



WOMBOURNE PARISH COUNCIL

Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

held on **Monday 17th July 2023** at 7.00pm

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

Present – Committee Members-

Councillors: Mike Davies, Jan Evans (Vice-Chairman), Mark Evans, Elizabeth Keeling, Dan Kinsey BEM, Vince Merrick, Mary Roberts (Chairman)

Present – Non-Committee Members- Councillors: Ian Sadler

Absent without apologies – Councillors: Matt Powell

Clerk – Rachael Wright

37/23 – Apologies

Apologies were received from Councillor Barry Bond MBE.

38/23 – Declarations of Interest

Councillor Dan Kinsey BEM informed Members he was a Trustee of Wombourne and District Community Association. Councillor Mary Roberts noted she was a Member of the Association.

39/23 – Appointment of Vice-Chairman

Councillor Mike Davies proposed Councillor Jan Evans be appointed Vice-Chairman for 2023/2024. Councillor Vince Merrick seconded the proposal, and all Members were in favour.

It was **RESOLVED** that Councillor Jan Evans be appointed Vice-Chairman.

40/23 – Approval of last Committee Meeting minutes from 3rd April 2023

Members approved the minutes of the last meeting.

41/23 – Matters arising from 3rd April 2023

None.

42/23 – Q1 report

Members noted the contents of the report including the budget headings highlighted as overspends.

43/23 – Christmas Lights

Members agreed to consider whether to include new lighting within the tender or whether to request install and take down of the existing lights, and to discuss and agree at the next meeting.

44/23 – Christmas Lights Switch On Event

- a) The application for festive illuminations and HERS registration was overlooked and not discussed.
- b) Members agreed to the usual firework display (£825) and noted the change in ownership of the company who have previously put on the display. They asked the Clerk to check if silent fireworks could be used.
- c) Members agreed to ask Wombourne High School to perform noting the secondary school had not been asked. Alternative schools to ask if Wombourne High School are unable to assist are Blakeley Heath and St Bernadette's Primary Schools.
- d) Members agreed to request additional volunteers from Wombourne and District Community Association to assist with the switch on following their feedback on last year's event.
- e) Members agreed a minimum of 8 Councillors were required to volunteer for the event, with 4 needed on the front gates from 4pm, 1 on back gate (Mill Lane end), 2 patrolling rear for fireworks, 1 near High Street car park entrance, and 2 front of the Civic Centre. Members asked the Clerk to contact all Councillors informing them they should be present, and asking what time they would be available from. It was noted the Clerk would only be working until 1pm on the day.

45/23 – Small Business Saturday (Saturday 2nd December)

The Clerk informed Members that the Village Hall had planned a breakfast with Santa and had asked if the Parish Council were planning on running any events in the village. Members agreed to put a request out on social media to ask for performers and asked the Clerk to enquire about running a craft fayre in the Methodist Church.

46/23 – Website

The Clerk informed Members the new website had been set up with its basic structure, however, she now needed to add all the information from the old website onto the new one, which would take a few weeks. Members were informed the old website was still live and still being paid for, given the auditors had been given the old website address to check the Council were compliant in terms of the documentation on it, so it had to remain in place.

47/23 – New email system

- a) It was noted Councillors Jan Evans, Mark Evans, Mike Davies, Martin Perry, and Mary Roberts had trialled the Cloud Next system. Feedback was good.
- b) Members agreed to appoint Cloud Next with 5GB system for £99.99 per annum for 25 accounts (using .gov.uk emails).

48/23 – WhatsApp Groups

The Chairman reminded Members any WhatsApp groups were purely for information sharing only, decisions could not be made using them, and items /projects for consideration should be taken to Full Council or a Committee before Members act upon them.

She reminded Members the Clerk had muted herself from the WhatsApp groups and contact with the Clerk should only be made via the office telephone or email and only during her working hours.

49/23 – Newsletter

The Chairman reminded Members the Council had agreed some time ago to create a newsletter, but this had never got off the ground. Members agreed to a twice-yearly newsletter to be published online initially. Councillors Elizabeth Keeling, Dan Kinsey BEM, and Jan Evans agreed to form a working group to work on this project.

50/23 – Civility and Respect Pledge

- a) Councillor Mark Evans proposed the Council should sign up to the pledge, Councillor Dan Kinsey BEM seconded the proposal, and all members were in favour.
- b) Members agreed to the Dignity at Work Policy. The Chairman reminded Members they should be mindful how they interact with members of the public, and staff and remain professional at all times.

51/23 – Bungalow roof

- a) Members noted that work was required due to missing / broken tiles and to two chimneys. They noted that no budget had been set aside for the work.
- b) The Clerk informed Members the third quotation had been received, which amounted to £530. Councillor Dan Kinsey BEM proposed contractor 2 is appointed to complete the work. Councillor Mark Evans seconded the proposal, and all Members were in favour.

52/23 – Belt Up Saturdays

The Chairman gave permission to Councillor Ian Sadler to raise this matter. He explained he thought it would be a good idea to have a Belt Up Saturday on the Civic Centre car park, involving the local Neighbourhood Team so that seatbelts, and in particular child seats could be checked. Members agreed it was a good idea, and asked the Clerk to approach the Neighbourhood Policing Team to check if they would be willing to assist.

53/23 – BACS payments

Members agreed to inform customers the only means of accepting payments was via BACS following the closure of Barclays Bank.

54/23 – Clerk’s hours

The Chairman reminded Members the Clerk works 8.30am to 2.00pm Mondays, Tuesdays, and Thursdays, 8.30am to 5.00pm with 30-minute lunch on Wednesdays, and 8.30am to 1.00pm on Fridays. She asked Members to be mindful of the time they contact the Clerk or visit the office to ensure the Clerk is not kept behind after her hours.

The meeting closed at 7.54pm.

Signed:

Dated: