

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 20 January 2025 at 6.30 pm at Jubilee House, High Street, Madeley

PRESENT Councillors: **D White (Deputy Chair), A England, R Evans, J Jones, R Meadows**
Officers: **and S Taylor**
Town Clerk/RFO

F25/40 **Apologies**
Apologies were received from Cllr K Middleton and Cllr P Watling. P Cogings was not present at the meeting.

RESOLVED:

Councillors unanimously accepted the apologies received above.

F25/41 **Remarks from the Chair**
Following the resignation of the Chair of the Finance & General Purpose Committee by Cllr Meadows, Cllr White agreed to chair the meeting.

F25/42 **Appointment of Chair of Finance & General Purpose Committee**
RESOLVED:
Councillors unanimously agreed for the appointment to be decided at the Full Council meeting on 3 February 2025.

F25/43 **Public Discussion**
There were no members of the public present.

F25/44 **Declarations of Interest**
Cllr J Jones and Cllr D White declared an interest in agenda item F25/46.6/7 – The Hub on the Hill
Cllr J Jones and Cllr S Taylor declared an interest in agenda item F25/46.6/7 – The Anstice

F25/45 **Minutes**
To approve the minutes of the Finance & General Purpose Committee held on Monday 18 November 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 18 November 2024 (see Appendix A).

F25/46 **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.

46.1 Expenditure Transaction List from 1 October – 31 December 2024
agreed by the Finance & General-Purpose Committee outside of the

Committee.

To note the expenditure transaction from 1 October – 31 December 2024

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

Noted.

46.2 Income Transaction List from 1 October – 31 December 2024

To note the income transaction list from 1 October – 31 December 2024

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

Noted.

46.3 Budget Cashbook Report from 1 April – 31 December 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 December 2024 for information (see Appendix D).

Noted.

46.4 2024-25 Budget Monitoring

To discuss 2024-25 budget monitoring

The Finance Officer had prepared the 2024-25 budget monitoring for the period 1 April – 31 December 2024 showing an overall year end projected overspend of -£51,303 (see Appendix E). This is predominantly down to a decrease in income from room hire and the additional services bought into for the management of The Hub on the Hill.

The Town Clerk said that Cllr Evans said that T&W Council now have a preferred contractors list for room hire and local community centres do not appear higher on this list. Cllr White suggested that the Town Clerk gets in touch with Wrekin Housing Group to inform them of the room hire charges and facilities available to hire at The Hub n the Hill and Jubilee House.

Cllr Meadows questioned the cost of the petrol contract at Furrows on Halesfields and suggested that Tesco or Asda are used as they are cheaper. The Finance Officer to look into this for 2025-26.

Cllr White asked if the Leisure & Community Committee are agreeing grants for sports activities and groups? Cllr Taylor said that not a lot of local groups are applying for grants and the Leisure & Community Committee will be asking the Full Council to approve a decrease to the total amount of grant that can be awarded to £1,000 and that the committee only award grants at the March and September meetings.

The Finance Officer had prepared a breakdown of earmarked reserves amounting to £175,415, along with a breakdown of project bank balances at year end and the amount that will be transferred to reserves, estimated at £321,393 for the Town Council's general account and £52,994 for The Hub on the Hill account. This amount is within the LGA suggested reverse of half annual running costs.

46.5 Bank Reconciliations dated 31 October 2024, 30 November, and 31 December 2024

To note the Bank Reconciliation dated 31 October, 30 November, and 31 December 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 October, 30 November, and 31 December 2024 (see Appendix F) which were duly signed by Cllr Meadows.

46.6/7 The Hub on the Hill and The Anstice Memorial Hall Income and Expenditure Breakdown

The Finance Officer had prepared a report outlining the income and expenditure budgets for The Hub on the Hill and The Anstice Memorial Hall (Appendix G), showing 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.

46.8 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 acknowledging that action points are progressing well (see Appendix H).
Noted

F25/47 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:

47.1 Jubilee House Fire Risk Assessment Action Plan (see Appendix I)
Noted

47.2 The Hub on the Hill Fire Risk Assessment Action Plan (see Appendix J)
Noted.

F25/48 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:

48.1 Let's Clean SLA

The Town Clerk updated Councillors on the increase to the 2025-26 cleaning contract for Jubilee House/Toilets and The Anstice Memorial Hall amounting to 3.8%.

F25/49 Correspondence
Nothing to report.

F25/50 Information
Nothing to report.

F25/51 Date of Next Meeting
The provisional date for the next meeting of Finance & General Purposes Committee is arranged for Monday 17 March 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

