

**Minutes of the Management Committee**  
**held at the Perton Civic Centre on**  
**Wednesday 20<sup>th</sup> September 2017 @ 7.00 pm**

Present: Mrs R A Heseltine [Chairman]  
Mrs A James  
AA Bourke  
N Caine  
PE Davis  
RR Simonds  
Becky Hodgetts – Parish Clerk

66/17 **Apologies**

Apologies received and accepted from Cllr Mrs P Allen and R E Moreton

67/17 **Declaration of Pecuniary and Other Interests**

No declarations received.

68/17 **Dispensation Requests**

No Dispensation Requests received.

69/17 **Minutes**

**Resolved** that the minutes of the meeting held on 10<sup>th</sup> May 2017, having previously been distributed, were confirmed as a true and accurate record and signed by the Chairman. Meeting due to be held on 20<sup>th</sup> June was cancelled.

70/17 **Entertainment**

- a) Family Film booked for 11<sup>th</sup> November. A list of suggested films was distributed. **Resolved** to show Despicable Me 3 unless Arts Alive can suggest anything better.
- b) Survey results to date were noted.
- c) Perton's Got Talent – This event would require a lot of organisation. Suggested Wolverhampton College or University could get involved as part of an academic course.
- d) Tribute Act. Tickets not selling very well, currently sold 27. Committee to be updated weekly.

71/17 **Fire Extinguisher annual service**

3 quotations were reviewed. **Resolved** to appoint Banner Fire to complete the annual service.

72/17 **Staff appraisals**

**Resolved** to accept the draft appraisal template.

73/17 **Premises License – Designated Premises Supervisor**

Plyvine catering have agreed to appoint a Designated Premises Supervisor. **Resolved** clerk to submit relevant paperwork and payment of £23 to SSDC.

74/17 **Management report**

Large water bill received, flow test carried out. Concern over ability to read the meter in water chamber. Waterplus have requested a new meter from Severn Trent.

Terry Harding room floor refurbished.

Light repaired in lift.

5 year Fixed electrical and Portable Appliance Testing (PAT) completed.

Magnetic door closers fitted to emergency doors from Lakeside Hall to Nursery corridor. Awaiting speaker to be added so alarm can be heard.

Emergency alarm battery replaced in lift. **Resolved** Clerk to look into other maintenance contract providers.

Outside lighting not working again, requires electrician to check the connections. **Resolved** Clerk to arrange a quote for repair.

Perton Village Nursery still has one invoice outstanding and no communication received. **Resolved** Clerk to contact again. Council will need to consider their options if no payment is made.

75/17 **Promotion of Civic Centre**

- **Resolved** to purchase an A frame to advertise events/functions which can be used inside or outside the building at a cost of £168
- The brochure is still being looked at.
- A Christmas meal for the elderly was discussed. Other organisations already do a Christmas meal would need to ensure it did not clash, suggested that it could be something for the New Year instead. It was agreed it would be too late for this year. **Resolved** to add to future agendas for consideration.

76/17 **Date and Time of next meetings**

Wednesday 25th October 2017 and Wednesday 29<sup>th</sup> November 2017, 7pm

Meeting closed at 8.10pm

Chairman -

Date – 25<sup>th</sup> October 2017