

# Wickersley Parish Council

## Minutes of the Winthrop Gardens Committee Meeting held at 1pm on Thursday 23<sup>rd</sup> November 2023 at Winthrop Gardens

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

In attendance: Anna Chester (Winthrop Organiser); Glenna Briggs; Mick Briggs; Elenore Fisher; Carol Lavell

**459 Apologies for absence**

Cllr Marie Woodhead – work commitments, Tony Sarjeant

**460 Declaration of Interest**

None

**461 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))**

**Agreed that if any members of the public attended they should be excluded from item 10 – Winthrop Development**

**462 To approve the minutes of the meeting held on 1<sup>st</sup> September 2023**

**Resolved: The minutes were approved as a true record**

**463 Matters arising from the meeting held on 1<sup>st</sup> September 2023 taken via the Action Log**

**463.1 Site development** – agenda item

**463.2 Conservatory** – ongoing concerns at the vulnerability of this building given recent storms. Running repairs continue

**Agreed regular inspections and safety checks, use of building to be limited where possible, Organiser authorised to close this building in extreme weather and to cease usage if safety cannot be assured.**

**463.3 Commercial Dishwasher** – Discussions with volunteers about layout / configuration of new Café kitchen resulted in decision to have worktop mounted dishwasher – so no replacement at this stage

**463.4 Volunteers** – new approaches to recruitment proving successful with new Café and Garden volunteers recently joined the team.

**463.4 Second Lane** – Two successful Community Work days with 39 members of the Second Lane Action Force which will meet again in Feb 2024. RMBC have undertaken some radical tree pruning for which they have been thanked. Noted that the Planning Application has been granted with no reference to Highways issues or conditions and this is in no small measure down to the work of the Second Lane Action Force.

**463.5 Cleaning arrangements** – a replacement Volunteer cleaner has been found and now working to similar 2/52 cleaning pattern.

**463.6 Volunteers Good Cause** – agenda item

**Agreed take off the Action Log as no current need to formally constitute the group for the purposes of securing funding.**

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### 464 Gardens and Allotment Report

A written report had been submitted by Glenna and Mick Briggs.

Key points highlighted:- new Garden volunteers welcomed and new approach seems to be working; added volunteer input via 2 young people from DoE Awards scheme; the engagement meetings with Garden volunteers and the value of these for learning and planning; appreciation of the work led by Peter Thirlwall on improving the main car park with no lake during the current torrential rain! Noted that levels need improving around the gate area. Appreciation of the contribution of local cllrs ward fund towards replacement benches. Work is being done to identify which plants in the New Zealand can be moved (and saved) when the development work goes ahead.

Allotment – the fruiting continued into November but has now finished. Lots of weeding and site tidying now needed. Useful salvage of wood chippings when Second Lane trees were pruned which is helping with weed management.

#### 464.1 Agreed – Organiser to organiser repair work to the car park gate area – more planings needed

### 465 Organisers Report

The Organiser spoke to a previously circulated written report.

Key points:- a breakdown was given of the profile of the current volunteer team of 81 and the areas in which they volunteer; an update on Winthrop's Terrific Ten volunteers taking part in the Dementia UK challenge for November; an update on the Memory Café and the upcoming activities planned; an update on the newly established Carers Support Group and Men's Group; details of upcoming events – income generation and events for volunteers in appreciation of their efforts. Other matters covered included an update on the Second Lane Action Force, further income from the devolved Ward funding to cover the cost of new and replacement benches.

Members were also updated on the Wickersley Walking Festival 2024 being led by the Organiser and a small group of Winthrop volunteers.

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466 Financial matters

466.1 Finance Report 01/04/23 – 10/11/23

Financial Statement 01/04/23 - 10/11/23					
Winthrop Gardens Committee Financial Statement	Projected budget 2023 - 2024 (net)	Actual Income / Expenditure to 31/05/23 (net)	Committed Income/ Expenditure	Forecast to 31/03/24	Difference B - C
<b>RESERVES</b>	<b>From WPC</b>	<b>Winthrop surplus</b>			
<b>2016 / 2017</b>		£10,821.64	includes unspent grant money which has been spent out of 2019/2020 budget		
<b>2017/ 2018</b>	£10,000	£2,430.05			
<b>2018 / 2019</b>	£10,000	£6,787.42			
<b>2019/ 2020</b>	£10,000	£23,649.97			
<b>2020 / 2021 (Covid closure year)</b>		£3,168.15			
<b>2021/2022</b>		£25,909.09	02/02/22 less £2450 - first payment to TT		
<b>2022/2023</b>		£28,665.70	08/09/22 less £257.83 RMBC - pre-app enquiry fee,		
<b>2023 / 2024</b>			30/06/23 less £1080 - TC Consult - QS fees		
			£1584.00 TT fee		
			£526.00 Planning application fee		
<b>Total</b>	<b>£30,000</b>	<b>£101,432.02</b>	<b>£131,432.02</b>	less project expenditure of £5897.83 as at 29/11/23	
<b>INCOME</b>					
Café	£25,000.00	£19,968.28	£0.00	£25,000.00	£5,031.72
Plant Sales	£3,000.00	£2,290.58	£0.00	£3,000.00	£709.42
Curiosity Corner	£2,500.00	£1,160.12	£0.00	£2,500.00	£1,339.88
Donations	£4,500.00	£3,097.83	£0.00	£4,500.00	£1,402.17
Preserves & Crafts	£3,000.00	£2,160.66	£0.00	£3,000.00	£839.34
Allotment produce	£400.00	£387.86	£0.00	£400.00	£12.14
Room Hire	£1,500.00	£770.00	£0.00	£1,500.00	£730.00
Other	£500.00	£2,069.00	£0.00	£500.00	<b>-£1,569.00</b>
<b>Total</b>	<b>£40,400.00</b>	<b>£31,904.33</b>	<b>£0.00</b>	<b>£40,400.00</b>	<b>£8,495.67</b>
<b>EXPENDITURE</b>					
Café Consumables	£7,000.00	£5,312.14	£0.00	£7,000.00	£1,687.86
Café infrastructure	£1,500.00	£984.40	£0.00	£1,500.00	£515.60
Plants and Shrubs	£500.00	£227.00	£0.00	£500.00	£273.00
Garden Maintenance	£750.00	£2,376.24	£0.00	£750.00	<b>-£1,626.24</b>
Water Rates	£300.00	£69.84	£0.00	£300.00	£230.16
Electricity	£2,500.00	£1,655.96	£0.00	£2,500.00	£844.04
Gas	£1,250.00	£463.54	£0.00	£1,250.00	£786.46
Travel and Subsistance	£300.00	£0.00	£0.00	£300.00	£300.00
Machinery & Equipment Servicing	£750.00	£215.77	£0.00	£750.00	£534.23
Building repairs + Maintenance	£2,000.00	£240.00	£0.00	£2,000.00	£1,760.00
Refuse	£500.00	£0.00	£0.00	£500.00	£500.00
Cleaning	£1,000.00	£310.50	£0.00	£1,000.00	£689.50
Communications	£1,250.00	£323.84	£0.00	£1,250.00	£926.16
Volunteer costs	£500.00	£252.00	£0.00	£500.00	£248.00

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Training and Certification	£300.00	£0.00	£0.00	£300.00	£300.00
Preserves & Crafts	£250.00	£372.02	£0.00	£250.00	-£122.02
Allotment	£100.00	£40.00	£0.00	£100.00	£60.00
Other	£1,500.00	£103.59	£0.00	£1,500.00	£1,396.41
SumUp card fees	£50.00	£5.38	£0.00	£50.00	£44.62
Hours against surplus	£6,565.00	£1,508.13	£0.00	£6,565.00	£5,056.87
<b>Total</b>	<b>£28,865.00</b>	<b>£14,460.35</b>	<b>£0.00</b>	<b>£28,865.00</b>	<b>£14,404.65</b>
<b>Surplus / Deficit</b>	<b>£11,535.00</b>	<b>£17,443.98</b>	<b>£0.00</b>	<b>£11,535.00</b>	<b>-£5,908.98</b>

Members noted the continued healthy financial position. Winthrop is on target to achieve the predicted income target, likely to end the year with an underspend on expenditure and so achieve a higher than predicted end of year surplus currently estimated at c£6k

**Agreed - Members received the budget report**

### 466.2 Atrium Roof

The Organiser reported on the poor state of repair of the Atrium roof and internal deterioration due the leaks and damp.

**465.2.1 Agreed – Chair and Organiser to develop a specification and seek three quotes with a view to getting the work done as soon as possible, ideally within the 2023/24 financial year, with reference to the Parish Council for approval dependent on finance involved. It is expected that Winthrop will have generated sufficient funds in this financial year to cover costs.**

### 466.3 Winthrop Budget for 2024 / 2025

This is required to feed into the Parish budget process which will commence in early 2024. It was noted that Winthrop continues to trade well and that this will continue with the expected increase in prices. While we would expect some increase in trade once the new development is up and running there could be some consequential financial losses if Winthrop has to close during the building process.

**466.3.1 Agreed – Chair and Organiser to develop a budget for 2024 / 25 highlighting the areas of risk, concerns and pressures.**

### 466.4 Appointment of new Internal Auditor

The Chair updated members indicating that Winthrop would be a focus in the forthcoming months given the risk Winthrop poses to the Parish given its trading success, expected expenditure on the new building, cover / succession issues etc

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### 467 Winthrop Development

The Chair updated members on progress to date.

- **Planning** - approval has been obtained with a range of conditions two of which we will seek to vary.
- **Grant application** – we expect a decision before Christmas. If we are not successful we may have the option to reapply otherwise work will commence for a PWLB (Public Works Loan Board) loan.
- **Tender process** – work will now commence to get this document together.
- **Parish Council approval** – the Chair intends to take the Business Case for the Winthrop Development to the Parish meeting on 15<sup>th</sup> January 2024.
- **Once the above has been completed we will have a clearer time-line and be able to plan accordingly**

The Chair expressed his delight at the range and breath of support for both the Planning application – around 30 comments with no objections made; and for the Grant application – from both local MPs and all local Councillors

### 468 Feedback from the Parish Blue Sky Thinking event held on 24/10/23

Discussion about the framework used and outcomes with some unease that it was a very top down approach not helpful in a volunteer-led organisation where development is ideally driven by involvement, discussion, ownership and consensus.

**468.1 Agreed Chair and Organiser develop a response for consideration by Committee members and amendment / addition prior to submission to the Parish.**

### 469 Annual Review of Café Prices and Atrium Room Hire charges

The Organiser spoke to a written report and there was discussion about the necessity of price increases given no substantial increases since 2017/2018. Members acknowledged the importance of retaining Winthrop's financial accessibility but supported the proposed increases which were lower than the prices of comparable items elsewhere in Wickersley. Members also supported the proposal to increase Café prices from 30/01/24 – ie after the 6 week closure rather than at the start of the financial year.

**469.1 Agreed to increase Café prices in accordance with the proposals in the report and that these take effect from 30/01/24. Atrium hire charges to increase as proposed from 01/04/24 in line with the terms of notice in the hire agreement.**

### 470 Winthrop Volunteers Good Cause

The Organiser spoke to a written report outlining the background to the Volunteers Good Cause, how the fund is / has been used, details of the separate bank account, signatories etc. Members were also given a resume of the historic and current financial position. Members received the report recognising how the fund has developed and is now sustaining an increasing number of groups at Winthrop – all consistent with the Winthrop ethos and that of the Volunteers Good Cause. Members acknowledged that volunteers

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are rightly proud of the success of this fund and the groups it has led to and is sustaining and that this is an important motivator for volunteers.

**470.1 Members agreed to receive the report**

### **471 Dates of future meetings**

Members agreed to continue with the historic formula for the meetings on the first Friday morning in March, June, September and December and so the dates for 2024 will be as follows:-

**Friday 1<sup>st</sup> March 2024**

**Friday 7<sup>th</sup> June 2024**

**Friday 6<sup>th</sup> September 2024**

**Friday 6<sup>th</sup> December 2024**

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