

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 18 November 2024 at 6.30 pm at Jubilee House, High Street, Madeley

PRESENT Councillors: R Meadows (Chair), P Cogings, A England, S Taylor, P Watling.
Officers: Town Clerk/RFO

F25/29 Apologies

Apologies were received from Cllr R Evans, Cllr J Jones, and Cllr D White. K Middleton was not present at the meeting.

RESOLVED:

Councillors unanimously accepted the apologies received above.

F25/30 Remarks from the Chair

Cllr Meadows welcomed Councillors to the meeting.

F25/31 Public Discussion

There were no members of the public present.

F25/32 Declarations of Interest

Cllr P Watling declared an interest in agenda item F25/34.5 – The Hub on the Hill
Cllr S Taylor declared an interest in agenda item F25/34.5 – The Anstice

F25/33 Minutes

To approve the minutes of the Finance & General Purpose Committee held on Monday 16 September 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 16 September 2024 (see Appendix A).

F25/34 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.

34.1 Expenditure Transaction List from 1 August – 30 September 2024 agreed by the Finance & General-Purpose Committee outside of the Committee.

To note the expenditure transaction from 1 August – 30 September 2024

The Finance Officer had prepared a list of all expenditure transaction for the period 1 August – 30 September 2024 (see Appendix B).

Noted.

34.2 Income Transaction List from 1 August – 30 September 2024

To note the income transaction list from 1 August – 30 September 2024
The Finance Officer had prepared a list of all income transaction for the period of 1 August – 30 September 2024 (see Appendix C).
Noted.

34.3 Budget Cashbook Report from 1 April – 30 September 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 – 30 September 2024 for information (see Appendix D).
Noted.

34.4 Budget Comparison Report from 1 April – 30 September 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 – 30 September 2024 for information (see Appendix E).
Noted.

34.5 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 – 30 September 2024 showing an overall year end projected overspend of -£35,061 (see Appendix F). This is due to income for The Hub on the Hill room hire is much lower than projected when setting the 2024-25 budget.

The Town Clerk went through the actual and projected to year end income and expenditure for The Hub on the Hill and the actual and projected year end expenditure for The Anstice.

The Finance Officer had prepared a breakdown of earmarked reserves amounting to £147,202, along with a breakdown of project bank balances at year end and the amount that will be transferred to reserves, estimated at £250,000. This amount is within the LGA suggested reverse of half annual running costs.

The Finance Officer had prepared a proposed 2025-26 budget which includes the costs for a second CAT team amounting to £45,000 and the shortfall in the income for The Hub on the Hill, along with additional costs associate with the running of The Hub on the Hill including BiT, insurance. Madeley Town Council has also bought into an enhance T&WC HR support package and H&S support.

The Town Clerk reminded Councillors that from 1 April 2025 T&WC will no

longer be paid 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 cleaning.

Due to all the changes above, the proposed 2025-26 showed a shortfall of £92,869 which equates to a 14.4% increase in Band D Council Tax payments for residents of Madeley, Sutton Hill and Woodside. Broken down this rise would be an annual increase for a Council Tax Band D resident of £21.11pa, £1.76pm, £0.41pw. This could change slightly when T&WC confirm the Council Tax Base Rate for Madeley Town Council.

Cllr Watling asked for a breakdown for all Council Tax Bands for the Full Council meeting on 2 December 2024.

RESOLVED:

Councillors unanimously resolved to recommend that Full Council agree a 2025-26 Precept increase of 14.4%.

34.6 Bank Reconciliations dated 31 August 2024 and 30 September 2024

To note the Bank Reconciliation dated 31 August 2024 and 30 September 2024.

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

Noted.

F25/35 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 at supervision sessions and Building User Group meeting:

35.1 Jubilee House Health & Safety Risk Assessment Action Plan (see Appendix H)

Noted

35.2 The Hub on the Hill Health & Safety Risk Assessment Action Plan (see Appendix I)

Noted.

35.3 The Anstice Fire Risk Assessment Action Plan (see Appendix J)

Noted.

F25/36 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:

36.1 Update on Mark Taylor Support

The Town Clerk updated Councillors on the recent damp survey undertaken for Severn Walk following concerns raised by Mark Taylor Support. The report has not yet been received.

RESOLVED:

Councillors unanimously resolved that the Town Clerk should meet with Mark Taylor Support to discuss the damp survey and the future tenancy for Severn Walk.

36.2 Update on the Hub on the Hill Community Cafe

Cllr Watling updated Councillors on the recent meeting between The Hub on the Hill Management Board and Telford & Wrekin Council to discuss plans for future of The Hub on the Hill.

The Town Clerk updated Councillors on a recent meeting with Telford MIND regarding The Hub on the Hill Community Café at The Hub on the Hill.

RESOLVED:

Councillors unanimously resolved that the Town Clerk should further discuss options for the future management of The Hub on the Hill Community Cafe.

F25/37 Correspondence

Nothing to report.

F25/38 Information

Nothing to report.

F25/39 Date of Next Meeting

The provisional date for the next meeting of Finance & General Purposes Committee is arranged for Monday 20 January 2025 at 6.30pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.15 p.m.

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

DRAFT