



## **WOMBOURNE PARISH COUNCIL**

**Civic Centre Management Committee Meeting  
Monday 15<sup>th</sup> July 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 (Vice-Chairman), 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  
10<sup>th</sup> July 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 10<sup>th</sup> June 2024** – *to approve the minutes of the last Committee meeting*
4. **Matters arising from the minutes of 10<sup>th</sup> June 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. **Gas and electricity contracts** – *to review the price comparisons and agree which deal to sign up to (note the advice from CEB Consultants is to lock into at least a 2-year deal due to the anticipated price increases in the future)*
8. **Q1 room hire and commission** – *to:*
  - a) *Note the Q1 income of £23,658.78 for room hire (budget £55,000) and £1,803.72 for commission (budget £14,500)*
  - b) *Note the available dates for 2024 and 2025*
  - c) *Agree any action required*

9. **Self catering** – *to discuss and agree whether to continue with the current strategy of allowing hirers to self-cater without any fee*
10. **Servicing of automatic doors** – *to agree a service plan*
11. **Solar panels** – *to review the three quotations and agree which company to appoint (subject to successfully applying for grant funding)*
12. **Site improvements** – *to receive a suggestion from Councillor Dan Kinsey in relation to improvements/alterations to the staff parking area and to agree any action required*
13. **Bar services at the Carnival** – *to receive an update following 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 note the staff specific meeting will be held on Monday 14<sup>th</sup> October 2024*

16. **Incident at Civic Centre on Friday 5<sup>th</sup> July 2024** – *to:*

- a) *Receive an update from the Clerk*
- b) *Agree what refund should be given*
- c) *Agree any action as appropriate*

17. **Barclays Bank** – *to:*

- a) *Receive an update from the Clerk*
- b) *Agree whether to seek legal advice*