



WOMBOURNE PARISH COUNCIL

Civic Centre Management Committee Meeting
Monday 20th November 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
15th November 2023

A G E N D A

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 16th October 2023** – *to approve the minutes of the last Committee meeting*
4. **Matters arising from the minutes of 16th October 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. **Approval of reservation** – *to approve the reservation for the fashion show*
7. **Till roll, accident book, and lost and found** – *to note the entries*
8. **Request for hire of the Civic Centre on a Sunday in July 2024** – *to:*
 - a) *Consider the request for hire of the Civic Centre for a Civic Sunday from Councillor Dan Kisney BEM*
 - b) *If a) is agreed, agree a hire rate*
9. **Panto** – *to:*
 - a) *Receive an update on the panto ticket sales and paid advertising to date*
 - b) *Consider further paid advertising via social media*
 - c) *Agree the number of performances to be held in 2024 (Saturday 7th December 2024)*

10. Dinner Dance 2024 – to:

- a) *Receive an update on the ticket sales for 2023*
- b) *Receive an update on the profit made*
- c) *Consider the volume of hours involved in organising the event and the cost to the Council*
- d) *Consider whether to put on the event in 2024*

11. Electricity renewal at Civic Centre – to consider the renewal options as outlined in the report from CEB

12. History Room - to consider the email from Cherry Hill and agree what action is required going forward

13. Installation of crisp tower – to consider the installation of a tower for crisps in lieu of 20% commission (note crisps are not sold currently behind the bar)

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 note the update from the Clerk in relation to Room 10

16. Car Park – to:

- a) *Agree the number designated spaces to be given*
- b) *Agree the cost of the spaces*
- c) *Agree how these spaces will be identified*
- d) *Agree how to deal with the request for spaces over and above what will be given*

17. Approved venue dressers – to receive an update in relation to Balloons by Romey