

## Madeley Town Council

Minutes of the Annual Meeting of Madeley Town Council held on Monday 13 May 2024 commencing 6.30pm at Jubilee House, High Street, Madeley.

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**Councillors Present:** H Morgan, P Cogings, R Evans, S Heighway, J Jones, J Loveridge, R Meadows, K Middleton, A Morgan, P Watling, D White  
Alison Hinks, Town Clerk

**25/01** **Election of Mayor**

**Resolved:**

Councillors unanimously resolved that Cllr Helena Morgan is elected as Mayor of Madeley Town Council for the forthcoming year.

**Declaration of Acceptance of Office**

Cllr H Morgan duly signed the Declaration of Acceptance of Office which was witnessed by the Town Clerk.

**25/02** **Remarks from the Mayor**

Cllr H Morgan thank Councillors for their nominations to continue as Mayor of Madeley Town Council for a third term.

**25/03** **Election of Deputy Mayor**

**Resolved:**

Councillors unanimously resolved that Cllr Ruth Meadows is elected as Deputy Mayor of Madeley Town Council for the forthcoming year.

**25/04** **Apologies**

Cllr N England – work commitment

Cllr A England – Mayoral Duties

Cllr C Ansah -work commitments

Cllr S Taylor – leave of absence

Cllr S Cook – leave of absence

**Resolved:**

Councillors unanimously resolved that the apologies received were received and accepted.

**25/04** **Public Discussion**

No members of the public were present at the meeting.

**25/06** **Declarations of Interest.**

Cllr J Jones - agenda item 25/16.1 Member of The Hub on the Hill Management Board

Cllr K Middleton - agenda Item 25/16.1 Telford & Wrekin Council Cabinet Member responsible for community centres

Cllr P Watling – agenda item 25/16.1 Member of The Hub on the Hill Management Board

Cllr D White – agenda item 25/16.1 Member of The Hub on the Hill Management Board

**25/07 Co-option to Vacancies on Madeley Town Council**

Cllr H Morgan explained at the time of publishing the agenda for the meeting, there was a possible second Councillor vacancy which has since been withdrawn and a 6 month leave of absence requested.

**Resolved:**

Councillors unanimously resolved to accept Cllr Stuart Cook request for a 6-months leave of absence.

Cllr H Morgan confirmed that 2 x expressions of interest have been received for the casual vacancy and interviews for this vacancy are currently being arranged.

**25/08 Minutes**

*To confirm and approve the minutes of the Meeting of Council held on 8 April 2024.*

**Resolved:**

Councillors unanimously resolved that the minutes of the meeting of Madeley Town Council held on 8 April 2024 be confirmed and approved for signature (Appendix A).

**25/09 Review of Committee Structure and Terms of Reference**

Cllr H Morgan presented the current committee structure and terms of reference for all Madeley Town Council committees, to be considered by Councillors (Appendix B).

**Resolved:**

Councillors unanimously resolved to adopt the proposed committee structure and terms of reference.

**25/10 Appointment of Town Council Committees 2024-25**

**Resolved:**

Councillor unanimously resolved the Councillors appointments to Madeley Town Council Committees for 2024-25 (Appendix C) as follows:

**10.1 Personnel Committee Membership (6 members / 3 quorate)**

Cllr Helena Morgan  
Cllr Janice Jones  
Cllr Anthony Morgan  
Cllr Kelly Middleton  
Cllr Paul Watling  
Cllr Derek White

**10.2 Leisure & Community Committee Membership (6 members / 3 quorate)**

Cllr Sue Taylor  
Cllr Peter Cogings  
Cllr Ruth Meadows  
Cllr Stephan Heighway  
Cllr Anthony Morgan  
Cllr Stuart Cook (Cllr J Loveridge to cover during leave of absence)

**10.3 Environment Committee (6 members / 3 quorate)**

Cllr Derek White  
Cllr Janice Jones  
Cllr Jim Loveridge  
Cllr Stephan Heighway  
Cllr Ruth Meadows  
Cllr Clifford Ansah

**10.4 Finance & General Purposes Committee Membership (9 members / 3 quorate)**

Cllr Ruth Meadows  
Cllr Derek White  
Cllr Peter Cogings  
Cllr Sue Taylor  
Cllr Paul Watling  
Cllr Kelly Middleton  
Cllr Rae Evans  
Cllr Arnold England  
Cllr Janice Jones

**10.5 Appeals Committee Membership (3 members / 3 quorate)**

Members will be appointed, as necessary.

**25/11 Appointment of Representatives on Outside Bodies**

**Resolved:**

Councillor unanimously resolved the Councillors representatives on outside bodies for 2023/24 (Appendix D) as follows:

<b>Organisation/Group</b>	<b>Representatives 2023-24</b>
Friends of Rough Park	Cllr Rae Evans
Ironbridge Gorge World Heritage Site Strategy Group	Cllr Rae Evans
Madeley Community Orchard Steering Group	Cllr Janice Jones Cllr Derek White
Madeley Matters Editorial Board	Cllr Janice Jones Cllr Helena Morgan Cllr Sue Taylor Cllr Derek White
Madeley History Group	Cllr Sue Taylor
Madeley Pitmounds Local Nature Reserve	Cllr Janice Jones
Madeley United Charities	Cllr Derek White
National Association of Councillors	Cllr Helena Morgan
Park Lane Centre Management Board	Cllr Rae Evans
The Hub on the Hill Management Board	Cllr Janice Jones Cllr Derek White Cllr Paul Watling
Severn Gorge Countryside Trust	Cllr Clifford Ansah
Telford & Wrekin Parishes Forum	Cllr Helena Morgan

	Cllr Ruth Meadows
T&W Sports Forum	Cllr Arnold England
Families in Telford	Cllr Helena Morgan
Anstice Community Trust	Cllr Sue Taylor
Parish Charter Monitoring Group	Cllr Paul Watling
Wrekin Area Committee	Cllr Paul Watling
Telford Bus User Group	Cllr Kelly Middleton

Cllr Jones offered to attend the first meeting of the Severn Gorge Countryside Trust to introduce to Cllr Ansah.

Cllr Jones said that she has not yet been invited to a meeting of Madeley Pitmounds Local Nature Reserve. Likewise, Cllr Evans said that she has not been invited to an Ironbridge Gorge World Heritage Site Strategy Group for some time. The Clerk to chase both.

**25/12 Meeting Schedule for 2024- 25**

**Resolved:**

Councillor unanimously resolved the meeting schedule for 2024-25 (Appendix E) attached.

The Finance & General Purpose committee arranged for Monday 20 May 2024 will be cancelled as year end has not yet been completed and can be discussed at the next Full Council on 17 June 2024.

**25/13 Adopt the Power of Competence**

The Clerk acknowledged that the as the Town Council is over two thirds elected and the Town Clerk is duly qualified, the Town Council can choose to adopt the power of competence which can be used as part of the decision making process.

**Resolved:**

Councillor unanimously resolved to adopt the Power of Competence.

**25/14 Review of Standing Orders**

Cllr H Morgan presented to Councillors the current Madeley Town Council Standing Orders to be considered (see Appendix F).

**Resolved:**

Councillor unanimously resolved to adopt the Madeley Town Council Standing Orders.

**25/15 Budget & Finance**

**15.1 Bank Mandate**

The Town Clerk presented the Bank Mandate showing the continuation of authority, instructions, and signatories for The Co-operative Bank to act as bankers for Madeley Town Council for 2024-25 (See Appendix G1).

**Resolved:**

Councillors unanimously resolved to approve the banking arrangements for Madeley Town Council.

**Resolved:**

Councillors unanimously resolved that Cllr Derek White would become a fourth signatory on the Co-op Bank Account.

**15.2 Direct Debit/Standing Order Mandates**

The Town Clerk had prepared a schedule of payment orders by Direct Debit and Standing Order (Appendix G2) for Annual Review and recommendation as follows:

**Direct Debit/Standing Order Mandates 2024-25**

	Description	Frequency
T&WC	NND Rates – Jubilee House	Monthly – April May – January
T&WC	NND Rates – Library, The Anstice	Monthly – April May - March
Wrekin Housing Trust	Vehicle Lease	Monthly
Furrows Ltd	Fuel Account	Monthly
Veolia	Trade Refuse Collection – Jubilee House	Monthly
Virgin Media	Broadband / Telephone	Monthly
EE	Mobile Phones x 2	Monthly
Shropshire Star	Shropshire Star digital subscription	Monthly
Direct Copiers	Photocopier Lease Jubilee House	Quarterly – April July - Jan
Direct Copiers	Photocopier Lease Library	Quarterly – April July - Jan
WaterPlus	Water Charges – Jubilee House	Monthly
WaterPlus	Water Charges – Public Toilets	Monthly
Cathedral Hygiene	Hygiene Charges – Jubilee House	Annual
Public Works Loan	Loan	Bi-annually – March September

Veolia ES UK	Waste	Monthly
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**Resolved:**

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to instruct The Co-operative Bank under the general mandate to make payments by Direct Debit or Standing Order in accordance with the terms of suppliers and subject to ratification by Council or its Finance & General Purposes Committee.

**Resolved:**

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to provide Bank Account details and instruct receipts from creditors under the BACS system.

Cllr A Morgan asked the Clerk to cancel the direct debit for the Shropshire Star Digital.

Cllr Jones questioned the costs for the photocopier.

**15.3 Councillor Allowances and Councillor and Officer Expenses Mandate Parish Basic Allowance 2024-25**

The Parish Basic Allowance is based on the Telford & Wrekin Council's Parish Independent Remuneration Panel Report 2021. Madeley Town Council adopted the Parish Basic Allowance in January 2020 (Appendix G3).

**Resolved:**

That Madeley Town Council approves payment of the Parish Basic Allowance for 2024-25 at the approved and indexed rate effective 1<sup>st</sup> April 2021. The basic allowance for councillors being £668 per annum and the Mayor's allowance being £1,336 per annum.

**Travelling Expenses 2024-25**

**Resolved:**

That the NALC recommended rates for car allowance (casual users £0.65p – first 10,000 miles) be approved for Officers business use of private vehicles.

**Resolved:**

That the HMRC approved Mileage Allowance Payment for 2023/24 (£0.587p per mile) be approved for Members business use of private vehicles.

**Subsistence/Accommodation Expenses 2024-25**

**Resolved:**

That subsistence expenses be maintained at current approved rates, based on Telford & Wrekin Council allowances.

**15.4 Councillor Allowances and Expenses Report 2023/24**

The Responsible Finance Officer had prepared a report, which the Council is required to publish (Appendix G4)  
Noted.

**15.5 Annual Subscription Review 2024-25**

The Responsible Finance Officer had prepared a report showing annual subscriptions for 2023/24 (Appendix G5):

	<b>Description</b>	<b>Cost</b>
SLCC	Society of Local Council Clerks Professional body for local council clerks	£357.00
NALC	National Association of Councillors Representative body for elected members	£78.00
SALC/NALC	Shropshire Association of Local Councils and National Association of Local Councils affiliation fee. Advice and support network for local councils	£1869.55 £991.07

**Resolved:**

Councillors unanimously resolved that the annual subscriptions be renewed for 2024-25.

**15.6 External Audit Programme 2023-24**

The Responsible Finance Officer had prepared a paper outlining the external audit programme for year ending 2023-24 (Appendix G6).  
Noted.

**15.7 Insurance Renewal**

The Responsible Finance Officer presented costs for the insurance renewal as follows:

- 1 year - £9,416.89
- 3 years - £8,575.38pa

This excludes the rebuilt costs for The Hub on the Hill. The survey has been carried out and the Town Council are awaiting the costs for this to be added to the renewal costs above.

**Resolved:**

Councillors unanimously resolved to give the Mayor delegated authority in consultation with the Town Clerk to accept the 1 year insurance renewal quote once the rebuilt costs for The Hub on the Hill have been received and added to the policy.

**25/16 Exclusion of Press and Public**

**Resolved:**

Councillors unanimously resolved that, because of the confidential nature of the business about to be transacted, councillors consider a resolution to exclude press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 sec.1 to consider the following items:

**16.1 The Hub on the Hill, Sutton Hill**

*To update and review the proposal received from Telford & Wrekin Council Library Services regarding Madeley Library*

The Town Clerk present an update report on developments at The Hub on the Hill (see Appendix H).

**25/17 Correspondence**

Nothing to report.

**25/19 Information**

Nothing to report.

**25/20 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 17 June 2024 commencing 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 7.10 pm.

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Signed:

Mayor of Madeley Town Council

Dated:



## Madeley Town Council –Council Meeting Dates - May 2024 – May 2025

13 May	Annual General Meeting	6.30pm
20 May	Finance & General Purpose	6.30pm
25 May	Madeley Mayor Monthly Drop-in	10-11am
3 June	Leisure & Community	6.30pm
7 June	Woodside Borough Councillor Surgery	6-7pm
8 June	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
10 June	Environment	6.30 pm
17 June	Full Council (Finance Year End)	6.30pm
24 June	Sutton Hill Residents Meeting	6pm
29 June	Madeley Mayor Monthly Drop-in	10-11am
1 July	Finance & General Purpose	6.30pm
5 July	Woodside Borough Councillor Surgery	6-7pm
8 July	Personnel	6.30pm
10 July	Madeley & Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
27 July	Madeley Mayor Monthly Drop-in	10-11am
29 July	Sutton Hill Residents Meeting	6pm
2 August	Woodside Borough Councillor Surgery	6-7pm
10 August	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
31 August	Madeley Mayor Monthly Drop-in	10-11am
2 September	Leisure & Community	6.30pm
6 September	Woodside Borough Councillor Surgery	6-7pm
9 September	Environment	6.30pm
11 September	Madeley & Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
16 September	Finance & General Purpose	6.30pm
28 September	Madeley Mayor Monthly Drop-in	10-11am
30 September	Sutton Hill Residents Meeting	6pm
4 October	Woodside Borough Councillor Surgery	6-7pm
7 October	Full Council	6.30pm
12 October	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
14 October	Personnel	6.30pm
26 October	Madeley Mayor Monthly Drop	10-11am
28 October	Sutton Hill Residents Meeting	6pm
1 November	Woodside Borough Councillor Surgery	6-7pm
4 November	Leisure & Community	6.30pm
11 November	Environment	6.30pm
13 November	Madeley& Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
18 November	Finance & General Purpose	6.30pm
25 November	Sutton Hill Residents	6pm
30 November	Madeley Mayor Monthly Drop-in	10-11am
2 December	Full Council	6.30pm
6 December	Woodside Borough Councillor Surgery	6-7pm
9 December	Personnel	6.30pm
14 December	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
3 January	Woodside Borough Councillor Surgery	6-7pm
6 January	Leisure & Community	6.30pm
8 January	Madeley& Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm

13 January	Environment	6.30pm
20 January	Finance & General Purpose	6.30pm
25 January	Madeley Mayor Monthly Drop-in	10-11am
24 January	Sutton Hill Residents Meeting	6pm
3 February	Full Council	6.30pm
7 February	Woodside Borough Councillor Surgery	6-7pm
8 February	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
10 February	Personnel	6.30pm
22 February	Madeley Mayor Monthly Drop-in	10-11am
24 February	Sutton Hill Residents Meeting	6pm
3 March	Leisure & Community	6.30pm
7 March	Woodside Borough Councillor Surgery	6-7pm
10 March	Environment	6.30pm
12 March	Madeley & Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
17 March	Finance & General Purpose	6.30pm
29 March	Madeley Mayor Monthly Drop-in	10-11am
31 March	Sutton Hill Residents Meeting	6pm
4 April	Woodside Borough Councillor Surgery	6-7pm
7 April	Full Council	6.30pm
9 April	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
14 April	Personnel	6.30pm
21 April	Annual Parish Meeting	6pm
26 April	Madeley Mayor Monthly Drop-in	10-11am
28 April	Sutton Hill Residents Meeting	6pm
12 May	Annual General Meeting	6.30pm