



## **WOMBOURNE PARISH COUNCIL**

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

held on **Monday 11<sup>th</sup> March 2024** at 7.00pm

This meeting was held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

#### **Present -**

**Councillors:** Dan Kinsey BEM (Vice-Chairman) (arrived at 7.05pm), Martin Perry, Mary Roberts, Ian Sadler, Daisy Tait

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

**Absent without apologies:** Councillor(s): Mark Evans

**Clerk:** Rachael Wright

Councillor Daisy Tait chaired the meeting until the arrival of Councillor Dan Kinsey BEM, who took over from 25/24.

#### **19/24 – Apologies**

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

#### **20/24– Declarations of Interest**

None.

#### **21/24 – Approval of minutes from 5<sup>th</sup> February 2024**

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

#### **22/24 – Matters arising from the minutes of 5<sup>th</sup> February 2024**

11/24 – The Clerk informed members the generator would be situated inside the breast screening unit and, therefore, permission had been granted for them to be on-site from 19<sup>th</sup> March 2024 to the end of June 2024.

#### **23/24 – Update on reservations**

Members noted the reservations as set out.

Members observed the funeral service and wake as set out in the reservation, and were informed by the Clerk that the service did not involve bringing the deceased into the Civic Centre. Members requested the Clerk to add to the list of reservations exempt from approval that funeral services which entail bringing the deceased onto the premises should be prohibited.

#### **24/24 – Till roll, lost and found and accident book**

The till roll, lost and found and accident book documents were noted.

### **25/24 – Fire Risk Assessment**

- a) Members reviewed the report and agreed item 9 required immediate attention. They requested the Police were reminded not to leave items on charge whilst not in the premises, as per item 15.
- b) Members approved the fire safe room plans. They asked the Clerk to calculate the maximum number of attendees standing within the building in the event of inclement weather at events such as the Carnival.

### **26/24 – History Room**

- a) Members approved the items listed for disposal.
- b) Councillor Dan Kinsey BEM informed members that he had successfully secured funding from Wombourne and District Community Association for shelving in the room, which he had installed. Given the limited space in the room and the abundance of items, reflective of an archive room, there is minimal free space available. Moving forward, once all items have been catalogued, the Parish Council will need to establish a policy regarding what items will be accepted and their quality to prevent any potential cross-contamination.

Councillor Dan Kinsey BEM informed members that a meeting had been arranged between himself, Councillor Ian Sadler and May Griffiths' children to discuss the May Griffiths collection and their long-term intentions with it. Currently, the family continues to bring and remove items from the room, prompting the Parish Council to clarify their long-term intentions and formalise the arrangements for the items in the room.

Members concurred on the importance of maintaining space for Parish Council records, especially considering that previous storage space had been relinquished for rental purposes.

### **27/24 – Day Centre**

Councillor Dan Kinsey BEM informed Members that he and the Clerk had recently discussed the viability for its change of use and had asked Bartlams to provide a valuation for letting, so that the Parish Council were informed of the room's value. Members agreed the room use had to increase significantly for the Parish Council to continue to offer it as a free community space. Members asked for the Clerk to contact Age UK Staffordshire to request their input following a presentation they recently made at the South Staffordshire Parish Summit.

### **28/24 – Goode Tutoring**

Members approved the request from Goode Tutoring to create a partition in their largest room, only on the basis it would not affect any fire regulations or electrical testing capabilities.

### **29/24 – Solar Panels**

Councillor Ian Sadler updated members on an opportunity to obtain used solar panels at no cost through a sustainability group operating in Kinver. Following a discussion with the company, he and the Clerk learned that these panels come with a 10-year guarantee and offer 250 watts of value. In comparison, new panels offer a 20-year guarantee at 400 watts. However, it was important to note that both used and new panels would incur installation costs.

Upon consulting with the Clerk, who sought advice from the Surveyor regarding recent roof repairs, it was determined that the roof above Goode Tutoring would be the optimal location for the panels. Additionally, space for battery packs, which are stackable and require adequate airflow, would need to be accommodated.

Councillor Ian Sadler noted that the Clerk had provided all necessary information to the company, who will compile cost estimates for the Parish Council's consideration. Scaffolding requirements may allow for the installation of solar panels on approximately 10 homes in the village simultaneously. The company will discuss this opportunity with Fuel Bank Foundation, one of the Parish Council's tenants.

Although there is currently no budget allocated for this project, members agreed to explore funding options if they decide to proceed with the initiative.

**30/24 – Bar services at the Carnival**

Councillor Mary Roberts relayed to the members that she had informed the Chairman of the Carnival Committee about the Parish Council's stance regarding the bar. However, she regretted that the matter was overlooked during the last meeting, which unfortunately she was not present at. She assured everyone that it would be included in the agenda for the upcoming March meeting.

Members collectively acknowledged that they were exploring strategies to enhance the cost-effectiveness of the Civic Centre. They proposed that one viable approach should be to open the bar and earn commissions on Carnival Day.

**31/24 – Tour of the Civic Centre facilities**

Members agreed to meet at 6pm on Monday 8<sup>th</sup> April to tour the facilities.

**32/24 – 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.

**33/24 – Car park**

Members noted Gravel Hill Surgery had paid their regular charge for use of the car park. It was agreed to await the feedback from the High Street audit commission by South Staffordshire Council before discussing the car park again.

**34/24 – Approved caterers**

- a) Members noted the feedback from Plyvine and Fresh caterers.
- b) Members agreed to add The Tea Cup to their approved list for a probationary period of 6 months or following their first three bookings, whichever was longer. They asked the Clerk to draw up a new contract for approved caterers with the requirement of a 5\* hygiene rating and to inform the Parish Council if it falls below this level.

**35/24 – Lease for East Wing**

Members noted the response from Staffordshire Police and asked the Clerk to seek guidance on the current value of the offices.

**The meeting closed at 8.36pm.**

**Signed:** .....

**Dated:** .....