



WOMBOURNE PARISH COUNCIL

Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

held on **Monday 5th February 2024** 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

Clerk: Rachael Wright

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

01/24 – Apologies

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

02/24– Declarations of Interest

None.

03/24 – Approval of minutes from 20th November 2023

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

04/24 – Matters arising from the minutes of 20th November 2023

85/23 – The Clerk informed Members Cherry Hill would be visiting Wombourne at the end of the month, so she would arrange a meeting, as previously agreed, once she knew the exact dates of her visit.

86/23 – The Clerk informed Members the crisps tower was currently out of stock, so had not been installed.

05/24 – Update on reservations

Members noted the reservations as set out.

The Clerk noted an enquiry had been made for a boxing event at the Centre. Members agreed to delegate authority to the Clerk in conjunction with the Vice-Chairman for approval of this event, subject to appropriate information being sought.

06/24 – Till roll, lost and found and accident book

The till roll and accident book documents were noted. Members were unable to review the lost and found book as it was unavailable at the time of the meeting. They agreed to review it at a future meeting.

07/24 – Fire Risk Assessment

- a) Members noted the report.
- b) Members asked the Clerk to put the action plan into a spreadsheet and prioritise the actions required and to present back to the Committee at a future meeting.

08/24 – Panto

- a) Members noted two performances of Cinderella had been booked for Saturday 7th December 2024, a matinee and an evening performance.
- b) Members agreed adult tickets should be £12 and child tickets should be £10.

09/24 – Dinner Dance 2024

Members considered the Clerk's report. It was agreed Shaun Walker would be booked as the entertainment, Paul Maddox as the DJ and Plyvine for welcome drink and three course meal as set out in the Clerk's report. Members agreed to organise a meeting at the Civic Centre to review the room layout including the possibility of having tables in the alcoves for small groups. Once the meeting to review the room layout had taken place, they would determine a price for tickets at a future meeting.

10/24 – Festoon lights in the Wodehouse Suite and Bourne Room

Members approved the quotation from R Yates for new LED festoon lights in the Wodehouse Suite and Bourne Room to be fitted in April, using the Civic Centre efficiency earmarked reserve.

11/24 – Breast Screening Unit

- a) Members noted the update from the Clerk in relation to the power supply to the unit and the meter being removed at the request of Dudley, Wolverhampton and South West Staffordshire Breast Screening Programme.
- b) Members agreed for the screening unit to be sited on the staff car park from 19th March to June 2024.
- c) Members agreed for the Councillors representing the Council on the Carnival Committee to inform them of the screening unit being present on the car park in the event of it overrunning.
- d) Members agreed power should only be taken from the generator and delegated authority to agree this to the Clerk in conjunction with the Vice-Chairman subject to further information being obtained.
- e) Members agreed the team could have access to the Council Chamber for toilet and kitchen use when the main building was closed.
- f) Members agreed no access should be given on the days the Parish Council office is closed.

12/24 – British Heart Foundation Grant

Members agreed for the Clerk to apply for a grant to install a defibrillator at the Civic Centre.

13/24 – UK Prosperity Fund

Members agreed for the Clerk to seek further information in relation to the closing date for application in particular. If it were found there was sufficient time to apply, they asked the Clerk to seek guidance from Age UK Staffordshire in relation to what upgrades would be needed to the Day Centre facility to make it a useable community space for the elderly.

14/24 – 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.

15/24 – Discounted rates

Members agreed to offer 15% discount to all available dates within a rolling twelve-week period.

16/24 – Car park

- a) Members noted the response from Gravel Hill Surgery.
- b) Members agreed to revise the invoice to £150 + VAT in line with the usual charges.
- c) Members agreed the offer of eight spaces would be withdrawn and they would consider whether to issue a new offer if/when parking charges are brought in.

17/24 – Approved caterers

Members agreed to issue an advert seeking interest from additional caterers to be added to their approval list. They asked the Clerk to contact the existing caterers for feedback and to report back at a future meeting.

18/24 – Lease for East Wing

Members asked the Clerk to seek clarification as to whether it was the tenant’s intention to extend the lease beyond 2025, as their policy would be to start negotiations a year from the expiry of the lease.

The meeting closed at 8.20pm.

Signed:

Dated: