose material off both chimney tops, to replace lead flashing and lead back gutters on both chimneys, all waste to be removed - £3,280*
 - ii. *Contractor 2: New back gutter and lead flashing required to chimney, various tiles to be changed, new back gutter and lead flashing to additional chimney, all waste removed - £2,950*
 - iii. *Contractor 3: Quotation to follow*

16. Belt Up Saturdays – to consider setting up a Belt Up Saturday on the Civic Centre car park

17. BACS payments – to consider informing customers the only means of accepting income is via BACS following the closure of Barclays Bank

18. Clerk's hours – to remind Members of the Clerk's hours (Monday, Tuesday, Thursday 8.30am to 2.00pm, Wednesday 8.30am – 5.00pm with 30-minute lunch, Friday 8.30am – 1.00pm)