

Madeley Town Council

Minutes of the Meeting of Madeley Town Council held on
Monday, 5th September 2016, at Jubilee House, High Street, Madeley
commencing at 7.00 p.m.

Councillors **D White (Chairing meeting), S Chadwick, R Coates, D Edwards,**
Present: **A R England, G Green, P Taylor, S Taylor**
Clerk to the Council
Committee Secretary

16/54 **Strategic Direction**

To steer and co-ordinate the work of the Committees to ensure that strategic aims are being addressed and to develop policies and procedures that will enable the organisation to function effectively as an employer, service provider and community representative

A revised and updated Action Plan for the Full Council was presented (Appendix A).
Noted

54.1 **Madeley Library – Recommendations from Finance & General Purposes Committee Meeting on 11th July 2016**

Resolved:

To accept the recommendation of the Finance & General Purposes Committee that, dependent upon adequate grant funding being obtained to refurbish and reconfigure the Anstice building, Madeley Town Council should proceed with plans to relocate Madeley Library into the Anstice.

Having declared an interest as a Trustee of the Anstice Community Trust, Cllr G Green abstained from voting.

16/57 **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).

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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.

