



WOMBOURNE PARISH COUNCIL

Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

held on **Monday 11th November 2024** at 7.00pm

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

Present -

Councillors: Barry Bond MBE, Dan Kinsey BEM (Chairman), Vince Merrick, Daisy Perry (Vice-Chairman), Martin Perry, Mary Roberts, Ian Sadler

Non-Committee Members: Councillor(s): N/A

Absent without apologies: Councillor(s): N/A

Clerk: Rachael Wright

79/24 - Apologies

Apologies were received from Councillors Mark Evans and Matt Powell.

80/24 - Declarations of Interest

None

81/24 - Approval of minutes from 14th October 2024

Members approved the minutes of the last meeting.

82/24 - Matters arising from the minutes of 14th October 2024

None

83/24 – Update on Reservations

Members noted the list of reservations. They noted the two new classes starting as well as Barclays Bank, who would be hiring the Smallbrook Room for 12 months from 25th November 2024.

84/24 – Till Roll, Accident Book and Lost and Found

Members noted the entries.

85/24 – Terms and Conditions

Members had no objections to the Terms and Conditions proposed. The Chairman informed members he had received feedback from Councillor Elizabeth Keeling with several suggestions for improvement. Members agreed to request Councillor Keeling amends the document with her proposed changes, highlighting them, so they can see her suggestions, which will be reviewed at the next meeting.

86/24 – Flooring

The Clerk updated members on the damage to the flooring in the Wodehouse Suite caused following roofing work completed recently. It was noted Integral Roofing were waiting for repair costs to determine whether to

deal with the matter themselves or via their insurers. Members noted that there would be additional loss of income if the work could not be scheduled when there were no functions or classes taking place.

87/24 – Electricity Contract

Members noted the renewal with Scottish Power, rather than YU Energy as previously agreed, due to preferential rates given for the use of solar panels.

88/24 – Terms of Reference

Members approved the Terms of Reference, to be agreed now by Full Council.

89/24 – Risk Assessments

Members approved the General Risk Assessment and the Fire Risk Assessment.

90/24 – Interaction with Schools

Councillor Barry Bond MBE suggested the Parish Council should have a formal programme in place to set out their interaction with schools, including offering an annual visit to the Council Chamber. Members agreed to this and noted it should also include community groups such as Scouts, Guides and High Flyers. Councillor Dan Kinsey BEM informed members he has been told Wombourne High School had set up a School Parliament Group and he was in touch with Stuart Coggins from the School with the intention of forging a relationship with him on their use of our Chamber for the group.

Members agreed to Councillor Dan Kinsey BEM setting out some framework to be sent to the Clerk, so that an annual invitation could be sent.

91/24 – Panto 2024

Members noted 175 tickets had been sold for the matinee performance and 102 for the evening performance. They asked for the Admin Assistant to make contact with Bridge Manor Care Home, the Sheltered Housing Associations and groups advertised in the Grapevine to see if further interest could be drummed up. They also agreed to the printing of 100 flyers to be distributed by members amongst retailers and pubs in the village to see if the last 123 tickets could be sold.

92/24 – Dinner Dance 2024

Members noted only 66 of the 120 tickets had been sold. They asked for the Admin Assistant to make contact with Bridge Manor Care Home, the Sheltered Housing Associations and groups advertised in the Grapevine to see if further interest could be drummed up, noting it was unlikely a further 54 tickets would be sold now, but it was too late to cancel the event without incurring costs.

93/24 – Panto 2025

Members considered the ticket sales this year and agreed to one matinee performance for 2025 on Saturday 6th December 2025.

94/24 – Dinner Dance 2025

Members considered the ticket sales this year and agreed not to hold a Dinner Dance in 2025.

95/24 – Budget Wishlist

Members agreed to add the following items to the budget wishlist – storage on the Civic Centre car park (subject to Councillor Dan Kinsey BEM drawing up suitable plans), toilet upgrades, new hand dryers, an update of the bar, contribution towards new fridges behind the bar, EV charging points and car parking charge units (both subject to an update from South Staffordshire Council).

96/24 – Windows in Wombourne Civic Centre

Members agreed they would continue to save towards replacement windows in the Wodehouse Suite, noting previous issues with the windows had been resolved earlier in the year. The Clerk reminded members of the £7,500 VAT exemption limit that they needed to consider when scheduling any major work.

97/24 – Civic Centre Income / Expenditure to 31.10.24

Members noted the report, especially the hard work that had gone into increasing the room hire income and commission over the last couple of years.

98/24 – Exclusion of the Public and Press

It was **RESOLVED** 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.

99/24 – Approved Venue Dresser

Members agreed to add House of Party by Maddie to their approval list in lieu of the usual commission.

100/24 – Legal Advice

Members noted the legal advice and asked the Clerk to request feedback from all members in relation to next steps and interaction with the building owner.

101/24 – Updated Prices

Members agreed the prices as set out.

The meeting closed at 8.55pm.

Signed:

Dated: