



## **WOMBOURNE PARISH COUNCIL**

### **Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING**

held on **Monday 20<sup>th</sup> November 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), Vince Merrick, Martin Perry, Mary Roberts, Ian Sadler, Daisy Tait

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

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

**Clerk:** Rachael Wright

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

#### **74/23 – Apologies**

Apologies were received from Councillor Barry Bond MBE.

#### **75/23 – Declarations of Interest**

Councillor Dan Kinsey BEM declared an interest in item 8 on the agenda (Request for hire of the Civic Centre on a Sunday in July 2024) and was granted dispensation in relation to item 12 on the agenda (History Room) given his involvement in setting up the room.

#### **76/23 – Approval of minutes from 16<sup>th</sup> October 2023**

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

#### **77/23 – Matters arising from the minutes of 16<sup>th</sup> October 2023**

67/23 – The Clerk informed Members that Councillor Elizabeth Keeling had sent her some information to review in relation to music licenses. In her opinion, the Civic Centre should not need a separate entertainment/music license, as she believed events held satisfied the conditions to be exempt from being classed as a form of licensed entertainment under the Licensing Act 2003. The Clerk reported that a separate license via PPL/PRS was required as whilst their premises license enabled them to physically put on the entertainment, it did not cover the royalties due to the artists for their music being played.

72/23 – The Clerk informed Members the tenant had agreed to pay the increase from April 2024, and would provide 3 months' notice as per the lease if they decided to leave the Civic Centre.

#### **78/23 – Update on reservations**

Members noted the reservations as set out.

### **79/23 – Approval of reservation**

Members approved the reservation as set out.

### **80/23 – Till Roll, lost and found and accident book**

The documents were noted.

7.11pm – Councillor Dan Kinsey BEM left the room.

### **81/23 – Request for hire of the Civic Centre on a Sunday in July 2024**

- a) Members agreed to the request for hire of the Civic Centre on a Sunday in July, for the Civic Sunday for Councillor Dan Kinsey BEM, noting it was a prestigious event for the village. They agreed any future requests for hire on Sundays would be considered on their own merits, but that the first response would remain that we do not open on Sundays.
- b) Members agreed a hire rate of £550.

7.16pm – Councillor Dan Kinsey BEM re-entered the room.

### **82/23 – Panto**

- a) Members received an update on the ticket sales and advertising to date, noting the evening performance was sold out, the afternoon performance had 51 tickets left to sell and £25 had been spent on advertising via social media.
- b) Members agreed no further social media advertising would be purchased, but ticket sales would be pushed at the Christmas Lights Switch On and by the Councillors until the panto.
- c) Members agreed to holding both an afternoon and evening performance in 2024, which the Clerk would book on the day of this year's panto.

### **83/23 – Dinner Dance 2024**

- a) Members noted 133 tickets had been sold.
- b) Members received an update on the profit made from the event.
- c) Members noted the number of hours spent in organising the events and the cost to the Council.
- d) Members agreed the event wasn't put on to make a large profit, but they hoped to gain commission from sale of drinks on the evening to balance out the cost to the Council in organising the event. They noted the cost of entertainment this year and agreed that a change to the entertainment next year may result in the ticket price needing to be increased, which may put people off attending. They asked for a QR code to be put on tables at this year's event asking for feedback, and for the Clerk to price up entertainment for next year, before deciding whether to put on the event.

### **84/23 – Electricity renewal at Civic Centre**

Members agreed to enter into a 1 year contract with Pozitive Energy. The Clerk agreed to enquire as to whether any discount was available for multi site contracts with the same supplier.

### **85/23 – History Room**

Members noted the email from Cherry Hill, and received an update on the condition of the room from Councillor Dan Kinsey BEM. They agreed the formation of the History Room was always going to be a long-term project, and further volunteers would be needed to help to catalogue items in the room. It was agreed the Clerk should write to Cherry Hill, suggesting a meeting in the new year with Councillor Kinsey BEM and any other Member of the Committee who wanted to be present, to ensure the Council's vision for the room was

understood, and to agree to put a plan in place with some achievable timescales and goals, to reach a point where the room could be open to the public.

**86/23 – Installation of a crisp tower**

Members agreed to trial the installation of a crisps tower to be situated in the bar area of the Wodehouse Suite as a further income stream.

**87/23 – 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.

**88/23 – Rental of premises within Civic Centre**

Members noted the termination of the lease for Room 10 from Rhythm Time, and the taking over of the lease on the same terms and conditions by Fuel Bank Foundation.

**89/23 – Car Park**

- a) Members agreed to offer 8 designated spaces.
- b) Members agreed to the cost of the spaces being £200 each.
- c) Members agreed the spaces should be marked out in a different colour, and for this and the location of them to be determined by the Clerk, along with the Vice-Chairman of the Committee, outside of the meeting.
- d) Members agreed no further spaces would be offered.

**90/23 – Approved venue dressers**

The Clerk provided an update on the issues encountered with Balloons by Romey on Saturday 7<sup>th</sup> October 2023. Members agreed that they should not be included in the Council’s approved venue dresser list in light of the new information available to them.

**The meeting closed at 8.18pm.**

**Signed:** .....

**Dated:** .....