

ROSSINGTON PARISH COUNCIL

Clerk to the Council

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Rossington Parish Council



MINUTES OF THE PARISH COUNCIL MEETING HELD AT ROSSINGTON MEMORIAL HALL AT 6.15 pm on TUESDAY 16 JANUARY 2018

Present: Parish Councillors: J Parkin, J Cooke, N Smithard, C Beaumont, R Greaves, C Stone, W Reynolds, K Guest and D Harper
Chair: Councillor A Harper
Clerks: A M Hammond and Z Attridge-Chambers
Ward Cllr: J Cooke
Guests: Ann Hindley
Tom Chambers
Public: 0

5028. WELCOME AND INTRODUCTION

Cllr A Harper opened the meeting and welcomed Cllrs, Ward Cllrs and Guests to the meeting.

5029. PUBLIC SESSION

RESOLVED to note there were no members of the public present.

5030. TO RECEIVE ANY ANNOUNCEMENTS

RESOLVED to there were no announcements.

5031. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

RESOLVED to note the following:

5031.1 Apologies were received from B Johnson which were approved by the Parish Council.

5031.2 There were no declarations of interest or applications for dispensation.

5032. TO RECEIVE ANN HINDLEY – CONTRACTED TO UNDERTAKE THE CONSULTATION, FEASIBILITY STUDY AND BUSINESS PLAN FOR THE YOUTH CLUB BUILDING

RESOLVED to note the following:

5032.1 Ann Hindley was taken on a tour of Rossington village by Ken Guest and Alison Harper. They were accompanied by Tom Chambers, Donna Flicker and Richard Lewis. Prior to the tour Ken went through the plan of Rossington in depth with Ann so she would have a better understanding on the history and layout of the village.

5032.2 Consultation

- 1) Ann and Tom Chambers to meet up to set in place an action plan for the consultation process with local children and young people This to be supported by the use of RPC Facebook, Website, partner agencies and databases. The Clerk to send Ann relevant contact details.

- 2) Young people to be involved in the process and management of the Youth Club project.
- 3) Evidence needs to be gained to show the Youth Club building is actually needed.

5032.3 Feasibility Study

- 1) A Condition Survey needs to be undertaken as a safety precaution for the Parish Council. The Clerk to contact Jim Colver at Grice & Hunter for a quote.
- 2) On completion of the Condition Survey, the Clerk to contact Doncaster Council to ensure the building is fit for purpose prior to the lease being signed.
- 3) It is recommended that a lease of at least 25 years be sought to increase the possibility of successfully gaining external grant funding.
- 4) The running costs of the youth club building to be calculated.
- 5) The cost of service delivery of the youth club to be calculated.
- 6) A survey of the competition in the village to be undertaken.
- 7) The Clerk to organise a visit to Mexborough Youth Club
- 8) K Guest to meet with Dean Mangham to develop an inventory of what is already in building and what would remain.
- 9) The Clerk to investigate what age a young person has to be to become a Charity Trustee.

5032.4 Business Planning

- 1) A meeting of the full Parish Council to take place from 1 pm to 4 pm on Thursday 1 February 2018 in the Parish Office to undertake the following:
 - a) Vision Statement
 - b) SWOT analysis
 - c) STEEP analysis
 - d) Marketing Plan
 - e) Options Analysis
 - f) Risk Analysis
- 2) Any statistics relating to the Business Plan to be sent to Ann Hindley
- 3) Ann to develop a cash flow forecast to show how much the Youth Centre would cost to run.
- 4) Potential external funding opportunities to be researched.

5032.5 Legal Structure

Ann Hindley to investigate the new structure being a Charitable Incorporated Organisation (CIO) with the Parish Council being Sole Trustee. This would ensure the Trustee had limited liability and offered Tax Exemptions and vastly reduced rates.

- 1) Ann Hindley to send the Clerk a Model Document for becoming a CIO
- 2) The Clerk to contact Sheena Spence at YLCA for advice on the terms of the lease.
- 3) J Cooke to get a draft model lease from Doncaster Council.
- 4) The Youth Club building needs to be an asset to the Parish Council and not a liability.

5033. TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING RESOLVED to note there were none.

5034. TO CONFIRM THE DATE AND TIME OF NEXT MEETING RESOLVED to note the next meeting is from **1.00 pm to 4.00 pm on Thursday 1 February 2018 in the Parish Office** to undertake a Business Planning Exercise.