



WOMBOURNE PARISH COUNCIL

Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

held on **Monday 7th October 2024** at 7.00pm

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

Present – Committee Members -

Councillors: Mike Davies, Jan Evans (Vice-Chairman), Elizabeth Keeling, Dan Kinsey BEM, Vince Merrick, Martin Perry, Mary Roberts (Chairman)

Present – Non-Committee Members - Councillor Barry Bond MBE

Absent without apologies – None

Clerk – Rachael Wright

48/24 - Apologies

Apologies were received from Councillors Mark Evans and Ian Sadler.

49/24 - Declarations of Interest

None

50/24 - Approval of last Committee Meeting minutes from 1st July 2024

Members approved the minutes of the last meeting.

51/24 - Matters arising from 1st July 2024

None

52/24 - Newsletter

The Newsletter has been distributed via email to those who signed up to receive updates from the Parish Council and has also been posted on the Parish Council's website and social media. The Working Group aims to publish the next newsletter in January 2025.

53/24 - Internal Auditor 2024/2025

Members agreed to appoint Sandra Morris as the internal auditor for 2024/2025.

54/24 - Q1 & Q2 reports

Members noted the Q1 and Q2 reports.

55/24 - Insurance Valuation Report

Members noted the valuation report submitted to the insurers, clarifying that the valuation was for insurance purposes only.

56/24 - Village Centre Improvement Fund

Members agreed to submit an application for funding before the 14th October deadline. The application will include requests for a bus shelter on High Street, picnic benches in the village centre and funding for the Christmas Lights Switch On event. For the bus shelter and picnic benches, members agreed that the 30% contribution required would come from funds earmarked for the Poolhouse Play Area development.

57/24 - Chairman's Board

Members agreed to purchase a new Chairman's board for 2025/2026 and decided on its positioning within the Chamber.

58/24 - Chains of Office Policy

Members agreed in principle to the Chains of Office Policy but requested that the cleaning section be re-worded and brought back to the next meeting for further consideration.

59/24 - Christmas Lights Switch On Event (Friday 29th November 2024)

Members noted -

- a) St Bernadette's School Choir will perform
- b) Two students from Cherry Trees School will attend to turn on the lights
- c) Paul Maddox will provide the PA system
- d) Fire Monkey Pyro has been booked for the firework display at a cost of £850
- e) The Christmas Lights application has been submitted to Eon and has been sent to Staffordshire County Council
- f) The Risk Assessment and Councillor rota were noted and agreed. It was noted that Councillors Mary Roberts and Alan Peace would be unable to attend and that the Clerk would leave the site immediately after the event
- g) Members agreed for the Clerk to purchase mince pies to be distributed.

60/24 - Small Business Saturday (Saturday 7th December 2024)

Members noted -

- a) No performers have come forward. Members agreed to ask Councillor Daisy Perry to complete a trail, including the Council Chamber where the craft fayre will be held
- b) Members agreed not to seek performers and instead use the small budget to purchase a banner to advertise the craft fayre in the Council Chamber
- c) A rota will be drawn up, detailing locations and timings.

61/24 - Christmas parcels / meal for the elderly

Members agreed not to issue Christmas parcels to the elderly. Instead, they will support the elderly by offering the Day Centre free of charge for four months during the winter as a warm space.

The meeting closed at 8.10pm.

Signed:

Dated: