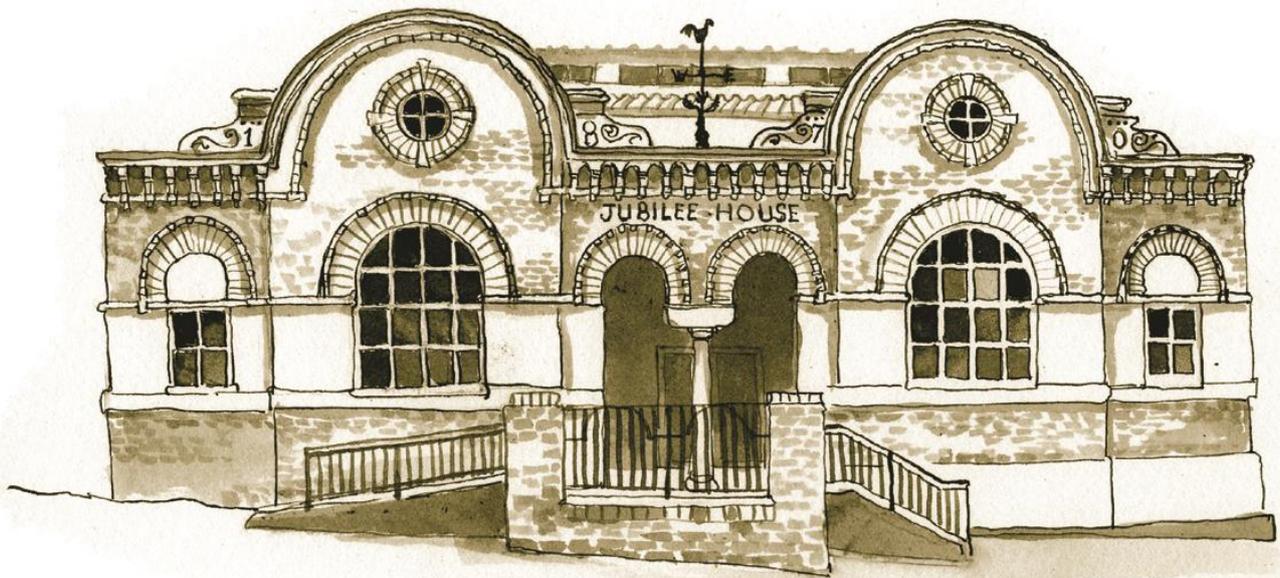


MADELEY TOWN COUNCIL



Annual Report 2015 – 2016



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Madeley Town Council 2015 – 2016



Chair of Council
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Woodside Ward
T: 01952 380273



Vice Chair of Council
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Councillor Peter
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Councillor
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Councillor
Paul Watling
(Lab)
Madeley Ward
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Councillor
Derek White
(Lab)
Woodside Ward
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Madeley Town Council – Annual General Meeting

Chair's Annual Report 2015/2016

Objectives of the Council

Strategic Direction – to steer and co-ordinate the work of the Committees to ensure that strategic aims are being addressed and to develop policies and procedures that will enable the organisation to function effectively as an employer, service provider and community representative.

Representation – to consult with and be accountable to the community through open communication and to advocate on behalf of the Town & its residents.

Profile – to promote and publicise the work of the Town & the area it serves.

Introduction

I have been proud to continue as Madeley Town Council's Chairman during 2015-16 which, with the acquisition of the Anstice Hall, has proved to be a momentous year for the Council and the people of Madeley.

During the year the Council has continued to work proactively in partnership with Telford and Wrekin Council and in support of our special interest groups and the organisations and businesses within our communities.

The Council met on seven occasions during the year. The following report represents a small selection of the business conducted at those and other meetings. Further details can be seen in the appropriate minutes.

Strategic Direction: The Council continued to pursue the overall strategy it agreed in September 2013 and the focus of our activities remains on our core values of 'originating, enabling and supporting' partnership working:

Anstice Hall: Having acquired the former Anstice Working Men's Club for the community, the officers of the Council have worked tirelessly throughout the year to establish and support the development of the Anstice Community Trust (ACT). Particular note is made of the work that has been led by the Clerk, in undertaking the complex and demanding activities involved in supporting ACT to transform the Anstice Memorial Hall into a thriving community asset once again. A valuation and condition survey was commissioned and carried out, as was a fire risk assessment and an asbestos survey to ensure the safety of the public, which enabled the Council and ACT to hold a number of very successful events in the hall, including our Christmas Market.

PCPT Architects were appointed to undertake an options appraisal and a number of briefing and feedback meetings have taken place. A successful bid for £7,600 was submitted for a Heritage Lottery Fund Start Up Grant to pay for trustee training and expert assistance with

business planning, which was approved on 29th February 2016. The Finance & General Purposes Committee resolved to set aside £1,000 for matched funding to support this.

We were also delighted the Anstice Community Trust gained charitable status during the year and we are now close to providing them with a licence to formalise their use of the building.

Following an approach from Telford and Wrekin Council, Madeley Town Council resolved in principle to take on the management of Madeley Library (in a new venue) in the future. To assess the implications of this a working group has been constituted to consider the implications of the Borough's offer of devolving the Madeley Library and Market services to us. This group will report shortly to the Full Council

After consideration of our planned activities and the economic climate, Madeley Town Council agreed a budget of £416,830 for the 2016-17 financial year; a precept of £412,005 and, allowing for a reduced Local Council Tax Support grant of £53,765, a precept order in the amount of £358,240.

A number of policies were also reviewed and adopted during the year. These included our Media Protocol, Complaints Procedure, and Local Government Pension Scheme (Employer Discretions) Policies. The Council's Standing Orders and Financial Regulations were also updated.

Representation: At the Annual General Meeting in May 2015, members were appointed to the Council's five committees to oversee the business of the Council. Representatives were appointed to 16 local agencies, charities and community groups. Representatives were also appointed to several internal and Council supported groups, where members have a management role.

Madeley Town Council continued to look for ways to engage with **young people** in our area and the joint youth event which took place at the Anstice with Madeley Town Council and Anstice Community Trust in October was particularly positive and successful.

Officers continued to investigate funding opportunities to fund the refurbishment and extension of hard landscaping around the **war memorial**. The Living History Project made a successful bid for Pride in Your High Street funding, however, this will not cover all of the planned costs and ways in which further funding or reduced costs can be achieved are currently being investigated. We very much hope that the long awaited work should be completed ready for this year's Remembrance Sunday service.

The Council continued to support the Madeley Partnership, with the somewhat diminished group allocating funding in partnership with T&W Council to planned improvements to pedestrian routes around Madeley Centre e.g. Park Avenue and taking action to protect the verges of Russell Green.

Expressions of interest from anyone interested in joining the Madeley Partnership would be welcome.

Profile:

Madeley Matters – continues to be popular both in terms of contributors & readership. However, due to the difficulty of finding a cost-effective means of delivering the publication, it is going to be published on-line in future, with printed copies available to pick up at local community venues.

I am pleased to say that the Council's new **website** went live during the year and has received positive feedback.

Investors in People: During the year the Council Investors in People status was successfully renewed with the assessors providing extremely positive feedback.

Staffing: The work of Officers is essential to the achievement of the desired objectives of the Town Council and in this respect, once again, all the Staff of the Town Council have been admirable in their energy, enthusiasm, skills and support, without them there would be no Council!

Rae Evans Chair - Madeley Town Council

Madeley Town Council – Annual General Meeting

Finance & General Purposes Committee – Annual Report 2015/16

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 has once again been very busy with income for 2015/16 being approximately £36,500, maintaining the level achieved in the previous year, and returns a small profit against the overall costs of managing the building.

War Memorial

Proposals for a public realm improvement scheme at the War Memorial and Russell Green focused on the refurbishment of the hard landscaping in which a paving stone commemorating Major Yate VC was to be placed. External funding application to implement the plan has been successful although some issues on eligibility need to be resolved – it is hoped to commence in June 2016 and complete by August 2016

Anstice Memorial Hall

This focal building in Madeley town centre was acquired by Madeley Town Council in March 2015 and has been managed on an interim basis whilst the Anstice Community Trust (ACT) was formed.

Whilst currently closed for public use, significant steps have been taken to ensure that the building is brought into compliance whilst hosting periodic events that illustrate its potential as an asset for the community. Madeley Town Council has used general fund reserves of £14,000 to support the transition – following an options appraisal and public consultation, external funding will be sought to redevelop and refurbish the Grade II listed building

Allotments

Our allotments remain very popular, with a waiting list for both sites.

Budget & Finance

Madeley Town Council commenced the 2015/16 financial year with net assets of £389,933 of which £220,745 was earmarked reserves or restricted funds

(Madeley Town Council acts as fund holder for Madeley Partnership which seeks to carry out public realm schemes that will enhance the viability and vitality of Madeley town centre – an initial regeneration grant budget of £154,000 is being directed towards promotion, property, and highway safety schemes).

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 2015, 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 has been agreed with Telford & Wrekin Council, Audit, to provide independent Internal Audit services until 2017.

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 2015/16

The Council set itself a budget of £386,380 for the 2015/16 financial year , comprising of a precept of £259,490 + Local Council Tax Support (£62,945), an increase of 1.4% on 2014/15 (average Council Tax £70.02pa). In comparison with similar local councils in the Borough, Madeley Town Council was 7th in a table of 11 councils with expenditure exceeding £100,000

It should be noted that a significant increase (31.4%) has been agreed for 2016/17 (average Council Tax £92.00pa) to account for liabilities arising from the ownership of the Anstice Memorial Hall and the reduction in Local Council Tax Support grant

Financial Services

The Financial Officer continued to provide Payroll, Accountancy and Audit services for several small local community groups. These included Madeley Community Orchard Group, Telford & Wrekin Age UK (Madeley), Friendly Retirement Group and the Madeley Partnership for which a small charge is levied to offset costs.

Partnerships & Regeneration

Madeley Town Council takes a supporting role in both Madeley Partnership and Sutton Hill Partnership and is an active partner in the South Telford Rights of Way Partnership (STROWP) and Madeley Community Orchard.

In conclusion, this has been another year in which the Council has consolidated and brought to fruition many of its plans and had budgeted well to enable this to happen, whilst continuing to minimise the financial impact on our residents.

Councillor J Jones

Chair, Finance & General Purposes Committee

Madeley Town Council – Annual General Meeting

Environment Committee – Annual Report 2015/16

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 in partnership with the Local Authority to protect community interest through an active response to planning applications

Introduction

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

Madeley Parish Environmental Team

Project partnership with Telford & Wrekin Council (complemented by the Estate Teams on Sutton Hill and Woodside), has had a great impact on our local environment – both through regular and responsive maintenance and projects. New benches have been installed in Rough Park and Mitchell Way, spring bulbs planted in Madeley Park and steps to provide a footpath link have been installed in Rough Park.

A new agreement was signed in September 2015 to employ two apprentices. Regular liaison meetings are now held with Telford & Wrekin Council to discuss budgets and projects.

Councillor Walkabouts

Environment Committee councillors have continued to walk the local Madeley area to highlight short and long term environmental issues and work with Telford & Wrekin Council to provide solutions that will improve the quality of the local environment and the quality of life for everyone.

Sutton Hill and Woodside have walkabouts organised by Telford and Wrekin.

All Councillors are welcome to join us.

Community Pride Scheme

A highway scheme with matched funding has been secured to improve the footway on Park Avenue and a parking scheme on Russell Square.

Civil Parking Enforcement and Speed indicator devices

Discussions regarding both of the above are currently on going with Telford & Wrekin Council and West Mercia Police.

Hanging Baskets

The issue of hanging baskets to local businesses at a small cost is continuing.

War Memorial

Discussions regarding the refurbishment and extension of the hard landscaping around the war memorial continue. A successful bid by the Living History Project for Pride in Your High Street funding was unfortunately based on estimates that proved to be inadequate. This has now been referred back to the Pride in Your High Street to see if they can find an answer to the problem.

Local Nature Reserve

A declaration has been received from Telford & Wrekin Council regarding the Madeley Pitmounds which are now to be managed as a local nature reserve. 36 bird and bat boxes are to be installed around the Pitmounds.

It is now proposed to seek Local Nature reserve status for Rough Park.

Planning

Madeley Town Council continues to examine and respond to planning applications during this term – including the further development of the Madeley Court site and the Local Authority Housing Investment Programme proposal for ‘Council’ housing at Woodlands, Mound Way, Madeley.

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

World Heritage Site Management Plan Consultation

We submitted comments on the pre-consultation document and the whole plan is going out for public consultation in the summer of 2016.

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 have been admirable in their energy and enthusiasm, skills and support.

Councillor P Taylor
Chair, Environment Committee

Madeley Town Council – Annual General Meeting

Leisure & Community Committee – Annual Report 2015/16

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 but unfortunately the weather was against us so at the last minute the event was moved mainly indoors to the Anstice Hall & Jubilee House. Despite the last minute move the event was very successful. This will be a joint event with the Anstice Community trust for 2016.

Financial support for Christmas events in Sutton Hill and Woodside continued in 2015.

The Madeley Craft and Food Fair took place in May 2015. This year it was organised on a reduced scale with the emphasis on traders. For 2016 this will be expanded to include a Victorian fair. This again will be a joint event with the Anstice Community Trust.

Madeley Green Day took place in September 2015; this was again very well attended having a range of activities for all ages.

A Thomas Parker day was held in October 2015 at the Valley Hotel, he was a noted electrical engineer and this was a commemoration of his life and work. Unfortunately a grant application for funding to restore his grave in St Michael's churchyard was unsuccessful.

2016 is the 50th Anniversary of the building of the Sutton Hill estate there will be community events during this year.

As the Town Council has now purchased the Anstice Hall there will a large programme of redevelopment of the building, to help with this there will be monthly fundraising events during the year.

Community Development

The proposed BMX Track & Trail at Rough Park, Woodside is now complete and is being very well used. A successful opening event was held in September 2015.

Financial support for Telford & Wrekin Council's local Summer Play schemes continues.

An additional Job Junction venue in Madeley, to complement existing projects at Sutton Hill and Woodside, has been established and secured under a three year agreement

The gardening scheme continued in 2015, with both gardeners from 2014 returning. They have continued to be a great team cutting grass for eligible local residents from April to October.

Grants

Grants and Donations, in cash and in kind, to a value of almost £5000 were awarded in 2015-16 out of a budget allocation of £10,000. Recipients were community groups, charities, and agencies working for the benefit of local residents creating bee borders, 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 with over 500 people benefiting.

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 S Taylor
Chair, Leisure & Community Committee

**ACCOUNTING STATEMENT for
MADELEY TOWN COUNCIL**

Box		Year ending		Notes and Guidance
		31 March 2015 £	31 March 2016 £	
				All figures must agree with underlying records
1	Balances brought forward	404,642	389,933	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	252,690	259,490	Total amount of precept received in the year
3	(+) Total other receipts	230,669	144,784	Total income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants
4	(-) Staff Costs	188,225	206,263	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	(-) Total other costs	309,843	230,875	Total expenditure as recorded in the cashbook less staff costs and loan interest/capital repayments
7	(=) Balances carried forward	389,933	357,069	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8	Total cash and short term investments	429,249	391,770	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 and long term assets	329,932	334,526	The recorded book value at 31 March of all fixed assets owned by the council and any other 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 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure for the year ended 31 March 2016			I confirm that these accounting statements were approved by council and recorded as minute reference dated
	Responsible Finance Officer		J.M. Morris	Chair of Council Cllr J Jones

MADELEY TOWN COUNCIL
Income and Expenditure Account

31/03/15 £		31/03/16 £
	INCOME	
1,904.17	Budget & Finance	2,617.03
364.25	Events	364.05
9,891.03	Grants	3,017.53
813.45	Income	2,232.40
0.00	LHP	726.38
76,431.00	Partnerships	35,876.46
14,710.48	Payroll-Agency	17,366.46
252,690.00	Precept	290,962.50
796.24	Profile	1,005.60
125,643.03	Properties	49,952.35
483,243.65	INCOME TOTAL	404,120.76
	EXPENDITURE	
195,506.32	Budget & Finance	211,158.44
6,475.54	Community Services	10,123.77
23,743.60	Events	28,185.52
5,089.22	LHP	1,373.33
9,914.26	Member Services	8,416.11
6,304.85	Natural Environment	5,903.47
144,471.16	Partnerships	51,883.47
10,459.95	Profile	13,927.10
43,599.01	Properties	60,527.63
2,120.23	Representation	1,788.46
14,697.00	S. 137 Payments	11,585.00
457.50	Terms & Conditions	1,440.00
335.75	Training	783.00
498,068.16	EXPENDITURE TOTAL	437,138.46
170,707.87	Balance as at 01/04/15	169,188.59
483,243.65	Add Total Income	404,120.76
653,951.52		573,309.35
498,068.16	Deduct Total Expenditure	437,138.46
115.23	Stock Adjustment	153.55
13,190.00	Transfer to/ from reserves	-29,330.00
169,188.59	Balance as at 31/03/16	106,994.44

MADELEY TOWN COUNCIL

Consolidated Balance Sheet

31/03/15		31/03/16
£		£
	Long Term assets	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	TOTAL LONG TERM	0.00
	Current assets	
0.00	Investments	162,500.00
0.00	Loans Made	0.00
0.00	Investments	0.00
1,299.20	Stocks	1,452.75
9,527.46	VAT Recoverable	2,972.13
13,121.12	Debtors	10,401.29
2,454.54	Payment in Advance	1,892.79
590,466.66	Cash in Hand & at Bank	229,270.42
616,868.98	TOTAL CURRENT ASSETS	408,489.38
616,868.98	TOTAL ASSETS	408,489.38
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
65,522.89	Creditors	51,351.74
161,412.50	Receipts in Advance	68.20
226,935.39	TOTAL CURRENT LIABILITIES	357,069.44
389,933.59	TOTAL ASSETS LESS CURRENT LIABILITIES	357,069.44
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
389,933.59	NET ASSETS	357,069.44
	Represented by	
169,188.59	General Fund	106,994.44
	Earmarked Reserves	
11,895.00	Capital Reserve	11,535.00
1,270.00	Properties	3,270.00
10,950.00	Replacements Reserve	15,265.00
43,890.00	Community Projects	76,815.00
18,050.00	Contingency	20,650.00
134,690.00	Restricted Funds	122,540.00
389,933.59		357,069.44

Chair of Council	Cllr J Jones	Responsible Finance Officer	J M Morris
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COUNCILLOR ALLOWANCES AND EXPENSES REPORT 2015-16

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 – March 31st 2016

Councillor Allowances 2015/16							
	Councillor	Ward	effective	Allowance	Expenses		Total
					Travelling	Subsistence	
1	S Biles	W	22.05.15	£515.92	£0.00	£0.00	£515.92
2	S Chadwick	CO	01.04.15	£579.12	£0.00	£0.00	£579.12
3	R Coates	HT	22.05.15	£515.92	£0.00	£0.00	£515.92
4	D Edwards	W	01.04.15	£579.12	£0.00	£0.00	£579.12
5	A A England	M	01.04.15	£579.12	£0.00	£0.00	£579.12
6	A R England	W	01.04.15	£579.12	£0.00	£0.00	£579.12
7	R Evans	W	01.04.15	£0.00	£0.00	£0.00	£0.00
8	G Green	M	01.04.15	£579.12	£0.00	£0.00	£579.12
9	K Guy	W	01.04.15	£579.12	£0.00	£0.00	£579.12
10	S Harrington	M	01.04.15	£579.12	£0.00	£0.00	£579.12
11	J Jones	CO	01.04.15	£579.12	£0.00	£0.00	£579.12
12	R Laing		01.04.15 to 22.05.15	£64.14	£0.00	£0.00	£64.14
13	N Leaper	CO	20.07.15	£0.00	£0.00	£0.00	£0.00
14	A MacKenzie	CO	01.04.15	£579.12	£0.00	£0.00	£579.12
15	M Shaw		01.04.15 to 22.05.15	£64.14	£0.00	£0.00	£64.14
16	P Taylor	M	01.04.15	£579.12	£0.00	£0.00	£579.12
17	S Taylor	M	01.04.15	£579.12	£0.00	£0.00	£579.12
18	P Watling	CO	01.04.15	£0.00	£0.00	£0.00	£0.00
19	D White	W	22.05.15	£515.92	£0.00	£0.00	£515.92
	Total			£8,046.36	£0.00	£0.00	£8,046.36

Town Council Wards:

CO = Cuckoo Oak

HT = Hill Top

M = Madeley

W = Woodside

JMM

07.04.2016