



WOMBOURNE PARISH COUNCIL

Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

held on **Monday 15th July 2024** at 7.00pm

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

Present -

Councillors: Mark Evans, Dan Kinsey BEM (Chairman), Martin Perry, Mary Roberts

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

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

Clerk: Rachael Wright

53/24 – Apologies

Apologies were received from Councillors Barry Bond MBE, Vince Merrick, Matt Powell, Ian Sadler and Daisy Tait.

54/24 – Declarations of Interest

Councillor Mary Roberts noted she was a member of the Carnival Committee. Councillor Dan Kinsey BEM informed Members he had a close relationship with the hirers of the function on 2nd May 2025.

55/24 – Approval of Minutes from 10th June 2024

Members approved the minutes of the last meeting as being a true record of that meeting.

56/24 – Matters arising from the Minutes of 10th June 2024

45/24 – The Clerk noted Age UK had not been in contact. The Chairman agreed to make contact with the local care homes to get some advice.

51/24 – The Clerk told members Staffordshire Police had been informed of the rental increase and would revert back to them in due course.

52/24 – The Clerk informed members the Fire Service would only provide advice via Building Control who would charge a fee. Members asked the Clerk to obtain alternative quotations.

57/24 – Update on Reservations

Members noted the reservations as set out.

58/24 – Till Roll, Lost and Found and Accident Book

The till roll, lost and found and accident book documents were noted.

59/24 – Gas and Electricity Contracts

Members agreed a 2-year renewal with Yu Energy for gas and electricity from 1st December 2024.

60/24 – Q1 Room Hire and Commission

- a) Members noted the income for room hire and commission.
- b) Members noted the available dates for 2024 and 2025.
- c) The Clerk agreed to provide a quarterly report to members and remind members they may wish to budget for advertising and events from 2025/2026.

61/24 – Self-catering

Members noted that there had been two occasions in the last month where hirers had broken the rules around self-catering. They discussed the possibility of a one-off set fee when hirers choose self-catering, but agreed in the first instance to monitor any further instances of rule-breaking and to make a final decision at the next meeting.

62/24 – Servicing of Automatic Doors

Members agreed to the 2-star one year servicing option.

63/24 – Solar Panels

Members agreed to apply for planning permission for solar panels prior to submitting a grant application to South Staffordshire Council to appoint Ecovision for installation.

64/24 – Site Improvements

Councillor Dan Kinsey BEM suggested applying for grant funding from South Staffordshire Council to make alterations to the staff parking area, to include a fenced off store where the bins are kept and moving those to the unmarked car parking spaces outside the entrance to the former Barclays car park. He also proposed cutting back the overgrown bushes to create more space in the area. Members agreed this would be an improvement to the site, as well as providing useful storage.

Councillor Dan Kinsey BEM agreed to draw up some plans prior to planning permission being applied for and a grant application being made.

65/24 – Bar Services at the Carnival

Members received the feedback from the Chairman of the Carnival Committee along with an update on the takings from the bar. They agreed the bar coped well, especially given they were the only bar on-site and given the rainy weather, with lots of people coming into the Civic Centre at one time.

It was noted that if the Round Oak were unable or unwilling to continue to attend that Plyvine could provide an outside bar so long as they were positioned near electricity.

Members agreed to opening the bar inside the Civic Centre annually on Carnival day.

66/24 – 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.

67/24 – Staffing

Members noted the staff specific meeting will be held on Monday 14th October 2024.

68/24 – Incident at Civic Centre on Friday 5th July 2024

- a) Members received an update from the Clerk in relation to the evacuation of the building
- b) Members agreed a refund of £61 should be given, noting that Plyvine had agreed to contribute 50% of any refund given

- c) Members requested that the Clerk instruct Kingswinford Fire Protection to install an additional alarm in the cellar.

69/24 – Barclays Bank

- a) Members noted the update from the Clerk in relation to the new owner.
- b) Members agreed to seek legal advice.

The meeting closed at 8.29pm.

Signed:

Dated: