



WOMBOURNE PARISH COUNCIL

Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

held on **Monday 16th October 2023** at 7.00pm

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

Present -

Councillors: Jan Evans, Mark Evans, Dan Kinsey BEM (Vice-Chairman), Martin Perry, Mary Roberts, Ian Sadler, Daisy Tait

Non-Committee Members: Councillor(s): N/A

Absent without apologies: Councillor(s): N/A

Public: None

Acting Clerk: Judith Vasiljevic

In the absence of the Chairman Councillor Barry Bond MBE, Councillor Dan Kinsey BEM chaired the meeting.

59/23 – Apologies

Apologies were received from Councillors Barry Bond MBE and Vince Merrick.

60/23 – Declarations of Interest

None

61/23 – Approval of minutes from 18th September 2023

Members approved the minutes of the last meeting as being a true record of that meeting.

62/23 – Matters arising from the minutes of 18th September 2023

None

63/23 – Update on reservations

Members noted the reservations as set out.

64/23 – Till Roll, lost and found and accident book

The documents were noted.

65/23 – Approve venue dressers (to take the number up to 4)

Members considered the addition of 2 new venue dressers to the Parish Councils approved venue dressing list (in lieu of the appropriate commission for each booking) and agreed to add Balloons by Romey and Quality

Products Hire to the list. Members agreed balloons should be internal displays only and no paper lanterns or balloons should be released outdoors.

66/23 – Recommended DJ

Members agreed to approve the proposal from Opulent Sounds to be recommended as DJ for functions at the Civic Centre, in lieu of £25 commission payable per booking with the proviso for this can be increased in the future.

67/23 – Music licence fees

Members considered increasing the charge for a music licence from £25 to £35 following receipt of the invoice from PRS/PPL for this year's fees and all agreed to the increase. The Vice-Chairman queried if this fee should be paid by the Parish Council and asked the Clerk to investigate and report back at the next meeting.

68/23 – Terms and Conditions of hire

Members agreed to approve the document to change cancellation period to offer greater protection for the Parish Council to apply from 1st January 2024.

69/23 – Heating System Update

The Vice-Chairman informed Members he had arranged for someone to look at the heating system to see if it could be updated to provide greater efficiency. The heating is currently zoned and when switched on in one room all rooms in that zone come on. The way forward would be to have blue tooth regulators on all radiators and we are awaiting a quote from the heating specialist, but currently there are supply issues with these regulators for commercial use.

70/23 – Budget Wishlist

Members agreed for the Clerk to investigate the cost of walkie talkies for Councillors, of replacing the string of fairy lights in the Wodehouse Suite with LED equivalent and replacing any internal and external lights not already changed to LED lights. To give consideration to any advertising costs in relation to being part of a Fairtrade Village.

To investigate the cost of solar panels and Members suggested the Clerk contact Imri at District Council regarding this. To investigate the cost implications if parking charges were to be implemented in the future and to consider setting up a fund for this purpose. To look at the cost of a licence to allow wedding ceremonies to be held at the Civic Centre and other cost implications.

Members requested the Clerk obtain quotes for anything that may come up in the future maintenance of the Civic Centre.

71/23 – Exclusion of the Public and Press

It was **RESOLVED** 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.

72/23 – Rental of premises within Civic Centre

Members considered the Clerks report and agreed that the rent increase should be maintained in line with the signed lease. The Vice-Chairman asked the Clerk to advise the tenant of their decision.

73/23 – Car Park

Members reviewed the email from Gravel Hill Surgery in relation to the car park. They noted there were 73 car parking spaces, 8 disabled and 6 allocated to Police. On the staff car park there were 5 spaces and 1 disabled space. Members discussed the number of spaces that could be allocated to Gravel Hill Surgery, and agreed for the Vice-Chairman to discuss the matter with the Clerk.

The meeting closed at 7.49pm.

Signed:

Dated: