



WOMBOURNE PARISH COUNCIL

Civic Centre Management Committee Meeting
Monday 11th March 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
6th March 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 5th February 2024** – *to approve the minutes of the last Committee meeting*
4. **Matters arising from the minutes of 5th February 2024** – *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. *Review the report and agree which items require immediate action following the fire risk assessment*
 - b. *Review and approve the fire safe room plans*
8. **History Room** – *to:*
 - a. *Review and agree the list of items to be disposed of*
 - b. *Receive an update with regards to the setting up of the room from Councillor Dan Kinsey BEM*
9. **Day Centre** – *to receive suggestions from Councillor Dan Kinsey BEM with regards to the best use of the facilities and to agree next steps*

10. **Goode Tutoring** – *to consider the request from Goode Tutoring in relation to the layout of their rooms*
11. **Solar Panels** – *to receive an update from Councillor Ian Sadler with regards to an offer of used solar panels*
12. **Bar services at the Carnival** – *to receive feedback from the representatives appointed to the Carnival Committee (Councillors Jan Evans and Mary Roberts) in relation to opening our own bar on Carnival day and to agree next steps*
13. **Tour of the Civic Centre facilities** – *to agree to meet at 6pm ahead of the next Civic Centre Management Committee meeting (Monday 8th April) for a tour of the facilities*

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. **Car Park** – *to receive an update in relation to the annual charges for Gravel Hill Surgery and to agree any next steps*
16. **Approved caterers** – *to*
 - a. *Receive feedback from Plyvine Ltd and Fresh in relation to extending the approved caterers list*
 - b. *Consider the application from The Tea Cup*
17. **Lease for East Wing** – *to note the response from Staffordshire Police in relation to the lease for the East Wing and to agree next steps*