



WOMBOURNE PARISH COUNCIL

Finance and General Purposes Committee Meeting Monday 13th November 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
8th November 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 23rd October 2023** – *to approve the minutes of the last meeting*
4. **Matters arising from 23rd October 2023** – *to review the previous minutes and take forward any matters arising*
5. **Policies** – *to approve the following policies:*
 - a. *Disciplinary Policy*
 - b. *Reserves Policy*
 - c. *Training and Development Policy*
 - d. *Health and Safety Policy*
 - e. *Grievance Policy*
 - f. *Equal Opportunities Policy*
6. **Christmas Lights Switch On Event** – *to approve the updated risk assessment*
7. **Christmas Lights Tender** – *to:*
 - a. *Note that Blachere, Lite, High Level Electrics and Turnock Ltd were approached to provide a tender, as well as an advertisement on social media and the Parish Council's website (closing date 1st November 2023 at 5pm)*
 - b. *Receive the tender from Turnock Ltd*

8. Small Business Saturday (Saturday 2nd December) – to receive an update on the event in relation to:

- a. The performers*
- b. The craft stall bookings*
- c. The trail around the shops (Cllr Daisy Tait)*
- d. A rota for the event*

9. Fairtrade Village - to:

- a. Consider the presentation given by Councillor Daisy Tait to Full Council in relation to Wombourne becoming a Fairtrade Village*
- b. Discuss the benefits to the village*
- c. Consider the costs involved in being approved as a Fairtrade Village*
- d. Consider the amount of work required from both Councillors and Office Staff in being approved as a Fairtrade Village*
- e. Consider whether the Parish Council should set up a stall setting Fairtrade items at the Craft Fayre on 2nd December 2023*
- f. Agree whether to include the item in the 2024/2025 budget for consideration*

10. Funding via Police, Fire and Crime Commissioner – to:

- a. Consider the suggestion from Councillor Vince Merrick at October's Full Council Meeting re applying for funding from the Police, Fire and Crime Commissioner*
- b. Review the information available online via this link: [Community Funding - Staffordshire Commissioner \(staffordshire-pfcc.gov.uk\)](https://staffordshire-pfcc.gov.uk)*

11. Drainage report for Bungalow – to:

- a. Note the report and the recommendation in relation to the soak away*
- b. Agree to option quotations for the work*
- c. Consider whether this is an essential item in the 2024/2025 budget*