

Madeley Town Council

Minutes of the Meeting of Madeley Town Council held on Monday 9 May 2022 commencing 7pm at Jubilee House, High Street, Madeley.

Councillors Present: H Morgan (Mayor), S Chadwick, A England, R Evans, J Jones, K Middleton, R Meadows, S Taylor, P Taylor, D White

22/1 Election of Mayor

Resolved:

Councillors unanimously resolved that Cllr Helena Morgan is elected as Mayor of Madeley Town Council for the forthcoming year.

Declaration of Acceptance of Office

Cllr Morgan duly signed the Declaration of Acceptance of Office which was witnessed by the Town Clerk.

22/2 Remarks from the Mayor

Cllr Morgan thank Councillors for their nominations and thanked the departing Mayor, Cllr Sarah Chadwick for her work with the local community over the last 2 years, particularly during the difficult times brought about by COVID.

22/3 Election of Deputy Mayor

Resolved:

Councillors unanimously resolved that Cllr Sue Taylor is elected as Deputy Mayor of Madeley Town Council for the forthcoming year.

22/4 Apologies

Councillor S Biles – leave of absence
Councillor R Coates – holiday
Councillor N England – work commitment
Councillor A MacKenzie – unwell
Councillor C MacKenzie – work commitment
Councillor P Watling – holiday
Councillor D Wright - unwell

Resolved:

Councillors unanimously resolved that the apologies received were received and accepted.

22/5 Public Discussion

No members of the public were present at the meeting.

22/6 Declarations of Interest.

Cllr Chadwick - Agenda item 22/12.1 Madeley Library
Cllr J Jones – Agenda item 22/12.1 Madeley Library

22/7 **Minutes**

To confirm and approve the minutes of the Meeting of Council held on 7 March 2022.

Resolved:

Councillors unanimously resolved that the minutes of the Meeting of Madeley Town Council held on 7 March 2022 be confirmed and approved for signature (Appendix A).

22/8 **Appointment of Town Council Committees 2022/23**

Resolved:

Councillor unanimously resolved the Councillors appointments to Madeley Town Council Committees for 2022/23 (Appendix B) as follows:

8.1 Personnel Committee Membership (6 members / 3 quorate)

Cllr H Morgan (Chair)
Cllr C Mackenzie
Cllr K Middleton
Cllr P Taylor
Cllr P Watling
Cllr D White

8.2 Leisure & Community Committee Membership (6 members / 3 quorate)

Cllr S Chadwick (Chair)
Cllr S Taylor (Vice Chair)
Cllr R Coates
Cllr R Meadows
Cllr K Middleton
Cllr D Wright

8.3 Environment Committee (6 members / 3 quorate)

Cllr D White (Chair)
Cllr J Jones (Vice Chair)
Cllr R Evans
Cllr A MacKenzie
Cllr R Meadows
Cllr P Taylor

8.4 Finance & General Purposes Committee Membership (9 members / 3 quorate)

Cllr S Taylor (Chair)
Cllr D White (Vice Chair and Chair of Environment Committee)
Cllr S Chadwick (Chair of Leisure & Community)
Cllr R Coates
Cllr AR England
Cllr R Evans
Cllr K Middleton
Cllr P Taylor
Cllr P Watling

8.5 Appeals Committee Membership (3 members / 3 quorate)
Members will be appointed as necessary.

22/9 Appointment of Representatives on Outside Bodies

Resolved:

Councillor unanimously resolved the Councillors representatives on outside bodies for 2022/23 (Appendix C) as follows:

Anstice Community Trust	CLlr S Chadwick CLlr J Jones (T&WC Representative)
Families in Telford	CLlr S Chadwick
Friends of Rough Park	CLlr R Evans
Ironbridge Gorge World Heritage Site Strategy Group	CLlr A MacKenzie
Madeley Community Orchard Steering Group	CLlr C Mackenzie
Madeley History Group	CLlr S Taylor
Madeley Matters Editorial Board	CLlrs J Jones, H Morgan, S Taylor, D White Clerk to the Council Community & Events Office Community Representative (as appointed)
Madeley Pitmounds Local Nature Reserve	CLlr A Mackenzie Community Representative (5 as appointed)
Madeley United Charities	CLlr A Mackenzie
National Association of Councillors	Mayor of Town Council
Park Lane Centre Management Board	CLlr K Middleton
Sutton Hill Community Trust	CLlr D White
Severn Gorge Countryside Trust	CLlr A Mackenzie
Telford & Wrekin Parishes Forum	Mayor and Deputy Mayor of Town Council

T&W Sports Forum	CLlr A England
Parish Charter Monitoring Group	CLlr C Mackenzie
Telford Bus User Group	VACANCY
T&WC Climate Change Working Group	CLlr R Meadows
T&WC Plastic Free Working Group	CLlr H Morgan
Wrekin Area Committee	CLlr C Mackenzie

22/9 Meeting Schedule for 2022/23

Resolved:

Councillor unanimously resolved the meeting schedule for 2022/23 (Appendix D) as follows:

2022	Committee	Time
9 May	Annual Parish Meeting & Annual General Meeting	7pm
23 May	Leisure & Community	6.30pm
6 June	Full Council (Financial Year End)	7pm
13 June	Environment	6.30pm
20 June	Finance & General Purpose	6.30pm
27 June	Sutton Hill Residents Meeting	6pm
4 July	Full Council	6.30pm
11 July	Personnel	6.30pm
25 July	Sutton Hill Residents Meeting	6pm
5 September	Leisure & Community	6.30pm
12 September	Environment	6.30pm
19 September	Finance & General Purpose	6.30pm
26 September	Sutton Hill Residents Meeting	6pm
3 October	Full Council	7pm
10 October	Personnel	6.30pm
24 October	Sutton Hill Residents Meeting	6pm
7 November	Leisure & Community	6.30pm
14 November	Environment	6.30pm
21 November	Finance & General Purpose	6.30pm
28 November	Sutton Hill Residents	6pm
5 December	Full Council	7pm
12 December	Personnel	6.30pm
2023	Committee	Time
9 January	Leisure & Community	6.30pm
16 January	Environment	6.30pm
23 January	Finance & General Purpose	6.30pm
30 January	Sutton Hill Residents Meeting	6pm
6 February	Full Council	7pm
13 February	Personnel	6.30pm
27 February	Sutton Hill Residents Meeting	6pm
6 March	Leisure & Community	6.30pm
13 March	Environment	6.30pm
20 March	Finance & General Purpose	6.30pm
27 March	Sutton Hill Residents Meeting	6pm
3 April	Full Council	7pm
10 April	Personnel	6.30pm
8 May	Annual General Meeting / Annual Parish Meeting	7pm

Budget & Finance**10.1 Bank Mandate**

The Town Clerk presented the Bank Mandate showing the continuation of authority, instructions, and signatories for The Co-operative Bank to act as bankers for Madeley Town Council for 2022/23 (See Appendix E1).
Noted.

10.2 Direct Debit/Standing Order Mandates

The Town Clerk had prepared a schedule of payment orders by Direct Debit and Standing Order (Appendix E2) for Annual Review and recommendation as follows:

Direct Debit/Standing Order Mandates 2022/23**Schedule of Payment Orders by Direct Debit and Standing Order for Annual Review:**

	Description	Frequency	Value
T&WC	NND Rates – Jubilee House	Monthly – April May – January	£695.00 £699.00
T&WC	NND Rates – Library, The Anstice	Monthly – April May - March	£401.40 £399.00
Wrekin Housing Trust	Vehicle Lease	Monthly	£287.50
Furrows Ltd	Fuel Account	Monthly	Variable
Veolia	Trade Refuse Collection – Jubilee House	weekly	Variable
Shropshire Star	Shropshire Star digital subscription	Monthly	£5.50
Grenke Leasing	Photocopier Lease	Quarterly	£432.00
WaterPlus	Water Charges – Jubilee House	Monthly	Variable
WaterPlus	Water Charges – Public Toilets	Monthly	Variable
Cathedral Hygiene	Hygiene Charges – Jubilee House	Annual	£1143.90

Resolved:

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to instruct The Co-operative Bank under the general mandate to make payments by Direct Debit or Standing Order in accordance with the terms of suppliers and subject to ratification by Council or its Finance & General Purposes Committee.

Resolved:

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to provide Bank Account details and instruct receipts from creditors under the BACS system.

10.3 Councillor Allowances and Councillor and Officer Expenses Mandate 2020/21**Parish Basic Allowance 2022/23**

The Parish Basic Allowance is based on the Telford & Wrekin Council's Parish Independent Remuneration Panel Report 2021. Madeley Town Council adopted the Parish Basic Allowance in January 2022 (Appendix E3).

Resolved:

That Madeley Town Council approves payment of the Parish Basic Allowance for 2022/23 at the approved and indexed rate effective 1st April 2021. The basic allowance for councillors being £668 per annum and the Mayor's allowance being £1,336 per annum.

Travelling Expenses 2022/23

Resolved:

That the NALC recommended rates for car allowance (casual users £0.65p – first 10,000 miles) be approved for Officers business use of private vehicles.

Resolved:

That the HMRC approved Mileage Allowance Payment for 2022/23 (£0.45p per mile) be approved for Members business use of private vehicles.

Subsistence/Accommodation Expenses 2022/23

Resolved:

That subsistence expenses be maintained at current approved rates, based on Telford & Wrekin Council allowances.

10.4 Councillor Allowances and Expenses Report 2022/23

The Responsible Finance Officer had prepared a report, which the Council is required to publish (Appendix E4)

Noted.

10.5 Annual Subscription Review 2022/23

The Responsible Finance Officer had prepared a report showing annual subscriptions for 2022/23 (Appendix E5):

	Description	Cost
SLCC	Society of Local Council Clerks	£317.00
	Professional body for local council clerks	
NALC	National Association of Councillors	£78.00
	Representative body for elected members	
SALC/NALC	Shropshire Association of Local Councils and	£2,523.00
	National Association of Local Councils	
	affiliation fee. Advice and support network for	
	local councils	

Resolved:

Councillors unanimously resolved that the annual subscriptions be renewed for 2022/23.

10.6 External Audit Programme 2021/22

The Responsible Finance Officer had prepared a paper outlining the external audit programme for year ending 2021/22 (Appendix E6).

Noted.

22/11 Committee Minutes

11.1 Draft minutes from Leisure & Community Committee held on 14 March 2022

The Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 14 March 2022 for information (Appendix F1).

Noted.

11.2 Draft minutes from Environment Committee held on 4 April 2022

The Clerk presented to Councillors the draft minutes from the Environment Committee held on 4 April 2022 for information (Appendix F2).

Noted.

11.3 Draft minutes from Finance & General-Purpose Committee held on 25 April 2022

The Clerk presented to Councillors the draft minutes from the Finance & General-Purpose Committee held on 25 April 2022 for information (Appendix F3).

Noted.

22/12 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:

12.1 Madeley Library

To update and review the proposal received from Telford & Wrekin Council Library Services regarding Madeley Library

Cllr Chadwick and Cllr Jones declared an interest in this agenda item.

The Clerk present an email from the ACT regarding their proposals on how to manage Madeley Library and updated Councillors on discussions with Telford & Wrekin Council Library Service. The Clerk confirmed that ACT had visited Stirchley and Brookside Library and Dawley Library.

Resolved:

Councillors unanimously resolved that the Clerk arranges a further meeting with ACT for Cllr Morgan and Cllr S Taylor to discuss the management of Madeley Library.

22/13 Correspondence

Nothing to report.

22/14 Information

The Mayor informed Councillors that Sarah Biles has resigned as a Councillor at Madeley Town Council and a casual vacancy will be advertised asap.

22/15 **Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 6 June 2022 commencing 7.00 pm at Jubilee House, High Street, Madeley.

There being no further business, the Deputy Mayor closed the meeting at 8.15 pm.

Signed:

Mayor of Madeley Town Council

Dated: