

## Madeley Town Council

Minutes of the Meeting of Madeley Town Council held on  
Monday, 23<sup>rd</sup> July 2018, at Jubilee House, High Street, Madeley  
commencing at 7.00 p.m.

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**Councillors Present:** **D White (Chair of meeting), S Biles, R Coates, A R England, R Evans, G Green, S Harrington, A MacKenzie, M MacLean, P Taylor, S Taylor, P Watling,**  
Clerk to the Council  
Responsible Finance Officer  
Regeneration Officer  
Deputy Clerk

### **18/36 Public Discussion**

Four ACT Trustees were present at the meeting, for Agenda Item 8, but there was no general public discussion.

### **18/39 Anstice – Action Plan and report on proposals for Refurbishment Project**

The Clerk presented a report on proposals for the Anstice Refurbishment Project (see Appendix A). The report was accompanied by floor plans and a timeline for the project.

It was **Resolved** by a majority vote that:

The Clerks' report should be treated as confidential because of the business sensitivity of the figures contained within it and that the document should be redacted before publication.

Cllr MacLean stated that he could not comply with this motion on the principle of transparency.

The Anstice Refurbishment Steering Group had considered three options for the refurbishment at their meeting on 10<sup>th</sup> July 2018 and had approved Option 2 which was recommended by the appointed contractors Telford & Wrekin Council biT Group. Option 2 focuses mainly on the refurbishment to the ground floor, to accommodate the library, community café, two retail units and a refurbished flat. ACT would need to fundraise separately for the refurbishment of the ballroom, which is not included in Option 2. A full refurbishment of both floors was considered but rejected as being significantly over budget at £1.475 million.

Chris Goulson, Service Delivery Manager, biT, attended the meeting to answer any questions about the project. He said that, having received further information recently he was optimistic that the costs for the project could be refined to nearer £1.1 million.

During the debate, the following comments were made:

- Madeley Town Council agreed a £1.1 million local refurbishment at the Full Council meeting on 14<sup>th</sup> May 2018, with details to be approved at a subsequent meeting.
- Refurbishment of the flat, at a cost of £40,000 has been included in the project at this stage. However, it may be taken out if it is necessary to reduce costs.
- There was a lack of detail in the report about the proposed £50,000 support for ACT spread out over the first four years to ensure financial sustainability.
- ACT will have a lease for the building, the length of the lease yet to be determined.
- ACT would benefit from the rental income generated from the retail units and the refurbished flat since the Town Council will be treating the building as non-business use for VAT and cannot receive any income from the building.
- Refurbishment of the Anstice Memorial Hall in order for it to be a community building at the centre of Madeley has strong public support.
- The project needs to go forward and any delay would be harmful.
- The hard work of ACT volunteers and Town Council officers was recognised and appreciated.

It was proposed by Cllr G Green and seconded by Cllr M MacLean that consideration of the proposals for the refurbishment should be deferred until the Full Council meeting on 3<sup>rd</sup> September 2018 to allow councillors more time to consider the report.

This motion was defeated by a majority vote.

It was proposed by Cllr M MacLean that the proposals for the Anstice refurbishment project, with as much detail as possible, should be put to a local referendum as soon as practically possible. There was no seconder for the motion so the motion therefore fell.

**Resolved** by a majority vote that Council approve the Steering Committee recommendations:

- a) That Option 2 refurbishment at a cost of £1.214 million be recommended to Madeley Town Council, subject to Telford & Wrekin biT service continuing to refine down costs and that this option be tendered in November 2018 in order to obtain the most competitive price.  
That in the event tenders received were above the original estimate of £1.1 million, Telford biT service reassess the proposals and amend the scheme to reduce costs down to the original estimate of £1.1 million.
- b) That council approve the building plans, costs and timeline as detailed in the report
- c) That council approve an application for a Public Works Loan of up to £685,000 to fund the refurbishment, with the application being submitted in November 2018.
- d) That council approve a 4 year financial support plan for ACT (shown at section

3.2 of the report)

- e) That council approve purchase, subject to contract, of land at the rear of the Anstice to accommodate a lift at a cost of £1,875 plus VAT.
- f) That following Planning and Listed Building applications and a tendering process, work commences to restore the Porch using up to £40,000 from the Madeley Partnership balances.

Having declared an interest Cllr G Green abstained from voting. Cllr M MacLean also abstained from voting.

It was proposed by Cllr AR England that Cllr M MacLean's refusal to comply with the motion to treat the Clerk's report as confidential should be reported to the Standards Committee. There was no seconder for the motion so the motion therefore fell.

Noting that the time was 9 p.m., it was **Resolved:**  
To continue the meeting for another twenty minutes.

It was also **Resolved:**  
To consider the Budget & Finance Agenda items but to defer receiving the Committee Reports (Agenda Item 9) and Agenda Items 11 to 15 until the meeting on Monday 3<sup>rd</sup> September 2018.

**MADELEY TOWN COUNCIL****COUNCIL 23 JULY 2018****REPORT ON PROPOSALS FOR ANSTICE REFURBISHMENT PROJECT****REPORT OF THE TOWN CLERK****1 PURPOSE & SUMMARY OF MAIN PROPOSALS**

1.1 This report seeks approval to go forward with the refurbishment proposal recommended by the Anstice Refurbishment Steering Group at their meeting of 10 July.

The Steering group approved the option recommended by the appointed contractors Telford & Wrekin council (biT group). This option focusses mainly on refurbishment to the ground floor to accommodate refurbished flat, retail units, and community café and library accommodation.

Two other options were ruled out by the Steering Committee. The first for a full refurbishment of both floors was considered but rejected as being significantly over budget at £1.475m. The other option for carrying out minimal works to the ground floor was rejected as this option would not be able to supply the varied heating/ventilation requirements of the different users contained within ground floor accommodation.

The recommended option provides for:

- New heating system and electrical to ground floor
- BMS connections
- Supply and extract ventilation system ground floor
- Security, CCTV, Access control, Fire Alarm system ground floor
- First floor lighting to extension and new wc – existing fire and security alarms to be connected to new system
- First floor allow for moving existing radiators and hot/cold water to WC
- Full flat refurbishment

Council previously approved a £1.1m local refurbishment scheme at the 14 May meeting. The estimated cost provided by the contractor of £1.2m allows for the worst case scenario in terms of additional and unforeseen costs. Our contractor advises that a competitive tendering process is likely to produce bids closer to the £1.1m

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mark and that, should tenders received be in excess of £1.1m they will refine down costs to meet the budget. .

The Steering Group at its meeting of 10 July agreed the following recommendations to Council:

- a) **That Option 2 refurbishment at a cost of £1.214m, be recommended to Madeley Town Council, subject to Telford & Wrekin biT service continuing to refine down costs and that this option be tendered in November 2018 in order to obtain the most competitive price.**
- b) **That in the event tenders received were above the original estimate of £1.1m, Telford & Wrekin biT service reassess the proposals and amend the scheme to reduce costs down to the original estimate of £1.1m**

Building plans and broad project timeline are attached.

The project will be funded from existing budgets as shown below.

<b>Funding for Project</b>	Public Works Loan £500k - £750k	£685,000.00	
	Madeley Partnership	£52,000.00	Reduced by £40k for Porch restoration
	<a href="#">Telford@50 Funding</a>	<u>£112,500.00</u>	
	MTC match funding	£37,500.00	£150k total
	MTC Anstice Reserve	£80,350.00	
	T&W Library relocation contribution	£124,500.00	
	ACT contribution	£30,000.00	
	Additional Grant Funding		Targeted funding May 2018 - January 2019
	<b>Total Funding</b>	<b>£1,121,850.00</b>	

The scheme is would be funded by a combination of a £685,000 public works loan, existing earmarked reserves and balances, Telford & Wrekin library

contribution and Madeley Partnership balances as well as actively seeking further grant funding . The total projects cost would be £1.1m. The plan would include relocation of the Madeley library and retail units for letting. ACT Trustees would require initial financial support from Madeley Town council to ensure sustainability until bookings income can be maximised. This would be phased over 4 years. ACT would need to fund raise separately for the refurbishment of the ballroom which is not covered in the scheme. An allowance of £20,000 has been made to cover Planning and Listed Building consents, purchase of land for the lift and for legal advice. The purchase of land to accommodate the lift pod will cost £1875 plus VAT from Telford & Wrekin Council. Both Madeley Town Council and ACT will continue to pursue capital funding bids. Should these bids be successful for elements of the refurbishment project then this would reduce required borrowing of £685,000.

## 1.2 Porch

A sum of £40,000 has been set aside from the Madeley Partnership balances to allow for the cost of restoration of the porch at the entrance to the building. This work will be undertaken outside of the main project. Planning and listed building consents are being acquired followed by tendering for a suitable contractor to complete the work by the end of the summer.

## 2. RECOMMENDATIONS

**That the following recommendations be approved:**

**a) That Council approve the Steering Committee recommendations- That Option 2 refurbishment at a cost of £1.214m, be recommended to Madeley Town Council, subject to Telford & Wrekin BiT service continuing to refine down costs and that this option be tendered in November 2018 in order to obtain the most competitive price.**

**That in the event tenders received were above the original estimate of £1.1m, Telford & Wrekin biT service reassess the proposals and amend the scheme to reduce costs down to the original estimate of £1.1m**

**b) That council approve the building plans, costs and timeline as detailed in this report**

**c) That council approve an application for a Public Works Loan of up to £685,000 to fund the refurbishment, with the application going forward in November 2018**

**d) That council approve a 4 year financial support plan for ACT (shown at section 3.2**

- e) That council approve purchase, subject to contract, of land at rear of Anstice to accommodate lift at a cost of £1875 plus VAT
- f) That following Planning and Listed building applications and a tendering process, work commence to restore the Porch using up to £40k from Madeley Partnership balances

### 3. FINANCIAL & COMMUNITY IMPACT

Figures are shown below for borrowing of £685,000 over 36 years to support the scheme. For comparison purposes the figures are also shown for borrowing £750,000, the maximum loan previously agreed by Council on 14 May

Data Date: 16-July-2018	PWLB	FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS			
<b>Amount of Advance: 685,000.00</b>					
Period		Annuity			
	Rate	½ Yearly	Yearly Cost	Total repayment	
	%	Cost (£)	(£)	Cost (£)	
Over 36 years not over 36.5	2.75	14,927.11	29,854.22	1,089,679.03	
<b>Amount of Advance: 750,000.00</b>					
Period		Annuity			
	Rate	½ Yearly	Yearly cost	Total	
(years)	%	Cost (£)	(£)	Cost (£)	
Over 42.5 not over	2.78	15,001.81	30,003.62	1,290,155.66	

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Borrowing costs are sustainable and will be funded from existing budgets. The Town council and ACT will work together to identify and maximise grant funding opportunities. For example they are working on bids to Big Lottery, Veolia and Power to Change.

### 3.2 Ongoing Costs

ACT are currently working on revisions to their business plan and are focussing on income generation and on obtaining funding for improvements to the ballroom and entrance as well as grants for staffing. They are also submitting funding bids to support the main project work. The current ACT licence expires at the end of 2019 and a new agreement will be signed prior to occupation. The Town council, as landlord, would remain liable for building maintenance and repair costs as well as apportioned utility costs for the area occupied by the Library. ACT as a registered charity does not currently pay rates as they are eligible for rate exemptions/relief from the Borough Council. Rental units will also be liable for their own utility costs and for apportioned rates charges.

The RFO has provided the following annual breakdown of utility costs.

Anstice Memorial Hall.

Gas	Electricity	Water	Refuse	Phone line
£	£	£	£	£
3257.23	2372.04	2693.15	388.54	367.23

It should be borne in mind that these costs are for use of the building on Wednesdays and some weekend use for events. Costs will be significantly higher for regular use of the building.

### ACT financial Support

In the first years of operation ACT will require some Madeley Town council financial support to ensure sustainability. It is suggested that phased support could be provided over the first 4 years at the following rate:

Year 1	£20,000
Year 2	£15,000

Year 3	£10,000
Tear 4	£5,000

This funding would be met from existing budgets.

ACT would benefit from the rental income generated from the rental units and refurbished flat in the building as The Town council are not VAT registered and as such cannot charge for rental.

### 3.3 Fund Raising

ACT will make grant applications and conduct fund raising for works not contained within the project, such as replacement windows. Madeley Town Council and ACT will also apply for available grant funding to support project costs.

### **b) COMMUNITY**

3.3 The building is a genuine community asset and is held in high regard by the local community who have made it clear that they want it to be reopened. ACT trustees are members of that community and have worked tirelessly to improve and raise the profile of the building. The building represents a focal point for the local community. The provision of a lift and disability access would allow all elements of the community to benefit. The Library would occupy part of the ground floor as part of the refurbishment scheme, retaining a much needed asset for the community. Telford & Wrekin council would provide 74 hours of Library and First Point officer time. A service level agreement will need to be agreed with Telford & Wrekin council for library provision in the building.

### **4. LEGAL IMPLICATIONS**

4.1 Planning and Listed Building Consents are required and work can begin on these following approval of the scheme

4.2 Building will need to be compliant with requirements of Equality Act (2010)

4.3 The Council will be required to notify NALC of their intention to apply for a public works loan before submission of an application to the Public Works Loan Board in November 2018.

4.4 The Council will need to enter a service level agreement with Telford & Wrekin council for the library and first point service occupation. A lease will also need to be in place.

4.5 The Council will need to purchase land at the rear of the Anstice from Telford & Wrekin council in order to house a lift pod on the outside of the building

4.6 The Council will need to enter a lease agreement with ACT for occupation of the building. ACT, in turn, will need to sub-lease rental space to tenants

4.7 ACT –refurbished flat will need to be banded for Council Tax purposes as domestic accommodation

## **5. INFORMATION**

### **Background**

5.1 The Town Council, working with ACT, have previously made two unsuccessful Heritage Lottery Funds bids to refurbish the building.

The aim has always been to upgrade the building to modern standards whilst retaining the character of the building and developing a building that the local community will want to use. ACT Trustees have worked to develop the building and build up a network of volunteers to support this work with use of the building increasing significantly in the last year. The building requires substantial renovation and improvement works in order to make proper use of the ground floor and to maximise use of the ballroom.

## **6. PREVIOUS MINUTES**

Full Council

9 May, 27 June, 25 July, 5 September, 31 October, 21 November 2016

9 January, 8 May, 30 October 2017, 5 March and 14 May 2018.

**Report prepared by Phil Griffiths (Town Clerk)**

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