

# Madeley Town Council

Minutes of the Annual Meeting of Madeley Town Council held on Monday 19 June 2023 commencing 6.30pm at Jubilee House, High Street, Madeley.

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**Councillors Present:** H Morgan (Mayor), C Ansah, S Cook, A England, N England, C Furnival, S Heighway, J Jones, J Loveridge, R Meadows, K Middleton, A Morgan, P Watling, D White

**Others Present:** Alison Hinks, Town Clerk

**24/23** Apologies

Councillor P Cogings – prior commitment

Councillor R Evans – prior commitment

Councillor S Taylor – Prior commitment

**Resolved:**

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

**24/24** Remarks from the Mayor

Cllr Morgan welcome all Councillors to the meeting and welcomed Cllr Furnival to his first Full Council meeting as a newly election Town Councillors in Madeley.

Cllr Morgan informed Councillors that the two casual vacancies had now been filled and welcomed Cllr Clifford Ansah and Cllr Stuart Cook to the meeting and confirmed that they had both signed the declaration of office and declaration of interest forms prior to the meeting.

**24/25** Public Discussion

No members of the public were present at the meeting.

**24/26** Declarations of Interest.

Agenda Item 24/49 The Anstice – Cllr J Jones, Cllr H Morgan

Agenda Item 24/53 Madeley Library – Cllr N England

Agenda Item 24/54 Sutton Hill Community Trust – Cllr N England, Cllr K Middleton

Agenda Item 24/55 Madeley Community Orchard – Cllr J Jones, Cllr D White

**24/27** Minutes

*To confirm and approve the minutes of the Meeting of Council held on 15 May 2023.*

**Resolved:**

Councillors unanimously resolved that the minutes of the Annual Meeting of Madeley Town Council held on 15 May 2023 be approved for signature (Appendix A).

**24/28** Appointment of vacancies on Leisure & Community Committee and Environment Committee

**Resolved:**

Councillors unanimously resolved to appoint Cllr S Cook to the Leisure & Community Committee and Cllr Ansah to the Environment Committee.

## **24/29**     **Year End Budget & Finance Reporting**

### **Internal Controls**

*To review and approve current internal control measures*

### **System of Internal Controls**

Accounts and Audit Regulations require an audited body to conduct an annual review of the effectiveness of its system of internal controls and to publish a statement on internal control (statement of assurance) each year with the financial statements. The Clerk had prepared a description of the System of Internal Controls (Appendix B1)

#### **Resolved:**

Councillor unanimously resolved that the System of Internal Controls is approved.

**24/30**

### **Statement of Internal Controls**

The Clerk had prepared a Statement of Internal Controls for consideration (Appendix B2).

#### **Resolved:**

Councillors unanimously resolved that the Statement of Internal Controls be endorsed and incorporated into the year-end accounts.

**24/31**

### **Effectiveness of Internal Audit**

The Clerk presented a report on the effectiveness of internal audit (Appendix B3) showing that the system of internal audit was adequate.

#### **Resolved:**

Councillors unanimously resolved that the Town Council have adequate and effective systems of internal audit in place.

**24/32**

### **2022-23 Internal Audit Report and Action Plan**

The Town Clerk presented the 2022-23 Internal Audit Report from Telford & Wrekin Council Audit Department, a copy of which is required for the 2022-23 Annual Return (AGAR).

#### **Resolved:**

Councillors unanimously resolved to accept the 2022-23 Internal Audit Report Action Points and Recommendations.

**24/33**

### **Annual Return 2022-23**

*To approve accounting statements*

### **Annual Governance Statement 2022-23**

The Clerk had prepared the Annual Governance Statement for the year ended 31 March 2023 (Appendix C). Council activities relating to statements 1-8 on the Annual Governance Statement are reviewed by the Internal Auditor as part of the internal audit review.

#### **Resolved:**

Councillors unanimously resolved that Madeley Town Council approves the Annual Governance Statement for 2022-23.

**24/34**

**Statement of Accounts 2022-23**

**Consolidated Balance Sheet and Income & Expenditure Account**

The Clerk had prepared the Consolidated Balance Sheet (Appendix D1) and Income & Expenditure Account (Appendix D2 and D3) for the year ended 31 March 2023.

**Resolved:**

Councillors unanimously resolved that the Consolidated Balance Sheet and Income & Expenditure Accounts is approved.

**24/35**

**Accounting Statement (Annual Return)**

The Clerk had prepared the Annual Return – Accounting Statement for the year ended 31 March 2023 (Appendix D4).

**Resolved:**

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2023 is approved.

**24/36**

**Reconciliation of Adjustments**

The Clerk had prepared the Reconciliation of Adjustments for the year ended 31 March 2023 (Appendix D5) showing income not yet received and expenditure not yet paid.

**Resolved:**

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2023 is approved.

**24/37**

**Bank Reconciliation**

The Clerk had prepared a Bank Reconciliation for the financial year-end 31 March 2023 (Appendix D6)

**Resolved:**

Councillors unanimously resolved that the Bank Reconciliation for 2022-23 is approved.

**24/38**

**Significant Variances**

The Clerk had prepared a report explaining significant variances of 15% and over in 2022-23 income and expenditure compared to the previous financial year (Appendix D7).

**Resolved:**

Councillors unanimously resolved that the explanation of Significant Variances in income and expenditure in 2022-23 to the previous year be confirmed and approved.

**24/39**

**Accounts**

*To review and approve accounting information*

**24/40**

**Asset Register**

The Clerk had prepared the Asset Register as at 31 March 2023 (Appendix E1) for review and approval.

**Resolved:**

Councillors unanimously resolved that the Asset Register is approved.

**24/41**

**Reserves and Balances**

The Clerk had prepared a report highlighting reserves and schedule of earmarked reserves as at 31 March 2023 for approval (Appendix E2).

**Resolved:**

Councillors unanimously resolved that the Reserves and Balance are approved.

**24/42**

**Risk Register Review**

*Risk Register to be reviewed and approved*

The Clerk presented an updated version of the Risk Register for approval (Appendix F).

**Resolved:**

Councillors unanimously resolved that the Risk Register is approved.

**24/43**

**Risk Management Policy Review**

*Risk Management Policy to be reviewed and approved*

The Clerk presented an updated Risk Management Policy for approval (Appendix G).

**Resolved:**

Councillors unanimously resolved that the Risk Management Policy is approved.

**24/44**

**Budget & Financial Monitoring**

**24/45**

**Expenditure Transactions**

The Town Clerk had prepared an expenditure transactions list for noting for the period 1 April 2023 to 31 May 2023 (Appendix H).

Noted.

**24/46**

**Income Transaction**

The Town Clerk had prepared an income transactions list for noting for the period 1 April 2023 to 31 May 2023 (Appendix I).

Noted.

**24/47**

**Budget Cashbook**

The Town Clerk had prepared the Financial Summary – Cashbook report for the period 1 April 2023 to 31 May 2023 for information (Appendix J).

Noted.

**24/48**

**Budget Comparison Report**

The Town Clerk had prepared the Financial Comparison Report for the period to 1 April 2023 to 31 May 2023 for information (Appendix K).

Noted.

**24/49**

**Expenditure for Approval.**

## **1. Roof Repairs at The Anstice**

Following reports of water leaking from both flat roof in the bar area of The Anstice and the residential flat at The Anstice, T&WC BiT have appointed a surveyor to inspect the roofs, which shows that both flat roofs need urgent repair. BiT has provided an estimate for repairs, as follows:

- Small roof over the residential flat - £8k (estimate)
- Big roof over the bar area off the ballroom - £35k (estimate)
- BiT Fees – part of BiT contract which allows 40 hours per year project management support.
- Building Control Fees - £1k (estimate)

If approved, T&WC BiT will go out to formal tender for the work (as the total cost is over £25k).

The Lease agreement between Madeley Town Council and the Anstice Memorial Trust states that any external work to the building is the responsibility of Madeley Town Council.

The Anstice Memorial Trust receive rent from the tenant of the residential flat.

The final costs following tender, will be brought back to Full Council for final approval.

### **Resolved:**

Councillors unanimously resolved to instruct Telford & Wrekin Council BiT to go out to tender for the repairs to both flat roof repairs.

Councillors unanimously resolved for the Town Clerk to discuss with the Anstice Community Trust payment for the smaller roof.

## **2. Building Management System at The Anstice**

During the refurbishment of The Anstice, a building management system was installed to control the heating throughout the building. The system is zoned enabling different temperatures in different parts of the building. There have been constant issues with the current system resulting in the heating being controlled from the on/off switch, leaving areas of the building cold, especially the Library and library office.

Despite several training sessions organised and paid for by the Town Council, staff are still unsure about how the current system works.

The guarantee from the company who installed the original BMS system as part of the refurbishment of The Anstice are no longer in contract, are not

part of the BiT system and charge £1,000 per call out. It is not possible to remove the current buildings management system as the heating system was designed with this in mind.

T&W Council BiT have put the Town Council in contact with their preferred supplier who is registered on their BiT system who has provided costs for a brand new building management system, costs of £11,740.00 + VAT.

**Resolved:**

Councillors unanimously resolved to install a new business management system to ensure that the heating in The Anstice is working as efficiently as possible.

**24/50 Madeley Town Council Domestic Abuse Champion**

**Resolved:**

Councillors unanimously resolved that Cllr Helena Morgan becomes the Madeley Town Council Domestic Abuse Champion.

**24/51 Madeley Town Council Mental Health Champion**

**Resolved:**

Councillors unanimously resolved that Cllr Stuart Cook becomes the Madeley Town Council Mental Health Champion.

**24/52 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:

**24/53 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 Telford & Wrekin Council to include the points raised by the Town Council's Solicitor. The SLA will be signed off at the next Full Council meeting on 17 July 2023 along with the Data Sharing Agreement.

**24/54 Sutton Hill Community Trust**

The Town Clerk presented a report updating Councillors on the recent meeting between the Town Council, the Hub on the Hill, and Telford & Wrekin Council on the future of the Hub on the Hill.

**Resolved:**

Councillors unanimously resolved to:

- a) That Madeley Town Council offer admin support to Sutton Hill Community Trust until a new Centre Manager is appointed.

- b) That Madeley Town Council instruct Telford & Wrekin Council Audit Department to carry out a full audit of accounts to safeguard the future of the community centre.
- c) That Madeley Town Council offer of grant of £30,000 to cover expenditure in the short term.
- d) That Madeley Town Council employ a Centre Manager for The Hub on the Hill who will work closing with the existing Town Council staff, providing service continuity and shared resources.
- e) That Madeley Town Council help Sutton Hill Community Trust to appoint board members from the local community.
- f) That Madeley Town Council work with Sutton Hill Community Trust to secure the extension to the lease for Severn Walk.
- g) That Madeley Town Council work with Telford & Wrekin Council and Sutton Hill Community Trust to secure external funding for building improvements

**24/55                      Madeley Community Orchard**

Cllr White updated the Town Council on the current lease and SLA status for Madeley Community Orchard. The Madeley United Charity Trust is due to meet in July 2023 to look at the membership of the Trust and the future lease of the Community Orchard.

**24/56                      Correspondence**

Cllr Morgan reminded Councillor about the current Telford & Wrekin Council consultation on the future of Adult Service.

Cllr Morgan congratulated the Anstice Community Trust on their successful Child in Need Grant of £42,000 for the Madeley Youth Club.

Cllr Morgan agreed to fund £500 from the Mayors Grant Funding towards the Telford & Wrekin Council Crucial Crew project for all primary school leavers across Telford.

**24/57                      Information**

Cllr Middleton updated Councillors on the recent Let's Talk Menopause session at The Park Lane Centre funded by the Woodside Borough Councillors Pride Funding. Cllr White asked if this project would be rolled out in Sutton Hill. The Councillor Pride Grant also funded the purchase of Blood Packs for local schools and also the period poverty packs held in all four community centres.

**24/58                      Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 17 July 2023 at 6.30pm at Jubilee House, High Street, Madeley

The Madeley Town Council Annual Parish Meeting is arranged for Monday 3 July 2023 at 6.30pm at Jubilee House, High Street, Madeley

There being no further business, the Mayor closed the meeting at 7.10 pm.

Signed:  
Mayor of Madeley Town Council

Dated: