



## **WOMBOURNE PARISH COUNCIL**

**Civic Centre Management Committee Meeting**  
**Monday 16<sup>th</sup> October 2023**  
**at 7pm**  
**Council Chamber, Gravel Hill, Wombourne, WV5 9HA**

Committee Members: Councillors Barry Bond MBE (Chairman), Jan Evans, Mark Evans, Dan Kinsey BEM (Vice-Chairman), Vince Merrick, Martin Perry, Mary Roberts, Ian Sadler, Daisy Tait

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  
4<sup>th</sup> October 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 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. **Approval of minutes from 10<sup>th</sup> July 2023** – *to approve the minutes of the last Committee meeting*
4. **Matters arising from the minutes of 10<sup>th</sup> July 2023** – *to receive an update on any matters arising from the previous minutes*
5. **Update on reservations** – *to receive a list of the reservations booked since the last meeting*
6. **Till roll, accident book, and lost and found** – *to note the entries*
7. **Approved venue dressers (to take the number up to 4)** – *to approve the addition of the following companies to the Parish Council's approved venue dressing list (in lieu of the appropriate commission for each booking):*
  - a) **Balloons by Romey**  
*Offers luxury event styling and balloon décor, including bespoke balloon displays, customised backdrops, prop decor and any themed events*  
*Has previously completed work at Wombourne Civic Centre without any issues (adhered to T&C's)*  
*Based in Wolverhampton, and approached the Parish Council*
  - b) **Quality Products Hire**  
*Offers wedding packages, including backdrops, table centre pieces, post boxes, easels, LOVE letters*  
*Has previously completed work at Wombourne Civic Centre (adhered to T&C's)*  
*Based in Wolverhampton, and approached the Parish Council*

8. **Recommended DJ** – *to approve the proposal from Opulent Sounds to be recommended as a DJ for functions at the Civic Centre, in lieu of £25 commission payable per booking*
9. **Music licence fees** – *to consider increasing the charge for a music licence from £25 to £35 following receipt of the invoice from PRS/PPL for this year's fees (cost to the Parish Council is £34.30 per function where a licence is required)*
10. **Terms and Conditions of hire** - *to approve the document to apply from 1<sup>st</sup> January 2024 (change made to cancellation period to offer greater protection for the Parish Council)*
11. **Heating System updates** – *to consider the update from the Vice-Chairman regarding updating the heating system to provide greater efficiency (budget in place)*
12. **Budget wishlist** – *to decide upon any items to be included in the budget wishlist so that the Clerk can obtain quotations*
13. **Feedback from Hirer** – *to receive feedback from a hirer following their wedding at the Civic Centre*

## **Part 2 (private)**

Items which may be taken in absence of the Public and Press on the grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admission to meetings) Act 1960.

14. **Exclusion of the Public and Press** - *Members are recommended to approve the following resolution:*

“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.”

15. **Rental of premises within Civic Centre** – *to consider Clerk's report*
16. **Car Park** – *to review the email from Gravel Hill Surgery*