

## Madeley Town Council

Minutes of the Meeting of Madeley Town Council held on  
Monday, 30<sup>th</sup> October 2017, at Jubilee House, High Street, Madeley  
commencing at 7.00 p.m.

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**Councillors Present:** **D White (Chair), S Biles, S Chadwick, R Coates, D Edwards, AA England, AR England, G Green, S Harrington, A Mackenzie, C Mackenzie, M MacLean, P Taylor, S Taylor, P Watling**  
Clerk to the Council, Responsible Finance Officer (RFO), Deputy Clerk

K Price (Treasurer and Trustee of the Anstice Community Trust)  
attended the meeting just for Agenda Item 11.2.

### **17/64 ACT's proposal to run a community café – seeking approval in principle**

**Resolved:**

That Agenda Item 11.2 should be moved to the beginning of the meeting so that K Price from ACT would not have to stay for the entire meeting.

A paper entitled 'Bringing the Anstice Back to Life' submitted by the Anstice Community Trust was considered. The paper included a proposal to set up a volunteer-run community café in the downstairs lounge at the Anstice. Initially only teas, coffees and light refreshments would be sold and the opening hours would be limited.

ACT realise that some refurbishment of the lounge and adjoining kitchen area would be required to meet Health & Safety and Food Hygiene requirements and access for the disabled would have to be considered too. However, the paper did not give any figures regarding the financial implications of the proposal.

**Resolved:**

To support the proposal to run a community café in principle. However ACT would need to submit an operational plan and financial appraisal if any financial support was required from the Council.

Having declared an interest, Cllr G Green and Cllr P Watling abstained from voting.

### **17/71 Anstice**

*To upgrade the building to modern standards, while retaining the character of the building, and to develop it into a building that the local community will want to use.* A revised and updated Action Plan for the Full Council was presented (Appendix A).  
Noted.

#### **71.1 Re-submission of the Stage One HLF Bid – to approve**

The Clerk explained that the first submission of the HLF Bid was

unsuccessful because the HLF had insufficient funds. Madeley Town Council can re-submit the bid. On 18<sup>th</sup> October 2017 the Clerk, Regeneration Officer and the ACT Chair attended a meeting with the HLF to discuss ideas for strengthening the bid. The community support for the Anstice was complimented but the HLF is most interested in the heritage aspects of the project. Following the meeting it was decided that the capital cost of the project should be reduced and the budget for heritage activities increased. The Architect and QS have been asked to make some changes (including omitting the roof garden) and to find ways to reduce the capital cost of the project. Since then the Regeneration Officer has put a lot of work into enhancing the bid and it will be ready to submit by the deadline of 6<sup>th</sup> November 2017.

**Resolved:**

To re-submit the amended HLF bid.

## Area of Interest C4 – Anstice Memorial Hall

### Strategic Aim

To upgrade the building to modern standards, while retaining the character of the building, and to develop it into a building that the local community will want to use.

Ongoing work	Key Project	Target Date	Lead Officer	Notes
Project Pre-Development Stage	Stage 1 Heritage Lottery Fund Bid	<del>March 17</del> May 17	Andy Rose Kath Petty	21/11/16 – Full Council resolved to submit a Stage 1 application to the Heritage Lottery Fund 22/5/17 Bid submitted. Additional information supplied to HLF in response to questions on the bid. 5/9/17 - HLF met to consider the bid – bid unsuccessful because of insufficient funds. Invitation to resubmit. <b>Complete</b>
	Resubmission of Heritage Lottery Fund Stage 1 Bid	6 Nov 17	Andy Rose Kath Petty	18/10/17 – meeting with Architects and QS 18/10/17 – meeting with HLF to obtain advice on how to strengthen the bid Capital cost of project to be reduced – this will incur additional professional fees.
	Support and guide the ACT Fundraising group in the implementation of the fundraising strategy	On-going	Brenda Smith	
	Secure match funding to support the stage 1 HLF bid	May 17	Andy Rose Kath Petty	2/5/17 - Madeley Partnership will contribute £21,000 <b>Complete</b>

Ongoing work	Key Project	Target Date	Lead Officer	Notes
Project Pre-Development Stage cont.	Apply to the Architectural Heritage Fund for a Project Development Grant	May 17	Andy Rose	25/4/17 Application for £25,000 matched funding submitted Bid successful. Matched funding by AHF dependent upon success of HLF resubmission. <b>Complete</b>
	Identify match funding for Stage 2 bid		Kath Petty	2/5/17 MTC - public works loan, local fundraising through ACT - target £30,000, Madeley Partnership, support to be discussed
	Clarify the Town Council's VAT liability - professional advice to be sought	November 2017	Diane Malley Kath Petty	Advice obtained from IAC Ltd 16/10/17 – report considered by F&GP Committee and decision made to treat the Anstice Building as non-business use. <b>Complete</b>
	Remove the former flat from Council tax and consolidate with the building under NNDR	September 2017	Kath Petty	<b>Complete</b>
Development Stage (start depends upon success of Stage One HLF resubmission)	Staged development plan		Andy Rose Kath Petty	
	Consultation with the local community as to their aspirations for the building.		Kath Petty Andy Rose	18/02/17 – successful ACT members' event
	TCAT Student Market Research Project		Andy Rose	14/02/17 – brief submitted to TCAT for their 2017 intake of students

				No response from TCAT – no further action.
	Consultation with disabled groups		Kath Petty Andy Rose	The TWC Consultation & Equality Officer has suggested three people who would be willing to take part in consultation about disabled access to the building. Shropshire Disability Network would also be a source of contacts.
	Develop the concept for Heritage Learning Centre		Andy Rose Kath Petty ACT Trustees T&W Library staff	2/5/17 – Project brief written – it includes concept for Heritage Learning Centre 9/10/17 – meeting with Library Service to discuss HLC
Transfer of Library to bespoke space in the Anstice.  Transfer of Library to bespoke space in the Anstice cont.	Madeley Library Need to agree: Transitional grant funding Service Level Agreement with Telford & Wrekin Council		Kath Petty	20/10/16 - Meeting with Angie Astley. A one off payment of £150,000 is available. Moving and set up costs would be met by T&W 24/10/16 The library is to remain open in its current location; there is not the urgency to relocate to the Anstice. 04/01/17 – e-mail sent to Lee Higgins at TWC asking for clarification about part time librarian. 17/3/17 Grant funding confirmed at £124,600 staffing of 74 hours first point/library staff & additional librarian support 17/10/17 - Another meeting with Lee Higgins and Angie Astley to take place soon.

Ongoing work	Key Project	Target Date	Lead Officer	Notes
Maintenance and improvements to the building before the refurbishment	Installation of PA System – apply for grant funding from Veolia.	January 18	Andy Rose	Three quotes for PA system already obtained and independently assessed. 18/7/17 – meeting with Great Dawley TC Clerk to find out about PA system at Dawley Town Hall. Further independent advice was sought to ensure system will not be too complicated to use. Oct 17 – quote for simplified PA system obtained. 31/10/17 – ACT Trustees to approve grant application to Veolia (£1,300 in matched funding already raised).
	Installation of a Lighting Rig – apply for grant funding	January 18	Andy Rose	5/10/17 – grant application submitted to Tesco Bags of Help 31/10/17 – ACT Trustees to approve matched funding for lighting rig.
	Liaison with BiT for building checks and maintenance	On-going	Kath Petty Andy Rose	
	Compliance with Health & Safety and fire regulations - checks policies & procedures - responsible person to be identified Fire marshal training	On-going	Kath Petty Andy Rose	27/6/17 - Draft Fire Policy and Fire Evacuation Plan presented at ACT Trustee meeting. 24/8/17 - Amended policy to be adopted.

Ongoing work	Key Project	Target Date	Lead Officer	Notes
Maintenance and improvements to the building before the refurbishment cont	Carry out urgent works as identified in the Fire Safety check	<del>June 17</del> July 17	Kath Petty	2/5/17 Inspection with contractor complete w/c 17/7/17 work to be done. 19/10/17 - Ballroom curtains to be fireproofed <b>Complete</b>
	Building Maintenance Manual	December 17	Andy Rose	
	Bat droppings found – assess whether bats are still in residence in which case a bat survey will be required before refurbishment work.	July 17		12/7/17 – visit by member of Shropshire Bat Group to give advice No bats. <b>Complete</b>
	Refitting of upstairs kitchen	October 17	ACT	A local firm is going to do this work without charge.
	Re decoration of the upstairs bar area	September 17	ACT & volunteers	Volunteers have repainted the upstairs bar area using paint donated by Lovells. ACT have paid for new flooring (provided at 50% cost by KD Smith Carpets) <b>Complete</b>
	Door Entry System	December 17	Andy Rose	Meetings have been held with a door security company – awaiting a recommendation
	Boiler controls and heating zones are not working correctly – problems need to be rectified.	November 17	Kath Petty	
	Telford@50 project – apply for a grant for porch refurbishment?		Andy Rose	Awaiting further information from TWC regarding grants for High Street regeneration projects

Ongoing work	Key Project	Target Date	Lead Officer	Notes
Provide support for the Anstice Community Trust in capacity Building	Administration of meetings of the Trust and its working groups	On-going	Vicky Brain	
	Production of a pre-refurbishment Business Plan and Action Plan	<del>March 17</del> June 17	Andy Rose Brenda Smith	Fresh Life Consulting produced a Revenue Appraisal as part of the Options Appraisal. Funding from HLF for expert assistance with business planning. Nov 16 – Rawlings Heffernan Consultancy Services Ltd appointed to assist with business planning 6/6/17 meeting with RHCS to finalise implementation of the pre-refurbishment Business Plan 6/9/17 – monitoring meeting with RHCS <b>Complete</b>
	Assistance with recruiting, managing and retaining volunteers	On-going	Brenda Smith	28/02/17 – recruitment plan discussed at ACT Trustees' meeting 2/5/17 Recruitment drive starts 11/7/17 – 28 active volunteers on database 29/8/17 – 42 active volunteers on database 20/11/17 – Volunteers Get-together
Support for the Anstice Community Trust in Managing Events	Fundraising and community events throughout 2017 and on into 2018		Brenda Smith ACT Trustees	24/8/17 - Programme circulated
	Telford@50 Event	Feb 2018	Kath Petty ACT Trustees	23/10/17 – grant application submitted to TWC for 60's/Motown event and exhibition of photographs.
	150 <sup>th</sup> Anniversary of the Anstice	2018 – all year	Brenda Smith ACT Trustees	All events during 2018 could be branded as 150 <sup>th</sup> Anniversary Events



Ongoing work	Key Project	Target Date	Lead Officer	Notes
	Recruitment of a key-holder/Caretaker (to be employed by ACT)	<del>June 2017</del> September 2017	Brenda Smith ACT Trustees	28/02/17 – discussed at ACT Trustees’ meeting 27/6/17 - ACT Trustees agreed to start recruitment process 24/8/17 - Appointment made <b>Complete</b>
	Support ACT with their employment responsibilities, ensuring that all the proper arrangements are in place	October 2017	Brenda Smith Kath Petty	
Promotion & publicity	Promotion of the ballroom for community, private and commercial hire	Ongoing	Brenda Smith ACT	
	Purchase and installation of new noticeboard outside the Anstice	<del>July 2017</del> Sept 17	Andy Rose ACT	ACT will fund the notice board with the remainder of the Pride in your High Street grant June 17 - Application for planning permission submitted 24/7/17 Permission granted, installation scheduled for October 2017.
	Web site management	On-going	Kath Petty	2/5/17 Until a suitable volunteer has been identified the website will be updated by MTC 24/8/17 - No further progress. Website maintenance remains an issue.
	Reinstate the Twitter account and keep the information updated	July & ongoing	ACT volunteer	24/8/17 - <b>Complete</b>
	Production & distribution of Newsletter	Bi monthly	Kath Petty	10/10/17 - Autumn issue circulated.

