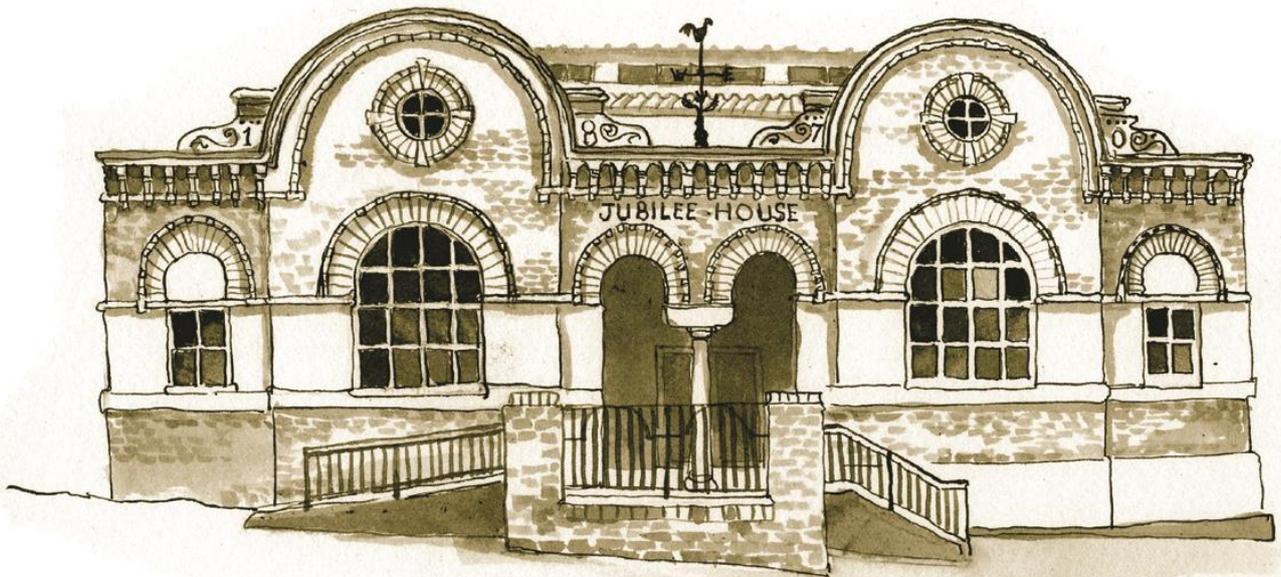


MADELEY TOWN COUNCIL



Annual Report 2018 – 2019



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Madeley Town Council 2018 – 2019



Chair of Council
Councillor
Aaron England
(Lab)
Cuckoo Oak Ward
T: 01952 585532



Vice Chair of Council
Councillor
Carrie Mackenzie
(Lab)
Woodside Ward
T: 07972 742051

Members

Councillor
Sarah Biles
(Lab)
Woodside Ward
T: 01952 796345

Councillor
Sarah Chadwick
(Lab)
Cuckoo Oak Ward
T: 07875 155781

Councillor
Robin Coates
(Lab)
Hill Top Ward
T: 01952 433358

Councillor
David Edwards
(Lab)
Woodside Ward
T: 01952 432160

Councillor
Arnold England
(Lab)
Woodside Ward
T: 07896 124008

Councillor
Rae Evans
(Lab)
Woodside Ward
T: 01952 380273

Councillor
Gill Green
(Ind)
Madeley Ward
T: 07913 384576

Councillor
Steve Harrington
(Lab)
Madeley Ward
T: 01952 583082

Councillor
Janice Jones
(Lab)
Cuckoo Oak Ward
T: 01952 380713

Councillor
Alan Mackenzie
(Lab)
Cuckoo Oak Ward
T: 07471 501702

Councillor
Marcus MacLean
(Con)
Cuckoo Oak Ward
T: 07514 913766
(resigned Jan 2019)

Councillor
Peter Taylor
(Lab)
Woodside Ward
T: 01952 684932

Councillor
Sue Taylor
(Lab)
Madeley Ward
T 01952 684932

Councillor
Paul Watling
(Lab)
Madeley Ward
T: 01952 380256

Councillor
Derek White
(Lab)
Woodside Ward
T: 01952 282237

Madeley Town Council Chairman's Annual Report 2018/19

The Chairman of the Council took an enforced leave of absence during 2018/19 due to work commitments. In my role as Vice-Chairman I took on the Chairman's duties during this period and I am pleased to present the Chairman's annual report.

The Town Council approved a locally funded project totalling £1.2m to begin a significant refurbishment of the Anstice to build upon previous improvements to the locality. After a competitive tendering exercise Paveaways Ltd were appointed to carry out this work. The work started in March 2019 and is due for completion at the end of September 2019. The contract is being managed by BiT group services. Council has worked in partnership with ACT trustees and Telford & Wrekin Council to ensure that the Anstice can once again be at the heart of the local community. The project has been funded primarily by the Town Council by way of reserves and balances and a Public Works Loan. Because of prudent financial budgeting the precept for residents has actually been reduced for 2018/19. Additional grant funding was obtained from Telford & Wrekin Council via Telford@50 funding as well as the Library relocation contribution. A grant was also obtained from Veolia Plc. ACT, in addition to providing a funding contribution, have obtained grants from Big Lottery Power to Change and Reaching Communities funds.

Work started on restoration of the porch last year and will be completed later this year. The refurbishment will include, extensive refurbishment of ground floor, the addition of a lift pod, space for Madeley Library and First Point and a Community Café on the ground floor, refurbishment of the Flat, Ballroom and Bar and creation of two commercial rental units on the ground floor. ACT will lease the building from September once the refurbishment is completed and will sub lease the commercial units and flat. The Project Officer continues to work to support ACT and will be supporting ACT's newly appointed Centre Manager. The Town council will draw up leases for ACT and the Library service once they take occupation of the building.

The Town Council also match funded successful grant applications to the Telford@50 fund for building improvements to the Park Lane Centre and to the Hub on the Hill at Sutton Hill.

Councillors continue to represent Madeley Town Council on a range of outside bodies. These include The Anstice Community Trust (ACT), CHEC, Ironbridge Gorge World Heritage Site, Madeley Living History Project and Madeley Community Orchard. We welcome a number of new councillors following the local elections which were held on 2 May.

The Town Council made a £5k contribution to Telford & Wrekin's A&E DIY SOS campaign which supported the refurbishment of junior doctors' accommodation. The campaign aimed to provide the accommodation to attract junior doctors to the site and ensure overnight A&E services were retained.

The Parish Environmental Team (PET) completed their work in March. Following the award of a new Grounds & Maintenance contract by Telford & Wrekin Council, much of the work previously done by the PET team is now included within the contract. This frees up £25k a

year and the Council's Environment Committee is now formulating a long-term environment plan for the Parish area. Nevertheless, the Council would like to say a formal thank you to Pete Leddington and Tyler Hatch for their work in the Parish over the past years.

The Charity Market, Christmas lights switch on and Green Day all went extremely well again this year and the Council received positive feedback on these events. The Town council has recently successfully revived the working lunches with the aim of bringing together people from a variety of groups and agencies who work in and for the local community.

Jubilee House has been redecorated internally this year and improvements have been undertaken to the pedestrian area at the rear of the building and to signage on the car park. An additional security camera has also been installed at the front of the building. We have also welcomed Midlands Partnership NHS, Wellbeing service, who have leased ground floor office space at Jubilee House from April.

Madeley Matters has gone from strength to strength and has received a positive reaction from local residents. The Council also provided a week's office and administration work experience for Sophie Yates in February. Sophie enjoyed her short time with the Council and we wish her well for the future.

A number of long serving councillors stood down this year – Rae Evans (17 years), Gill Green (19 years) and Steve Harrington (11 years). Marcus Maclean resigned from the Council in January due to relocation. The Council would like to thank them for their work on behalf of the Parish and wish them all well for the future.

The staff team have continued to work hard to support the work of the Council. Financial procedures have been streamlined and improved and the Council is now utilising internet banking. The Town Clerk successfully completed his CiLCA qualification this year, becoming the third current member of staff to hold this qualification.

Written by Councillor Carrie Mackenzie
Vice-Chairman Madeley Town Council
May 2019

Madeley Town Council

Finance & General Purposes Committee – Annual report 2018/19

Objectives

Assets – *to maintain high standards of service for all Council owned or managed assets and to provide facilities that are safe, well managed and welcoming.*

Budget & Finance – *to monitor & control the council's budget and to set a precept that balances the needs of the community against the community's ability to pay.*

Partnerships – *to play a protective role in regeneration projects that revitalises the area and are of benefit to local people.*

Introduction

In addition to managing the budgets and assets of the Town Council the Finance and General Purposes Committee is also responsible for working with key stakeholders in our area. It is responsible for the review of key policies, such as Standing Orders and Financial Regulations, risk management, systems and the effectiveness of the Council's internal audit.

The Committee met on 5 occasions (July, October, December, February and April) and the following report represents a small selection of the business conducted. Further details can be seen in the appropriate minutes.

ASSETS

Jubilee House

Jubilee House hosts a number of community activities as well as being home to the administration team for Madeley Town Council. During the financial year one of the long term tenants left the building resulting in income being down on the previous year. For 2018/19 the income received through room hire and tenants was £27,293.

Anstice Memorial Hall

Madeley Town Council acquired the Anstice in March 2015 and a licence to manage the building was given to the Anstice Community Trust (ACT). Volunteers of the Anstice Community Trust have continued to organise and host events with the assistance of a Project Support Officer to great success. Funds raised by these events continues to be used for restoration work on site.

An exciting restoration project was approved by the council during the year with a budget of just under £1.1m. The funding for the project has come from:

- Telford @50 grant funding
- Veolia grant funding
- Madeley Partnership funds
- Contribution for the relocation of Madeley library from Telford & Wrekin Council

- Earmarked reserves from Madeley Town Council saved for the project
- ACT
- ACT were successful for obtaining a Power to Change grant

The remainder of the project will be funded by a public works loan board loan of £586,680. This will be repayable over 27 years. Due to careful budgeting and planning the Town Council will not need to increase the precept to make the loan repayments.

War Memorial

The War Memorial was renovated over recent years and is a focal point for the Remembrance Day Parade.

Allotments

Madeley Town Council manages two allotment sites that contain 63 plots at Sutton Hill (52) and West View (11)

Sutton Hill Allotments are managed by an enthusiastic volunteer Association with Madeley Town Council support. Due to the popularity of the allotments, there continues to be a waiting list for both sites –the annual agreement renewal date is November

Budget & Finance

Finance

Madeley Town Council began the 2018/19 financial year with balances of £798,095 of which £319,517 was earmarked reserves or restricted funds

The prudent management of financial and other resources saw the year ending within budget and with all our assets well maintained for the benefit of the community.

The External Audit was completed, for year end 31 March 2018, and once again the external auditor's Certificate opinion was given stating that the Accounting and Governance Statements were in accordance with proper practices and that there were no matters giving cause for concern.

A contract is still in force with Telford & Wrekin Council, Audit, to provide independent Internal Audit services. During the year a full review of the Councils Financial Procedures, Standing Orders and Risk Management and risk register was undertaken by the Committee.

Budget 2018/19

The Council set itself a budget of £635,419 for the 2018/19 financial year, comprising of a precept of £494,239 + Local Council Tax Support grant £41,030, this represents no increase per household on the 2017/18 financial year (average Council Tax £121.65 pa).

It should be noted that a decrease of 2.6% was agreed for the 2019/20 precept (average Council Tax £118.50 pa). Budgetary figures for 2019/20 were approved which took into account significant liabilities that will arise from the adoption of local Devolved Services from Telford & Wrekin Council, financial support for the Anstice Memorial Hall, and a further reduction in Local Council Tax Support grant.

Financial Services

The Finance Officer continued to provide payroll, accountancy and audit services for a number of small local community groups. These included Madeley Orchard Group, Living History Project, The Friendly Retirement Group and Families in Telford for which a small charge is levied to offset costs.

To conclude, we are continuing to maintain sound governance in meeting the requirements and ambitions of the Council whilst avoiding any increases to residents.

Councillor Carrie Mackenzie
Chairman, Finance & General Purposes Committee
24 April 2019

Madeley Town Council

Environment Committee – Annual Report 2018/19

Aims and Objectives

Area of Interest: E1 Public Realm

Strategic Aim To work in partnership with the Local Authority to identify and implement environmental improvements

Area of Interest: E2 Open Spaces

Strategic Aim To seek involvement and influence in the management and improvement of recreational and public open spaces.

Area of Interest: E3 Planning and Conservation

Strategic Aim To work with partners to promote, improve and protect the heritage of Madeley civic parish in general and the World Heritage Site in particular.

Introduction

The Committee has met on five occasions and the following report represents a small selection of the business conducted.

Environment Officer

The Environment Officer, Chris Hallam and his work has continued to concentrate on the work of the PET team and environmental projects within the parish.

Madeley Parish Environmental Team

The PET team was disbanded on the 31st March 2019 as the Telford & Wrekin contractor has changed.

The Apprentice has successfully completed NVQ Level 3 and has found a job with a local company.

The Environment Committee has contributed £4,000 towards tree work on the major traffic islands. Prioritising the work on the Woodside, Sutton Hill and Cuckoo Oak traffic islands. Tree work on these three islands has been completed and they are looking good. TWC has found the funds to do tree work on the Glendinning roundabout too. Work started on 25.03.19

The balance of the Projects fund has been used to pay for the re-seeding of the wildflower bed by the Miner's Arms.

The Committee agreed to fund road sweeping of residential roads, the first was in 2018 and a second in early 2019. These are now included in the new Grounds & Cleansing contract from the 1st April 2019.

A replacement bench has been placed on the green on Lees Farm Drive. It was also decided to purchase an oak bench in memory of the TWC Environment Locality Officer funded by Madeley Town Council. It has been installed in the Rough Park meadow funded by TWC.

Four underused litter bins have been relocated funded by TWC.

We have commissioned “Caring for God’s Acre” to write a management plan for St. Michael’s Churchyard

Speed indicator devices

The speed indicator devices will now remain in four fixed locations, due to the police no longer wishing to analyse the data.

Hanging Baskets

The issue of hanging baskets to local businesses at a small cost is continuing, 50 hanging baskets have been ordered for 2019 with some new customers asking for baskets.

Rights of Way

An audit of rights of way has been completed. The Environment Committee has decided to improve the steps and add handrails where appropriate. Additional finger posts have been agreed.

Local Nature Reserves

The Madeley Pitmounds have already been declared as a local nature reserve. Delivery of the second year of the LNR management plan has been agreed by TWC. Purchase of waymarker discs with a QR code link to the Pitmounds LNR information leaflet for the Madeley Pitmounds has been agreed. The third year management plan is currently being written.

Local Nature reserve status for Rough Park is now progressing through the formal process, with Natural England prior to a final legal declaration.

Rough Park Way

Improvements have been made by TWC at no cost to the Town Council. The Friends of Rough Park now has 16 people on its mailing list with one member volunteering to produce a newsletter, the friends will be supported by the Town Council.

Madeley Community Orchard

The Orchard is continuing to be run by a small community group with support from Madeley Town Council officers. The police are carrying out regular patrols.

Planning and Conservation

Madeley Town Council continues to examine and respond to planning applications. We are now part of a Pre-Application Consultation Scheme with Telford & Wrekin Council.

Planning Enforcement includes investigation of Untidy Land reports and is a means of ensuring that your neighbourhood is better cared for.

The Future?

Madeley Town Council, in partnership with other Town & Parish Councils and Telford & Wrekin Council needs to continue to pursue environmental considerations at all times in the future.

Conclusion

The work of Officers is essential to the achievement of desired objectives and, in this respect all the Staff of the Town Council has been admirable in their energy and enthusiasm, skills and support.

Councillor P Taylor
Chair, Environment Committee
April 2019

Madeley Town Council Leisure & Community Committee – Annual report 2018/19

Objectives

Community Events - *to organise a series of agreed public events throughout the year and to support other organisations and groups with the realisation of their own community events*

Community Development - *to provide grant assistance to support activities that help groups to address their own needs, and to support or initiate projects that provide services for the elderly and young people in particular*

Introduction

The Committee met on five occasions (May, September, November, January and March) and the following report represents a small selection of the business conducted. Further details can be seen in the appropriate minutes.

Community Events

Christmas Lights – This event was again held on a Saturday afternoon being held outside in Madeley Centre and inside at Anstice Hall. The parade led by Santa in his sleigh was very popular. The event was very successful attracting lots of people. This was a joint event with the Anstice Community trust and for 2019 this will continue as the refurbishment of the Anstice Hall will be complete.

Financial support for Christmas events in Sutton Hill and Woodside continued in 2018.

The annual Charity market was held in June 2018.

Madeley Green Day took place in September 2018; this was again very well attended, increasing in size again and having a range of activities for all ages.

Following a successful application for a Telford@50 grant for a sixties event at the Anstice Hall a sixties night was held in September 2018.

Community Development

The gardening scheme continued and was extended in 2018, with two gardeners working four days a week from mid-March until the end of October. They have continued to be a great team cutting grass for eligible local residents. This scheme is continuing for 2019.

The Madeley History Group continues to flourish. A Madeley History Show, a joint event for Madeley Town Council and Madeley History Group including a slide show was held in May 2018 and this proved very popular with residents and this event is to be repeated in May 2019.

The Integrated Community Management Project providing an additional Police Community Support Officer (PCSO) for the Madeley is continuing and following a disappointing start last year seems to be working better.

Bi-monthly working lunches have continued throughout the year and are proving very popular with those attending.

The Deputy Clark has attended meetings of the Ironbridge Pub Watch which already has members from the Madeley pubs. Pub Watch is to be divided into two areas – North and South of the M54. Madeley pubs are to be encouraged to join the South Telford Pub watch.

Grants

Grants and Donations, in cash and in kind, to a value of almost £10,000 were awarded in 2018-19. Recipients were community groups, charities, and agencies working for the benefit of local residents providing tools for garden equipment and art materials, training of volunteers, subsidising outings and supporting community events.

Grant funding towards the cost of organised Christmas Activities planned by local community groups that provide cultural, social and recreational activities for the elderly began in 2005. This year £4,000 was allocated to support these activities; £3950 was awarded benefiting 20 groups.

Conclusion

The Leisure and Community Committee needs to be responsive to the needs of the local community and work closely with public agencies to provide required services and facilities. Councillors recognised that demands on finance were changing due to the reduction in the financial support we are receiving from Telford & Wrekin Council– there was particular emphasis on the need to support the needs of the people resident in the Madeley Town Council area.

The work of Officers is essential to the achievement of desired objectives and, in this respect all the Staff of the Town Council has been admirable in their energy and enthusiasm, skills and support.

Councillor Sue Taylor
Chair, Leisure & Community Committee
15th April 2019

ACCOUNTING STATEMENT for MADELEY TOWN COUNCIL

Box		Year ending		Notes and Guidance
		31 March 2018 £	31 March 2019 £	
				All figures must agree with underlying records
1	Balances brought forward	260,241	530,131	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year
2	(+) Annual precept	495,675	494,239	Total amount of precept received in the year (Excluding any grants received)
3	(+) Total other receipts	247,326	407,179	Total income as recorded in the cashbook less the precept received. Includes any grants received
4	(-) Staff Costs	237,093	245,976	Total expenditure made to and on behalf of all employees. Includes salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses
5	(-) Loan interest/capital repayments	Nil	Nil	Total expenditure of capital and interest made during the year on borrowings
6	(-) All other payments	236,018	387,478	Total expenditure as recorded in the cashbook less staff costs and loan interest/capital repayments
7	(=) Balances carried forward	530,131	798,095	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8	Total value of cash and short term investments	529,015	810,877	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation
9	Total fixed assets plus long term investments and assets	348,453	358,442	The value of all property the authority owns. It is made up of fixed assets and long term investments
10	Total borrowings	Nil	Nil	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)
11	Trust funds (including charitable) disclosure note	n/a	n/a	The council acts as sole trustee for and is responsible for managing trust funds or assets
	I certify that for the year ended 31 March 2019 the		I confirm that these accounting	

	accounting statements in this annual return present fairly the financial position of this smaller authority. Signed by Responsible Finance Officer before being presented to the authority for approval.		statements were approved by this smaller authority and recorded as minute reference
	Responsible Finance Officer	DJ Malley	Chair of Council Cllr AR England

Income and Expenditure Account

31/03/18 £		31/03/19 £
	INCOME	
2,618.27	Budget & Finance	43,900.25
271.00	Events	308.55
7,421.82	Grants	6,767.31
912.55	Income	1,474.78
21.59	LHP	145.10
127,416.54	Partnerships	30,040.00
20,690.39	Payroll-Agency	14,709.10
540,245.00	Precept	494,239.00
498.35	Profile	1,337.62
42,905.72	Properties	308,496.00
743,001.23	INCOME TOTAL	901,417.71
	EXPENDITURE	
245,321.16	Budget & Finance	266,581.54
12,307.20	Community Services	21,044.93
29,163.43	Events	30,015.40
2,741.00	LHP	516.00
11,970.36	Member Services	10,517.10
5,620.46	Natural Environment	2,004.70
50,814.39	Partnerships	44,590.10
4,318.00	Profile	4,498.00
60,432.44	Properties	190,646.21
35,393.40	Public Realm	51,233.08
4,628.54	Representation	1,042.50
7,270.00	S. 137 Payments	9,742.80
1,850.41	Staff Terms & Conditions	838.42
1,200.00	Training	183.20
473,030.79	EXPENDITURE TOTAL	633,453.98
130,870.91	Balance as at 01/04/18	317,212.00
743,001.23	Add Total Income	901,417.71
873,872.14		1,218,629.71
473,030.79	Deduct Total Expenditure	633,453.98
-80.35	Stock Adjustment	0.00
-83,549.00	Transfer to/ from reserves	99,668.47
317,212.00	Balance as at 31/03/19	684,844.20

Consolidated Balance Sheet

31/03/2018		31/03/2019	
£		£	£
	Current Assets		
170,000	Investments	571,026	
0	Loans Made	0	
1,372	Stocks	1,372	
5,711	VAT Recoverable	6,469	
7,489	Debtors	5,628	
416	Payment in Advance	475	
<u>359,015</u>	Cash in Hand at Bank	<u>239,851</u>	
<u>544,003</u>	TOTAL CURRENT ASSETS	<u>824,821</u>	
<u>544,003</u>	TOTAL ASSETS	<u>824,821</u>	
0	Current liabilities	0	
0	Loans Received	0	
0	Temporary Borrowing	0	
0	VAT Repayable	0	
13,432	Creditors	25,711	
<u>440</u>	Receipts in Advance	<u>1,015</u>	
<u>13,872</u>	TOTAL CURRENT LIABILITIES	<u>26,726</u>	
<u>530,131</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>798,095</u>	
0	Long Term Borrowing	0	
0	Deferred Liabilities	0	
<u>0</u>	Deferred Credits	<u>0</u>	
<u>0</u>		<u>0</u>	
<u>530,131</u>	NET ASSETS	<u>798,095</u>	

NET ASSETS Represented by
General Fund

317,212		570,935
0	Capital Fund	
78,920	Properties	61,899
51,555	Replacements Reserve	46,019
28,805	Community Projects	30,605
22,320	Contingency	24,142
2,000	Restricted Funds	2,000
3,269	Elections	4,769
1,050	Personnel	1,500
25,000	Devolved Services	55,440
-	Friends of Rough Park (holding)	786
<u>530,131</u>		<u>798,095</u>

COUNCILLOR ALLOWANCES & EXPENSES REPORT 2018-19

Parish Basic Allowance

Council is required to publish a notice stating the total amount that has been paid for Parish Basic Allowance and for Parish travelling and subsistence allowance to the financial year end – 31st March 2019.

Councillor	Ward	effective	Allowance	Expenses		Total
				Travelling	Subsistence	
S Biles	W	22.05.15	£590.76	£0.00	£0.00	£590.76
S Chadwick	CO	01.04.15	£590.76	£0.00	£0.00	£590.76
R Coates	HT	22.05.15	£590.76	£0.00	£0.00	£590.76
D Edwards	W	01.04.15	£590.76	£0.00	£0.00	£590.76
A A England	M	01.04.15	£620.19	£0.00	£0.00	£620.19
A R England	W	01.04.15	£590.76	£0.00	£0.00	£590.76
R Evans	W	01.04.15	£0.00	£0.00	£0.00	£0.00
G Green	M	01.04.15	£590.76	£0.00	£0.00	£590.76
S Harrington	M	01.04.15	£590.76	£0.00	£0.00	£590.76
J Jones	CO	01.04.15	£590.76	£0.00	£0.00	£590.76
A MacKenzie	CO	01.04.15	£590.76	£0.00	£0.00	£590.76
C MacKenzie	W	27.07.17	£0.00	£0.00	£0.00	£0.00
M Maclean	CO	08.12.16	£0.00	£0.00	£0.00	£0.00
P Taylor	M	01.04.15	£590.76	£0.00	£0.00	£590.76
S Taylor	M	01.04.15	£590.76	£0.00	£0.00	£590.76
P Watling	CO	01.04.15	£0.00	£0.00	£0.00	£0.00
D White	W	22.05.15	£613.63	£0.00	£0.00	£613.63
Total			£7,732.18	£0.00	£0.00	£7,732.18

Town Council Wards:

CO = Cuckoo Oak HT = Hill Top M = Madeley W = Woodside

Diane Malley, 7th May 2019