

Wickersley Parish Council

Minutes of the Winthrop Gardens Committee Meeting

held at 9am on Friday 3rd March 2023 at Winthrop Gardens

Members present: Cllrs:- Sue Ellis (in the Chair); John Barber; Chris Grimes; Pat Beighton; Patricia Whitworth; John Robinson;

In attendance: Anna Chester (Winthrop Organiser); Mick Briggs; Tony Sarjeant; Glenna Briggs

417 Apologies for absence

Elenore Fisher; Carol Lavell (standing apologies)

418 Declaration of Interest

None

419 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. (Under Public Bodies (Admission to Meetings) Act 1960, S1(2))

420 Resignation of Cllr Peter Thirlwall

The Chair paid tribute to Cllr Thirlwall's contribution to the work of the Winthrop Committee – he was involved in the original purchase on behalf of the Parish Council and has made a wide range of voluntary contributions to assist in the progress and success of Winthrop.

The Winthrop Organiser also wished to record her appreciation of his contribution over all her years of service in particular with the difficulties she faced in Autumn 2022

Resolved:- To send a formal letter of appreciation to Cllr Thirlwall

421 Cllr Ellis welcomed Cllr John Robinson to his first meeting of the Winthrop Committee, having been appointed to fill the vacancy resulting from the resignation of Cllr Thirlwall

422 Election of Vice Chair

Cllr Grimes was elected unopposed to fill this position created by the resignation of Cllr Thirlwall

423 To approve the minutes of the meeting held on 2nd December 2022

Resolved: The minutes were approved as a true record

424 To approve the minutes of the extraordinary meeting held on 8th February 2023

Resolved: The minutes were approved as a true record

425 Matters arising from the meetings held on 2nd December 2022 and 8th Feb 2023 – taken via Action Log

241 Winthrop Development – work group to tackle Second Lane will (hopefully) start on Mon 13th March; with Taylor Tuxford to re-open pre-application enquiry discussions with RMBC. At the suggestion of Cllr John Barber it was agreed to hold a meeting of the Working Group to review the Business Case as soon as possible. It was agreed that Cllr Grimes would attend as Vice-Chair.

Signed Date

Wickersley Parish Council

Minutes of the Winthrop Gardens Committee Meeting

held at 9am on Friday 3rd March 2023 at Winthrop Gardens

294.2 Winthrop Leaflet – to produce an information flier rather than a 2023 leaflet as events already selling well with existing print / social media publicity without the need for additional promotion (and cost)

38.3.1 Finances – Organiser has now met with the Asst Clerk on her initiative, very useful meeting in advance of the year end, minor coding errors resolved.

392.2 Investigation of ownership of land abutting Second Lane – we now have the necessary information.

409 Risk Assessment - action underway to address issues identified in review

Cleaning – new arrangements in place – working well and within budget

392.4 Replacement garden equipment (mechanical) – preferred items still unavailable

426 Organisers Report

The Organiser spoke to a previously circulated written report.

Café volunteering – the planned changes are underway – the number of shift leaders has now increased still further leaving Organiser to focus on other duties and cover shifts as an exception rather than by routine; there remains a continued need to grow the Café Team in anticipation of needing to cover a fuller summer rota. Further briefing for Shift Leaders and new Shift Leaders has been held. However the new arrangements have been undermined by the shortage of volunteers over past few weeks due to illness, injury, operations, Covid etc which raise real concerns about volunteer capacity over the busy summer months.

Training – as above training for Shift Leaders continues plus on-line Food Hygiene Training for all (42) Cafe Volunteers which is not without a few problems; First Aid Training is underway and hopefully on completion around 40 (50%) of volunteers will have completed it

Organiser hours – new arrangements start in April but Organiser has been consistently over hours since Winthrop re-opened at the end of January

Winthrop events and activities- all very popular and many already sold out with waiting lists.

427 Gardens

Mick Briggs spoke to a previously circulated written report which was discussed. Concerns at the impact of the forthcoming cold weather on plants.

The winter maintenance tasks have been completed – particularly useful, land welcome, have been the safety improvements to the decking

428 Allotment

Tony Sarjeant spoke to a short written and previously circulated report. All up to date with the allotment and awaiting the first rhubarb crop of the year!

Wickersley Parish Council

Minutes of the Winthrop Gardens Committee Meeting

held at 9am on Friday 3rd March 2023 at Winthrop Gardens

429 Finance Report – 01/04/22 – 20/02/23

| Winthrop Gardens Committee Financial Statement | Projected budget 2022 - 2023 (net) | Actual Income / Expenditure to 20/02/23 (net) | Committed Income/ Expenditure | Forecast to 31/03/23 | Difference |
|--|------------------------------------|---|---|----------------------|-------------------|
| Winthrop accumulated surplus held in Parish Reserves | From WPC | Winthrop surplus | | | |
| 2016 / 2017 | | £10,821.64 | includes unspent grant money which has been spent out of 2019/2020 budget | | |
| 2017/ 2018 | £10,000 | £2,430.05 | | | |
| 2018 / 2019 | £10,000 | £6,787.42 | | | |
| 2019/ 2020 | £10,000 | £23,649.97 | | | |
| 2020 / 2021 (Covid closure year) | | £3,168.15 | | | |
| 2021/2022 | | £25,909.09 | 02/02/22 less £2450 - first payment to TT | | |
| 2022/2023 | | | 08/09/22 less £257.83 RMBC - pre-app enquiry fee | | |
| Total | £30,000 | £72,766.32 | | | |
| INCOME | | | | | |
| Café | £25,000.00 | £23,803.41 | £0.00 | £25,000.00 | £0.00 |
| Plant Sales | £3,000.00 | £2,426.41 | £0.00 | £2,500.00 | £500.00 |
| Curiosity Corner | £1,500.00 | £2,666.53 | £0.00 | £2,750.00 | -£1,250.00 |
| Donations | £3,250.00 | £4,596.80 | £0.00 | £5,000.00 | -£1,750.00 |
| Preserves & Crafts | £0.00 | £3,848.95 | £0.00 | £3,875.00 | -£3,875.00 |
| Allotment produce | £0.00 | £285.70 | £0.00 | £286.70 | -£286.70 |
| Room Hire | £2,500.00 | £1,185.00 | £0.00 | £1,250.00 | £1,250.00 |
| Other (Recipe Books) | £500.00 | £2,602.00 | £0.00 | £2,602.00 | -£2,102.00 |
| Total | £35,750.00 | £41,414.80 | £0.00 | £43,263.70 | -£7,513.70 |
| EXPENDITURE | | | | | |
| Café Consumables | £7,000.00 | £5,938.54 | £0.00 | £7,000.00 | £0.00 |
| Café infrastructure | £1,500.00 | £501.77 | £0.00 | £1,500.00 | £0.00 |
| Plants and Shrubs | £750.00 | £147.02 | £0.00 | £200.00 | £550.00 |
| Garden Maintenance | £1,000.00 | £300.74 | £0.00 | £350.00 | £650.00 |
| Water Rates | £300.00 | £100.50 | £0.00 | £150.00 | £150.00 |
| Electricity | £1,500.00 | £2,070.83 | £0.00 | £3,000.00 | -£1,500.00 |
| Gas | £1,000.00 | £454.95 | £0.00 | £750.00 | £250.00 |
| Travel and Subsistance | £300.00 | £54.45 | £0.00 | £300.00 | £0.00 |
| Machinery & Equipment Servicing | £550.00 | £43.27 | £0.00 | £50.00 | £500.00 |
| Building repairs + Maintenance | £5,000.00 | £1,056.22 | £0.00 | £1,500.00 | £3,500.00 |
| Refuse | £500.00 | £0.00 | £0.00 | £500.00 | £0.00 |
| Cleaning | £1,000.00 | £336.00 | £0.00 | £500.00 | £500.00 |
| Communications | £1,250.00 | £797.91 | £0.00 | £1,250.00 | £0.00 |
| Volunteer costs | £300.00 | £330.75 | £0.00 | £350.00 | -£50.00 |
| Training and Certification | £300.00 | £329.00 | £0.00 | £350.00 | -£50.00 |

Signed Date

Wickersley Parish Council

Minutes of the Winthrop Gardens Committee Meeting held at 9am on Friday 3rd March 2023 at Winthrop Gardens

| | | | | | |
|--------------------------|-------------------|-------------------|--------------|-------------------|-------------------|
| Preserves & Crafts | £250.00 | £486.84 | £0.00 | £500.00 | -£250.00 |
| Allotment | £250.00 | £40.00 | £0.00 | £50.00 | £200.00 |
| Other | £1,500.00 | £478.29 | £0.00 | £500.00 | £1,000.00 |
| SumUp card fees | £0.00 | £9.74 | £0.00 | £15.00 | -£15.00 |
| Total | £24,250.00 | £13,476.82 | £0.00 | £18,800.00 | £5,450.00 |
| | | | | | |
| Surplus / Deficit | £11,500.00 | £27,937.98 | £0.00 | £24,463.70 | £12,963.70 |

The Organiser commented that Winthrop was approaching the year end in a very good financial position. A lot of effort has gone into the events and activities which raise funds over and above the regular Café income alongside very careful controls on expenditure. In addition, there is good historical financial information and an ever-developing understanding of the background to various financial headers.

The Chair observed that the continued success of the Winthrop finances should give members confidence in the future plans for Winthrop and the sustainability of the new development.

430 Dates of future meetings

Friday 9th June 2023 (delayed due to Bank Holiday week)

Friday 1st September 2023

Friday 1st December 2023

Other dates for your diary

Saturday 29th April – Winthrop Open Day and Bake Off – Winthrop

Wednesday 21st June – Volunteers Summer Social – Winthrop

Tuesday 1st August – YORKSHIRE DAY at Winthrop

The meeting closed at 10.25am

Signed Date