



## **WOMBOURNE PARISH COUNCIL**

### **Finance and General Purposes Committee Meeting Monday 7<sup>th</sup> October 2024 at 7.00pm**

Committee Members: Councillors Mike Davies, Jan Evans (Vice-Chairman), Mark Evans, Elizabeth Keeling, Dan Kinsey, Vince Merrick, Martin Perry, Mary Roberts (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  
2<sup>nd</sup> October 2024

### **AGENDA**

1. **Apologies** – *to note any apologies received from Councillors*
2. **Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary 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 last Committee Meeting minutes from 1<sup>st</sup> July 2024** – *to approve the minutes of the last meeting*
4. **Matters arising from 1<sup>st</sup> July 2024** – *to review the previous minutes and take forward any matters arising*
5. **Newsletter** – *to receive an update from the Working Group*
6. **Internal Auditor 2024/2025** – *to agree to appoint Sandra Morris to complete the internal audit for 2024/2025*
7. **Q1 & Q2 reports** – *to note the reports*
8. **Insurance Valuation Report** – *to note the report*
9. **Village Centre Improvement Fund** – *to note the email and the deadline of 14<sup>th</sup> October 2024*
10. **Chairman's Board** – *to agree to purchase a new board for 2025/2026 and decide how to position the new board*
11. **Chains of Office Policy** – *to approve the policy*

**12. Christmas Lights Switch On Event (Friday 29<sup>th</sup> November 2024) – to:**

- a) *Note St Bernadette's School Choir will perform*
- b) *Note two students from Cherry Trees School will attend to turn on the lights*
- c) *Note Paul Maddox will provide the usual PA system*
- d) *Note Fire Monkey Pyro have been booked to provide the usual firework display (£850)*
- e) *Note the application for Christmas Lights have been issued to Eon and has been sent to Staffordshire County Council once permission from Eon has been granted*
- f) *Note the Risk Assessment including the rota for Councillors*
- g) *Discuss any other matters*

**13. Small Business Saturday (Saturday 7<sup>th</sup> December 2024) – to:**

- a) *Note that no performers have come forward to perform*
- b) *Agree whether to continue to seek performers or not*
- c) *Agree next steps / actions*

**14. Christmas parcels / meal for the elderly – to consider any update from Friendly Faces in relation to a Christmas meal and agree next steps / actions**