

## Madeley Town Council

Minutes of the Full Council held on Monday 7 October 2024 commencing 6.30pm at Jubilee House, High Street, Madeley.

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

### 25/34 Apologies

Cllr P Cogings – holiday  
Cllr J Loveridge - unwell  
Cllr C Ansah was not present at the meeting

#### **Resolved:**

Councillors unanimously resolved that the apologies received were accepted.

### 25/35 Remarks from the Mayor

The Mayor thanked Councillors for attending the Strategy Away Day on 5 October 2024, although did say that more Councillors need to attend these sessions in the future.

The Mayor congratulated Madeley Community Orchard Group for being recognised for their work in the orchard at the Shropshire Radio Make a Difference Awards.

### 25/36 Public Discussion

The Mayor welcomed the Shropshire Star Local Democracy Officer to the meeting.

### 25/37 Declarations of Interest.

Cllr K Middleton - Agenda Item 25/48 Telford & Wrekin Council Cabinet Member responsible for Town & Parish Councils  
Cllr Kelly Middleton – Agenda item 25/49.1 Telford & Wrekin Council Cabinet Member responsible for Community Centres  
Cllr P Watling – agenda item 25/49.1 Member of The Hub on the Hill Management Board  
Cllr D White – agenda item 25/49.1 Member of The Hub on the Hill Management Board  
Cllr J Jones - agenda item 24/49.1 Member of The Hub on the Hill Management Board

### 25/38 Minutes

*To confirm and approve the minutes of the Meeting of Council held on 17 June 2024.*

#### **Resolved:**

Councillors unanimously resolved that the minutes of the meeting of Madeley Town Council held on 17 June 2024 be confirmed and approved for signature (Appendix A).

### 25/39 Councillor Resignation and Casual Vacancies

The Mayor confirmed that Cllr Stuart Cook has resigned as a Councillor at Madeley Town Council and Madeley Town Council now has 2 casual vacancies, which need to be advertised in line with the Madeley Town Council Co-option Policy.

The Town Clerk to write to Cllr Cook to thank him for all his work, particularly around the armed forces covenant and the RBL.

**Resolved:**

Councillors unanimously agreed to advertise the 2 casual vacancies in Woodside Ward and Cuckoo Oak Ward.

**25/40 Request for Leave of Absence**

**Resolved:**

Councillors unanimously resolved to accept a request from Cllr Jim Loveridge a request for a leave of absence until 31 December 2024.

**25/41 Services Report**

*To note the report updating on services provided by Madeley Town Council*

Councillors noted the Services report, giving an update from officers on all the services provided by Madeley Town Council (see Appendix B).

Noted.

Cllr Evans said that the report was interesting and good way to update Councillors.

**24/42 Projects Report**

*To note the report updating on current projects provided by Madeley Town Council*

Councillors noted the Projects report, giving an update from officers on all the current projects provided by Madeley Town Council (see Appendix C).

Noted

The Mayor said that the format of the report was a good way to check in on the work being carried out by officers.

**25/43 Committee Meetings**

*To note the minutes from committee meetings.*

**43.1 Draft minutes from Leisure & Committee held on 2 September 2024**

The Town Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 2 September 2024 for information (Appendix D).

Noted.

**43.2 Draft minutes from Environment Committee held on 9 September 2024**

The Town Clerk presented to Councillors the draft minutes from the Environment Committee held on 9 September 2024 for information (Appendix E).

Noted.

**43.3 Draft minutes from Finance & General-Purpose Committee held on 16 September 2024**

The Town Clerk presented to Councillors the draft minutes from the Finance & General Purpose Committee held on 16 September 2024 for information (Appendix F).

Noted.

**25/44 Budget & Financial Monitoring**

**44.1 Expenditure Transactions**

The Town Clerk had prepared an expenditure transactions list for the period 1 June 2024 to 31 July 2024 (Appendix G).

Noted.

The Mayor reminded Councillors that they must respond to the Finance Officer in a timely manner to agree expenditure transactions.

**44.2 Income Transaction**

The Town Clerk had prepared an income transactions list for the period 1 June 2024 to 31 July 2024 (Appendix H).

Noted.

**44.3 Budget Cashbook**

The Town Clerk had prepared the Financial Summary – Cashbook report for the period 1 April 2024 to 31 July 2024 for information (Appendix I)

Noted.

**44.4 Budget Comparison Report**

The Town Clerk had prepared the Financial Comparison Report for the period to 1 April 2024 to 31 July 2024 for information (Appendix J).

Noted.

**44.5 Conclusion of the 2023-24 External Audit of Accounts**

**Resolved:**

Councillors unanimously agreed agree the 2023-24 External Auditors report.

**44.5 Half Year Budget Monitoring and 2025-26 Budget Setting Process**

*To note the budget monitoring and projections from 1 April 2024 to 31 March 2025*

The Finance Officer had prepared the budget monitoring and projected spend up to 31 March 2024 (see Appendix K), along with the initial proposals for the 2025-26 budget, which would be presented again at the next meeting.

Noted.

**44.6 New Financial Regulation**

**Resolved:**

Following the recommendation from the Finance & General Purpose Committee, Councillor unanimously agreed to adopt the new Financial Regulations (Appendix L).

**25/45 Policy Updates**

*To review and agreed policy updates presented below.*

**45.1 Records Management Policy**

**Resolved:**

Councillors unanimously agreed to adopt the Records Management Policy (Appendix M).

**45.2 Information Sharing Policy**

**Resolved:**

Councillors unanimously agreed to adopt the Information Share Policy (Appendix N).

Cllr Heighway said that he was not receiving emails. The Town Clerk to investigate this

**45.3 Password Management Policy**

**Resolved:**

Councillors unanimously agreed to adopt the Password Management Policy (Appendix O).

The Town Clerk confirmed that the policy states that passwords should be changed every 3 months.

**45.4 Data Protection Policy**

**Resolved:**

Councillors unanimously agreed to adopt the Data Protection Policy (Appendix P).

**25/46 Care Leaver Covenant**

*To discuss and agree to adopt the Care Leavers Covenant*

Cllr Middleton updated Councillors on the Care Leavers Covenant (Appendix Q) which has been adopted by Telford & Wrekin Council, and is now looking to be rolled out to all Town & Parish Councils. Cllr Middleton said that Telford & Wrekin Council are the care leavers corporate parent and the Town & Parish Council's will become their aunty/uncle demonstrating that it is important that Madeley Town Councils supports this.

Cllr Watling said that he had attended a meeting with the Care Covenant which was positive and recommended a way forward for the Town Council. Cllr Watling said that Telford & Wrekin Council are the best local authority for looking after the care leavers which was reflected in the outstanding OFSTED for children's services.

Cllr A England said that it would be proactive and a positive action for care leavers enabling them to use resources and obtain work experience in the local area. The Mayor said that this is the level of support that a care leaver deserves and adopting the convenient would make a difference to the young person.

Cllr Jones said that Madeley Town Council should link into the wider Borough policy. Cllr Heighway said that signposting is important to young people leaving care. Cllr Evans suggested that Madeley Town Council has a small working group to move this initiative and personalise the offer to Madeley.

**Resolved:**

Councillor unanimously resolved to adopt the care leavers covenant.

**25/47 Draft Proposal to Re-structure the Telford & Wrekin Strategic Armed Forces Covenant**

*To discuss and agree on the proposal to re-structure the Telford & Wrekin Strategic Armed Forces Covenant*

Cllr Watling said that the proposals put forward by the Armed Forces Covenant Co-ordinator (Appendix R) are positive next step as there is many veterans in the local area along with the newly reformed Madeley branch of the Royal British Legion and the Madeley Remembrance Sunday Service, which is one of the largest in the Borough.

Cllr White said that the Armed Forces Covenant is particularly important as there is a lot of PDST in ex-service personnel and homelessness within the veteran community is a huge issue. Agencies must work together to tackle these issues. Cllr Middleton said that agencies must work together to close the loop and to ensure that services aren't being duplicated. Cllr Jones said that veterans must be aware of the services on offer too. The Mayor said that Madeley hosts a veteran's café and a local branch of the Royal British Legion.

**Resolved:**

Councillor unanimously resolved to support the proposed restructure of the Telford & Wrekin Strategic Armed Forces.

**25/48 Consultation on Town & Parish Council Partnership Agreement**

*To discuss and agree the Town & Parish Council Partnership Agreement*

The Mayor said that the document was the current joint working agreement between Telford & Wrekin Council and Town & Parish Council's (Appendix S) which is in the process of being consulted on and updated. Cllr Middleton said that the agreement demonstrates the commitment the Borough Council must working more effectively with Town & Parish Council, along with the introduction of the Town & Parish Council meetings and Community Centre meeting. Cllr White said that the agreement needs to evolve with the needs of the organisation.

The Town Clerk said that the agreement needs to include ways in which officers and town clerks work together, which would be fed back by Cllr Middleton.

**Resolve:**

Councillors unanimously agreed the Town & Parish Council Partnership Agreement.

## **25/49 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:

### **49.1 The Hub on the Hill Lease Extension**

*To discuss and approve future arrangement for The Hub on the Hill*

#### **Resolved:**

Councillors unanimously resolved the following points.

- MTC to manage HOTH until redevelopment has taken place.
- MTC to continue to be financially responsible for HOTH until redevelopment has taken place.
- MTC to continue with 6 month rolling lease for HOTH and Severn Walk.
- MTC to work with HOTH Management Board to become a CIO/Charity.
- HOTH Management Board to take over the running of the HOTH once redevelopment has taken place.
- MTC/HOTH Management Board working agreement to be signed showing responsibilities of both parties.
- SM to return to the Deputy Town Clerk – Communities and Partnerships role and AH to take over the responsibility of managing the HOTH until a new Manager is employed.
- Staff restructure to be undertaken to fit within the currently staffing budget with redefined roles and responsibilities as outline above.
- Alison Hinks to work with T&WC HR on staff consultation for restructure.
- Councillors to give delegated authority to Personnel Committee to manage the restructure.

Cllrs Jones, Middleton, Watling and White all declared an interest in this item and abstained from the vote.

## **25/50 Correspondence**

### **50.1 Telford Book Club**

Madeley Town Council have been approached by Telford Book Club to ask if they could use Madeley Community Library for their monthly meetings, which was welcomed by Councillors.

### **50.2 CAB**

CAB have confirmed that they will no longer be offering appointments at Jubilee House but instead will be attending the Live Well sessions in Madeley Community Library

### **50.3 Shaun Davies MP**

Shaun Davies MP has confirmed that he will be attend the Remembrance Sunday Service on 10 November 2024 and the Madeley Christmas Lights Switch-on on Saturday 30 November 2024. There is a MP Coffee Morning arranged in Madeley Community Library on Friday 24 September 2024 between 11am-1pm. Councillors agreed that the MP could include an update in Madeley Matters.

**25/51 Information**

The Admin Team will be volunteering with CVS wrapping Christmas presents in Telford Shopping Centre on Tuesday 17 December 2024. This support has been extended to Councillors/

**25/52 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 2 December 2024 commencing 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 7.40 pm.

Signed:

Mayor of Madeley Town Council

Dated: