



WOMBOURNE PARISH COUNCIL

**Civic Centre Management Committee Meeting
Monday 10th June 2024
at 7pm
Council Chamber, Gravel Hill, Wombourne, WV5 9HA**

Committee Members: Councillors Barry Bond MBE, Mark Evans, Dan Kinsey BEM (Chairman), Vince Merrick, Martin Perry, Matt Powell, Mary Roberts, Daisy Tait, Ian Sadler

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
4th June 2024

A G E N D A

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. **Appointment of Vice-Chairman** – *to appoint a Vice-Chairman for 2024/2025*
4. **Approval of minutes from 11th March 2024** – *to approve the minutes of the last Committee meeting*
5. **Matters arising from the minutes of 11th March 2024** – *to receive an update on any matters arising from the previous minutes*
6. **Update on reservations** – *to receive a list of the reservations booked since the last meeting*
7. **Till roll, accident book, and lost and found** – *to note the entries*
8. **Terms and Conditions** – *to approve the updated document*
9. **History Room** – *to receive an update with regards to the setting up of the room from Councillor Dan Kinsey BEM*

10. **Day Centre** – *to note the Day Centre has been put forward to South Staffordshire Council as a venue in the village to house a ‘warm space’*
11. **Cool Yule Dinner Dance** – *to:*
- a) Approve the table plan*
 - b) Agree a ticket price*
12. **Solar Panels** – *to receive an update from Councillor Ian Sadler in relation to the quotations received*
13. **Bar services at the Carnival** – *to:*
- a) Receive an update regarding interactions with the Carnival Committee (from Chairman and Councillors appointed to the Outside Body)*
 - b) Review and agree the proposed layout for tables and chairs for the bar*
 - c) Review and agree the Risk Assessment for the Breast Screening Unit (note: it will still be on site for the Carnival and cannot be re-positioned)*
 - d) Review and agree the Risk Assessment for the Carnival*

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. **Staffing** – *to consider the staffing arrangements*
16. **Lease for East Wing** – *to note the response from Staffordshire Police in relation to the lease for the East Wing and to agree the annual rental*
17. **Staff Safety** – *to:*
- a) Receive an update and consider additional steps (if any)*
 - b) Review and approve the Risk Assessment*