

## Madeley Town Council

Extract of Minutes of the Meeting of Madeley Town Council held on Monday, 5<sup>th</sup> March 2018, at Jubilee House, High Street, Madeley commencing at 7.00 p.m.

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

17/99

### 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.

It was noted with disappointment that the Stage One application to the Heritage Lottery Fund had been rejected due to insufficient funds. It would be possible to reapply, but the new arrangements for bidding for the reduced pot of money available in the Heritage Lottery Fund meant that there would be further delays and the bid would be unlikely to be successful.

### **Resolved:**

To look for other ways to achieve the refurbishment of the Anstice Memorial Hall.

### **Resolved:**

To ask Madeley Town Council officers to consider how the capital cost of the project could be reduced and to explore all possible sources of funding and to report back to the next Full Council meeting.

## 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	Support and guide the ACT Fundraising group in the implementation of the fundraising strategy	On-going	Brenda Smith	
Development Stage (start depends upon success of Stage One HLF resubmission)	Staged development plan		Andy Rose	
	Consultation with the local community as to their aspirations for the building.		Andy Rose	18/02/17 – successful ACT members’ event
	Consultation with disabled groups		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 Madeley Heritage Hub		Andy Rose ACT Trustees T&W Library staff	2/5/17 – Project brief written – it includes concept for Madeley Heritage Hub. 9/10/17 – meeting with Library Service to discuss MHH
Transfer of Library to bespoke space in the Anstice.	Madeley Library Need to agree: Transitional grant funding Service Level Agreement with		Phil Griffiths	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

	Telford & Wrekin Council			<p>current location; there is not the urgency to relocate to the Anstice.</p> <p>04/01/17 – e-mail sent to Lee Higgins at TWC asking for clarification about part time librarian.</p> <p>17/3/17 Grant funding confirmed at £124,600 staffing of 74 hours first point/library staff &amp; additional librarian support</p>
Maintenance and improvements to the building before the refurbishment	Installation of PA System – apply for grant funding from Veolia.	<del>January 18</del> July 18	Andy Rose	<p>Three quotes for PA system already obtained and independently assessed.</p> <p>18/7/17 – meeting with Great Dawley TC Clerk to find out about PA system at Dawley Town Hall.</p> <p>Further independent advice was sought to ensure system will not be too complicated to use.</p> <p>Oct 17 – quote for simplified PA system obtained.</p> <p>Nov 17 – another quote for PA system and lighting rig obtained.</p> <p>31/10/17 – ACT Trustees approved combined grant application to Veolia for PA system and lighting rig (£1,300 in matched funding already raised for PA system) in case bid to Tesco Bags of Help is unsuccessful.</p>
	Installation of a Lighting Rig – apply for grant funding	<del>January 18</del> July 18	Andy Rose	<p>5/10/17 – grant application submitted to Tesco Bags of Help</p> <p>31/10/17 – ACT Trustees approved up to £1,500 matched funding for lighting rig.</p> <p>Jan and Feb 2018 – customer voting in Tesco</p>

	Liaison with BiT for building checks and maintenance	On-going	Andy Rose	
	Compliance with Health & Safety and fire regulations - checks policies & procedures - responsible person to be identified Fire Marshall training	On-going	Andy Rose	27/6/17 - Draft Fire Policy and Fire Evacuation Plan presented at ACT Trustee meeting. 31/10/17 - Amended policy adopted. 07/03/18 - Fire Marshall training – to be joint training for ACT and MTC staff.
Maintenance and improvements to the building before the refurbishment cont	Building Maintenance Manual	<del>December 17</del> January 18	Phil Griffiths/ Andy Rose	<b>Complete.</b>
	Door Entry System	<del>December 17</del> <del>January 18</del> July 18	Andy Rose	Meetings have been held with a door security company – still awaiting a recommendation. On hold until result of HLF bid known.
	Boiler controls and heating zones are not working correctly – problems need to be rectified.	<del>November 17</del> January 18	Andy Rose	November 17 – assessment by Nyke engineer and report sent to BiT. Nyke engineer has returned to do remedial work. <b>Complete.</b>
Provide support for the Anstice Community Trust in capacity Building	Administration of meetings of the Trust and its working groups	On-going	Vicky Brain	
	Assistance with recruiting, managing and retaining volunteers	On-going	Brenda Smith	28/02/17 – recruitment plan discussed at ACT Trustees' meeting 02/05/17 Recruitment drive starts 11/07/17 – 28 active volunteers on database 29/08/17 – 42 active volunteers on database 20/11/17 – Volunteers Get-together 30/01/18 – 54 active volunteers on database
Support for the Anstice Community Trust in Managing Events	Fundraising and community events	On-going	Brenda Smith ACT	

	Telford@50 Event	Sept 2018	Brenda Smith ACT	A grant of £1,351 has been awarded by TWC for 60's/Motown event and exhibition of photographs. Date to be agreed – probably September.
	150 <sup>th</sup> Anniversary of the Anstice	2018 – all year	Brenda Smith ACT	07/02/18 – first meeting of the 150 <sup>th</sup> Anniversary working group – lots of good ideas for marking the Anniversary.
Promotion & publicity	Promotion of the ballroom for community, private and commercial hire.	Ongoing	Brenda Smith ACT	
Promotion & publicity cont.	Web site management	On-going	ACT	02/05/17 Until a suitable volunteer has been identified the website will be updated by MTC 12/12/18 - Kath Petty has volunteered to update the website as a volunteer after she retires.
	Production & distribution of Newsletter	Quarterly	Brenda Smith	14/12/17 – Winter issue circulated Brenda Smith to produce newsletter from now on.
Community Café in Downstairs Lounge Bar	Consider the logistics of setting up a café.		Brenda Smith ACT	Visit by Environmental Health Officer – advice that the upstairs kitchen could be made suitable for food preparation with only minor changes but the area behind the Bar in the Downstairs Lounge is not suitable. This has been put on hold until the result of the HLF bid is known.

