# **Minutes of the meeting of Perton Parish Council**

# **Management Committee held on Wednesday 13th September 2023, 7.00pm**

## **Present:**

Councillors: Mrs P Allen, P Davis, K Elder, Mrs R Heseltine (Chairman), Mrs B Walters

Parish Clerk: Mrs B Hodgetts

## M01/23 - APOLOGIES FOR ABSENCE

Apologies were received and noted for Councillors D Glynn and S Payne.

## M02/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No Declarations received.

## M02/24 - MINUTES

**Resolved** that the minutes of the Management Committee meeting held on 15th February 2023, were a true and correct record.

## M02/25 – CIVIC CENTRE

## Management report

* Several toilet seats have been replaced
* Leaking disabled toilet repaired
* Screen in foyer has been updated with regular hirer information
* Lakeside Hall floor bowing. Dorrell Flooring Ltd thinks the changes in weather has meant that the floor has been progressively expanding over the years – recommended expansion gaps are required. Waiting for a quote for the work.
* Flicks in the sticks – film shown on 13th September had 61 people attending with 13 paying the £4 entry fee.

1. **Resolved** to approve the revised terms and conditions which included further fire regulation information.
2. **Resolved** to leave the electricity contract as it stands and not extend at this time. The current charges are 21.46p per KwH and 28p per day standing charge. The new rate would be 42.63p per KwH and £6.91p standing charge.
3. Some of the fire doors in the Civic Centre are being left open when they should be closed **Resolved** to purchase three Dorgard fire door retainers at a cost of £99 each.
4. **Resolved** to request a quotation from Staffordshire County Council to complete a detailed fire risk assessment.

## M05/26 – BAR SERVICES

Plyvine has confirmed that it will not be providing a bar service from the end of November.

There are three options.

* Apply for Temporary Event Notices (TENS) for each function up to 15 a year.
* A staff member to obtain a Personal licence and become the Designated Premises Supervisor (DPS)
* Apply for a Community building licence. This would remove the mandatory conditions which requires a DPS and replace it with an alternative licence condition in which a management committee is responsible. The management committee would collectively be responsible for ensuring compliance with the licence conditions and the law. There would not necessarily need to be a member present on the premises.

The committee favoured the Community building licence, it was understood there would be some expenses to setting it up with CCTV, till, card machine etc. There will also be a staffing requirement. It was suggested that the clerk and/or the assistant clerk obtain their personal licence to ensure they are aware of the laws around alcohol sales. **Resolved** to look at agency work rather than employing additional staff members. Also, to contact Staffordshire Police, Licensing Officer to establish if they see any issues before the licence is applied for and South Staffordshire District Council for licence help and possible training for councillors.

## M06/23 - DATE AND TIME OF NEXT MEETING

Wednesday 29th November 2023 at 7.00pm.

**Meeting closed at 7.38pm**

Signed ………………………………………………………………… Date: …………………………………………

Chairman