



## **WOMBOURNE PARISH COUNCIL**

### **Sub-Committee of Finance and General Purposes High Street Recovery and Rejuvenation Committee Meeting Monday 12<sup>th</sup> July 2021 at 6pm**

Parish Council Committee Members: Councillors Barry Bond MBE, Dan Kinsey, Mary Roberts, Daisy Tait

Retailers Committee Members (non-voting rights): Cara Hickman (Vice-Chairman)

Dear Member,

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  
7<sup>th</sup> July 2021

In accordance with our Risk Assessment, which can be found on our website ([www.wombourneparishcouncil.org.uk](http://www.wombourneparishcouncil.org.uk)), we would kindly request that all Councillors and members of the public who will be in attendance take a rapid lateral flow test prior to the meeting. In the event of a positive result, please do not attend, instead follow Government guidelines.

Social distancing measures will be in place and must be adhered to, masks are mandatory (unless exempt on medical grounds), and hand sanitizer will be available upon entry. Please scan your mobile phone using the NHS Covid-19 app and 'check in to a venue' via the QR code in the foyer, if you do not have the facility to record your presence this way, please inform the Clerk so that your information can be recorded manually. If you have any queries, please contact the Clerk to the Parish Council on 01902 896300.

## **A G E N D A**

1. **Apologies** – *to note any apologies received.*
2. **Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary and personal 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. **Matters arising from the meeting of 30<sup>th</sup> June 2021** – *to discuss any matters arising from the last meeting.*
4. **Committee Members update** - *to receive an update on the Members appointed to the Committee.*
5. **Outline key aims and purpose** – *to outline the key aims and purpose.*
6. **Update on 24<sup>th</sup> July 2021 event** – *to receive an update on:*
  - a. *Performances / hired artists*
  - b. *Stalls*

- c. *Businesses involved*
- d. *Review locations and requirements.*

7. **Allocate roles** – *to allocate roles both in the run up to the event and on the day itself.*
8. **Recording the events** – *To discuss how the event will be recorded, i.e., photos, posts on social media, videos etc.*
9. **Common Road** – *To discuss how to ensure all retailers are involved, included, engaged in the group and to establish a point of contact.*
10. **Establish and collate ideas and responses from participating retailers / businesses** – *to receive an update on who has agreed to participate.*
11. **Update on promotion, advertising, social media, and WhatsApp** – *to receive an update on the advertising of the event and to agree whether specific advertising on social media is required.*
12. **Costings** – *to receive an update on costings.*
13. **Date of the next meeting** – *to agree the date of the next meeting.*