



## **WOMBOURNE PARISH COUNCIL**

### **Minutes of the CIVIC CENTRE MANAGEMENT COMMITTEE MEETING**

held on **Monday 10<sup>th</sup> February 2025** at 7.00pm

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

#### **Present -**

**Councillors:** Dan Kinsey BEM (Chairman), Daisy Perry (Vice-Chairman), Martin Perry, Matt Powell, Mary Roberts, Ian Sadler

**Non-Committee Members:** Councillor(s): Alan Peace

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

**Acting Clerk:** Judith Vasiljevic

#### **102/25 - Apologies**

Apologies were received from Councillors Barry Bond MBE, Mark Evans and Vince Merrick.

#### **103/25 - Declarations of Interest**

None

#### **104/25 - Approval of minutes from 11<sup>th</sup> November 2024**

Members approved the minutes of the last meeting.

#### **105/25 - Matters arising from the minutes of 14<sup>th</sup> October 2024**

None

#### **106/25 – Update on Reservations**

Members noted the list of reservations.

#### **107/25 – Till Roll, Accident Book and Lost and Found**

Members noted the entries.

#### **108/25 – Windows in Wombourne Civic Centre**

Members reviewed the report from Marwood Surveyors. The Chairman informed members that the company had been engaged to obtain 3 quotations for the repair work, and the Parish Council would appoint the contractor recommended by them. Marwood Surveyors had also been engaged to project manage the repairs. Members agreed to proceed with the work upon receipt of the quotations.

#### **109/25 – Energy Survey**

Members noted the recommendations from the energy survey regarding the installation of solar panels, heating and lighting. The Chairman updated members on the progress of the grant application and advised that the time frame had been extended to allow the Parish Council to obtain planning permission via a Certificate of Lawfulness.

The Chairman also requested that the Clerk enquire whether anti-pigeon and anti-squirrel measures would be included for solar panels.

#### **110/25 – Warm Hub**

Members discussed the potential extension of the Day Centre's use beyond March, if requested, and unanimously supported its continued use for community purposes. Councillor Alan Peace offered to speak with the Volunteer Bureau to see if they could assist with transport. Members also suggested that a change of name for the Warm Hub should be considered in the future.

#### **111/25 – Offer to display paintings in Brook Room**

Members approved the offer from Graham Harnell to display his paintings of local scenes in the Brook Room. They agreed this approval should be subject to a maximum number of paintings, which will be determined based on assessment of the room and to permit the display for a period of 6 months.

#### **112/25 – Planning Application**

Members discussed the application and agreed a committee response to Planning Application 24/01101/COU which proposed the change of use and extension of the former Barclays Bank building to a restaurant, bar and takeaway.

#### **113/25 – 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.

#### **114/25 – Approved Caterer**

Members considered a request from Mrs B's Kitchen to be added to the list of approved caterers. It was noted that the current approved caterers already provide similar food options and it was therefore not possible to accommodate her at this time. The Chairman requested the Clerk respond to Mrs B's Kitchen, explaining that the Parish Council currently have no capacity but would be happy to add her to our reserve waiting list provided she agrees to paying our usual commission charge.

The Chairman also asked for the Admin Assistant to review the usage of approved caterers over the past 3 years, with a view to conducting an annual review of the list.

#### **115/25 – Lease**

Members noted the request from Fuel Bank Foundation to fix their annual rental for a period of 3 years. Following an in-depth discussion, members agreed that this would not be possible. The Chairman requested the Clerk respond to the Foundations enquiry.

#### **116/25 – Item of interest found**

Members were informed that an item of interest had been found on the premises following a function. It was agreed that this would not be held against the hirer and they would be welcome to book the venue again. The Chairman suggested incorporating a sweep of specific areas into the Parish Council's risk assessment for future functions.

#### **117/25 – Covenant**

Members noted the request from Adam Bradley to release the covenant held over the former Barclays Bank building. After reviewing advice from South Staffordshire Council, Legal & Governance team and discussing, members agreed not to release the covenant. However, it was agreed to amend the terms of the covenant to reflect the change of use. The amendment would be subject to drafting and the agreement of the Chairman.

The meeting closed at 8.48pm.

**Signed:** .....

**Dated:** .....