



WOMBOURNE PARISH COUNCIL

Minutes of the Sub-Committee of Finance and General Purposes High Street Recovery and Rejuvenation Committee Meeting

held on **Monday 12th July 2021** at 6pm

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

Present -

Councillors: Barry Bond MBE (left at 7.30pm), Dan Kinsey, Mary Roberts, Daisy Tait

Retailors: None

Clerk: Rachael Wright

20/21 – Apologies

Apologies were received from Cara Hickman.

21/21 – Declarations of interest

None.

22/21 – Matters arising from the meeting of 30th June 2021

None.

23/21 – Committee Members update

The Chairman reported sadly David and Debra Taylor had resigned from the Committee. Some other retailers have been asked to consider joining to replace them, but to date no one has the time to commit to regular meetings.

24/21 – Outline key aims and purpose

The Chairman reminded Members this was a specialist initiative for revitalising the High Street, and the Committee should be providing a supporting role to enable the retailers to continue to flourish once the initiative is over.

The Clerk informed Members Sarah Slater from Dementia Singing Friends had informed her she would be setting up a stall to share information about her dementia café outside the library on the day and had suggested the Parish Council should encourage other community groups to get involved. Members agreed the initiative should focus on the retailers and may jeopardise funding if the aim and purpose widened too much.

25/21 – Update on 24th July 2021 event

- a) Performances / hired artists – Members went through the table of performers and noted the addition of Inspiration Drive and Ken & Son.
- b) Stalls – no update since no stalls at the event.

- c) Businesses involved – Members went through the spreadsheet set up by Councillor Mary Roberts, noting the update of a couple of businesses who had agreed to dress their windows when Councillors Dan Kinsey and Daisy Tait spoke to them last weekend.
- d) Review locations and requirements – Members reviewed the locations available and whether there was access to power. They married up the acts depending upon their requirements.

26/21 – Allocate roles

It was agreed to allocate roles as follows:

- Photos / videos (village and Common Road locations) – Councillor Elizabeth Keeling
- HQ – 10am-11am – Councillor Mary Roberts
11am – 12pm – Councillor Barry Bond
12pm – 1pm – Councillors Mike and Cheryl Davies
1pm- 2pm – Councillor Ken Upton and Councillor Mary Roberts
2pm – 3pm – Councillor Claire McIlvenna
- Walking around acts / general point of contact in centre of the village – Councillor Vince Merrick
- Common Road – liaising with acts and retailers – Councillor John Pike and Councillor Alan Peace
- Visiting shops – Councillor Daisy Tait and Councillor Dan Kinsey

Members agreed the Clerk would make enquiries about the office phone number being diverted to Councillor Mary Roberts for the day in the event of any enquiries from any of the performers.

Councillor Barry Bond left the meeting.

27/21 – Recording the events

As per 26/21, it was agreed to ask Councillor Elizabeth Keeling to take videos and photos on the day and upload them to the Parish Council's social media accounts.

28/21 – Common Road

The Chairman reported all retailers have been spoken to and encouraged to take part. Most of them are not on the 'retailers' WhatsApp Group. It is possible they may have one for themselves.

29/21 – Establish and collate ideas and responses from participating retailers / businesses

This item was covered under 25/21 c.

30/21 – Update on promotion, advertising, social media, and WhatsApp

It was agreed an event specific poster would be produced advertising the acts, locations and times of performances and would be emailed to the shops/businesses. The general advert has already gone into the Wombourne Pages. The advert in Grapevine would be delayed due to the publication being delayed.

31/21 – Costings

Costs incurred to date £79 for advert in Wombourne Pages. Other commitments are £300 to Every Little Dream, and £175 to Wombourne Directory. Members agreed to investigate the purchase of a fold out table (if there is not one already available), 2 folding chairs, a gazebo and a couple of high vis vests. Councillor Dan Kinsey confirmed Harvey Bains, South Staffordshire Council would be in touch with the Clerk with the legal agreement to sign in relation to the funding.

Members discussed the requirement for special event insurance and a risk assessment. Members discussed the risks with hosting the child friendly act (Anna and Elsa from Frozen) at the Maypole, and after some in depth discussion it was agreed that the location posed too many risks, including large crowds gathering near the road,

and possible accidents from traffic pausing to see what was happening. It was agreed to move this act outside Wombourne Computer Supplies Ltd and Beau Regards which provided additional space.

32/21 – Date of the next meeting

The next meeting will take place on Monday 19th July at 6.00pm.

The meeting closed at 8.15pm.

Signed:

Dated: