

Wickersley Parish Council

Minutes of the Winthrop Gardens Committee Meeting held at 1pm on 5th May 2017 at Wickersley Library

Members: Cllrs:- Sue Ellis (Chairperson); John Barber; Pat Beighton

In Attendance: Rachel Chico (Clerk); Anna Chester (Acting Administrator); Martin Ford;
Hillary Bentley;

101. To receive apologies for absence

Cllr Gordon Forster; Cllr Christine Grimes; Cllr Peter Thirlwall

102 To approve the minutes of the meeting of 15th March 2017

Resolved: The minutes were approved as a true record with the amendment at item 97 of milestone to millstone.

103 To note any matters arising from the meeting of 15th March 2017

Item 96.4 – Café, Curiosity Shop Conservatory

Still not fully resolved the type of paint required for the Café and Curiosity Shop.

Arrangements for resealing the Conservatory not yet in place.

Resolved: Budget agreed of up to £200 for paint and up to £400 for access equipment (ladder or scaffolding) and UP TO £200 labour costs (in house) to seal and paint the conservatory.

Financial procedures

Resolved: To include on a future agenda and review financial procedures for Winthrop Gardens following the review of financial regulations by the Finance Committee. Acting Administrator to feed into the review based on the practical experience of day to day financial issues At Winthrop Gardens.

Susan Ellis

Mathematical Induction

1. Base Case: $n = 1$

2. Inductive Step: Assume true for $n = k$, prove for $n = k + 1$

3. Conclusion: The statement is true for all $n \in \mathbb{N}$

4. Example: $1 + 2 + \dots + n = \frac{n(n+1)}{2}$

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104 Financial Update for 2016/2017

	Budget to		Committed	
	31st March 2017	Actual to 31 March 2017	31 March 2017	Forecast to 31 March 2017
Income				
Donations	100	8654.28	0.00	8654.28
Curiosity Shop	700	702.46	0.00	702.46
Café	5700	6372.41	0.00	6372.41
Plant Sales	1000	2745.76	0.00	2745.76
Room Hire	2000	2313.00	0.00	2313.00
Events	500	0.00	0.00	0.00
Other	0	70.00	0.00	70.00
	10000	20857.91	0.00	20857.91
Expenditure				
Food and Drink	2700	1547.53	0.00	1547.53
Plants and Shrubs	600	1781.00	0.00	1781.00
Garden Maintenance	300	1300.76	0.00	1300.76
Rates	1500	0.00	0.00	0.00
Water Rates	150	98.40	0.00	98.40
Electricity and Gas	700	2321.73	0.00	2321.73
Fuel and Oil	100	20.74	0.00	20.74
Travel and Subsistence	150	143.96	0.00	143.96
Stationery and printing	400	0.00	0.00	0.00
Machinery & Equipment Servicing	600	256.72	0.00	256.72
Building repairs	1000	2670.11	0.00	2670.11
Insurance	500	0.00	0.00	0.00
Volunteer costs	400	6.42	0.00	6.42
Training and Certification	400	75.00	0.00	75.00
Miscellaneous / Cleaning Materials	500	527.60	0.00	527.60
Grants	0	4408.07	0.00	4408.07
	10000	15158.04	0.00	15158.04

Resolved: The above financial update was approved. It was also agreed to review the financial regulations to include how grants are dealt with in the future

Susan Ellis



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105 Financial Update to 29th April 2017

WINTHROP GARDENS Budget 01/04/17 - 31/03/18	Projected budget	Actual at 29/04/17	Committed to 31/03/18	Forecast to 31/03/18
Income				
Café	£5,700.00	£1,307.05		£5,700.00
Plant Sales	£1,000.00	£493.50		£1,000.00
Curiosity Shop	£700.00	£83.05		£700.00
Donations	£100.00	£83.40		£100.00
Room Hire	£2,000.00			£2,000.00
Events	£500.00			£500.00
Other	£0.00			£0.00
Total	£10,000.00	£1,967.00		£10,000.00
Expenditure				
Administration / Cleaning & Caretaking	£8,200.00			£8,200.00
Food and Drink	£2,700.00	£25.24	£253.96	£2,700.00
Plants and Shrubs	£1,200.00	£526.40	£440.00	£1,200.00
Garden Maintenance	£300.00	£52.00		£300.00
Rates	£1,500.00			£1,500.00
Water Rates	£400.00			£400.00
Electricity and Gas	£750.00	£47.26		£750.00
Fuel and Oil	£100.00			£100.00
Travel and Subsistence	£150.00			£150.00
Machinery & Equipment Servicing	£400.00	£42.00	£140.00	£400.00
Building repairs	£1,000.00		£27.13	£1,000.00
Volunteer costs	£500.00			£500.00
Training and Certification	£500.00			£500.00
Miscellaneous / Cleaning Materials	£500.00		£40.75	£500.00
Total	£18,200.00	£692.90	£901.84	£18,200.00

To note - £676.62 of Café / Food items were purchased before the start of this financial year

Resolved: The above financial update was approved. It was also agreed to remove the budget expenditure of £1500 for rates which will not be required in 2017/2018. The £1500 to be allocated as an additional £1000 to building repairs and £500 to Stationery, printing and publicity.

Susan Ellis

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are reminded about Winthrop; Progress with the Curiosity Shop, usage of the Atrium; the potential for Winthrop to provide a 'Memory Café; the need for guidance around pricing and promotions; winter opening.

Resolved: To receive the report.

- It was agreed that Winthrop would provide a 'Memory Café' on the basis discussed, refreshments would be provided on a 'donations to the Memory Café' basis and a refund made to the Winthrop Café of 50p per drink provided. Funding for room hire, activities would come from monies raised for the 'Good Cause' and donations at the Memory Café.
- It was recognised that a flexible approach was needed as regards the pricing and promotions of new and emerging opportunities. It was agreed that individual requests should be addressed in the best way possible and on a 'pilot' basis and reported back to the Committee with pros and cons for future policy making.
- It was also agreed that if other people's goods are placed on sale at Winthrop then a commission to Winthrop of 10-15% would be expected. This subject to them being left at Winthrop for sale at the providers own risk and that such sales do not take over or detract from the Winthrop offer.

Cllr John Barber left the meeting at 2.45pm, and ceasing to be quorate, the meeting closed.



