

# Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 16 September 2024 at 6.30 pm at Jubilee House, High Street, Madeley

---

**PRESENT** Councillors: R Meadows (Chair), P Cogings, R Evans, J Jones, S Taylor, P  
Officers: Watling and D White.  
Town Clerk/RFO

**F25/14** Apologies

Apologies were received from Cllr A England. K Middleton was not present at the meeting.

**RESOLVED:**

Councillors unanimously accepted the apologies received above.

**F25/15** Remarks from the Chair

Cllr Meadows welcomed Councillors to the meeting.

**F25/16** Public Discussion

There were no members of the public present.

**F25/17** Declarations of Interest

Cllr J Jones declared an interest in agenda item F25/19.5 – The Hub on the Hill  
Cllr P Watling declared an interest in agenda item F25/19.5 – The Hub on the Hill  
Cllr D White declared an interest in agenda item F25/19.5 – The Hub on the Hill  
Cllr S Taylor declared an interest in agenda item F25/19.5 – The Anstice

**F25/18** Minutes

*To approve the minutes of the Finance & General Purpose Committee held on Monday 1 July 2024*

**RESOLVED:**

The Finance & General-Purpose Committee unanimously resolved to agree and approve for signature the minutes of the Finance & General-Purpose Committee held on Monday 1 July 2024 (see Appendix A).

**F25/19** Budget & Finance – Financial Reports

*To monitor and control the Council's budget and to set a precept that balances the needs of the community against the community's ability to pay.*

**19.1 Expenditure Transaction List from 1 June – 31 July 2024 agreed by the Finance & General-Purpose Committee outside of the Committee.**

*To note the expenditure transaction from 1 June – 31 July 2024*

The Finance Officer had prepared a list of all expenditure transaction for the period 1 June – 31 July 2024 (see Appendix B).

Noted.

**19.2 Income Transaction List from 1 June – 31 July 2024**

*To note the income transaction list from 1 June – 31 July 2024*

The Finance Officer had prepared a list of all income transaction for the period of 1 June – 31 July 2024 (see Appendix C).

Noted.

### **19.3 Budget Cashbook Report from 1 April - 31 July 2024**

*The Budget Cashbook Report is an un-reconciled Receipts and Payments report showing opening and closing bank balances and total receipts and total payments for the Finance & General Purpose Committee for the period.*

The Finance Officer had prepared the Budget Cashbook Report for the period 1 April – 31 July 2024 for information (see Appendix D).

Noted.

### **19.4 Budget Comparison Report from 1 April – 31 July 2024**

*To note actual monies received and spent compared to 2024-25 budget.*

The Finance Officer had prepared the Financial Comparison Report for the period 1 April – 31 July 2024 for information (see Appendix E).

Noted.

Cllr Evans said that too much budget reporting is being reported to the Committee and suggested that in future the Committee receives the following reports:

- Spend to date for all budgets
- Budget Comparisons
- Summary of all budgets

### **19.5 2024-25 Budget Monitoring and 2025-26 Budget Proposals**

*To discuss 2024-25 budget monitoring and 2025-26 budget proposals*

The Finance Officer had prepared the 2024-25 budget monitoring for the period 1 April – 31 July 2024 showing an overall year end projected overspend of -£3, 002.21 (see Appendix F).

The Town Clerk reminded Councillors that from 1 April 2025 T&WC will no longer be paying the Council Tax Support Grant reducing the 2025-26 income budgeted by £10,858.

The Town Clerk said that the budget for Madeley Community Library is currently £11,101 which is made up of library book contribution and the cleaning. The cleaners hours will be looked at as part of future budget discussions.

The Town Clerk went through the actual and projected to year end income for The Hub on the Hill. This does not include the costs associated to the BiT contract and buildings and content insurance as these are included in the Madeley Town Council general budget. Cllr Jones said that The Hub café needed an experience catering manager to ensure that a profit is

made.

The Town Clerk said that the Christmas Lights Switch-on event is currently overspent by £500 because of the increase in costs and services and Madeley Town Council now provides a free Santas Grotto and gift to children at the event.

Cllr Evans asked why the HR contract budget was overspent. The Town Clerk said that the level of service contract has been increased to include a named HR officer and policy advice.

**19.6 Bank Reconciliations dated 30 June 2024 and 31 July 2024**

*To note the Bank Reconciliation dated 30 June 2024 and 31 July 2024.*

The Finance Officer had prepared the Co-Op Community Account Bank Reconciliation and The Hub on the Hill Account Bank Reconciliations as of 30 June 2024 and 31 July 2024 (see Appendix G) which were duly signed by Cllr Meadows.

Noted.

**F25/20 2023-24 Internal Audit Action Plan**

*To note the update to the 2023-24 Internal Audit Action Plan.*

The Town Clerk presented an updated 2023-24 Internal Audit Action Plan following the meeting of the Internal Audit Working Group on 30 June 2024 (see Appendix H).

Noted.

**F25/21 Lead Councillor for Quarterly Audit of Financial Practices**

**RESOLVED:**

Councillors unanimously agreed for Cllr R Evans to be the lead Councillors for the quarterly audit of financial practices.

**F25/22 Madeley Place Plan Project**

*To note the Madeley Place Plan Project Action Plan as of 11 September 2024.*

The Town Clerk presented an updated Action Plan for developments in Madeley centre being funded as part of the 2023-24 Telford & Wrekin Council Place Plan grant (see Appendix I).

Noted.

**F25/23 Health & Safety**

*To note the Health & Safety Risk Assessment Action Plans and Fire Risk Assessment Action Plans.*

The Town Clerk presented the following Health & Safety and Fire Risk Assessment Action Plans which are regularly updated with the Deputy Town Clerk and Manager at The Anstice:

**23.1 Jubilee House Health & Safety Risk Assessment Action Plan (see Appendix J)**

Noted

- 23.2 Jubilee House Fire Risk Assessment Action Plan (see Appendix K)**  
Noted.
- 23.3 The Hub on the Hill Health & Safety Risk Assessment Action Plan (see Appendix L)**  
Noted.
- 23.4 The Hub on the Hill Fire Risk Assessment Action Plan (see Appendix M)**  
Noted.
- 23.5 The Anstice Fire Risk Assessment Action Plan (see Appendix N)**  
Noted.
- 23.6 Health & Safety Competent Person Service**  
The Town Clerk presented a quote from Salopian Health & Safety regarding the Competent Person Service for the next 12 months (see Appendix O).

Cllr White suggested that the Town Clerk approaches other Town and Parish Councils to look at a join contract for this service.

**RESOLVED:**

**Councillors unanimously agreed a 1 year contract with Salopian Health & Safety for the Competent Person Service commencing asap.**

**F25/24 Upgrade to CCTV at The Hub on the Hill**

*To discuss and agree the quote for the upgrade to the CCTV at The Hub on the Hill*

The Town Clerk presented a quote for upgrade to the internal CCTV at The Hub on the Hill (see Appendix P). Cllr White suggested that the Town Clerk contact the Safer Strong Communities Team to enquire if there is any funding towards this upgrade.

**RESOLVED:**

The Finance & General Purpose Committee unanimously resolved to accept the quote for the upgrade to the CCTV at The Hub on the Hill.

**F25/25 Exclusion of Press and Public**

*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 item:*

**25.1 Proposals for CAB for Community Advice Service**

The Town Clerk presented the proposal and costs for the CAB Community Advice Service currently running in Madeley, Sutton Hill and Woodside (see Appendix Q). The funding received from Telford & Wrekin Council is due to be cut from 1 April 2024 and to enable continuity, financial support is needed from Madeley Town Council. Madeley Town Council would have to cut budgets or increase its

Precept to provide this funding.

Cllr Watling pointed out that Madeley Town Council had previously cut this funding and employed a Wellbeing Officer to cover this role. Cllr White said that CAB should continue to be provided these services and should be offered free room hire for their sessions, which already happens at Jubilee House, Madeley Community Library, The Hub on the Hill and The Park Lane Centre.

**RESOLVED:**

Councillors unanimously resolved to not buy into the CAB service agreement.

**25.2 Update on Mark Taylor Support**

The Town Clerk went through the recent communication with Mark Taylor Support regarding business rates, energy bills and outstanding invoices.

**RESOLVED:**

Councillors unanimously agreed to formally write to Mark Taylor Support regarding the businesses rates and outstanding invoices.

**25.3 Library Cashing Up Procedure**

The Town Clerk went through the updated cashing up procedure for the library till. The procedure has been updated following a recent discrepancy of £240 in the library till.

**RESOLVED:**

Councillors unanimously agreed to write off the discrepancy.

**F25/26 Correspondence**

The Town Clerk shared with the Committee the quote from Midland Computers for computer, laptop, and tablet security, which include a more enhanced security programme for potential cyber-attacks.

**RESOLVED:**

Councillors unanimously agreed the quote for IT online security.

**F25/27 Information**

Nothing to report.

**F25/28 Date of Next Meeting**

The provision date for the next meeting of Finance & General Purposes Committee is arranged for Monday 18 November 2024 at 6.30pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.35 p.m.

Signed: ..... Dated: .....  
Chair of Finance & General-Purpose Committee

DRAFT