

Madeley Town Council

Minutes of the Meeting of Madeley Town Council held on Monday 6 June 2022 commencing 7pm at Jubilee House, High Street, Madeley.

Councillors Present: H Morgan (Mayor), R Coates, A England, R Evans, J Jones, K Middleton, A MacKenzie, R Meadows, P Watling, D White, D Wright

22/16 Apologies

Councillor S Chadwick - unwell
Councillor N England – work commitment
Councillor C MacKenzie – work commitment
Councillor P Taylor – holiday
Councillor S Taylor - holiday

Resolved:

Councillors unanimously resolved that the apologies received were accepted.

22/17 Remarks from the Mayor

The Mayor praised the Queens Platinum Jubilee Community Fun Day held on 28 May 2022 and said that positive feedback had been received, particularly that activities at the event were free for residents. The Mayor passed on Councillors thanks to Town Council employees involved in organising the event.

Cllr Watling said that he too had received positive feedback about the Platinum Jubilee weekend and the events held at The Anstice, The Hub on the Hill and The Park Lane Centre.

The Clerk reminded Councillors about the Madeley Community Orchard Platinum Jubilee events arranged for Saturday 11 June.

22/18 Public Discussion

No members of the public were present at the meeting.

22/19 Declarations of Interest.

Cllr J Jones – Agenda item 22/23.1 Madeley Library.

22/20 Minutes

To confirm and approve the minutes of the Meeting of Council held on 9 May 2022.

Resolved:

Councillors unanimously resolved that the minutes of the Meeting of Madeley Town Council held on 9 May 2022 be confirmed and approved for signature (Appendix A).

22/21 Review of Committee Terms of Reference

To approve the Terms of Reference for Madeley Town Council Committees

The Clerk presented a report outlining the current Terms of Reference for all committees organised by the Town Council (Appendix B). Cllr Evans said that partnership working should be included in the responsibilities of the Finance & General-Purpose Committee. Cllr White said that the spending powers for all committees is too low and should be increased.

Resolved:

Councillors unanimously resolved to increase the spending powers of each Committee as follows:

Finance & General-Purpose Committee from £3,000 to £6,000

Environment Committee from £1,500 to £3,000

Leisure & Community Committee from £1,500 to £3,000

Personnel Committee from £1,500 to £3,000

22/22 Budget and Finance

22.1 Internal Controls

To review and approve current internal control measures

22.1.1 System of Internal Controls

Accounts and Audit Regulations require an audited body to conduct an annual review of the effectiveness of its system of internal controls and to publish a statement on internal control (statement of assurance) each year with the financial statements. The Clerk had prepared a description of the System of Internal Controls (Appendix C1)

Resolved:

Councillor unanimously resolved that the System of Internal Controls is approved.

22.1.2 Statement of Internal Controls

The Clerk had prepared a draft Statement of Internal Controls for consideration (Appendix C2). The Mayor said that the Town Council had not yet received the 2021-22 Internal Audit Report from Telford & Wrekin Council.

Resolved:

Councillors unanimously resolved that the Statement of Internal Controls be endorsed and incorporated into the year-end accounts.

22.1.3 Effectiveness of Internal Audit

The Clerk presented a report on the effectiveness of internal audit (Appendix C3) showing that the system of internal audit was adequate.

Resolved:

Councillors unanimously resolved that the Town Council have adequate and effective systems of internal audit in place.

22.1.4 2021-22 Internal Audit Report and Action Plan

The Town Council had not yet received the 2021-22 Internal Audit Report from Telford & Wrekin Council, a copy of which is required for the 2021-22 Annual Return.

Resolved:

Councillors unanimously resolved that Finance & General-Purpose Committee is given delegated authority to review and accept the 2021-22 Internal Audit Report at their meeting on 20 June 2022.

22.2 Annual Return 2020/21

To approve accounting statements

22.2.1 Annual Governance Statement 2021-22

The Clerk had prepared the Annual Governance Statement for the year ended 31 March 2022 (Appendix D). Council activities relating to statements 1-8 on the Annual Governance Statement are reviewed by the Internal Auditor as part of the internal audit review.

Resolved:

Councillors unanimously resolved that Madeley Town Council approves the Annual Governance Statement for 2021-22.

22.2.2 Statement of Accounts 2021-22

22.2.2.1 Consolidated Balance Sheet and Income & Expenditure Account

The Clerk had prepared the Consolidated Balance Sheet (Appendix E1) and Income & Expenditure Account (Appendix E2 and E3) for the year ended 31 March 2022. The Mayor said that the Clerk would be looking into longer term investment accounts to safe guard the Town Council's finances.

Resolved:

Councillors unanimously resolved that the Consolidated Balance Sheet and Income & Expenditure Accounts is approved.

22.2.2.2 Accounting Statement (Annual Return)

The Clerk had prepared the Annual Return – Accounting Statement for the year ended 31 March 2022 (Appendix E4).

Resolved:

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2022 is approved.

22.2.2.3 Reconciliation of Adjustments

The Clerk had prepared the Reconciliation of Adjustments for the year ended 31 March 2022 (Appendix E5) showing income not yet received and expenditure not yet paid.

Resolved:

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2022 is approved.

22.2.2.4 Bank Reconciliation

The Clerk had prepared a Bank Reconciliation for the financial year-end 31 March 2022 (Appendix E6)

Resolved:

Councillors unanimously resolved that the Bank Reconciliation for 2020/21 is approved.

22.2.3.5 Significant Variances

The Clerk had prepared a report explaining significant variances of 15% and over in 2021-22 income and expenditure compared to the previous financial year (Appendix E7).

Resolved:

Councillors unanimously resolved that the explanation of Significant Variances in income and expenditure in 2021-22 to the previous year be confirmed and approved.

22.3 Accounts

To review and approve accounting information

22.3.1 Asset Register

The Clerk had prepared the Asset Register as at 31 March 2022 (Appendix F1) for review and approval. Cllr Watling expressed concern at the low insurance value of The Anstice and asked the Clerk to discuss this with Zurich insurance. Cllr White said that the building has been refurbished since purchase. Cllr A England said that any rise in the insurance value would increase the insurance premium.

Resolved:

Councillors unanimously resolved that the Asset Register is approved.

22.3.2 Reserves and Balances

The Clerk had prepared a report highlighting reserves and schedule of earmarked reserves as at 31 March 2022 for approval (Appendix F2). The Mayor said that there are currently some long-standing earmarked reserves in the Town Council's accounts that need to be reviewed.

Resolved:

Councillors unanimously resolved that the Reserves and Balance are approved.

22.4 Risk Register Review

Risk Register to be reviewed and approved

The Clerk presented an updated version of the Risk Register for approval (Appendix G).

Resolved:

Councillors unanimously resolved that the Risk Register is approved.

22.5 Risk Management Policy Review

Risk Management Policy to be reviewed and approved

The Clerk presented an updated Risk Management Policy for approval (Appendix H).

Resolved:

Councillors unanimously resolved that the Risk Management Policy is approved.

22/23 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:

23.1 Staffing

To update and approve the recent staffing recruitment at Madeley Town Council

The Mayor updated Councillors on the recent interviews for posts of Finance Officer and Admin Officer. The Clerk said that the interview panel had agreed to further the applications for 2 candidates and confirmed that references have been sort and returned with no concerns.

Resolved:

Councillors unanimously agreed to formally offer contracts of employment to the candidates successfully interviewed for the Finance Officer post and the Admin Officer post.

The Clerk shared details of the interviews for the Buildings & Assets Officer post and the request for additional hours and additional salary from the candidate who the interview panel had agreed to further their application. Councillors expressed concerns that this post had been advertised at agreed hours and grade.

Resolved:

Councillors unanimously agreed to not formally offer a contract of employment to this candidate.

23.2 Madeley Library

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

Cllr Jones declared an interest in this agenda item.

The Mayor updated Councillors on a recent meeting with ACT to discuss their recent proposals for the management of Madeley Library confirming that the Town Council has not budgeted for additional expenditure to support the library. ACT have confirmed that they want the library to remain at The Anstice. Options for how the Town Council can support ACT within their current staffing structure was discussed along with SLA to ensure the future of the library.

Resolved:

Councillors unanimously resolved that the Clerk arranges further meetings with ACT and with Telford & Wrekin Library Service to discuss the future management of Madeley Library.

22/24 **Correspondence**
Nothing to report.

22/25 **Information**
The Clerk informed Councillors that the public notice informing constituents of the casual vacancy ends at midnight on 8 June 2022. If no election is called, the casual vacancy will be advertised asking for expressions of interest for the co-option.

22/26 **Date of Next Meeting**
The next meeting of Madeley Town Council is arranged for Monday 4 July 2022 commencing 7.00 pm at Jubilee House, High Street, Madeley.

There being no further business, the Deputy Mayor closed the meeting at 7.45 pm.

Signed:
Mayor of Madeley Town Council

Dated: