

## Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 22 May 2022 at 6.30 pm at Jubilee House, High Street, Madeley

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**PRESENT**      **Councillors:**    R Meadows (Chair), A England, R Evans, J Jones, K Middleton, S  
                         **Officers:**        Taylor, P Watling and D White  
   Town Clerk/RFO and Finance Officer

**F24/01**      **Election of Chair of Finance & Personnel Committee**

**Resolved:**

Councillors unanimously resolved that Cllr Ruth Meadows is elected Chair of the Finance & General Purpose Committee.

**F24/02**      **Remarks from the Chair**

Cllr Meadows welcomed all Councillors to the meeting and said that they are pleased to take up with new challenge.

**F24/03**      **Appointment of Deputy Chair of Finance & Personnel Committee**

**Resolved:**

Councillors unanimously resolved that Cllr Derek White is appointed Deputy Chair of the Finance & General Purpose Committee.

**F24/04**      **Apologies**

Apologies were received from Cllr P Cogings (work commitment),

**Resolved:**

The Finance & General-Purpose Committee unanimously resolved to accept the apologies received.

**F24/05**      **Public Discussion**

There were no members of the public present.

**F24/06**      **Declarations of Interest**

There were no declarations of interest presented at the meeting.

**F24/07**      **Minutes**

*To approve the minutes of the Finance & General Purpose Committee held on Monday 21 November 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 21 November 2022 (see Appendix A).

**F24/08**      **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.*

**08.1 Expenditure Transaction List from 1 April 2023 to 28 April 2023 agreed by the Finance & General-Purpose Committee outside of the Committee.**

*To note the expenditure transaction from 1 April 2023 – 28 April 2023*

The Finance Officer had prepared a list of all expenditure transaction for the period 1 April 2023 to 28 April 2023 (see Appendix B).

Noted.

**08.2 Income Transaction List from 1 April 2023 to 28 April 2023**

*To note the income transaction list from 1 April 2023 – 28 April 2023*

The Finance Officer had prepared a list of all income transaction for the period of 1 April 2023 to 28 April 2023 (see Appendix C).

Noted.

**08.3 Budget Cashbook Report from 1 April 2023 to 28 April 2023**

*The Budget 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 Budget Cashbook Report for the period 1 April 2023 to 28 April 2023 for information (see Appendix D).

Noted.

**08.4 Budget Comparison Report from 1 April 2023 to 28 April 2023**

*To note actual monies received and spent compared to 2023-24 budget.*

The Finance Officer had prepared the Financial Comparison Report for the period 1 April 2023 to 28 April 2023 for information (see Appendix E).

Noted.

**08.5 Proposed Expenditure for Approval**

*To agree the proposed expenditure (see Appendix F).*

**08.5.1 3 x new windows to the back of the Ballroom at The Anstice**

The 3 x windows to the back of the Ballroom at The Anstice have been leaking for some time. They were never replaced, only renovated, during the refurbishment over 3 years ago. Telford & Wrekin Council Heritage Officer, Penny McKnight, has asked that Madeley Town Council approach a heritage carpenter to replace the windows like for like. The quotes received are as follows:

- 3 x timber frames windows @ £3300 supplied and fitted, each – total cost £9,900 + VAT.
- 3 x slate grey UPVC windows @ £1950 each supplied and fitted – total cost £5,850 + VAT.

The new windows will be funded via the Anstice Repairs & Maintenance budget under the Council Cost Code.

**Resolved:**

Councillor unanimously resolved to approve the installation of 3 x UPVC windows at £1950 + VAT supplied and fitted, each – total cost £5850 + VAT.

**08.5.2 New LED internal lighting at Jubilee House**

Only part of the internal lighting at Jubilee House is LED. A total of 15 lights needs replacing to new LED lights, which will help reduce energy bills at Jubilee House. A BiT supplier has been contacted to provide a quote as follows:

- 15 x new LED lights – total cost £1,350.00 + VAT

The new LED lights will be funded via the Jubilee House Repairs & Maintenance budget under the Finance & General Purpose Cost Code.

**Resolved:**

Councillors unanimously resolved to approve the upgrade of the 15 x new LED lights at £1,350 + VAT supplied and fitted.

**08.5.3 Independent Health & Safety Inspect of Jubilee House, Public Conveniences and Madeley Community Library**

The workforce at Madeley Town Council is now higher than 8 employees and due to this, the Town Council have additional health & safety responsibilities towards their staff and service users. Telford & Wrekin Council BiT carry out annual Fire Risk Assessments for all properties owned by Madeley Town Council. This assessment covers any fire hazards and risks to the buildings. It is good practice to carry out an annual Health & Safety Risk Assessment to identify any other hazards and risks in the building and to review all risk assessment, safe working practices and personal independent assessments for vulnerable people using the buildings. It will also assess documentation needed for contractors working on the buildings.

**Resolved:**

Councillors unanimously resolved to appoint a Health & Safety Consultant to undertake a Health & Safety Risk Assessment of Jubilee House, Public Conveniences and Madeley Community Library.

**08.5.4 Electronic Noticeboard**

Madeley Town Council aims to provide as much information as possible to the local community to promote not only our own events and activities but also those of our partners. Our noticeboards are inundated with posters, and we are unable to display everyone that we receive. There is an option to have

interactive electronic noticeboards in both Jubilee House and Madeley Community Library to enable to display information to our local community at cost of:

- 2 x interactive electronic noticeboards @ £2, 178 supplied, fitted and training each – total cost £4,356 + VAT.

The new interactive electronic noticeboards will be funded via the Jubilee House and The Anstice Property Services budget.

**Resolved:**

Councillors unanimously resolved to agree the purchase 2 x interactive electronic noticeboards for Jubilee House and Madeley Community Library.

**08.6 Bank Reconciliation dated 28 April 2023**

*To note the Bank Reconciliation dated 28 April 2023.*

The Finance Officer had prepared the Co-op Community Account Bank Reconciliation as of 28 April 2023 (see Appendix G) which were duly signed by the Chair of Finance & General-Purpose Committee.

Noted.

**08.7 Petty Cash Reconciliation as at 30 April 2023**

*To note the Petty Cash Reconciliation as at 30 April 2023.*

The Finance Officer had prepared the Petty Cash Reconciliation as of 30 April 2023 (see Appendix H) which were duly signed by the Chair of Finance & General-Purpose Committee.

Noted.

**08.8 Reserve Budget as at 31 March 2023**

*To note the Reserve Budget movement as at 31 March 2023.*

The Finance Officer had prepared a list of reserve budget movements during the period 1 April 2022 to 31 March 2022 for information (see Appendix I).

Noted.

**08.9 Journal Transfer as at 31 March 2023**

*To note the Journal Transfers movements as at 31 March 2023.*

The Finance Officer had prepared a list of journal transfer movements during the period 1 April 2022 to 31 March 2023 for information (see Appendix J).

Noted

**08.10 Year End Debtors as at 31 March 2023**

*To note the Year End Debtors as at 31 March 2023.*

The Finance Officer had prepared a list of year end debtors as at 31 March 2023 and information on payments received against these debtors as at 28 April 2023. Councillors acknowledged that a lot of the

outstanding receipts had in fact been paid following year end. The Finance Officer to further report on this once all outstanding payments have been made.

Noted.

**24/09 Madeley Place Plan Project**

*To note the Madeley Place Plan Project Action Plan as at 11 May 2023.*

The Clerk presented an updated Action Plan for developments in Madeley centre being funded as part of the Telford & Wrekin Council Place Plan grant (see Appendix L).

Noted.

**24/10 Financial Regulations**

*To review and agree the Financial Regulations.*

The Town Clerk presented the Financial Regulations to the Committee and reported that there have been no changes to the Regulations.

**Resolved:**

Councillors unanimously resolved to duly accept the Financial Regulations.

**24/11 Bank Signatories**

*To discuss and agree new Councillor bank signatories.*

**Resolved:**

Councillors unanimously resolved that Cllr Rae Evans and Cllr Ruth Meadows would be come signatories on the Co-op Bank Account.

**24/12 Councillor Internal Checks**

*To discuss and agree Councillor to undertake internal checks on finance systems.*

**Resolved:**

Councillors unanimously resolved that Cllr Rae Evans will undertake quarterly checks on the Town Councils financial practice and procedures.

**24/13 Insurance Renewal**

*To discuss and agree the 2023-24 insurance renewal.*

The Town Clerk presented the Zurich insurance renewal for 2023-24. Only one quote has been received despite approaching 3 insurance companies. The Town Council had to provide a new rebuild cost for The Anstice Memorial Hall, which is now insured for £4,723,125. This increase has increased the cost of the insurance to £7,866.13.

**Resolved:**

Councillors unanimously resolved to accept the 2023-24 Zurich insurance cost of £7,866.13.

**F24/14 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:*

Nothing to report.

**F24/15**    **Correspondence**

Nothing to report.

**F24/16**    **Information**

Nothing to report.

**F24/17**    **Date of Next Meeting**

The next meeting of Finance & General Purposes Committee will be held on Monday 18 September 2023 at 6.30pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.15 p.m.

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

