

WICKERSLEY PARISH COUNCIL
Minutes of the Winthrop Park Committee Meeting
1pm 15th March 2017 held at Wickersley Community Centre

Members: Cllrs: - S Ellis (Chairperson), J Barber, P Beighton, G Forster, C Grimes, P Thirwall

In Attendance: Rachel Chico (Clerk), Martin Ford, Hilary Bentley, Anna Chester

89. To receive apologies for absence

David Holdsworth

90. To approve the minutes of the meeting of 18th January 2017

Resolved : The minutes were approved as a true record.

91. To note any matters arising of the meeting of 18th January 2017

None

92. To receive a financial update to 15th March 2017



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	Budget to		Committed	
	31st March 2017	Actual to 15 March 2017	31 March 2017	Forecast to 31 March 2017
Income				
Donations	100	6654.28	1000.00	7654.28
Curiosity Shop	700	635.02	0.00	635.02
Café	5700	5791.42	0.00	5791.42
Plant Sales	1000	2541.85	0.00	2541.85
Room Hire	2000	1436.75	300.00	1736.75
Events	500	0.00	0.00	0.00
Other	0	70.00	0.00	70.00
	10000	17129.32	1300.00	18429.32
Expenditure				
Food and Drink	2700	1471.61	0.00	1471.61
Plants and Shrubs	600	1254.60	0.00	1254.60
Garden Maintenance	300	1271.02	0.00	1300.00
Rates	1500	0.00	0.00	0.00
Water Rates	150	98.40	0.00	120.00
Electricity and Gas	700	2324.19	0.00	2500.00
Fuel and Oil	100	20.74	0.00	50.00
Travel and Subsistence	150	143.96	0.00	150.00
Stationery and printing	400	0.00	0.00	0.00
Machinery & Equipment Servicing	600	198.72	240.00	500.00
Building repairs	1000	1931.57	0.00	2000.00
Insurance	500	0.00	0.00	0.00
Volunteer costs	400	6.42	0.00	50.00
Training and Certification	400	0.00	0.00	300.00
Miscellaneous / Cleaning Materials	500	527.60	0.00	650.00
Grants	0	1513.58	425.00	5000.00
	10000	9248.83	665.00	15346.21

Resolved : The above financial update was approved. The Clerk noted many items have been required in the recent months and the status is changing continually.

93. Health and Safety Policy / Risk Assessments

Resolved : Martin Ford to speak with D.Holdsworth regarding paperwork. If required Cllr P Beighton to re-type documents. Clerk to forward all documents already in place to Cllr P Beighton and Anna Chester. Anna Chester to contact Sue Horsfield with regard to policies in work place.

94. Complaints Procedure

Resolved : Cllr P Thirlwall to draft up policy to go out with the next agenda.

95. To discuss opening event

The Clerk confirmed there were several volunteers for the café and Martin Ford confirmed they have enough volunteers for the plant sales. Wickersley Women's Institute are fully managing the bake off.

Resolved : Cllr C Grimes to oversee the café. Cllr G Forster on the bus. Volunteers to be requested at the Parish Council meeting on Monday 20th March 2017.

Susan Ellis



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96. To discuss café and new season: -

96.1 Feedback from volunteers meetings

More attended the latest meeting. The volunteers nominated Hilary Bentley and Anna Chester as the two key café volunteers. Items raised follow on the agenda.

The idea of a coffee machine was not popular.

Resolved : To purchase individual and group cafetieres.

96.2 To confirm opening times and days

Resolved : Tuesday, Thursday, Saturday 10:30 - 4pm. No food preparation after 3:30pm.

Discussion took place regarding pre-booking afternoon tea.

96.3 Meet and greet

All volunteers to be encouraged to give a warm Winthrop welcome to all visitors. Discussion took place with regard to plant sales, requiring volunteers to take over the ordering from Martin Goodge. Also café volunteers to look at carrying out sales as a team. Negative comments have previously been received with regard to meet and greet.

Resolved : To not have a meet and greet. To have a feedback form, tick box to be added to state if a Wickersley resident, also postcode. Gardeners to be asked by Martin Ford if any are willing and available to carry out plant sales.

96.4 Colours for buildings

Resolved : Green buildings with white frames, architraves, doors and fascias.

96.5 Professional printed leaflets

Resolved : Delegated powers to Clerk and chair to look at between 5000 and 10,000.

96.6 Moving the thermostat

Resolved : To move the thermostat at a cost of £110 to fit a wireless one.

96.7 Catering items for café / grant

Resolved : To purchase required kitchen items to the budget of the grant, note this is not as specified in the grant.

96.8 RCAT volunteers

Two RCAT students are to work every Thursday until the end of June. Possibility of more volunteers from RCAT for Saturdays.

96.9 Seating conservatory / grant

Resolved : To purchase lounge type seating to the budget of the grant, note this is not as specified in the grant.



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96.10 Mobile phone

Resolved : To purchase two mobile phones, one for bookings and one for emergency use to be kept at Winthrop Gardens. To be a 3 pay as you go so not to expire.

96.11 Competitions – Gala / Facebook

Resolved : To have two competitions to win afternoon tea for two. One to go and Facebook the other to be an event for the Gala in June.

96.12 Charity of the year

Discussion took place regarding having a good cause for the park.

Resolved : Committee in agreement to have a good cause of the year. Ideas for charities to be raised at the volunteer briefing on Friday to gain feedback. Clerk to look at requirements of dementia café.

96.13 Menu

Resolved : New menu approved. Loyalty card for coffee approved – 6 drinks 7th free. French night and afternoon tea approved. Gift voucher sales approved. Specials board approved.

97. To discuss the name and logo of the facility

Resolved : Name to be Winthrop Gardens and the logo the milestone of the Parish Council.

98. To discuss solar panels

Resolved : To proceed with one of the three obtained solar quotes at a cost of £3000, £2500 has been awarded through the gain of two grants. £2000 Tesco bags and £500 from Rotherfed. The remaining cost to come from the Winthrop budget.

99. To discuss cleaning / caretaking / administration

Discussion took place to the roles and if permanent or temporary.

Resolved : To recommend to Human Resources - 4 hours of cleaning per week on a contract basis via the current contractor at the community centre. Job description to be drawn up for the administration role and to look at which sections could be carried out by Anna Chester on a temporary basis until the position is filled.

Martin Ford raised that a further Willow tree had had to be removed for safety reasons. Also disabled go visited the site to be listed in their literature.

100. To note future meeting dates

Volunteer briefing session 17th March 1pm – Winthrop Gardens

Committee meeting to be arranged.

Meeting closed 2:55pm

Chairperson.....*Susan Ellis*.....

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