

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

**Monday 3rd April, 2023 at 6.00pm,
Dudley Town Hall, St James's Road, 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 and sign the minutes of the meeting held on 30th January, 2023, as a correct record (Pages 5-17)
5. Public Forum
6. The Lease for Tintern House, Stevens Park, Quarry Bank – verbal update.
7. Presentation on activities and events held in Stevens Park, Quarry Bank - Community Development Officer (Emma Jackson) (Pages 18-29)
8. Eco Event at Stevens Park, Quarry Bank (Pages 30-33)
9. Walled Garden, Stevens Park, Wollescote – verbal update.
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: 24th March, 2023

Distribution:

Members of the Ernest Stevens Trusts Management Committee:

Councillor I Kettle (Chair) – Pedmore and Stourbridge East Ward

Councillor A Hopwood (Vice-Chair) – Wollaston and Stourbridge Town Ward

Councillor D Borley – Lye and Stourbridge North Ward

Councillor J Cowell – Quarry Bank and Dudley Wood Ward

Councillor T Creed – Norton Ward

Councillor T Crumpton – Cradley and Wollescote 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

Meetings at Dudley Town Hall:

Health and Safety

To continue to protect vulnerable people, please note the following information when attending meetings:-

- Do not attend if you feel unwell; if you have tested positive for Covid-19; if you are self-isolating or if you suspect that you are symptomatic.
- Windows/doors will be opened to provide adequate ventilation.
- Sanitise your hands when arriving and leaving the building and wash your hands regularly.
- Hand sanitiser and antibacterial wipes are available at various locations.
- People suffering from long term conditions or living with vulnerable people are encouraged to wear face masks in meeting rooms, communal areas and when moving around the building. Surgical masks are available at reception.
- All people are encouraged to be vaccinated to limit any potential ill-health effects.



- Be respectful of everyone's personal space and preferences when you attend meetings.
- If you cannot maintain distancing or in a crowded environment, please wear a mask

Public Gallery

- Seating in the public gallery is subject to limits on capacity and will be allocated on a 'first come' basis.

Toilets

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

No smoking

- There is no smoking on the Town Hall 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).

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.

Recording and Reporting

- 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.



General

- Public Wi-Fi is available in the Town Hall.
- Information about the Council and our meetings can be viewed on the website 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

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