

Madeley Town Council

Minutes of the Meeting of Madeley Town Council held on
Monday, 25th July 2016, at Jubilee House, High Street, Madeley
commencing at 7.00 p.m.

Councillors Present: J Jones (Chair), S Biles, S Chadwick, R Coates, A A England,
A R England, R Evans, G Green, S Harrington, P Taylor, S Taylor,
P Watling, D White
Clerk to the Council
Responsible Finance Officer
Committee Secretary

16/43 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).
It was noted that the Client Draft of the Options Appraisal Report has arrived from PCPT Architects. It has been circulated to all councillors – any comments to be sent to the Clerk.

Licence to Occupy

The Licence for the Anstice Community Trust (ACT) to occupy the building was signed at the meeting by the Chair and Vice Chair of Council, on behalf of Madeley Town Council, and witnessed by the Clerk.

It was noted that ACT would be paying 50% of the annual insurance cost for the building and also contributing £50 to Madeley Town Council each time an event is held in the building. The licence is for the period before the refurbishment of the building.

(Chair) **Anstice Business Plan – Legal Advice**

The Clerk explained that before commissioning assistance with the Business Plan for the Anstice (to be paid for with a Heritage Lottery Fund Start Up grant), there was a need to obtain specialist legal advice about the legal relationships between ACT, Madeley Town Council and future tenants, especially the Library. The situation is more complicated than at Jubilee House, because ACT is a charity and must comply with charity legislation. However, its charitable status means that ACT can apply for charitable exemption from business rates.

Resolved:

That, in consultation with the Chair, the Clerk may incur necessary legal expenses, for the purpose of establishing appropriate legal structures for the management of the Anstice.

APPENDIX A

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 | | Notes |
|---|--|------------------------------------|-------------------------|--|
| Consultation with the local community as to their aspirations for the building. | Survey of local people’s aspirations for the building | | | 2015 - Survey carried out - No responses from people under 18 Youth consultation on 28/10 |
| | Presentation of the Options Appraisal proposals/ideas and community consultation event | June 16 September 16 | Andy Rose Kath Petty | 23/05/16 – presentation at Annual Meeting |
| | Production of bi monthly newsletter | | Kath Petty | |
| Refurbishment and reconfiguration of the building. | Options Appraisal | July 16 August 16 | Andy Rose Kath Petty | 26/10/15 - PCPT Architects appointed for options appraisal 4/11/15 - Inception Meeting with Architects 10/3/16 – Creative Workshop 04/05/16 – Client Feedback Meeting w/c 18/07/16 – draft of final report to MTC and ACT for comments |
| | Obtain funding for the building work | September 16 | Kath Petty | HLF Project Enquiry form to be submitted. Support will then be available from the staff in the local HLF office. |
| | | March 17 | Kath Petty | HLF First-Round application form to be submitted. |

| Ongoing work | Key Project | Target Date | | Notes |
|---|--|-------------------------|------------|--|
| Building Maintenance | Refurbishment of the Stewards Quarters | September 2016 | | Scaled down due to probably incorporation of the space within the building refurbishment |
| | Renovation of the dance floor | September 2016 | Andy Rose | Complete |
| | Compliance with Health & Safety regulations | | | Ongoing |
| | Compliance with fire regulations | | | Ongoing |
| | Appointment of BIT management services | July 2016 | Kath Petty | Recommended F&GP |
| Agreement for ACT to occupy the building | Negotiate a licence | April 2016 July 2016 | Kath Petty | The ACT may lease all or part of the building. Initially this will be a short term lease until the renovation of the building starts. 17/11/15 – first meeting to discuss the lease, broad terms agreed, for presentation to Full Council 11/01/16 Terms of lease agreed at Full Council Subsequently, having discussed it with the solicitor and with ACT, it was agreed that a licence to occupy the building would be more appropriate than a lease. MTC's Solicitor has drawn up a licence-amended to take into account comments by ACT's solicitor. Licence is ready to be signed. |
| Transfer of the library to bespoke space in the Anstice | Agree financial package | September 2016 | Kath Petty | |
| | Service level or lease agreement to be agreed. | September 2016 | Kath Petty | |

| Ongoing work | Key Project | Target Date | | Notes |
|---|--|---------------|---------------|---|
| Provide support for the Anstice Community Trust | Administration of meetings of the Trust and its working groups | | Vicky Brain | Organisation of fundraising events Periodic updates for members of the community. |
| | Appointment of Project Support Officer | June 2016 | Kath Petty | 18/07/16 Brenda Smith started work as new Project Support Officer. Complete |
| | Fundraising events throughout 2016 | | Brenda Smith | 14 th August – Food & Craft Market/Victorian Fair 27 th August – Joshua Sole gig 11 th September – Walk for the Anstice 3 rd December – Madeley Christmas Lights |
| | Room hire system to be put in place | August 2016 | Brenda Smith | |
| | Programme of training events to be organised | Sept 2016 | Keith Whitton | Bid for Heritage Lottery Fund Start Up Grant to pay for trustee training and expert assistance with business planning. 16/11/15 F&GP Committee resolved to set aside £1,000 for matched funding for the bid. Bid successful. |
| | Mentoring for trustees | December 2016 | Keith Whitton | The Prince's Regeneration Trust is going to provide 5 days of mentoring through the BRICK scheme for heritage projects. |
| | Production of a Business Plan | March 2017 | Andy Rose | Fresh Life Consulting will produce a Revenue Appraisal as part of the Options Appraisal. Funding from HLF for expert assistance with business planning – need to appoint a consultant. Legal advice regarding running the building post-refurbishment to be sought. |

