



WOMBOURNE PARISH COUNCIL

Finance and General Purposes Committee Meeting Monday 18th September 2023 at 7.00pm.

Committee Members: Councillors Barry Bond MBE, Mike Davies, Jan Evans (Vice-Chairman), Mark Evans, Elizabeth Keeling, Dan Kinsey BEM, 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
13th September 2023

AGENDA

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. **Approval of last Committee Meeting minutes from 17th July 2023** – *to approve the minutes of the last meeting*
4. **Matters arising from 17th July 2023** – *to review the previous minutes and take forward any matters arising*
5. **Budget** – to:
 - a) *Consider engagement with residents on the budget in relation to what they would like to see the Parish Council achieve in the next 12 months (note this will have to be done ASAP in order to set up a survey, obtain feedback and costs in time for the budgeting process)*
 - b) *Provide feedback to the Clerk on a wishlist in order for quotations to be obtained in preparation for the budgeting process*
6. **Christmas Lights** – *to agree the terms of the tender, to go out ASAP*
7. **Christmas Lights Switch On Event** – to:
 - a) *Consider the proposal from Victoria Bratt*
 - b) *Receive an update on an issue flagged from the Installer re installation of the lights around the village green*
 - c) *Note that 3 quotations have been sought to deal with the matter*
 - d) *Note delegated authority to the Clerk and Chairman is required in appointing a contractor to deal with the issue, subject to approval being granted by South Staffordshire Council, in order to ensure it is dealt with in time for the lights being installed*
 - e) *Approve the Risk Assessment and Event Management Plan*

- f) *Note the rota for Councillors and site plan*
- g) *Consider whether the Council should purchase / hire radios for the event (no budget for this)*
- h) *Consider whether the Council should purchase branded high vis vests for the event (no budget for this)*
- i) *Note the Chairman will be requesting one Member from High Flyers turn on the Christmas lights*

8. Small Business Saturday (Saturday 2nd December) – to:

- a. *Agree timings of the event (note the Council will be hosting a matinee performance of Aladdin from 3.15pm)*
- b. *Agree free performances from Got 2 Sing choir and The Mentless, following a social media campaign for performers*
- c. *Note which Councillors will be available to assist on the day*
- d. *Consider a trail around the shops, and agree who will organise this*
- e. *Consider the request from Air Ambulance to pitch up somewhere on the day to raise awareness*
- f. *Note the Methodist Church will offer hire of the hall for £15ph for the Parish Council to organise a Craft Fayre (they can accommodate 12 tables but have asked for 2 themselves)*

9. Scarecrow Festival - to:

- a. *Consider the request from Ruth Rackshaw (dated 5th September 2023) for the Parish Council to take part in Kingway's Scarecrow Festival on 1st October (theme – Royalty)*
- b. *If agreed, confirm who is going to provide the scarecrow and set up on the day*

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

11. New email system – to receive feedback on the new system from Councillors

12. Belt up Saturday – to receive an update from the Clerk

13. Newsletter – to receive an update from the Chairman on behalf of the Working Group

14. Internal Audit – to:

- a) *Note the email from the Internal Auditor*
- b) *Agree her appointment for 2023/2024*

15. Legal Advice – to:

- a) *Consider whether to obtain legal advice, in respect of the new lease holder (and any customers) of Barclays Bank using Parish Council land to access their premises / car park*
- b) *Note the charges from South Staffordshire Council for a legal retainer and to agree to appoint them if a) is agreed*

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

17. Reinforced Autoclaved Aerated Concrete issue (RAAC) – to:

- a) *Note we received a request from a tenant asking for us to urgently inspect the building*
- b) *Note the email from the Roofing Contractor*
- c) *Agree whether to appoint a surveyor to inspect the walls*
- d) *Note there is no budget in place for this*

18. Training Schedule – to:

- a) *Review the schedule of training for Councillors to date*
- b) *Request Members of the Committee to sign up for the Budget and Finance Training*
- c) *Receive feedback from Members who have already attended the training*

19. Policies – to

- a) *consider the Reserves Policy, and determine the level of general reserves required (note NALC recommend 3-12 months expenditure in general reserves. The Internal Audit for 22/23 noted the Council's reserve level at 3 months was low considering the number of assets in the Council's portfolio)*
- b) *approve the CCTV Policy*

- c) approve the Lone Worker Policy*
- d) approve the Open Spaces Policy*
- e) approve the Participating Employer Personal Data Retention Policy*
- f) approve The Management of Transferable Data Policy*
- g) approve the Information and Data Protection Policy*
- h) approve the Subject Access Request Policy*
- i) approve the Privacy Notice*