

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 21 November 2022 at 6.30 pm at Jubilee House, High Street, Madeley

PRESENT Councillors: S Taylor (Chair), R Coates, K Middleton, P Watling, D White and H
Officers: Morgan
Town Clerk/RFO and Finance Officer

F23/27 **Apologies**
Apologies were received from Cllr S Chadwick (bereavement), Cllr A England (unwell), Cllr R Evans (prior commitment) and Cllr P Taylor (leave of absence).
Resolved:
The Finance & General-Purpose Committee unanimously resolved to accept the apologies received.

F23/28 **Remarks from the Chair**
Cllr S Taylor welcomed Councillors and Officers to the meeting.

F23/29 **Public Discussion**
There were no members of the public present.

F23/30 **Declarations of Interest**
Cllr Watling declared an interest in agenda item 32.2.5.1 - New 2 x external door and intercom system at Jubilee House.
Cllr Middleton declared an interest in agenda item 32.2.5.2 - Expenditure Transactions for Approval'
Cllr Watling declared an interest in agenda item 32.2.9 - 2023-24 Proposed Budget and 2022-23 Year End Projections.

F23/31 **Minutes**
To approve the minutes of the Finance & General Purpose Committee held on Monday 26 September 2022
RESOLVED:
The Finance & General-Purpose Committee unanimously resolved to agree and approve for signature the minutes of the Finance & General-Purpose Committee held on Monday 25 September 2022 (see Appendix A).

F23/32 **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:

32.1 **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.

32.2 Budget & Finance – 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.

32.2.1 Expenditure Transaction List from 1 September 2022 to 31 October 2022 agreed by the Finance & General-Purpose Committee outside of the Committee.

To note the expenditure transaction from 1 September 2022 – 31 October 2022

The Finance Officer had prepared a list of all expenditure transaction for the period 1 September 2022 to 31 October 2022 (see Appendix C).

Noted.

32.2.2 Income Transaction List from 1 September 2022 to 31 October 2022

To note the income transaction list from 1 September 2022 – 31 October 2022

The Finance Officer had prepared a list of all income transaction for the period of 1 September 2022 to 31 October 2022 (see Appendix D).

Noted.

32.2.3 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 the Finance & General Purpose Committee for the period.

The Finance Officer had prepared the Financial Summary – Cashbook report for the period 1 April 2022 to 31 October 2022 for information (see Appendix E).

Noted.

32.2.4 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 October 2022 for information (see Appendix F).

Noted.

32.2.5 Proposed Expenditure for Approval

To agree the proposed expenditure.

32.2.5.1 New 2 x external door and intercom system at Jubilee House

Over the past 12 months we have experienced a lot of problems with both the doors and the intercom and after several callouts from the BiT contractors, they have suggested that new doors and intercom are needed.

Madeley Town Council has been out for 3 quotes for 2 x new external doors including anti finger trap, maglock, electric strike button, manual lock, ironmongery, installation. We have received quotes from 2 of these businesses, as follows:

- Business 1 – £11,599.74 excl. VAT
- Business 2 - £7,459.52 excl. VAT

Madeley Town Council has also received a quote to upgrade the intercom system in the reception, offices and meetings rooms from our existing contractor who have been appointed as part of the BiT approved contractor tender, as follows

- Business 1 - £3,201 excl. VAT

The funding for 2 x external doors and a new intercom system are already included in the expenditure for Jubilee House Repairs & Maintenance budget. Although, this could potentially be taken from the T&W Council Place Plan monies (Appendix G).

Cllr Watling declared an interest in this agenda item and abstained from the vote.

Resolved:

Councillors resolved the purchase of 2 x external doors and a new intercom system. Cllr Watling abstained from the vote.

32.2.5.2 Expenditure Transactions for Approval

The Finance Officer had prepared a list of expenditure payments for approval.

Cllr Middleton declared an interest in this agenda item and abstained from the vote.

Resolved:

Councillors resolved the payment of the expenditure presented to the Committee.

32.2.6 Bank Reconciliation dated 30 September 2022

To note the Bank Reconciliation dated 30 September 2022.

The Finance Officer had presented the Co-op Community Account Bank Reconciliation as of 30 September 2022 (see Appendix H) which were duly signed by the Chair of Finance & General-Purpose Committee.

Noted.

32.2.7 Petty Cash Reconciliations

To note the Petty Cash Reconciliations.

Nothing to report.

32.2.8 Telford & Wrekin Council 2023/24 Precept

To note the changes to the Telford & Wrekin Council Arrangements for Precept Payments 2023-24

The Responsible Finance Officer reported on a recent letter received from Telford & Wrekin Council that updated Madeley Town Council on changes to the CTS Grant for 2023-24, which will reduce by one third from the 2021-22 grant to £21,717 (see Appendix I). The Net Precept amount has increased to £548,035 due to an increase in new property in the Ward and the increase in the number of households claiming benefits. Both these changes have seen an increase in the Gross Precept of £351.

Noted.

32.2.9 2023-24 Proposed Budget and 2022-23 Year End Projections

To note the 2023-24 budget proposals and 2022-23 Year End Projections.

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 (see Appendix J). These proposals would be presented to the Full Council meeting on 5 December 2022, with final approval by Full Council on 23 January 2023 to ensure that the 2023-24 budget is as accurate as possible.

Cllr White said that the Town Council needs to monitor all spending during the next 18 months.

Cllr Morgan suggested that the Town Council investigate using

Mixim for future newsletters which will help to reduce the amount spent on Madeley Matters. Cllr Middleton suggested that a QR code is used to enable residents to download a copy and an e-mailing list set up to reduce the number of newsletters printed.

Cllr S Taylor said that the number of grant applications requested during 2022-23 has reduced significantly.

Resolved:

The Committee unanimously resolved that £1,000 from the £10,000 grants budget should be allocated to the Mayor to be used at their discretion.

The Responsible Finance Officer said that Jubilee House is in desperate need of a new boiler and the funding of this could be taken from the T&W Council Place Plan monies. Cllr Watling declared an interest in this agenda item.

Cllr Morgan suggested that the cleaning contract could be brought in-house to reduce the cost. Cllr Watling said that reasons behind outsourcing cleaning was to ensure cover for the annual leave and sickness.

The Responsible Finance Officer confirmed that Safer Stronger Communities funding had been approved towards the Youth Officer post in Madeley, Sutton Hill and Woodside amounting to £20,000. Madeley Town Council has also committed £25,000 from reserves towards this project. Cllr Watling declared an interest in this agenda item.

Cllr S Taylor thanks the Finance Officer for their continued work on the budget.

32.2.10 External Audit Report

To agree the conclusion of the 2021-22 External Audit report received from the external auditors, PKF Littlejohns

The Responsible Finance Officer went through the report (see Appendix K) and highlighted that: 'Madeley Town Council has disclosed that it made proper provision during the year 2021-22 for the exercise of public rights, by answering 'yes' to section1, Assertion 4. However, as reported in 2019-20 and in 2020-21, the external auditor made MTC aware that to failed to do this and therefore should have answered 'No' to section1, Assertion 4. MTC has also disclosed that it took appropriate action on all matters raised in reports from the internal and external audit, by answering 'Yes' to Section1, Assertion 7, which on the basis of the above is not correct.'

Resolved:

That the 2021-22 External Audit Report is formally agreed by the Finance & General-Purpose Committee and the Notice of the Conclusion of the 2020-21 Audit is displayed on MTC noticeboards and on the MTC website.

32.3 NJC Pay Agreement

To note the recent NJC Pay Agreement for 2022-23.

The Responsible Finance Officer updated Councillors on the agreed NJC Pay Agreement for 2022-23 which gives £1925 rise for each SCP (see Appendix L). Employees will receive backpay from 1 April 2022 in their November 2022 salary payment.

Noted.

32.4 Fire Risk Assessment for Jubilee House

To note the recent Fire Risk Assessment and Action Plan for Jubilee House.

The Responsible Finance Officer presented a copy of the recent Fire Risk Assessment and Action Plan for Jubilee House, which had been reviewed by Cllr N England during a recent meeting at Jubilee House (see Appendix M1/M2). The Responsible Finance Officer acknowledged that the completion of the Action Plan would be the responsibility of the new Buildings & Assets Officer and progress would be presented to future Finance & General Purpose Committees.

Noted.

32.5 Love Madeley

The Town Clerk presented a report from Good-2-Great, the company who manages the Love Madeley project highlighting recent successes on social media and local press (see Appendix N).

Cllr Watling stated that a discussion had taken place at the Finance & General Purpose Committee on 26 September 2022 regarding the future of this project and a decision had been made of budget constraints faced by Madeley Town Council due to the cost of living crisis and the priorities within our communities that are now faced with over the coming years. Due to this, Love Madeley cannot continue beyond 31 November 2022.

Cllr White asked the Town Clerk to write to Good-2-Great Councillors to thank you them for their commitment to Love Madeley and the incredible work that has been carried out over the last 2 years.

32.6 Madeley Library

The Town Clerk presented a report updating Councillors on progress of the handover of Madeley Library from Telford & Wrekin Council Library Service (see Appendix O).

Resolved:

Councillors unanimously resolved that an updated report would be taken to Full Council on 5 December 2022.

F23/33 **Correspondence**
Nothing to report.

F23/34 **Information**
Nothing to report.

F23/35 **Date of Next Meeting**
The next meeting of Finance & General Purposes Committee will be held on Monday 20 March 2023 at 6.30pm at Jubilee House, High Street, Madeley. Please note that the Finance & General Purpose Committee arranged for Monday 23 January 2022 has been re-arranged to a Full Council meeting commencing 7pm at Jubilee House, High Street, Madeley.

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

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

DRAFT

