



WOMBOURNE PARISH COUNCIL

**Civic Centre Management Committee Meeting
Monday 11th November 2024
at 7pm
Council Chamber, Gravel Hill, Wombourne, WV5 9HA**

Committee Members: Councillors Barry Bond MBE, Mark Evans, Dan Kinsey BEM (Chairman), Vince Merrick, Daisy Perry (Vice-Chairman), Martin Perry, Matt Powell, Mary Roberts, 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
6th November 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. **Approval of minutes from 14th October 2024** – *to approve the minutes of the last Committee meeting*
4. **Matters arising from the minutes of 14th October 2024** – *to receive an update on any matters arising from the previous minutes*
5. **Update on reservations** – *to note the list*
6. **Till roll, accident book, and lost and found** – *to note the entries*
7. **Terms and Conditions** – *to approve the document*
8. **Flooring** – *to receive an update in relation to damage to the flooring in the Wodehouse Suite*
9. **Electricity contract** – *to note the renewal with Scottish Power not YU Energy wef 1.12.24*
10. **Terms of Reference** – *to review and approve the Terms of Reference for the Civic Centre Working Group*

11. **Risk Assessments** – *to review and approve the General Risk Assessment and Fire Risk Assessment*
12. **Interaction with Schools** – *to discuss interaction with Schools in the future (requested by Cllr Barry Bond MBE)*
13. **Panto 2024** – *to receive an update on ticket sales and agree whether any paid advertising is required*
14. **Dinner Dance 2024** – *to receive an update on the ticket sales and agree whether any further paid advertising is required*
15. **Panto 2025** – *to decide whether to hold a pantomime in 2025 and if so, how many performances*
16. **Dinner Dance 2025** – *to decide whether to hold a Dinner Dance in 2025*
17. **Budget wishlist** – *to agree items to put forward for the 2025/2026 budget*
18. **Windows in Wombourne Civic Centre** – *to discuss whether to seek tenders for replacement windows (note there are no current issues with the existing windows, however, the Parish Council are saving earmarked reserves for replacement windows due to their age)*
19. **Civic Centre income / expenditure to 31.10.24** – *to note the report*

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.

20. **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.”

21. **Approved venue dresser** – *to consider adding the supplier to our approved list (15% commission payable for each function)*
22. **Legal advice** – *to consider the legal advice and agree any action required*
23. **Updated prices** – *to review, discuss and agree the updated prices for 2026*