

Madeley Town Council

Minutes of the Annual Meeting of Madeley Town Council held on Monday 15 May 2023 commencing 7pm at Jubilee House, High Street, Madeley.

Councillors Present: H Morgan, P Cogings, A England, S Heighway, J Jones, J Loveridge, K Middleton, A Morgan, S Taylor, P Watling, D White
Alison Hinks, Town Clerk

23/95 **Election of Mayor**

Resolved:

Councillors unanimously resolved that Cllr Helena Morgan is elected as Mayor of Madeley Town Council for the forthcoming year.

Declaration of Acceptance of Office

Cllr Morgan duly signed the Declaration of Acceptance of Office which was witnessed by the Town Clerk.

23/96 **Remarks from the Mayor**

Cllr Morgan thank Councillors for their nominations to continue as Mayor of Madeley Town Council for a second term. Cllr Morgan welcomed all Councillors to the meeting and welcomed newly elected Councillors to their first meeting of Madeley Town Council. Cllr Morgan thanks departing Councillors who have not been re-elected to Madeley Town Council for their support, commitment, and service over the past 4 years.

Cllr Morgan acknowledged the 2022-23 Mayor Charity fundraising towards The Park Lane Centre, Woodside and announced that the 2023-24 Mayors Charity would be Telford & Wrekin Council White Ribbon Campaign.

23/97 **Election of Deputy Mayor**

Resolved:

Councillors unanimously resolved that Cllr Ruth Meadows is elected as Deputy Mayor of Madeley Town Council for the forthcoming year.

23/98 **Apologies**

Councillor N England – work commitment

Councillor R Evans – holiday

Councillor C Furnival – prior commitment

Councillor R Meadows – prior commitment

Resolved:

Councillors unanimously resolved that the apologies received were received and accepted.

23/99 **Public Discussion**

No members of the public were present at the meeting.

23/100 Declarations of Interest.

No declarations of interest were presented to the meeting.

23/101 Co-option to Vacancies on Madeley Town Council

Cllr Morgan updated Councillors that following the recent elections there is 1 x casual vacancy in Sutton Hill and 1 x casual vacancy in Academy which needs to be advertised throughout the local community. The Clerk to check with Telford & Wrekin Council Elections Officer if the vacancy must be formally advertised prior to expression of interest for the co-option is advertised.

Resolved:

Following clarification from the Telford & Wrekin Council Elections Officer, Councillors unanimously agreed to advertised for 1 x casual vacancy in Sutton Hill and 1 x casual vacancy in Academy.

23/102 Minutes

To confirm and approve the minutes of the Meeting of Council held on 23 January 2023.

Resolved:

Councillors unanimously resolved that the minutes of the Meeting of Madeley Town Council held on 23 January 2023 be confirmed and approved for signature (Appendix A).

23/103 Review of Committee Structure and Terms of Reference

Cllr Morgan presented the current committee structure and terms of reference for all Madeley Town Council committees, to be considered by Councillors.

Resolved:

Councillors unanimously resolved to adopt the proposed committee structure and terms of reference.

23/104 Appointment of Town Council Committees 2023/24

Resolved:

Councillor unanimously resolved the Councillors appointments to Madeley Town Council Committees for 2023/24 (Appendix C) as follows:

104.1 Personnel Committee Membership (6 members / 3 quorate)

Cllr Helena Morgan
Cllr Janice Jones
Cllr Anthony Morgan
Cllr Kelly Middleton
Cllr Paul Watling
Cllr Derek White

104.2 Leisure & Community Committee Membership (6 members / 3 quorate)

Cllr Sue Taylor
Cllr Peter Cogings
Cllr Ruth Meadows
Cllr Stephan Heighway
Cllr Anthony Morgan

VACANCY

104.3 Environment Committee (6 members / 3 quorate)

Cllr Derek White
Cllr Janice Jones
Cllr Jim Loveridge
Cllr Stephan Heighway
Cllr Ruth Meadows
VACANCY

104.4 Finance & General Purposes Committee Membership (9 members / 3 quorate)

Cllr Ruth Meadows
Cllr Derek White
Cllr Peter Cogings
Cllr Sue Taylor
Cllr Paul Watling
Cllr Kelly Middleton
Cllr Rae Evans
Cllr Arnold England
Cllr Janice Jones

104.5 Appeals Committee Membership (3 members / 3 quorate)

Members will be appointed as necessary.

23/105 Appointment of Representatives on Outside Bodies

Resolved:

Councillor unanimously resolved the Councillors representatives on outside bodies for 2023/24 (Appendix D) as follows:

Organisation/Group	Representatives 2023-24
Friends of Rough Park	Cllr Rae Evans
Ironbridge Gorge World Heritage Site Strategy Group	Cllr Rae Evans
Madeley Community Orchard Steering Group	Cllr Janice Jones Cllr Derek White
Madeley Matters Editorial Board	Cllr Janice Jones Cllr Helena Morgan Cllr Sue Taylor Cllr Derek White
Madeley History Group	Cllr Sue Taylor
Madeley Pitmounds Local Nature Reserve	Cllr Janice Jones
Madeley United Charities	Cllr Derek White
National Association of Councillors	Cllr Helena Morgan
Park Lane Centre Management Board	Cllr Rae Evans
The Hub on the Hill Management Board	TBC
Severn Gorge Countryside Trust	Cllr Jim Loveridge
Telford & Wrekin Parishes Forum	Cllr Helena Morgan

	CLlr Ruth Meadows
T&W Sports Forum	CLlr Arnold England
Families in Telford	CLlr Helena Morgan
Anstice Community Trust	CLlr Helena Morgan
Parish Charter Monitoring Group	CLlr Paul Watling
Wrekin Area Committee	CLlr Paul Watling
Telford Bus User Group	CLlr Kelly Middleton

23/106 Meeting Schedule for 2023/24

Resolved:

Councillor unanimously resolved the meeting schedule for 2023/24 (Appendix E) as follows:

2023	Committee	Time
15 May	Annual Parish Meeting & Annual General Meeting	6.30pm
22 May	Finance & General Purpose	6.30 pm
5 June	Leisure & Community	6.30pm
12 June	Environment	6.30 pm
19 June	Full Council (Finance Year End)	6.30pm
26 June	Annual Parish Meeting	6.30pm
26 June	Sutton Hill Residents Meeting	6pm
3 July	Full Council	6.30pm
10 July	Personnel	6.30pm
31 July	Sutton Hill Residents Meeting	6pm
4 September	Leisure & Community	6.30pm
11 September	Environment	6.30pm
18 September	Finance & General Purpose	6.30pm
25 September	Sutton Hill Residents Meeting	6pm
2 October	Full Council	6.30pm
9 October	Personnel	6.30pm
30 October	Sutton Hill Residents Meeting	6pm
6 November	Leisure & Community	6.30pm
13 November	Environment	6.30pm
20 November	Finance & General Purpose	6.30pm
27 November	Sutton Hill Residents	6pm
4 December	Full Council	6.30pm
11 December	Personnel	6.30pm
2024	Committee	Time
8 January	Full Council (Budget Setting)	6.30pm
15 January	Leisure & Community	6.30pm
22 January	Environment	6.30pm
29 January	Sutton Hill Residents Meeting	6pm
5 February	Finance & General Purpose	6.30pm
12 February	Full Council	6.30pm
19 February	Personnel	6.30pm
26 February	Sutton Hill Residents Meeting	6pm
4 March	Leisure & Community	6.30pm
11 March	Environment	6.30pm
18 March	Finance & General Purpose	6.30pm
25 March	Sutton Hill Residents Meeting	6pm
8 April	Full Council	6.30pm
15 April	Personnel	6.30pm
13 May	Annual General Meeting	6.30pm

23/107 Adopt the Power of Competence

The Clerk acknowledged that as the Town Council is over two thirds elected and the Town Clerk is duly qualified, the Town Council can choose to adopt the power of competence which can be used as part of the decision making process.

Resolved:

Councillor unanimously resolved to adopt the Power of Competence.

23/108 Review of Standing Orders

Cllr Morgan presented to Councillors the current Madeley Town Council Standing Orders to be considered (see Appendix F).

Resolved:

Councillor unanimously resolved to adopt the Madeley Town Council Standing Orders.

23/109 Budget & Finance

109.1 Bank Mandate

The Town Clerk presented the Bank Mandate showing the continuation of authority, instructions, and signatories for The Co-operative Bank to act as bankers for Madeley Town Council for 2023/24 (See Appendix G1).
Noted.

109.2 Direct Debit/Standing Order Mandates

The Town Clerk had prepared a schedule of payment orders by Direct Debit and Standing Order (Appendix G2) for Annual Review and recommendation as follows:

Direct Debit/Standing Order Mandates 2023/24

	Description	Frequency	Value
T&WC	NND Rates – Jubilee House	Monthly – April May – January	£729.30 £734.00
T&WC	NND Rates – Library, The Anstice	Monthly – April May - March	£414.00 £416.00
Wrekin Housing Trust	Vehicle Lease	Monthly	£287.50
Furrows Ltd	Fuel Account	Monthly	Variable
Veolia	Trade Refuse Collection – Jubilee House	Monthly	£69.00 (Variable)
Virgin Media	Broadband / Telephone	Monthly	£68.39
EE	Mobile Phones x 2	Monthly	£52.10
Shropshire Star	Shropshire Star digital subscription	Monthly	£5.50
Direct Copiers	Photocopier Lease Jubilee House	Quarterly – April July - Jan	£479.44 £429.44
Direct Copiers	Photocopier Lease Library	Quarterly – April July - Jan	£479.44 £429.44
WaterPlus	Water Charges – Jubilee House	Monthly	£76.43
WaterPlus	Water Charges – Public Toilets	Monthly	£4.99
Cathedral Hygiene	Hygiene Charges – Jubilee House	Annual	£987.96

Resolved:

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to instruct The Co-operative Bank under the general mandate to make payments by Direct Debit or Standing Order in accordance with the terms of suppliers and subject to ratification by Council or its Finance & General Purposes Committee.

Resolved:

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to provide Bank Account details and instruct receipts from creditors under the BACS system.

109.3 Councillor Allowances and Councillor and Officer Expenses Mandate 2020/21

Parish Basic Allowance 2023/24

The Parish Basic Allowance is based on the Telford & Wrekin Council's Parish Independent Remuneration Panel Report 2021. Madeley Town Council adopted the Parish Basic Allowance in January 2022 (Appendix G3).

Resolved:

That Madeley Town Council approves payment of the Parish Basic Allowance for 2023/24 at the approved and indexed rate effective 1st April 2021. The basic allowance for councillors being £668 per annum and the Mayor's allowance being £1,336 per annum.

Travelling Expenses 2023/24

Resolved:

That the NALC recommended rates for car allowance (casual users £0.65p – first 10,000 miles) be approved for Officers business use of private vehicles.

Resolved:

That the HMRC approved Mileage Allowance Payment for 2023/24 (£0.45p per mile) be approved for Members business use of private vehicles.

Subsistence/Accommodation Expenses 2023/24

Resolved:

That subsistence expenses be maintained at current approved rates, based on Telford & Wrekin Council allowances.

109.4 Councillor Allowances and Expenses Report 2023/24

The Responsible Finance Officer had prepared a report, which the Council is required to publish (Appendix G4)

Noted.

109.5 Annual Subscription Review 2023/24

The Responsible Finance Officer had prepared a report showing annual subscriptions for 2023/24 (Appendix G5):

	Description	Cost
SLCC	Society of Local Council Clerks	£354.00

	Professional body for local council clerks	
NALC	National Association of Councillors	£78.00
	Representative body for elected members	
SALC/NALC	Shropshire Association of Local Councils and National Association of Local Councils	£2,639.12
	affiliation fee. Advice and support network for local councils	

Resolved:

Councillors unanimously resolved that the annual subscriptions be renewed for 2023/24.

10.6 External Audit Programme 2022/23

The Responsible Finance Officer had prepared a paper outlining the external audit programme for year ending 2022/23 (Appendix G6).
Noted.

23/110 Committee Minutes

110.1 Draft minutes from Leisure & Community Committee held on 6 March 2023

The Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 6 March 2023 for information (Appendix H1).
Noted.

110.2 Draft minutes from Environment Committee held on 13 March 2023

The Clerk presented to Councillors the draft minutes from the Environment Committee held on 13 March 2023 for information (Appendix H2).
Noted.

23/111 Policies for Approval

Cllr Morgan went through the policies recommended for approval by the Personnel Committee:

111.1 Appraisal and Supervision Policy

Resolved:

Councillors unanimously resolved to adopt the Appraisal and Supervision Policy (see Appendix I1).

111.2 Attendance at Work Policy

Resolved:

Councillors unanimously resolved to adopt the Attendance at Work Policy (see Appendix I2)

111.3 Compassionate Leave Policy

Resolved:

Councillors unanimously resolved to adopt the Compassionate Leave Policy (see Appendix I3)

111.4 Capability Management Policy

Resolved:

Councillors unanimously resolved to adopt the Capability Management Policy (see Appendix I4).

111.5 Dignity at Work Policy

Resolved:

Councillors unanimously resolved to adopt the Dignity at Work Policy (see Appendix I5).

111.6 Disciplinary Policy

Resolved:

Councillors unanimously resolved to adopt the Disciplinary Policy (see Appendix I6).

111.7 Grievance Policy

Resolved:

Councillors unanimously resolved to adopt the Grievance Policy (see Appendix I7).

23/112 Policies for Review

112.1 Media Protocol

Resolved:

Councillors unanimously resolved to adopt the Media Protocol (see Appendix J1).

112.2 Social Media Protocol

Resolved:

Councillors unanimously resolved to adopt the Social Media Protocol (see Appendix J2).

23/113 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:

113.1 Madeley Library

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

The Clerk gave an updated on the handover of Madeley Community Library from Telford & Wrekin Council to Madeley Town Council stating that the SLA is currently with the Town Council's Solicitor and is due to be sign over the coming weeks.

113.2 Staffing

The Clerk updated Councillors on the recent recruitment of a Youth Officer and Library & First Point Assistant.

23/114 Correspondence

Nothing to report.

23/115 Information

The Clerk updated Councillor on a meeting arrangement with Telford & Wrekin Council to discuss The Hub on the Hill. The Clerk said that Councillors will be kept up to date on any development and extra-ordinary meetings will be arranged if needed.

Cllr Middleton updated Councillors issues previously arranged with the lateness of Arriva buses in Madeley, Sutton Hill and Woodside causing residents to be late for school, college, and work. Cllr Middleton confirmed that Arriva have introduced an earlier service to ensure that this does not happen, introduced additional buses to the routes and have potentially rerouted the X10 service to Shrewsbury from to include the Madeley area from September 2023.

Cllr White said that when Arriva have staffing difficulties, they always change the services to Sutton Hill, although the Telford & Wrekin Council No. 100 and No. 101 bus services have help with this. Cllr Middleton confirmed that if the bus is highly used, it is usually the bus that Arriva remove. Cllr White asked about the longevity of the Telford & Wrekin Council No. 100 and No. 101 buses. Cllr Watling said that this had not yet been discussed in Cabinet.

Cllr England asked how Councillor reclaim their Election Expenses by 1 June 2023. Cllr Watling confirmed that for the Labour Group, this would be done via the campaign representative.

22/15 Date of Next Meeting

The next meeting of Madeley Town Council is arranged for Monday 19 June 2023 commencing 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 7.00 pm.

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Signed:

Mayor of Madeley Town Council

Dated: