



## **WOMBOURNE PARISH COUNCIL**

**Civic Centre Management Committee Meeting  
Monday 5<sup>th</sup> February 2024  
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  
29<sup>th</sup> January 2024

### **AGENDA**

#### **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 20<sup>th</sup> November 2023** – *to approve the minutes of the last Committee meeting*
4. **Matters arising from the minutes of 20<sup>th</sup> November 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. **Till roll, accident book, and lost and found** – *to note the entries*
7. **Fire Risk Assessment** – *to:*
  - a) *Note the report*
  - b) *Agree a list of actions required*
8. **Panto** – *to:*
  - a) *Receive an update on the booking for 2024*
  - b) *Agree ticket prices for 2024*
9. **Dinner Dance 2024** – *to:*
  - a) *Consider the report from the Clerk*

10. **Festoon lights in the Wodehouse Suite and Bourne Room** – to consider the quotation and agree to use the reserve 'Civic Centre efficiency improvements' from April 2024 to replace the lighting, noting the current lighting is causing frequent power outages during functions
11. **Breast Screening Unit** – to:
  - a) Note the update from the Clerk in relation to the power supply for the breast screening unit
  - b) Consider the request from Dudley, Wolverhampton and South West Staffordshire Breast Screening Programme to bring their breast screening unit to the Civic Centre Car Park (staff parking) from 19<sup>th</sup> March 2024 to June 2024
  - c) Consider the consequence of them overrunning in relation to the Annual Wombourne Carnival
  - d) Agree they are only permitted to seek power via a generator
  - e) Agree to them using the Council Chamber to access toilets and the kitchen when the main building is closed
  - f) Agree they would be unable to access any facilities on Bank Holidays when the Parish Council Office is closed
12. **British Heart Foundation Grant** – to consider whether to seek a grant for a defibrillator at the Civic Centre (in lieu of fundraising as previously agreed with Donna Eccleston)
13. **UK Prosperity Fund** – to consider the update from South Staffordshire Council and whether the Committee wish to brainstorm projects to put forward

## **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. **Discounted rates** – to consider whether to agree a time frame in which to offer discounted rates if dates for hire remain available
16. **Car Park** – to:
  - a) Note the response from Gravel Hill Surgery
  - b) Agree how to deal with the outstanding invoice (need to consider end of year accounts)
  - c) Agree any further action required
17. **Approved caterers** – to consider whether to appoint any further caterers to the approved list
18. **Lease for East Wing** – to note the lease expires on 31<sup>st</sup> March 2025 and to agree when to start negotiations for a new lease