

Madeley Town Council

Minutes of the Leisure and Community Committee of Madeley Town Council held on Monday 5 September 2022 commencing at 6.30 pm at Jubilee House, High Street, Madeley.

PRESENT: Councillors: **S Chadwick (Chair) S Taylor, R Coates, H Morgan, and D Wright**
Town Clerk, Deputy Town Clerk

L23/003 **Apologies**

Councillors Cllr K Middleton – prior commitment and Cllr R Meadows-holiday.

Resolved:

To accept the apologies.

L23/004 **Remarks from the Chair**

The Chair thanked all Councillors present for attending the meeting.

L23/005 **Public Discussion**

There were no members of the public in attendance.

L23/006 **Declarations of Interest**

Cllr S Taylor Agenda Item 23/011 – Request from Girlguiding Dawley District Grant.

L23/007 **Minutes**

Resolved:

Councillors unanimously resolved that the minutes of the Leisure & Community Committee meeting held on Monday 8 June 2022 be confirmed and approved for signature (Appendix A). The minutes from Monday 14th March 2022 will be presented at the meeting on Monday 7th November 2022.

L23/008 **Finance**

008.1 Expenditure Transaction List

To note expenditure transaction list from 01/04/22-31/08/22

The Deputy Clerk presented a list of all Leisure & Community expenditure transactions for information (Appendix B), together with pending expenditure transactions for information.

Noted.

008.2 Income Transaction List

To note income transaction list from 01/04/22-31/08/22

The Deputy Clerk presented a list of all Leisure & Community income transactions for information (Appendix C).

Noted.

008.3 Financial Budget – Cashbook Report

To note Financial Status report from 01/04/22-31/08/22

The Deputy Clerk presented the Leisure & Community Financial Summary – Cashbook report for the period 01/04/22-31/08/22 for information (Appendix D).

Noted

008.4 Financial Budget - Comparison Report

To note actual monies received and spent from 01/04/22-31/08/22

The Deputy Clerk presented the Leisure & Community Budget Comparison report for the period from 01/04/22-31/08/22, for information (Appendix E).

Noted.

008.5 Payments for Approval

The Deputy Clerk presented two quotations for Installation of Christmas Lights, this is in the budget, and this was Approved unanimously (Appendix F)

008.6 Budget Monitoring

The Deputy Clerk presented a report that showed how much had been spent against the budget for the Committee along with projections to year end and said that at the next meeting the budget process for 2023/24 would start (Appendix E)

L23/009 Community Events – Action Plan Report

To organise a series of agreed public events throughout the year and to support other organisations and groups with the realisation of their own community events.

The Deputy Clerk presented a revised and updated Community Events Action Plan Report for the Leisure & Community Committee for information (see Appendix G). It was agreed that the Clerk and Deputy Clerk would take out old items from the plan, leaving current issues on the plan.

Noted.

L23/010 Community Development – Action Plan Report

To provide grant assistance to support activities that help groups to address their own needs, and to support or initiate projects that provide services for the elderly and young people in particular.

The Deputy Clerk presented a revised and updated Community Development Action Plan Report for the Leisure & Community Committee for information (see Appendix G).

Noted

L23/011 Grant Applications

To consider applications received.

011.1 2nd Rainbow Group Madeley.

CLlr S Taylor declared an interest in this item.

The committee agreed a grant of £400.00 be given to the group for a flag and an event.

RESOLVED:

That a grant is agreed, and Helena asked if she could visit the group, the Deputy Clerk said when she wrote to the group she would ask.

L23/012 Grass Cutting Scheme Application Form

The Deputy Clerk presented an amended application form, the committee agreed that it should be used for all new applications and that the criteria of being over 75 years old and having no one else in the household under 75, unless in receipt of PiP must be followed.

RESOLVED:

That the new application be used for all new applications and anyone on the waiting list.

L23013 Grant Application Form

The Deputy Clerk presented an amended grant application form which now included groups bank account details and sort code. It also asked groups how long they had existed for, most recent accounts/bank statement and a copy of their constitution.

RESOLVED:

That the new form be used with immediate effect.

L23/014 Christmas Grant Application Form

The Deputy Clerk presented an amended application form which included information about groups size, number of residents from the parish bank account details and constitution details. It was agreed that only Constituted groups be eligible in line with comments from Auditor.

The clerk had received a request from the budget and the committee agreed that all applications had to use the same application process.

RSOLVED:

That the new form be used for this year's applications.

L23/015 Community Awards

The Deputy Clerk presented a paper suggesting a Community Award scheme (Appendix K)

RESOLVED:

That the nomination be asked for in the Christmas edition of Madeley Matters and the awards be given out in early March. The committee agreed a spend of £100.00 for Afternoon Tea for the winners.

L23/016 Christmas Light Installation Guidance

The Guidance Appendix L had been sent to the committee for information.

L23/017 Community Pass for Ironbridge Gorge Museum

The Deputy Clerk presented a paper (Appendix M) that suggested the Town Council purchase 5 corporate passes for the museums for its residents to use. The Parish office would set up a process for giving out the passes.

RESOLVED:

That 5 Corporate passes be purchased.

L23/018 Youth Provision

The Clerk presented a paper about possible Youth provision in the parish to be run across all Madeley, Woodside and Sutton Hill. The Town Council would work with the 3 Community

Centres and Telford and Wrekin's Safer Stronger project.

RESOLVED:

That a recommendation be sent to full council asking for this project to be funded.

L23/019 Event Programme

To receive the program for events in 2023.

RESOLVED

That the event program be agreed.

L23/020 Correspondence

The Men's Shed project have been in touch looking for extra space. The Clerk would like to offer them space in Jubilee House to do their talks and possibly link it with the Warmth Bank project.

L23/021 Information

021.1 Corporate grant request from Military Wives Choir- all grant requests need to go through same process.

021.2 Ski slope is 50 years old; it was agreed to contact the Ski slope and see the exact date and arrange for the mayor to visit.

021.3 Sutton Hill Church sent thanks for a grant they had received.

L21/148 Date of Next Meeting

The next meeting of the Leisure and Community Committee of Madeley Town Council is provisionally scheduled to take place on Monday 7th November 2022 at 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 8.10pm.

Signed:

(Chair)

Dated:

Leisure & Community Action Plan for Meeting on 5th September 2022

Area of Interest: L1 – Community Events

Strategic Aim

To organise a series of agreed community events throughout the year and to support other organisations and groups with the realisation of their own community events.

Ongoing work	Key Project	Target Date for Completion	Lead Officer	Notes
MTC events in 2020	Charity Market	/	J Jones	15.09.21 – Proposed day 21.05.21 08.11.21 – Nothing to report. 14.03.22 – Charities Market incorporated into the Platinum Jubilee Family Fun Day.
	Schools Easter Colouring Competition	4 April	J Jones	14.03.22 – All primary schools have been contacted to take part. Tesco have agreed to donate prizes. Winning entries will be displayed at Jubilee House. Mayor to judge the entries.
	Easter Bunny Trail	w/c 11 April	Love Madeley / J Jones	14.03.22 – Allsort Wool Shop are arranging for knitted bunnies for shop windows and small chicks for easter eggs. Mrs Russell Sweets & Treats is providing the eggs for prizes. Posters to be displayed in all shop windows to encourage families to take part.
	Rough Park Family Walk and Talk	19 April	Small Woods / J Jones	14.03.22 – Small Woods organising a family walk and children's crafts in Rough Park. Posters to be put in schoolbook bags.
	Mayor's Children's Spring Panto	22 April	J Jones / The Anstice	14.03.22 – The Anstice is hosting 2 x performances. Tickets will be free to families living in Madeley, Sutton Hill and Woodside. Tickets will be collected from Jubilee House. Posters to be put in schoolbook bags.
	Mayors Charity Event –	6 May	J Jones / The	14.03.22 – The Anstice is hosting this event

	Johnny2Bad		Anstice	donating any profit from the event to Telford Crisis Support. A raffle will be arranged, and local businesses will be asked to donate prizes. Tickets can be purchased via Ticket Telford and all Borough Cllrs and T&PC have been invited to attend.
	T&W Council High Street Celebration	14 May	T&WC	14.03.22 – Pop up Farmers Market is being arranged to promote Madeley High Street. MTC will assist T&WC in promoting this event.
	Queens Platinum Jubilee Family Fun Day	28 May	J Jones	14.03.22 – Organisation has started with free children’s activities, fun fair, makers market, traditional fairground stalls, charities market, live music.
	Best Allotment and Garden Competition	13 June	J Jones	14.03.22 – Currently being arranged and promotion will be via social media and Madeley Matters. Prizes will be £20 gardening vouchers. Mayor will be judging photo entries.
	Madeley Village Green Family Picnic	9 August	J Jones	14.03.22 – Family Fun Day with bouncy castles and circus skills. Families to be encouraged to bring a picnic and local cafes to be encouraged to provide family picnic hampers.
	Madeley Green Day	18 September	J Jones	15.09.21 – Proposed date 18.09.21 08.11.21 – Nothing to report. 14.03.22 – Organising this year’s event has started.
	Halloween Pumpkin Trail	w/c 24.11.22	Love Madeley / J Jones	14.03.22 – Nothing to report.
	Remembrance Sunday	13 November	J Jones	15.09.21 – 2021 currently being finalised along with a revised parade, invitation to all uniform groups and local partners, purchase of RBL silhouettes and poppies. Further details will be emails to Councillors closer to the date. 08.11.21 – All road closures in place. Invitations circulated and accepted. The Lord Lieutenant of

				Shropshire and the Mayor of Telford & Wrekin Council are attended and will accompanied by the Mayor of MTC. The Army Cadets attending along with representatives from the old Madeley RBL. Local uniform groups have also been invited. Tea and Cake is being provided at The Anstice for after the service. 13.11.22 – The Anstice booked for after the service.
	Madeley Christmas Lights	26 November	J Jones	08.11.21 – Update report to be presented at the Committee. 14.03.22 – Infrastructure booked for 2022 event.
	Santa's Float	2/3 December		14.03.22 – Float provisionally booked for 2022 event.
	Telford Crisis Support Food Drive Threw	On-going	J Jones A Hinks	15.09.21 – Provision dates for drive through before each School Holidays are: 16 October 11 December 08.11.21 – The next food drive through is arrange for Christmas donation on Saturday 11 December – volunteers needed for this event. 14.03.22 – Food Drop-Offs organised before each school holiday to assist local families.
	Safer Stronger Communities Information Event	March 2022	T&W Council	15.09.21 – This community information event is being arranged by Marvyn Joseph as part of the Safer Stronger Community Neighbourhood Plans. There will be representation from all community parties and Town Councillors are very welcome to attend. 08.11.21 – Feedback from the November events was positive with a further event proposed Spring 2022.
	Residents Meetings	On-going		08.11.21 – Sutton Hill arranged for the last

				Monday of the month and Woodside arranged for the third Wednesday of the month.
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Area of Interest: L2- Community Development

Strategic Aim

To provide grant assistance to support activities that help groups to address their own needs and to support or initiate projects that provide services for the elderly and young people in particular.

Ongoing work	Key Project	Target Date for Completion	Lead Officer	Notes
Grants	Consideration and administration of grant aid for voluntary & community groups	On-going	A Hinks	<p>Regularly reviewed at L&C Committee</p> <p>15.03.21 – Due to COVID restrictions grant application have been consider by Chair of Committee under delegated powers.</p> <p>15.09.21 – Grant application process advertised in September Madeley Matters along with Christmas Grants for pensioner local groups. Letter to also be sent to groups who have previously received this grant.</p> <p>08.11.21 – Christmas grants being discussed at the Committee.</p> <p>14.03.22 – Platinum Jubilee Grant offered to community groups in Madeley, Sutton Hill and Woodside. Grants to be given after 1 April 2022.</p>
Working Lunches	Consultation with community partners on development in the parish	On-going	A Hinks	<p>14.09.20 – Face-to-face meeting postponed due to COVID 19. Email sent out to all participants to update on MTC and the working lunch meetings. A further email to be sent out in December 2020.</p> <p>09.11.20 – Email update to be sent out to all members of the group to update on MTC business and development over the last 3 months.</p> <p>15.03.21 – Future of working lunches to be decided at next Committee.</p> <p>15.09.21 – Future of working lunches to be discussed at Councillors Strategy Away Day on 16.10.21.</p> <p>08.11.21 – Nothing further to report.</p> <p>14.03.22 – Working lunches to restart once new Deputy Deputy Clerk is in post.</p>
Water Refill Scheme	Part of the Plastic Free	On-going	H Morgan	MTC is supporting a national water refill scheme – Jubilee

	Madeley, Sutton Hill and Woodside			House is a water refill point. Continue with promoting this project over social media/newsletter.
Plastic Free Community Status	Set up a Steering Group to plan and direct activities towards achieving Plastic Free Community Status Agree Terms of Reference	March 2022	H Morgan A Hinks	14.09.21 – Meeting have not been organised due to COVID-19. To resume once COVID restrictions have been announced. 15.03.21 – Next Steering Group arranged for 15.03.21. 15.09.21 – Next Steering Group arranged for 15.09.21. Cllr Morgan attending the Great Big Green Event at the Park Lane Centre, Woodside on 25 September 2021 to promote with work of the Steering Group. 08.11.21 – Nothing further to report. 14.03.22 – Nothing further to report.
	Carry out an audit of single use plastics used by MTC and find ways to reduce/replace them	March 2022	A Hinks	15.03.21 – Revised audit to be carried out once COVID restrictions have been relaxed. 15.09.21 – Updated audit to be carried out and presented to the Steering Group on 08.11.21. 08.11.21 – Nothing further to report. 14.03.22 – Nothing further to report.
Partnership with Citizens Advice and Telford Crisis Network		On-going	A Hinks	MTC supports the Citizens Advice Telford & the Wrekin Madeley Outreach and also has a free phone in reception which is available to anyone who needs to call the Crisis Network. 15.03.21 – Session have been carried out on-line or over the telephone. As from 01.04.21 MTC will fund drop-in support sessions at The Anstice, Park Lane Centre and Hub on the Hill. 15.09.21 – Face-2-Face meetings are no longer offered in the Parish. MTC currently pay £15,750 for the offer over 3 community centres. On-line and telephone facilities set up at the Park Lane Centre. Nothing yet arranged for The Hub on the Hill and Jubilee House. 08.11.21 – Further discussions about the future of the SLA to take place at the Full Council on 01.11.21.

				14.03.22 – contract with CAB terminated as at 31.03.22.
Seasonal gardening scheme in 2020	Agree start date for gardeners. Contact all clients to see if they want the gardening service in 2020 Update client list.	March 22	J Jones	15.09.21 – Grass cutting service due to finish at the end of September 2021. The gardeners have indicated that they would like to continue in 2022. 08.11.21 – Gardeners finished for the season on 31 October 2021 and looking to restarting on 1 April 2022. 14.03.22 – Residents have received letters to register on the 2022 grass cutting scheme. Gardeners due to start 1 April 2022 but have requested that they start 21 March 2022 to ensure that residents have a first cut before Easter.
Integrated Community Management Project	On-going management and review of the Integrated Community Management Project.	On-going	A Hinks	15.03.21 – ICM Walkabout to re-start once COVID restrictions have been lifted. 15.09.21 – What Apps group set up and regular photo updates are shared with MTC. Enforcement Officers are ticketing illegally parked cars and reporting to TWC fly tipping/overflowing bins, etc. Where appropriate, this is being shared on MTC social media. 08.11.21 – Nothing further to report. 14.03.22 – Nothing further to report.
DISC App for Shops	West Mercia Police app for all shops to link together and report issues and problems in Madeley and across the 5 town centres in Telford.	On-going	A Hinks	Madeley Town Council to purchase the App for all traders in Madeley Town Centre West Mercia Police to roll out with traders MTC to keep in regular contact with traders about re-opening of business along the High Street, increasing footfall and promoting Madeley town centre. Increased social media promotion for Madeley town centre. 15.09.21 – Scheme rolled out with a good take up and regular updates on anti-social behaviour in Madeley town centre. 08.11.21 – Regular updates received from WMP via the DISC App.

				14.03.22 – Nothing further to report.
Community Venues Joint Working	Regular meetings with community venues across MTC	On-going	A Hinks	15.03.21 – Joint meetings taking place bi-monthly. 15.09.21 – On-going. 08.11.21 – On-going. 14.03.22 – On-going.
CAT	Dedicated CAT working throughout Madeley, Sutton Hill and Woodside to improve the local environment over and above the core idverde contract.	On-going	A Hinks	15.09.21 – 2 x CAT employees have been in post since 1 April 2021 covering the whole of the parish. Following the resignation of the MTC Environment Officer, MTC have increased the CAT SLA with TWC to include an Environment Liaison Officer who is now in post. What Apps group set up and regular photo updates of environmental work carried out by the CAT, and this is shared on with MTC social media where appropriate. MTC meet with monthly with T&WC and idverde to discuss the contract. The Environmental Liaison Officer will present regular reports to MTC Full Council. 08.11.21 – Regular monthly meetings continue with T&WC along with monthly update reports. Councillors asked to report any issues in the environment via MyTelford App, The Community Liaison Officer or the Deputy Clerk. 14.03.22 – New Community Liaison Officer in post and working closely with 2 x CAT teams.
Madeley Library	T&W Council run library and first point located in The Anstice	On-going	A Hinks	15.09.21 – The Library is currently on reduced days due to being unable to recruit to vacant posts. MTC have asked that this is being looked into as a matter of urgency. 08.11.21 – Madeley Library is now staffed on a Saturday morning. 14.03.22 – Meeting took place in January 2022 to discuss the future of Madeley Library.

Madeley Market	T&W Council run open air market held every Tuesday in Russell Square	On-going	A Hinks	<p>15.09.21 – In recent weeks, only one stall has been attending the Tuesday market and one stall at the Saturday market.</p> <p>08.11.21 – I have had recent discussions with the T&WC High Street Regeneration Officer about the need for T&WC to promote Madeley Market with a view to increasing the number of stalls to enhance the high street for visitors.</p> <p>14.03.22 – T&WC Pride in Our High Street grant available to new market traders to assist with trading licence, PL insurance, stall.</p>
High Street	Promote Madeley high street, Sutton Hill centre and Woodside centre	On-going	A Hinks	<p>15.09.21 – Good-2-Great social media is being well received. Press releases on plastic free, Madeley orchard, Well-being Madeley Community Café, Mrs Russell Sweets have all appeared in the local press and their social media platforms.</p> <p>08.11.21 – The Madeley Pumpkin Trail was well attended – Mrs Russell gave out 141 packets of sweets! This event was also promoted in the Shropshire Star. Smallwood Volunteering has also appeared in the local press.</p> <p>The Admin Team have undertaken Social Media training with Good-2-Great.</p> <p>14.03.22 – Continued social media presence for the Love Madeley project and positive PR for the 2 x new businesses opened in Madeley centre.</p>
Catenary Lines in Russell Square		On-going	A Hinks	<p>14.03.22 – In the process of purchasing new sets of sculptures for the catenary lines to be used throughout the year. Cheapest quote received for replacement is £300 by a business local to Madeley.</p>

