

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

**Wednesday 23<sup>rd</sup> February, 2022 at 6.00pm,  
Committee Room 2,  
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. Terms of Reference of the Committee (Pages 1 - 2)
5. Deeds of Gift (Pages 3 – 11)
6. Installation of a Defibrillator at Richardson's Hall, Wordsley (Pages 12 - 14)
7. Mary Stevens Café, Mary Stevens Park, Worcester Street, Stourbridge – Lease Renewal (Pages 15 - 18)
8. 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: 15<sup>th</sup> February 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**

- Windows/doors will be opened to provide adequate ventilation.
- Please ensure you sanitise your hands when arriving and leaving the building. Hand washing facilities are also available on site.
- Hand sanitiser and antibacterial wipes are available at various locations.
- All persons entering or working in the Council House are encouraged to wear face masks in communal areas and when moving around the building. The Council has a supply of surgical masks for use in meetings.
- Face masks may be removed when you are participating in the meeting.
- All people attending are encouraged to undertake Lateral Flow Tests twice a week (a supply of kits is available at the Council House). Anyone testing positive should not attend and should seek further advice including self-isolation and taking a PCR test.
- 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.
- All people are encouraged to be double vaccinated to limit any potential ill-health effects.
- Please be respectful of everyone's personal space and preferences when you attend meetings.

### **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 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.

## 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)

