

# Madeley Town Council

Minutes of the Annual Meeting of Madeley Town Council held on Monday 17 July 2023 commencing 6.30pm at Jubilee House, High Street, Madeley.

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**Councillors Present:** H Morgan (Mayor), C Ansah, P Cogings, S Cook, A England, R Evans, C Furnival, R Meadows, A Morgan, S Taylor, P Watling, D White

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

**24/59** Apologies

Councillor N England - prior commitment  
Councillor S Heighway – prior commitment  
Councillor J Jones – prior commitment  
Councillor J Loveridge – prior commitment  
Councillor K Middleton – prior commitment

**Resolved:**

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

**24/60** Remarks from the Mayor

Cllr Morgan welcome all Councillors to the meeting and reminded Councillors that this meeting is the last meeting before the summer recess.

**24/61** Public Discussion

No members of the public were present at the meeting.

**24/62** Declarations of Interest.

Agenda Item 24/66.1 The Anstice Memorial Hall Fire Risk Assessment and Action Plan – Cllr H Morgan  
Agenda Item 24/70 Telford & Wrekin Council Community Governance Review – Cllr H Morgan

**24/63** Minutes

*To confirm and approve the minutes of the Meeting of Council held on 19 June 2023.*

**Resolved:**

Councillors unanimously resolved that the minutes of the Full Council meeting held on 19 June 2023 be approved for signature (Appendix A).

**24/64** Committee Meetings

*To note the minutes from committee meetings.*

**64.1** **Draft minutes from Finance & General Purpose Committee held on 22 May 2023**

The Town Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 22 May 2023 for information (Appendix B).  
Noted.

- 64.2 **Draft minutes from Leisure & Committee held on 5 June 2023**  
The Town Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 5 June 2023 for information (Appendix C).  
Noted.
- 64.3 **Draft minutes from Environment Committee held on 12 June 2023**  
The Town Clerk presented to Councillors the draft minutes from the Environment Committee held on 12 June 2023 for information (Appendix D).  
Noted.

## **24/65 Budget & Financial Monitoring**

- 65.1 **Expenditure Transactions**  
The Town Clerk had prepared an expenditure transactions list for noting for the period 1 June 2023 to 30 June 2023 (Appendix E).  
Noted.
- 65.2 **Income Transaction**  
The Town Clerk had prepared an income transactions list for noting for the period 1 June 2023 to 30 June 2023 (Appendix F).  
Noted.
- 65.3 **Budget Cashbook**  
The Town Clerk had prepared the Financial Summary – Cashbook report for the period 1 April 2023 to 30 June 2023 for information (Appendix G).  
Noted.
- 65.4 **Budget Comparison Report**  
The Town Clerk had prepared the Financial Comparison Report for the period to 1 April 2023 to 30 June 2023 for information (Appendix H).  
Noted.
- 65.5 **Bank Reconciliation dated 30 April 2023 and 31 May 2023**  
*To note the Bank Reconciliation dated 30 April 2023 and 31 May 2023.*  
The Town Clerk presented the Co-op Community Account Bank Reconciliation as of 30 April 2023 and 31 May 2023 (see Appendix I1 and I2) which were duly signed by the Mayor.  
Noted.
- 65.6 **Petty Cash Reconciliations**  
*To note the Petty Cash Reconciliations dated 2 May 2023 and 7 June 2023.*  
The Town Clerk presented the Petty Cash Reconciliations as of 2 May 2023 and 7 June 2023 (see Appendix J1 and J2) which were duly signed by the Mayor.  
Noted.

## **24/66 Health & Safety**

**66.1 The Anstice Memorial Hall Fire Risk Assessment and Action Plan**

*To review and approve the Fire Risk Assessment and Action Plan for The Anstice Memorial Hall.*

The Town Clerk presented the Fire Risk Assessment and Action Plan for the Anstice Memorial Hall dated 26 April 2024 (see Appendix K1 and K2) highlighting low, medium, and high action points to be undertaken by The Anstice Community Trust and Madeley Town Council. The Town Clerk confirmed both organisations attend a quarterly Building User Group meeting which monitors the action points from the Fire Risk Assessment. Cllr White proposed that the Full Council should receive an updated on the Action Plan at every meeting.

**Resolved:**

Councillors unanimously resolved to receive an updated on the Anstice Memorial Hall Fire Risk Assessment at every future Full Council meeting. Cllr Morgan declared an interest in this agenda item and abstained from the vote.

**24/67 Policy Updates**

Cllr Morgan went through the policies recommended for approval:

**67.1 Complaints Policy**

**Resolved:**

Councillors unanimously resolved to adopt the Complaints Policy (see Appendix L).

Cllr A England reminded Councillors of the Ledbury Judgement giving Councillors the right to know the details of any complaint against them and to right to make representation and to be represented at any hearing.

**67.2 Children and Adult at Risk Safeguarding Policy**

**Resolved:**

Councillors unanimously resolved to adopt the Children & Adults at Risk Safeguarding Policy (see Appendix M).

**24/68 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:

**68.1 Staffing**

The Town Clerk updated Councillors on the job description and person specification for the new Hub on the Hill Centre Manager due to be advertised shortly.

The Town Clerk informed Councillor of the new job description and person specification for 2 x Saturday/Young Person Library Assistant posts.

**68.2 Madeley Library**

Deferred to the next meeting.

**68.3 Sutton Hill Community Trust**

The Town Clerk updated Councillors on the Town Council's continue support at Sutton Hill Community Trust and confirmed that the action points resolved at the Full Council meeting held on 19 June 2023 are being actioned.

**68.4 Madeley Community Orchard**

Cllr White updated the Town Council on the recent meeting with Madeley Community Orchard Group.

**24/69 Correspondence**

Cllr Morgan informed Councillors on a complaint received informing the Town Council that they had breached their own Co-option Policy. Cllr Morgan confirmed that this is currently being investigated and would report back to a future Full Council meeting.

**24/70 Information**

Cllr Morgan updated Councillors on the recent Telford & Wrekin Council meeting for all Town & Parish Councils regarding a proposed Community Governance Review. Full details will be presentation to a future Full Council meeting. Cllr Morgan declared an interest in this agenda item.

**24/71 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 2 October 2023 at 6.30pm at Jubilee House, High Street, Madeley

There being no further business, the Mayor closed the meeting at 6.48pm.

Signed:

Mayor of Madeley Town Council

Dated: