

# Madeley Town Council

Minutes of the Annual Meeting of Madeley Town Council held on Monday 17 June 2024 commencing 6.30pm at Jubilee House, High Street, Madeley.

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

- 25/21 Apologies**  
Cllr C Ansah -work commitments  
Cllr P Watling - holiday  
**Resolved:**  
Councillors unanimously resolved that the apologies received were received and accepted.
- 25/22 Remarks from the Mayor**  
Nothing to report.
- 25/23 Public Discussion**  
No members of the public were present at the meeting.
- 25/24 Declarations of Interest.**  
Nothing to report.
- 25/25 Minutes**  
*To confirm and approve the minutes of the Meeting of Council held on 13 May 2024.*  
**Resolved:**  
Councillors unanimously resolved that the minutes of the meeting of Madeley Town Council held on 13 May 2024 be confirmed and approved for signature (Appendix A).
- 25/26 Year End Budget & Finance Reporting**
- 26.1 Internal Controls**  
*To review and approve current internal control measures*
- 26.1.1 System of Internal Controls**  
Accounts and Audit Regulations require an audited body to conduct an annual review of the effectiveness of its system of internal controls and to publish a statement on internal control (statement of assurance) each year with the financial statements. The Clerk had prepared a description of the System of Internal Controls (Appendix B1).  
**Resolved:**  
Councillor unanimously resolved that the System of Internal Controls is approved.

### **26.1.2 Statement of Internal Controls**

The Clerk had prepared a Statement of Internal Controls for consideration (Appendix B2).

#### **Resolved:**

Councillors unanimously resolved that the Statement of Internal Controls be endorsed and incorporated into the year-end accounts.

### **26.1.3 Effectiveness of Internal Audit**

The Clerk presented a report on the effectiveness of internal audit (Appendix B3) showing that the system of internal audit was adequate.

#### **Resolved:**

Councillors unanimously resolved that the Town Council have adequate and effective systems of internal audit in place.

### **26.1.4 2023-24 Internal Audit Report and Action Plan**

The Town Clerk presented the 2023-24 Internal Audit Report from Telford & Wrekin Council Audit Department, a copy of which is required for the 2023-24 Annual Return (AGAR) (Appendix B4).

#### **Resolved:**

Councillors unanimously resolved to accept the 2023-24 Internal Audit Report Action Points and Recommendations.

Cllr H Morgan informed Councillors that she is now Chair of the Telford & Wrekin Council Audit Committee and following advice from SALC, Cllr H Morgan does not have to declare an interest in this item.

Cllr Evans suggested that The Hub on the Hill Café Manager shadows colleagues from the café in Meeting Point House to help and advise on changes identified in the internal audit.

Cllr Middleton has experience of running a not for profit café in a community centre and offered support at The hub on the Hill. Cllr Middleton also said that the Telford & Wrekin Council Community Centre Group offers peer support and review.

Cllr Jones suggested that colleagues at The Anstice could also offer support to The Hub on the Hill Café Manager.

Cllr White said the future of The Hub on the Hill is in doubt as the Community Ownership Grant has been put on hold due to the election and said that need to building the business, although did express concern that the expectation on staff is too much and said an experienced Community Centre manager is needed to develop the centre. Cllr Jones and Cllr A England agreed with Cllr White and said that experience staff are needed to run the centre.

Cllr White said that he was not happy with the internal audit undertaken by Telford & Wrekin Council. Cllr Evans said that the action plan is factual and gives Councillors a true picture of improvement needed at The Hub on the Hill. Cllr A Morgan asked if Telford & Wrekin Council Audit Department could support Madeley Town Council with the action plan. The Clerk said that this was not advised in the Financial Regulation.

Cllr Evans proposed that an Internal Audit Working Group is arranged to meet every 6 weeks to assist officers with completing the action points from the 2023-24 internal audit, which was seconded by Cllr Middleton. Councillors to attend Cllr Evans, Cllr Middleton, Cllr Meadows, Cllr Jones, and Cllr White.

**Resolved:**

Councillors unanimously resolved that an Internal Audit Working Group is arranged ever 6 weeks attended by Officer and Councillors.

**26.2 Annual Return 2023-24**

*To review and approve the 2023-24 Annual Return (AGAR)*

**26.2.1 Annual Governance Statement 2023-24**

The Clerk had prepared the Annual Governance Statement for the year ended 31 March 2024 (Appendix C). Council activities relating to statements 1-8 on the Annual Governance Statement are reviewed by the Internal Auditor as part of the internal audit review.

**Resolved:**

Councillors unanimously resolved that Madeley Town Council approves the Annual Governance Statement for 2023-24.

**26.2.2 Statement of Account**

**26.2.2.1 Consolidated Balance Sheet and Income & Expenditure Account**

The Clerk had prepared the Consolidated Balance Sheet (Appendix D1) and Income & Expenditure Account (Appendix D2 and D3) for the year ended 31 March 2024.

**Resolved:**

Councillors unanimously resolved that the Consolidated Balance Sheet and Income & Expenditure Accounts is approved.

**26.2.2.2 Accounting Statement (Annual Return)**

The Clerk had prepared the Annual Return – Accounting Statement for the year ended 31 March 2024 (Appendix D4).

**Resolved:**

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2024 is approved.

**26.2.2.3 Reconciliation of Adjustments**

The Clerk had prepared the Reconciliation of Adjustments for the year ended 31 March 2024 (Appendix D5) showing income not yet received and expenditure not yet paid.

**Resolved:**

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2024 is approved.

**26.2.2.4 Bank Reconciliation**

The Clerk had prepared a Bank Reconciliation for the financial year-end 31 March 2024 (Appendix D6)

**Resolved:**

Councillors unanimously resolved that the Bank Reconciliation for 2023-24 is approved.

**26.2.2.5 Significant Variances**

The Clerk had prepared a report explaining significant variances of 15% and over in 2022-23 income and expenditure compared to the previous financial year (Appendix D7).

**Resolved:**

Councillors unanimously resolved that the explanation of Significant Variances in income and expenditure in 2023-24 to the previous year be confirmed and approved.

**26.3 Accounts**

*To review and approve accounting information*

**26.3.1 Asset Register**

The Clerk had prepared the Asset Register as at 31 March 2024 (Appendix E1) for review and approval.

**Resolved:**

Councillors unanimously resolved that the Asset Register is approved.

**26.3.2 Reserves and Balances**

The Clerk had prepared a report highlighting reserves and schedule of earmarked reserves as at 31 March 2024 for approval (Appendix E2).

**Resolved:**

Councillors unanimously resolved that the Reserves and Balance are approved.

**26.3.3 Journal Transfers**

The Clerk had prepared a report highlighting journal transfers between 1 April 2023 – 31 March 2024 for approval (Appendix E3).

**Resolved:**

Councillors unanimously resolved that the Journal Transfers are approved.

**26.3.4 Year End Debtors**

The Clerk had prepared a report highlighting year end debtors as at 31 March 2024 for approval (Appendix E4). The Clerk asked for the following outstanding debts amounting to £292.00 to be written off:

Headway - £10.50

Jubilee 2 Dance Club - £133.00

Living Well Taking Control - £66.50

Marcia Williamson - £50.00

Ms K Marsh - £30.00

**Resolved:**

Councillors unanimously resolved to write off the outstanding debtors listed above.

**25/27 Risk Register Review**

*Risk Register to be reviewed and approved*

The Clerk presented an updated version of the Risk Register for approval (Appendix F).

**Resolved:**

Councillors unanimously resolved that the Risk Register is approved.

The Clerk highlighted that The Hub on the Hill is not part of the Risk Register. Cllr Middleton suggested that a separate Risk Register is put together for The Hub on the Hill and both documents include the risks faced from each organisation.

**25/28 Risk Management Policy Review**

*Risk Management Policy to be reviewed and approved*

The Clerk presented an updated Risk Management Policy for approval (Appendix G).

**Resolved:**

Councillors unanimously resolved that the Risk Management Policy is approved.

**25/29 Councillors Strategy Action Plan**

The Clerk presented an updated copy of the Councillors Strategy Action Plan as at May 2025 which will be reviewed at the Councillors Strategy Away Day on Saturday 5 October 2024.

Cllr Meadows left the meeting.

**25/30 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:

**30.1 The Hub on the Hill Lease Extension**

*To discuss and approve a further 6 month extension to lease for The Hub on the Hill*

**Resolved:**

Councillors unanimously resolved to sign a further 6 month lease for The Hub on the Hill community centre, Sutton Hill.

**30.2 BiT Contract at The Hub on the Hill**

*To discuss and approve a new 6 month rolling contract with Telford & Wrekin Council BiT for repairs and maintenance support at The Hub on the Hill*

**Resolved:**

Councillors unanimously resolved to agree a 6 month rolling contract with Telford & Wrekin Council BiT for repairs and maintenance at The Hub on the Hill community centre, Sutton Hill.

**30.3 Christmas Lights**

*To discuss and approve the preferred contractor recommended by the Leisure & Community Committee for a new 3 year Christmas Lights Contract*

**Resolved:**

Following a recommendation from Leisure & Community Committee, Councillors unanimously resolved to appoint a new 3 year contract for the Christmas Lights in Madeley, Sutton Hill and Woodside.

**25/31 Correspondence**

Nothing to report.

**25/32 Information**

Nothing to report.

**25/33 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 7 October 2024 commencing 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 8.45 pm.

Signed:  
Mayor of Madeley Town Council

Dated:

DRAFT