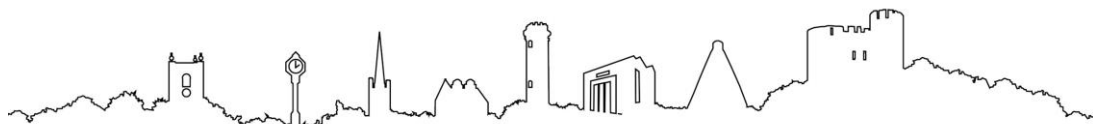


**Meeting of the Ernest Stevens Trusts  
Management Committee**

**Monday 31<sup>st</sup> January, 2022 at 6.00pm, Committee Room 3,  
Council House, Dudley**

1. Apologies for absence.
2. To report the appointment of any substitute members serving for this meeting of the Committee.
3. To receive any declarations of interest under the Members' Code of Conduct.
4. To confirm the minutes of the meeting held on 25<sup>th</sup> October, 2021 as a correct record.
5. Public Forum
6. Knotts Welfare Building, Seagers Lane, Marsh Park, Brierley Hill, – (Pages 1-21) - D Fildes
7. Play area at Stevens Park, Wollescote – verbal report – D Fildes
8. Lease renewal – Café – Mary Stevens Park – report to follow - M Bieganski
9. Verbal progress update on the Walled Garden, Stevens Park, Wollescote – H Coldicott
10. To consider any questions from Members to the Chair where two clear days' notice has been given to the Monitoring Officer (Council Procedure Rule 11.8).





**Chief Executive**  
**Dated: 21/01/2022**

**Distribution:**

**Members of the Ernest Stevens Trusts Management Committee:**

Councillor I Kettle (Chair) – Pedmore and Stourbridge East Ward  
Councillor L Taylor-Childs (Vice-Chair) – Norton Ward  
Councillor T Crumpton – Cradley and Wollescote Ward  
Councillor M Hanif – Lye and Stourbridge North Ward  
Councillor A Hopwood – Wollaston and Stourbridge Town Ward  
Councillor R Clinton – Quarry Bank and Dudley Wood Ward

**Co-opted Members (Non-voting):**

Friends of Stevens Park, Quarry Bank – D Sparks  
Friends of Wollescote Park – J Marks  
Friends of Mary Stevens Park – H Rogers

**Please note the following concerning meetings at Dudley Council House:**

**Covid-19 Secure Working**

**Hands**

- Hand Sanitiser and antibacterial wipes are available at various locations. Everyone is asked to sanitise their hands when arriving and leaving the building. Hand washing facilities are also available on site.

**Face**

- All attendees are strongly advised to wear face coverings in situations where 2m distancing cannot be maintained. There is a supply of masks available for your use. These need to be worn correctly, covering nose and mouth. To assist this, a provision of surgical grade type 2R masks are available. The masks can be removed when you are speaking at the meeting.
- All persons entering or working in the building are strongly encouraged to wear face masks in communal areas and when moving around the building.

**Space**

- Please be respectful of everyone's personal space and preferences when you attend meetings.



## Testing

- All people attending are encouraged to undertake Lateral Flow Tests twice a week (a supply of kits is available). Anyone testing positive should not attend and should seek further advice including self-isolation and taking a PCR test.
- Anyone unwell should not attend. Or if you have tested positive for Covid-19 in the last 10 days; if you are self-isolating or if you suspect that you are symptomatic.

## Ventilation

- Windows will be opened in advance of meetings and will be maintained in an open position during meetings to maximise air flow and air changes within the room.
- Heating on site will be used to ensure minimum welfare requirements are met. The windows are open for ventilation, and this may make the environment cooler, so please dress accordingly.
- Carbon Dioxide Monitors will be situated in the meeting rooms. Data captured is used to monitor and assure effectiveness of ventilation.

## Vaccination

- All persons attending meetings are strongly encouraged to be vaccinated to limit ill-health effects should a transmission of coronavirus occur.

## Toilets

- Toilet facilities are available on site and are subject to the Covid-19 secure measures that are in place. All the toilets have hand washing facilities.

## No smoking

- There is no smoking on the Council House premises in line with national legislation. It is an offence to smoke in or on the premises. You cannot use e-cigarettes and/or similar vaping devices.

## In Case of Emergency

- In the event of the alarms sounding, please leave the building by the nearest exit. There are Officers who will assist you in the event of this happening, please follow their instructions.

## Submitting Apologies for Absence

- Elected Members can submit apologies by contacting Democratic Services (see our contact details below). Members wishing to appoint a substitute should notify Democratic Services as soon as possible in advance of the meeting. Any substitute Members must be eligible to serve on the meeting in question (for example, he/she must have received the training required by the Council).

## Private and Confidential Information

- Any agendas containing reports with 'exempt' information should be treated as private and confidential. It is your responsibility to ensure that information containing private and personal data is kept safe and secure at all times. Confidential papers should be handed to Democratic Services for secure disposal. If you choose to retain the documents, you should ensure that the information is securely stored and destroyed within six months.



## General

- Public Wi-Fi is available in the Council House.
- The use of mobile devices or electronic facilities is permitted for the purposes of recording/reporting during the public session of the meeting. The use of any such devices must not disrupt the meeting – Please turn off any ringtones or set your devices to silent.
- Information about the Council and our meetings can be viewed on the website [www.dudley.gov.uk](http://www.dudley.gov.uk)

## If you need advice or assistance

- If you (or anyone you know) requires assistance to access the venue, or if you have any other queries, please contact Democratic Services - Telephone 01384 815238 or E-mail [Democratic.Services@dudley.gov.uk](mailto:Democratic.Services@dudley.gov.uk)

