



## MADELEY TOWN COUNCIL

Jubilee House  
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Alison Hinks, Town Clerk  
13 September 2023

Notice is hereby given that the next meeting of **Finance & General Purposes Committee** will be held on **Monday 18 September 2023** at **Jubilee House, High Street Madeley** commencing at **6.30 pm**.

### AGENDA

1. **Apologies for Absence**
2. **Remarks from the Chair**
3. **Public Discussion**
4. **Declaration of Interests**
5. **Minutes**  
Minutes of the Finance & General-Purpose Committee held on 22 May 2023 **Appendix A**  
- *for approval*
6. **Budget & Finance – Financial Reports**
  - 6.1 Expenditure from 29.04.23 to 31.08.23 – *to note* **Appendix B**
  - 6.2 Income from 29.04.23 to 31.08.23 – *to note* **Appendix C**
  - 6.3 Budget Cashbook Report from 01.04.23 to 31.08.23 – *to note* **Appendix D**
  - 6.4 Budget Comparison Report from 01.04.23 to 31.08.23 – *to note* **Appendix E**
  - 6.5 Proposed Expenditure - *for approval* **Appendix F**
    - (i) CCTV at Jubilee House
    - (ii) Fire doors at Jubilee House
    - (iii) Replacement emergency lighting at Jubilee House
    - (iv) Flooring in the Marks Room at Jubilee House
    - (v) Annual contribution towards replacement Library Books
    - (vi) Update on windows at The Anstice
  - 6.6 Bank Reconciliations dated 31.05.23, 30.06.23, 31.07.23 and 31.08.23 – *to note* **Appendix G**
  - 6.7 Petty Cash Reconciliation – 02.05.23 and 07.06.23 – *to note* **Appendix H**
  - 6.8 Half Yearly Budget Monitoring & 2024/25 Budget Setting Process – *to note* **Appendix I to follow**
  - 6.9 Completion of External Audit – *to note* **Appendix J**
7. **Contract Renewals**
  - 7.1 HR Contract – *to approve* **Appendix K**
  - 7.2 Internal Audit Contract – *to approved* **Appendix L To follow**
8. **Health & Safety**
  - 8.1 Public Toilets Fire Risk Assessment – *to note* **Appendix M**
  - 8.2 Health & Safety Risk Assessment – *to note* **Appendix N**
  - 8.3 H&S Competent Persons Service – *to discuss and approve* **Appendix O**
9. **Madeley Place Plan Project Update – to note** **Appendix P**
10. **Process for expenditure approval – to discuss and approve**
11. **Policy Updates**
  - 11.1 Publication Scheme **Appendix Q**
12. **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:*
13. **Correspondence**

**14. Information**

**15. Date of Next Meeting**

The next scheduled meeting of Finance & General Purposes Committee will be held on Monday 20 November 2023 at 6.30pm at Jubilee House, High Street, Madeley.

Yours sincerely

*Alison Hinks*

Alison Hinks, Madeley Town Clerk