

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 26 September 2022 at 6.30 pm at Jubilee House, High Street, Madeley

PRESENT Councillors: S Taylor (Chair), S Chadwick, R Coates, A England, R Evans, K Middleton, P Watling

Officers: Town Clerk/RFO and Finance Officer

F23/12 **Apologies**

Apologies were received from Cllr P Taylor (unwell) and Cllr D white (prior meeting).

Resolved:

The Finance & General-Purpose Committee unanimously accepted the apologies received.

F23/13 **Remarks from the Chair**

Cllr S Taylor welcomed the new Finance Officer to the meeting who took up the role on 27 June 2022.

F23/14 **Public Discussion**

There were no members of the public present.

F23/15 **Declarations of Interest**

Cllr Evans – agenda item F23/18.9 regarding 2022-23 Half Yearly Reporting.

Cllr Middleton – agenda item F23/18.9 regarding 2022-23 Half Yearly Reporting.

F23/16 **Minutes**

To approve the minutes of the Finance & General Purpose Committee held on Monday 20 June 2022

RESOLVED:

The Finance & General-Purpose Committee agreed and approved for signature the minutes of the Finance & General-Purpose Committee held on Monday 20 June 2022 (see Appendix A).

F23/17 **Finance & General Purposes Action Plan**

To maintain high standards of service for all Council owned or managed assets and to provide facilities that are safe, well maintained, and welcoming.

A revised and updated Action Plan for the Finance & General-Purposes Committee was presented (see Appendix B).

Noted.

F23/18 **Budget & 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.

- 18.1 Expenditure Transaction List from 1 April 2022 to 31 August 2022 agreed by the Finance & General-Purpose Committee outside of the Committee.**
To note the expenditure transaction from 1 April 2022 – 31 August 2022
The Finance Officer had prepared a list of all expenditure transaction for the period 1 April 2022 to 31 August 2022 (see Appendix C).
Noted.
- 18.2 Income Transaction List from 1 April 2022 to 31 August 2022**
To note the income transaction list from 1 April 2022 – 31 August 2022
The Finance Officer had prepared a list of all income transaction for the period of 1 April 2022 to 31 August 2022 (see Appendix D).
Noted.
- 18.3 Financial Summary – Cashbook**
The Financial Summary – Cashbook report is an un-reconciled Receipts and Payments report showing opening and closing bank balances and total receipts and total payments (for each committee) for the period.
The Finance Officer had prepared the Financial Summary – Cashbook report for the period 1 April 2022 to 31 August 2022 for information (see Appendix E).
Noted.
- 18.4 Financial Comparison Report**
To note actual monies received and spent compared to 2022-23 budget.
The Finance Officer had prepared the Financial Comparison Report for the period 1 April 2021 to 31 August 2022 for information (see Appendix F).
Noted.
- 18.5 Projection to Year End**
To note year end projections for the Finance & General-Purpose budget up to 31 August 2022.
The Finance Officer had prepared a project to year end for the Finance & General-Purpose budget up to 31 August 2022 for information (see Appendix G).
Noted.
- 18.6 Bank Reconciliation dated 31 May 2022, 30 June 2022, 31 July 2022, 31 August 2022**
To note the Bank Reconciliation dated 31 May 2022, 30 June 2022, 31 July 2022, 31 August 2022.
The Finance Officer had presented the Co-op Community Account Bank Reconciliation as of 31 May 2022, 30 June 2022, 31 July 2022 and 31 August 2022 (see Appendix H) which were duly signed by the Chair of Finance & General-Purpose Committee.
Noted.

18.7 Petty Cash Reconciliations

To note the Petty Cash Reconciliations.
Nothing to report.

18.8 Proposed Expenditure for Approval

To agree the proposed expenditure.
Nothing to report.

18.9 2022-23 Half Yearly Reporting

To note the actual income and expenditure up to 31 August 2022 and year end projections to 31 March 2023

The Finance Officer had put together an actual income and expenditure for all budget headings up to 31 August 2022 and year end projections to 31 March 2023, which highlighted (see Appendix I):

- a projected £13,389 shortfall in room hire income. The Committee agreed that room hire charges would not be increased to support the groups who use Jubilee House during the cost of living crisis.
- a projected £10,489 overspend on property services, remains and maintenance at The Anstice as work is planned to upgrade the external wall of the building and the installation of a disabled access to the disabled toilets from the ballroom.
- a projected £2,842 overspend against newsletters and publications due to the raise in the cost of the production of the newsletter and an extra edition produced for the Queens Platinum Jubilee.
- a projected £3,313 overspend on the hanging basket and planters' budget due to the increase in the cost of hanging baskets from 2021-22.
- a projected £8,500 overspend on the Christmas Lights Display budget due to an increase in the costs of installation from 2021-22.
- a projected overspend of £4,407 on Administration due to furniture needed for new employees.
- a projected £2,012 projected overspend on the Lets Cleaning Contract as the cleaner's hours have been slightly increased due to staff changes.
- a projected underspend of £56,596 in the staff budget, although this will be spent in 2023-24.
- a projected £5,099 overspend on utilities at Jubilee House.
- a projected £1,562 overspend on utilities at the Public Toilets.
- a projected £10,148 overspend on High Street Generation due to the increase in costs for the Love Madeley project.

Resolved:

The Finance & General Purpose Community unanimously resolved to match fund the Telford & Wrekin Council Cost of Living Grant available to The Anstice, The Hub and the Hill and The Park Lane Centre to offer warm spaces, food and activities for the local community during the cost of living. This will be funded via the underspend in the Council

budget.

Resolved:

The Finance & General Purpose Committee unanimously resolved to make a £5,000 contribution towards the new play area in Sutton Hill which will be funded from the Environment budget.

Resolved:

The Finance & General Purpose Committee unanimously resolved to make a £2,000 contribution towards 2 new benches at Upper Road Play Area which will be funded from the Environment budget.

Resolved:

The Finance & General Purpose Committee unanimously resolved to fund £8,337 from the Youth Provision budget and £16,837 from the Youth Provision Reserve budget towards a joint youth offer with Telford & Wrekin Council across Madeley, Sutton Hill and Woodside which includes funding from Safe Stronger Communities.

CLlr Watling reminded Councillors that a new strategic plan and financial plan would be put in place following the elections in May 2023. CLlr England suggested that a new Councillor induction is also introduced for any new Councillors appointed at the election in May 2023.

18.10 2023-24 Proposed Budget

To note the initial budget proposals for 2023-24.

The Town Clerk said that the proposed budget has been set with no increase to the 2023-24 Precept and that the 2023-24 budget is being set within the amounts set for 2022-23, Count Tax Support Grant and other income received (see Appendix I). Further discussions on the 2023-24 budget would take place at all committees and the next Full Council meeting. The Town Clerk also suggested that an extra ordinary meeting is called in January 2023 to approve the budget to ensure that the 2023-24 budget is as accurate as possible.

CLlr Evans asked the Town Clerk to look into the costs for Waterlogic.

CLlr Coates suggested that the Town Council look at increasing room hire usage by promoting for other events eg. funerals, weddings, parties.

CLlr England suggested that local businesses are encouraged to advertise in Madeley Matters.

CLlr Middleton suggested that hot desking is introduced at Jubilee House.

CLlr Watling asked the Finance Officer to look into Government discounts able for utilities for Community Centre.

Cllr Coates suggested planting fruit trees on community spaces.

F23/19 **Payment Card and Location of Safe**

The Town Clerk presented a report highlighting difficulties with card payments and safe deposits during times when the Town Clerk is absent from the office (see Appendix J). Following Telford & Wrekin Council Auditors advice, the report suggests that the safe is relocated to a safe space accessible to all employees. An additional card will also be applied for in the name of the Finance Officer and additional audit checks introduced.

Resolved:

The Finance & General Purpose Committee unanimously resolved that the safe is relocated and an additional payments card applied for.

F23/20 **BiT Contract**

The Town Clerk circulated a copy of the Telford & Wrekin Council BiT contract for all buildings and maintenance work on buildings that are the responsibility of Madeley Town Council, for information.

Noted.

F23/21 **SHAA – Pesticide and Weedkiller Free Site**

The Town Clerk circulate a report following a request from Sutton Hill Allotment Association that the site becomes pesticide and weedkiller free. The Town Clerk said that this would fit in with the Town Council's Climate Change agenda (see Appendix K).

Resolved:

The Finance & General Purpose Committee unanimously resolved to consult with allotment plot holders at Sutton Hill and West Road Allotment regarding the sites becoming pesticide and weedkiller free and the responses would be fed back to a future Finance & General Purpose Committee.

F23/22 **SAAA Central External Auditor Appointment Arrangements**

The Town Clerk presented information on the consultation arrangements for the SAAA to appoint an external auditor for the coming 5 financial years. Smaller Authorises have the option to opt out of this arrangement (see Appendix L).

Resolved:

The Finance & General Purpose Committee unanimously agreed to continue with the SAAA arrangements currently in place for the appointment external auditor.

F23/23 **Correspondence**

Nothing to report.

F23/24 **Information**

Nothing to report.

F23/25 **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:

12.1 Love Madeley – verbal update

F23/25/01 Love Madeley

Cllr Morgan gave an update on the Love Madeley project in Madeley along with details of the recent Madeley Business Meeting arranged by Love Madeley.

Cllr Morgan updated the Committee on the current budget for Love Madeley, along with a breakdown of social media and press release content for the last quarter.

Resolved:

The Finance & General Purpose Committee unanimously agreed to recommend to Full Council that the budget for Love Madeley is capped at £15,000.

F23/26 Date of Next Meeting

The next meeting of the Finance & General Purposes Committee of Madeley Town Council will take place on 22 November 2022 commencing at 6.30 p.m.

There being no further business, the Chair declared the meeting closed at 7.50 p.m.

Signed: Dated:
Chair of Finance & General-Purpose Committee

