

## Madeley Town Council

Minutes of the Meeting of Madeley Town Council held on Monday 3 October 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, S Taylor, P Watling, D White

### 23/42 Apologies

Councillor S Chadwick – work commitment  
Councillor P Cogings - holiday  
Councillor N England – prior commitment  
Councillor C MacKenzie – prior commitment  
Councillor R Meadows – unwell  
Councillor P Taylor – unwell  
Councillor D Wright - unwell

#### **Resolved:**

Councillors unanimously resolved that the apologies received were accepted.

#### **Resolved:**

Councillors unanimously approved a 6 month leave of absence request from Cllr P Taylor.

### 23/43 Remarks from the Mayor

The Mayor asked for the Full Councils best wishes to be passed on to Cllr P Taylor.

### 23/44 Public Discussion

No members of the public were present at the meeting.

### 23/45 Declarations of Interest.

No declarations of interest were recorded by Councillors.

### 23/46 Minutes

*To confirm and approve the minutes of the Meeting of Council held on 4 July 2022.*

#### **Resolved:**

Councillors unanimously resolved that the minutes of the Full Council meeting held on 4 July 2022 be confirmed and approved for signature (Appendix A).

### 23/47 Action Plan

The Clerk presented the Full Council Action Plan for Councillor information (Appendix B) highlighting:  
Noted.

### 23/48 Committee Minutes

- 48.1 Draft minutes from Environment Committee held on 18 July 2022**  
The Clerk presented to Councillors the draft minutes from the Environment Committee held on 18 July 2022 for information (Appendix C).  
Noted.
- 48.2 Draft minutes from Leisure & Community Committee held on 5 September 2022**  
The Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 5 September 2022 for information (Appendix D).  
Noted
- 48.3 Draft minutes from Finance & General-Purpose Committee held on 26 September 2022**  
The Clerk presented to Councillors the draft minutes from the Finance & General-Purpose Committee held on 26 September 2022 for information (Appendix E).  
Noted
- 48.4 Vacancy on Leisure & Community Committee Resolved:**  
Councillors unanimously agreed that following the resignation of Cllr K Middleton from the Committee, Cllr P Cogings was duly elected as a member of the Leisure & Community Committee.

**23/49 Budget & Finance – Financial Reports**

- 49.1 Expenditure Transactions**  
The Town Clerk had prepared an expenditure transactions list for noting for the period 28 June 2022 to 31 August 2022 (Appendix F).  
Noted.
- 49.2 Income Transaction**  
The Town Clerk had prepared an income transactions list for noting for the period 28 June 2022 to 31 August 2022 (Appendix G).  
Noted.
- 49.3 Budget Cashbook**  
The Town Clerk had prepared the Financial Summary – Cashbook report for the period 1 April 2022 to 31 August 2022 for information (Appendix H).  
Noted.
- 49.4 Budget Comparison Report**  
The Town Clerk had prepared the Financial Comparison Report for the period to 1 April 2022 to 31 August 2022 for information (Appendix I).  
Noted.

## 49.5 Expenditure for Approval

### 35.5.1 Electrical Work to Ballroom at The Anstice

The Anstice Memorial Trust has commissioned an electrical contractor to carry out a brief survey of the ballroom, together with studying the later supplied EICR, they would now propose the following:

- Operation of the stage curtains (currently not working)
- Check if the defunct extraction system is still electrically connected.
- Check the stage theatrical lighting pole and, the function room supplementary lighting poles to establish function/operation.
- Initial check on the function room lighting, in both the control room and the function room roof void.
- To investigate the other unverified circuits referred to in the report.

The Electrical contractor, who is not the contractor that carried out the electrical surveys as part of the refurbishment, have quotes £3,500 plus VAT for this investigative work. Once the above investigative works have been completed, they can then prepare their quotation for carrying out the necessary rewiring/upgrading works.

The Anstice Memorial Trust are asking Madeley Town Council to pay for the above.

#### **Resolved:**

Councillors unanimously resolved not to pay for the electrical investigative work and subsequent electrical work to the ballroom at The Anstice.

## 49.6 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 Town Clerk went through 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 K):

- 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.

Noted.

The Town Clerk said that the Finance & General Purpose Community agreed 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. This cost would be off set again money available in the Council Budget code.

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

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

#### **49.7 Draft 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 K). 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.

Noted.

Cllr White said that there should be no Precept increase in 2023-24 due to the impact that would have on local residents during the cost of living crisis. Cllr Watling acknowledged that there are budget dilemmas across all budget areas. Cllr White said that the Town Council should continue to review all income and expenditure in all budgets to highlight savings and possible ways to increase income.

**23/50 Policy Review**

*To note the recent review of all policies adopted by Madeley Town Council.*

The Town Clerk presented the review of all policies adopted by Madeley Town Council showing date adopted and date to be reviewed. Policies that need to be reviewed will be presented to future Full Council meetings (Appendix L).

Noted.

**23/51 Update to Strategy Away Day Action Plan**

*To note the update to the Strategy Away Day Action Plan.*

The Town Clerk presented an update to the Strategy Away Day Action Plan put together following a meeting between the Town Clerk and Deputy Town Clerk (Appendix M).

Noted.

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.

**23/52 Madeley Place Plan**

*To note the Telford & Wrekin Council Place Plan for Madeley.*

The Town Clerk presented a copy of the Telford & Wrekin Council Place Plan for Madeley which includes the upgrade of Russell Green, Russell Square, and the war memorial (Appendix N)

Noted.

**23/53 Final Recommendation for Telford & Wrekin Electoral Review**

*To note the final recommendations for the Telford & Wrekin Electoral Review.*

The Town Clerk presented a copy of the final recommendation for the Telford & Wrekin Electoral Review (Appendix O).

Noted.

Cllr Watling said that it was reassuring that the changes requested to the number of Councillors in Sutton Hill was taken into to consideration.

**23/54 Telford & Wrekin Council Partnership Agreement**

*To note the revised Telford & Wrekin Council Partnership Agreement with Town & Parish Councils.*

The Town Clerk presented a copy of the Telford & Wrekin Council Partnership Agreement with Town & Parish Council outlining the working standards between both organisations (Appendix P).

Noted.

**23/55 Madeley Snow Liaison Officer**

*To agree the Madeley Town Council Snow Liaison Officer.*

The Town Clerk updated the Full Council on the need for the Town Council to have a named Snow Liaison Officer with Telford & Wrekin Council. This role is usually fulfilled by a Councillor (Appendix Q).

**Resolved:**

Councillors unanimously resolved that Cllr Helena Morgan would become the Madeley Snow Liaison Officer.

**23/56 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:

**56.1 Youth Support**

*To discuss and agree the proposed joint Safer Stronger Communities Youth Offer in Madeley, Sutton Hill and Woodside.*

The Town Clerk presented the Telford & Wrekin Council Safer Stronger Communities and Madeley Town Council jointly funded youth support offer including the appointment of a Youth Officer to work across Madeley, Sutton Hill and Woodside (Appendix R).

Cllr Middleton asked that the Youth Worker role considers all groups of young people. Cllr England asked that the role looks at the wider issues faced by young people.

The Town Clerk confirmed that that a final proposal for the youth offer would be presented to Full Council on 5 December 2022. Cllr White said the Pride in your Community funding had been given to Job Box to look at employment support in Sutton Hill. Cllr White also said that this funding is an opportunity to look at working with young people differently across all multi agency services on the estates. Cllr England said that there is also funding available via the Telford Young People Support Scheme.

**Resolved:**

Councillors unanimously resolved the recommendation from the Finance & General Purpose Committee to fund a joint Telford & Wrekin Council Safer Stronger Communities/Madeley Town Council youth support project across Madeley, Sutton Hill and Woodside. This would be funded via the £8,337 from the Youth Provision budget and £16,837 from the Youth Provision Reserve budget, together with match funding from Safer Stronger Communities.

**56.2 Staffing**

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

The Mayor updated Councillors on the pending interviews for the posts of Buildings & Assets Officer. The closing date for applications for this post is 6 October 2022 and Applications will be shortlisted at the Personnel Committee on 10 October.

The Clerk confirmed that the Wellbeing Support Co-ordinator post will be advertised over the next few weeks for the successful candidate to take up post after Christmas. Cllr Middleton requested that this post is very much focused on support for the health and well-being of the community in Madeley, Sutton Hill and Woodside.

### **56.3 Madeley Library**

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

The Town Clerk updated Councillors on a meeting with Fliss Mercer, Telford & Wrekin Council to discuss the transfer of the library to The Anstice Community Trust and First Point becoming part of the offer. The Town Clerk is currently waiting for a meeting with the relevant officers at Telford & Wrekin Council to discuss the GDPR implications for the transfer. Noted.

### **56.4 Love Madeley**

Cllr Morgan updated the Committee on the current budget for Love Madeley, showing that the £15,000 annual budget will be spent by 30 November. Councillors acknowledged the benefits of Love Madeley and to enable to continue support local businesses, Madeley Town Council staff would have to take over this role.

**Resolved:**

Councillors unanimously resolved the Finance & General Purpose Committee recommendation to Full Council that the budget for Love Madeley is capped at £15,000.

### **23/57 Correspondence**

Nothing to report.

### **23/58 Information**

Cllr Jones updated Councillors on the continued problems passengers are experiencing with the No. 4 bus to Madeley. This route is regularly late or cancelled which is having an effect on local young people who travel to schools in other parts of the Borough. Cllr Watling, Cllr Jones, and Cllr White recently met with Arriva to express their concerns.

**Resolved:**

Councillors unanimously resolved that Cllr Middleton would become the Madeley Town Council representative on the Bus User Group.

**23/59 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 5 December 2022 commencing 7.00 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 7.50 pm.

Signed:

Mayor of Madeley Town Council

Dated: