



WOMBOURNE PARISH COUNCIL

FULL COUNCIL MEETING of WOMBOURNE PARISH COUNCIL

Monday 14th April 2025 at 7.00pm

Dear Councillor,

You are hereby summoned to the next Full Council Meeting of Wombourne Parish Council 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

9th April 2025

AGENDA

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 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. **Public Participation** – *residents are invited to address the Parish Council during the public participation session. No member of the public may speak for more than five minutes in accordance with Standing Orders*

All Councillors, staff and members of the public must be treated with respect at all times. Anyone displaying inappropriate behaviour may be asked to leave the meeting.

4. **Approval of Minutes** - *to approve the minutes of the Parish Council Meeting on Monday 24th March 2025*
5. **Reports from Members appointed to Outside Bodies** – *to receive reports from Members appointed to outside bodies:*

Outside Body	Councillor(s) appointed
Wombourne and District Community Association	Martin Perry & Daisy Perry
Wolverhampton Business Airport Consultative Committee	Mary Roberts
Wombourne Carnival Committee	Mary Roberts & Jan Evans
Wombourne Charity Trustees	Mike Davies
Wombourne Best Kept Village	Alan Peace
Wombourne Retailers Liaison	Daisy Perry & Elizabeth Keeling
Police Liaison	Vince Merrick & Ed Hughes
Giggetty Action Group	Vince Merrick & Mike Davies
Friends of Wombrook	Ian Sadler

6. **Vacancy – Wombourne North** – *to note that no election was called, therefore the Parish Council will now co-opt to fill the vacancy*
7. **Planning Applications** – *to note the submissions made to South Staffordshire Council in lieu of a meeting*
8. **Correspondence** – *to review correspondence for the Parish Council as follows:*
 - a. Email from a resident in Apse Close
9. **Meeting schedule :**
 - a. Annual Parish Meeting and Community Showcase Event – Wednesday 30th April 2025 at 7pm
 - b. Annual Meeting of the Parish Council – Monday 19th May 2025
10. **Chairman’s Closing Remarks** - *to receive the Chairman’s closing remarks*

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.

11. **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.”

12. Staffing Committee update

13. Retirement of Assistant to the Clerk – to:

- a. Note the retirement of the Assistant to the Clerk from 30th June 2025 (last day at work – 11th June 2025)
- b. Note the Briefing Note in relation to the recruitment of a Deputy Clerk (approval for the role has been given by Staffing Committee)
- c. Resolve to approve the additional costs from general reserves of circa. £14,572 to £18,267 for employment costs and £440 for advertising
- d. Note the timeline for recruitment as follows:
 - Advertising – 15th April to 9th May 2025
 - Shortlisting and contacting candidates for interviews – 12th to 23rd May 2025
 - Interviews – 27th May to 4th June 2025
 - Proposed start date – 7th July 2025

14. Retirement of Full Time Superintendent – to:

- a. Note the retirement of the Full Time Superintendent from 23rd May 2025
- b. Note the end of tenancy agreement from 23rd May 2025 and resolve to give the Staffing Committee power to manage this, if required
- c. Note the intention of the Staffing Committee to recruit roles on a like for like basis (but with greater flexibility in contracts) considering Martyn’s Law and the Fire Risk Assessment and subsequent guidance from South Staffordshire Council received by the Council
- d. Note the Strategic Proposal and Implementation Plan (to be reviewed and approved by the Staffing Committee on 15th April 2025)
- e. Resolve to approve the additional costs from general reserves of circa. £5,875, advertising at £440 per role, £504 equipment and hardware and ongoing employment cost of £6,820

- f. Note the timeline for recruitment as follows:
 - Advertising – 15th April to 9th May 2025
 - Shortlisting and contacting candidates for interviews – 12th to 23rd May 2025
 - Interviews – 27th May to 4th June 2025
 - Proposed start date – 14th July 2025
- g. Resolve to approve the temporary cover costs from general reserves for Mystical Productions to cover for the Superintendent until the replacement roles are in place