

ALSAGER INSTITUTE COMMITTEE

REGISTERED CHARITY NUMBER 520002/1
SCHEME NUMBER 125.029

MINUTES OF MEETING HELD IN
ALSAGER CIVIC
ON WEDNESDAY 26TH OCTOBER 2016

Present: Councillor R Tyson (Chairman)
Councillor C Burgess
Councillor D Burgess
Councillor H Robinson

Also Present: D W Dingle - Acting Town Clerk
E Attu – Assets Manager

16/01 Apologies for absence

Apologies were received from Councillor TES Jones and Councillor J Burgess.

16/02 Minutes of the last meeting

The Chairman referred to the minutes of the last minute where it was

Resolved: That, the Minutes of the previous meeting held on 13th July 2016 be confirmed as a true record of the meeting.

16/03 Matters Arising

The Chairman made reference to minute 15/57 and reported this would be further considered under Agenda Item 9.

16/04 Public Participation

As a constituted meeting that was open to the public no public participation was entered into, as no members of the public were present.

Resolved: That, an item be places on future agendas for Public Participation.

16/05 Financial Matters

The Chairman referred to the Receipts and Payments for authorisation for the months of June, July, August and September 2016 as follows.

a) Receipts and Payments for Authorisation

i) June Receipts– £3,731.63	June Payments – £3,817.15
ii) July Receipts – £1,581.50	July Payments– £1,822.23
iii) August Receipts– £3,671.96	August Payments – £4,593.18
iv) September Receipts – £3,013.91	September Payments – £2,219.58

Resolved: That, the receipts and payments as listed for June, July, August and September be confirmed.

b) Budget Monitoring Statement

The Chairman introduced the item and referred to the accounts and the account commentaries for the periods June, July, August and September 2016. In the knowledge of account commentaries June, July and August reference was made to the September (P6) Accounts Commentary.

The current position (P6) was noted with a year to date expenditure of £14,166, with a year to date income of £20,560 giving a net surplus of £6,394.

The budget for the year 2016-17 was noted as a surplus of £204 which includes an income challenge of £2,000. It was additionally noted that the current forecast at (P6) is a deficit of £136 this is on the basis of obtaining grant funding to cover items of Repair and Manufacture estimated at £2739.00 together with noting that Rugby Tots are terminating their hire of the hall.

A number of actions as identified in the report were referred to together with noting the position on Reserves, Cash Balance, Debtors, Fixed Assets and the key considerations around the budget FY 2016-17.

The current position with regard to the Snooker Room and its usage was discussed and its future consideration under Agenda Item 9 together with the possibility of hirers paying a service charge.

All other items in the Accounts Commentary FY 2016-17 were noted.

Resolved: That, the accounts, commentaries and budget monitoring statements as reported be received and noted.

16/06

Appointment of Independent Examiner for FY 2016-17

The Chairman introduced the item and the Acting Town Clerk referred to the report.

The Services of JDH Business Services were discussed together with the cost of the service and the reason for waiving standing orders as outlined in the report.

Resolved:

1. That, the report be received.
2. That, the appointment of JDH Business Services as independent examiner (Audit) for Alsager Institute for year 2016-17 be

approved and to waive standing orders in respect of SO 10.3 by reason as outlined in the report.

16/07 Bank Mandate Up-Date

The Chairman introduced the item and the Action Town Clerk referred to the Unincorporated Club, society or other Community Organisation Mandate and proposed that the Finance Manager by name is authorised to give NatWest any instructions relating to the operation of the Alsager Institute bank account.

Resolved: That, the Finance Manager by name be authorised in accordance with the above mandate in the completion of the Community Organisation Current Account Additional Party Form.

16/08 Alsager Civic and Institute Managers Report

The Alsager Civic and Institute Manager joined the meeting for this item.

The Chairman introduced the item and referred to the report. Reference was made to marketing and the need to include in the account of £250.00 within the draft budget for this purpose.

Resolved: 1) That, the report be received.
2) To include the sum of £250.00 within the draft 2017-18 budget for marketing of Alsager Institute.

16/09 Asset Manager Report

The Chairman introduced the item and the Acting Town Clerk and the Asset Manager referred to the report. The purpose of the report was outlined including the planned maintenance programme, funding and the need for a comprehensive service review of the Institute.

Reference was made to the Comprehensive Service Review and the current issues surrounding the Snooker Room and its relationship with Pips Day Nursery. Minute 15/57 refers. It was explained that discussions had been held with Pips Day Nursery with regard to the sole use of their occupied accommodation and child safeguarding issues and their need to satisfy regulatory compliance in this respect.

Additional reference was made to the use of the Snooker Room and the need for accommodation works to take place to make the room fire regulatory compliant these works included the installation of an electronic lock on the door between the Snooker Room and Pips Day Nursery, the lock would operate in such a way that prevented occupants of the Snooker Room gaining access into the area occupied by Pips Day Nursery but would electronically open as a fire escape when the fire alarm was activated.

It was considered by Pips Day Nursery that this installation would meet their regulatory requirements and it was considered by the Asset Manager that this would also meet the

regulatory requirements with regard to means of escape in the event of a fire for occupants of the Snooker Room.

Reference was also made to the current Snooker Room usage and that the position would be considered further within the proposed Comprehensive Service Review as outlined in the report.

Resolved: That,

- 1) The report be received.
- 2) To approve the planned maintenance programme for building into the 2017-18 draft Alsager Institute Budget and to note the awards for all grant application.
- 3) To approve the installation of accommodation works to the fire escape between the area occupied by Pips Day Nursery and the Snooker Room as outlined.
- 4) To delegate authority to the Chairman in consultation with the Acting Town Clerk to approve the works at an estimated cost of £500.00.
- 5) To confirm the undertaking of a Comprehensive Service Review for Alsager Institute to be undertaken in line with the key indications and timescales as outlined with the report.

16/10 Independent Examiners Report Review 2015-16

The Chairman introduced the item and the Acting Town Clerk referred to the report together with the Independent Examiners Report which was received on 20th September 2016. Reference was made to the review and the management response to the items raised.

Resolved: That,

- 1) To receive the report.
- 2) That the Action Plan as presented be approved.

16/11 Charity Commission Submission FY 2015-16

The Chairman introduced the item and the Acting Town Clerk referred to the report and the Charity Submission for year 2015-16.

Resolved: That,

- 1) To receive the report.
- 2) To approve the Trustees Annual Report for the period of April 2015-March 2016 and to authorise the Chairman to complete the declaration under Section G.

16/12 Alsager Institute Draft Budget 2017-18

The Chairman introduced the item and the Acting Town Clerk referred to the Draft Budget 2017-18.

Reference was made to the Overview, Charity Overview and Framework together with the Alsager Institute Strategy and the Alsager Institute Financial Strategy the Draft Budget and the general risks and budget assumptions, utilizations, planned maintenance programme costs were all discussed.

Resolved:

- (a) That, the Institute Committee agrees its budget for FY2017/18 as contained within this draft budget report.
- (b) Alsager Institute Committee to make the request to Alsager Town Council to incorporate a grant payment of £2,000 within it's budget for FY2017/18 as contribution towards health and safety costs.
- (c) Alsager Institute Committee to express to Alsager Town Council the reliance of Alsager Institute on external grant funding, and ask that they give consideration to that when setting the contingency budget for FY2017/18.
- (d) Alsager Institute to advise Alsager Town Council of the £3,049 cost for inclusion in the budget for FY2017/18 which is representative of the cost of hiring Alsager Institute weekly on Tuesday evenings for Town Council meetings.

The meeting commenced at 10.00am and concluded at 11.35am.

Councillor Ronald Tyson
Chairman