

# Wickersley Parish Council

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## Minutes of the Winthrop Gardens Committee Meeting held at 9am on Friday 1<sup>st</sup> September 2017 at Winthrop Gardens

**Members:** Cllrs:- Sue Ellis (Chair); Peter Thirlwall (Vice Chair); John Barber; Pat Beighton; Gordon Forster;

**In attendance:** Anna Chester (Winthrop Organiser); Martin Ford

**129 Apologies for absence**

Cllr Christine Grimes; Debbie Straker

**130 To approve the minutes of the meeting held on 7<sup>th</sup> July 2017**

**Resolved:** The minutes were approved as a true record

**131 Matters arising – not on agenda as separate items**

**Item 116/107 Risk assessments** – intended actions not completed due to other pressures. Agreed to receive at next meeting.

**Item 116 / 108 Complaints procedure** – proposed policy going to September Parish Council meeting.

**Item 116 / 110 Facebook policy** - proposed policy going to September Parish Council meeting.

**Item 118.2.5 Good Cause** – fund currently stands at £787.65 and it has funded 3 Memory Cafes so far, separate bank account not yet resolved.

**Item 118.3.1 Vacuum cleaner** – not yet purchased but desirable machine identified and will be purchased shortly

**Item 118.3.2 Cost of planning permission** – Parish Council resolved to fund at its July meeting

**Item 118.3.3 Volunteers event held on 9<sup>th</sup> August** – 25 attended – all appreciative of refreshments funded by Parish Council

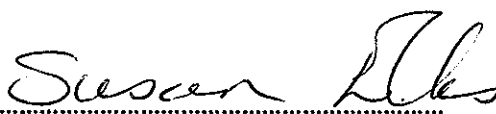
**Item 118.3.4 Noticeboards** – not yet purchased and due to cost will only purchase one

**Item 120 DBS / Food Safety** – DBS screening still to be completed; another tranche of volunteers are undertaking Food Safety training

**Item 123 – Press and Publicity** - proposed policy going to September Parish Council meeting

**Item 125 Atrium rooms** – no further progress and not being actively pursued given need for this area for temporary storage

**132 Winthrop Gardens Organisers Report – received**

Signed .....  


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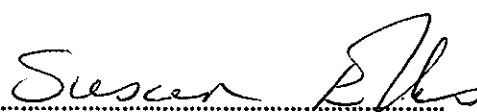
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133 Financial Update 01/04/17 – 26/08/17

Income	Budget to 31st March 2018	Actual to 26 Aug 2017	Committed 31 March 2018	Further revised Forecast to 31 March 2018
Donations	£100.00	£692.13	£0.00	£800.00
Curiosity Shop	£700.00	£759.92	£0.00	£850.00
Café	£5,700.00	£9,941.00	£0.00	£12,000.00
Plant Sales	£1,000.00	£3,314.90	£0.00	£3,750.00
Room Hire	£2,000.00	£832.50	£0.00	£2,150.00
Events	£500.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00
	<b>£10,000.00</b>	<b>£15,540.45</b>	<b>£0.00</b>	<b>£19,550.00</b>
<b>Expenditure</b>				
Food and Drink	£2,700.00	£2,289.72	£0.00	£2,700.00
Café Infrastructure	£450.00	£398.39	£0.00	£450.00
Plants and Shrubs	£1,200.00	£135.10	£1,300.00	£1,500.00
Garden Maintenance	£300.00	£177.17	£0.00	£500.00
Water Rates	£400.00	£43.88	£0.00	£150.00
Electricity and Gas	£750.00	£827.18	£0.00	£2,000.00
Fuel and Oil	£100.00	£0.00	£0.00	£50.00
Travel and Subsistence	£150.00	£0.00	£0.00	£100.00
Machinery & Equipment Servicing	£400.00	£260.67	£0.00	£500.00
Building repairs	£2,000.00	£697.11	£0.00	£3,000.00
Stationery and printing	£500.00	£347.41	£0.00	£1,000.00
Volunteer costs	£500.00	£86.35	£0.00	£300.00
Training and Certification	£500.00	£0.00	£102.00	£250.00
Miscellaneous / Cleaning Materials	£50.00	£0.00	£0.00	£50.00
Administration and Cleaning	£8,200.00	£2,016.68	£4,100.00	£7,000.00
	<b>£18,200.00</b>	<b>£7,279.66</b>	<b>£5,502.00</b>	<b>£19,550.00</b>

Note 1 - £676.62 of Café / Food items and Miscellaneous items and £626.88 of plant items were purchased before the start of this financial year

Note 2 - This is only the second year of operation of Winthrop Gardens under the ownership of Wickersley Parish Council and formulating a budget is challenging in the face of many unknowns. The financial position has improved since the budget for 2017 / 2018 was set in that the income projections have been exceeded. In the light of improved knowledge of costs and increased income the end of year out turn figures have been further revised. The Parish Council also has development funds for the Gardens held in reserves at present.

Signed 

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Note 3 - Minor change to expenditure budget headings - introduced 'Café infrastructure' - items like additional crockery, cutlery to meet new demands, replacement cafetieres, replacement toaster etc - previously these items would have been in Miscellaneous, better they should be more clearly identified

**Resolved: Members agreed with the changes to the budget headings to reflect expenditure more explicitly.**

**Resolved: That an inventory of items in stock and to be carried over to the next financial year be undertaken in March – café items and plants – for a more accurate appraisal of finances to be made.**

The presentation of finances is still being worked on so the Committee and volunteers can see trends more clearly. The Chair gave the assurance that all income raised at Winthrop would be used for the benefit, maintenance and development of Winthrop.

**Resolved: Chair, Vice Chair and Chair of Finance to meet with Clerk to resolve the presentation of financial information issue**

### 134 Value Added Tax

The Clerks paper was presented and discussed. It was noted that the full report would be going to the Parish Council's meeting in September.

**Resolved: Chair of Finance and Organiser to work on a suitable provision for the payment of VAT in 2017 / 2018.**

**Resolved: To discuss pricing for 2018 / 2019 at the next meeting**

### 135 Café Food Store

An options report was presented and discussed and members agreed on the desirability of a complete replacement of the current storage cabin, ideally one larger in size and more suited to meeting the emerging needs and demands.

**Resolved:**

- To undertake the cabin replacement and all attendant works as one project
- Preferred option would be for a Cabin supplier to undertake the work
- Cllr Thirlwall and Organiser to work on Design Spec
- To place matter on agenda for September Parish Council meeting with a view to a bid to the Parish Council reserves of up to £10k to fund the project

### 136 Winter Opening

A report outlining the views of volunteers and customer, options, pros and cons was presented and discussed.

Signed ..... 

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Resolved:

- To remain open over the winter months
- To reduce daily opening hours to 11am – 3pm
- To open on two days per week, Tuesdays and Thursdays, with occasional events on Saturdays
- To close for 4 weeks over the Christmas / New Year period
- To produce a new leaflet for delivery with the Parish Newsletter in Oct /Nov
- To continue with 'one-off' events where volunteers are willing and happy to be involved.

### 137 Security Review

A report was presented and discussed.

Resolved:

- Repair security lighting to Café subject to remaining in budget
- To review CCTV and ensure written instructions are available
- All key holders to be identified plus all volunteers / Atrium users with key pad codes and up to date lists to be maintained.
- Organiser to be provided with a set of keys
- Clerk to ensure outstanding set of keys are retrieved

### 138 Caretaking and Cleaning arrangements

A report was presented and discussed. Members appreciated the efforts of everyone in maintain the premises, removal of rubbish but acknowledged that more formal arrangements particularly in relation to rubbish removal were needed. Organiser to discuss with WCC Caretaker the potential for a 'Caretaking / Odd Job' volunteer. Costs of rubbish collection to be obtained. It was agreed that more robust arrangements will be needed for the next season.

### 139 Web presence

It was reported that there has still be no progress on getting details of Winthrop onto the Parish Council website despite the efforts of the Organiser and Clerk.

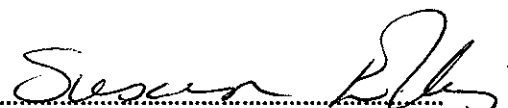
Resolved: To place on the agenda for the Parish Council's September meeting

### 140 Winthrop Organiser Job title

Resolved: To confirm the job title as 'Organiser'

### 141 Volunteer Representation on the Winthrop Committee

Signed .....



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Members were keen to ensure that volunteers are as involved and informed as possible, but agreed on the desirability of maintaining the Committee at a workable size

### Resolved:

- Agreed to have <sup>a minimum of</sup> one meeting / session per year with volunteers
- To allow named Volunteer representative to identify a substitute if they are unable to attend
- To invite volunteers as necessary if needed for specific agenda items

### 142 Site plans for Winthrop Gardens

It was agreed to thank Mick Briggs for the work he had done to produce site plans and Members felt that these should be adequate to support the current planning application. It was acknowledged that having professionally produced plans was desirable this was not a current priority. The Organiser was asked to see if a volunteer (architect / surveyor) could be recruited to undertake this task.

### 143 Long term financial planning

A discussion paper was presented.

### Resolved:

- Organiser to produce rough costs of key items:-
  - Mains electricity and water supply to main gardens
  - Additional water feature(s) to main gardens
  - Café – roof inspection and any repairs
  - Café – replacement blinds and carpets
  - Café – kitchen layout work, new under the counter fridge and freezer to create more work space
  - Café / Atrium – roof inspections and remedial work
  - Conservatory – new chairs and possibly tables
  - Site as a whole – white lining of existing car park to maximise parking; creation of additional parking
  - Conservatory – contingency saving for replacement
  - Café – contingency saving for replacement
- Committee to have 'Blue Sky thinking' session at winter meeting (November or January depending on agenda items)

### 144 Future meetings

The formula is the first Friday in alternate months – at 9am – new venue - Winthrop Gardens

Friday 3<sup>rd</sup> November

Friday 5<sup>th</sup> January (will need to rearrange this as Organiser will be away!)

Friday 2<sup>nd</sup> March