

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 18 September 2023 at 6.30 pm at Jubilee House, High Street, Madeley

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

F24/18 **Apologies**
Apologies were received from Cllr R Meadows (unwell) and Cllr P Watling (prior commitment). Cllrs A England was not present at the meeting.
Resolved:
The Finance & General-Purpose Committee unanimously resolved to accept the apologies received.

F24/19 **Remarks from the Chair**
In the absence of Cllr Meadows, Cllr White welcomed all Councillors to the meeting.

F24/20 **Public Discussion**
There were no members of the public present.

F24/21 **Declarations of Interest**
There were no declarations of interest presented at the meeting.

F24/22 **Minutes**
To approve the minutes of the Finance & General Purpose Committee held on Monday 22 May 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 22 May 2022 (see Appendix A).

F24/23 **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.

23.1 Expenditure Transaction List from 29 April 2023 to 31 August 2023 agreed by the Finance & General-Purpose Committee outside of the Committee.

To note the expenditure transaction from 29 April 2023 – 31 August 2023
The Finance Officer had prepared a list of all expenditure transaction for the period 29 April 2023 to 31 August 2023 (see Appendix B).
Noted.

23.2 Income Transaction List from 29 April 2023 to 31 August 2023
To note the income transaction list from 29 April 2023 – 31 August 2023
The Finance Officer had prepared a list of all income transaction for the period of 29 April 2023 to 31 August 2023 (see Appendix C).
Noted.

23.3 Budget Cashbook Report from 1 April 2023 to 31 August 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 31 August 2023 for information (see Appendix D).
Noted.

23.4 Budget Comparison Report from 1 April 2023 to 31 August 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 31 August 2023 for information (see Appendix E).
Noted.

23.5 Proposed Expenditure for Approval
To agree the proposed expenditure (see Appendix F).

23.5.1 CCTV at Jubilee House

Currently the front door at Jubilee House is not covered by CCTV and reception or the admin office are not able to see who is trying to access the building, and letting visitors in without knowing if they are people in our local community who are not allow into public building. The back door at Jubilee House is part of the Telford & Wrekin Council CCTV system and recordings taken and kept if needed in the future. A new external security camera at the front door and a monitor on the reception is needed and should be included on the T&WC system costing £1,514.

RESOLVED:

The Finance & General Purpose Committee unanimously resolved to purchase of the extension to the CCTV at Jubilee House.

23.5.2 Fire Doors at Jubilee House

Following a recent annual inspection of all fire doors it has been picked up that all 13 fire doors at Jubilee House need to be brought up to the FD30 standard. One quote has been sort from a fire door installer outside of the BiT system as follows:

- (i) 13 x upgrade to FD30 standard including intumescent strips, fire door packs door furniture, acoustic fire door closers, fire hinges door alignment, labour - £18,843 excl. VAT.
- (ii) 13 x replacement doors with glass to including: doors, intumescent strips, fire door furniture pack, acoustic fire door

closers, fire hinges, labour - £28,368 excl. VAT.

The Finance & General Purpose Committee requested that to look at 3 quotes or costs from a BiT approved contractor.

23.5.3 Replacement Emergency Lighting at Jubilee House

Following the recent annual emergency lighting testing at Jubilee House, several emergency lights need to be repaired or replaced as follows:

- 7 x emergency exit light batteries @ £95 per light totalling £686.
- 9 x wall lights/emergency lights @ £150 per light totally £1,350

RESOLVED:

The Finance & General Purpose Committee unanimously resolved to purchase of the emergency lighting at Jubilee House

23.5.4 Flooring in the Marks Room at Jubilee House

The flooring in the Marks Room at Jubilee House is bowing and to ascertain the reasons for this, the flooring needs to be taken up. Madeley Town Council has previously been told that the wooden flooring can no longer be re-sanded as the layers in the wood are too thin. Perhaps now is an ideal time to replace the flooring. A quote outside BiT system has been given for £8,843 to replace the flooring with laminate, although this does not include any replacement joists that may need replacing once the wooden flooring has been take up.

The Finance & General Purpose Committee requested that a camera is used to further investigate the problem.

23.5.5 Annual Contribution Toward Replacement Library Books

Telford & Wekin Council Library Service have asked Madeley Town Council, along with other community libraries, to consider a year on year financial contribution towards replacement book stock and on-line resources. The cost is dependent on the size of the community library at a cost of £7,500. This amount is not included in the 2022-23 budget.

The Finance & General Purpose Committee requested further information on the numbers of books being purchased, who they are to be distributed, which is to be reported back to the next meeting.

23.5.6 Update on 3 x replacement windows to the back of the Ballroom at The Anstice

Following further investigation with Telford & Wrekin Council Planning Department the 3 x windows to the back of the Ballroom at The Anstice must be in keeping with the building and the planning permission granted 20 May 2021. The 3 x replacement windows must be timber frames windows at a cost of £3300 supplied and fitted each, a total cost of £9,900 excl. VAT.

Noted

23.6 Bank Reconciliation dated 31 May 2023, 30 June 2023, 31 July 2023, and 31 August 2023

To note the Bank Reconciliation dated 31 May 2023, 30 June 2023, 31 July 2023, and 31 August 2023.

The Finance Officer had prepared the Co-op Community Account Bank Reconciliation as of 31 May 2023, 30 June 2023, 31 July 2023, and 31 August 2023 (see Appendix G) which were duly signed by the Vice Chair of Finance & General-Purpose Committee.

Noted.

23.7 Petty Cash Reconciliation as of 2 May 2023 and 7 June 2023

To note the Petty Cash Reconciliation as of 2 May 2023 and 7 June 2023.

The Finance Officer had prepared the Petty Cash Reconciliation as of 2 May 2023 and 7 June 2023 (see Appendix H) which were duly signed by the Vice Chair of Finance & General-Purpose Committee.

Noted.

23.8 Half Yearly Budget Monitoring and 2024-25 Budget Setting Process

To note the Half Yearly Budget Monitoring and 2024-25 Budget Setting Process.

The Finance Officer had prepared half yearly budget monitoring and projected year end predictions and budget comparisons for all budget heading. As of 18 September 2023, the projected year end budget shows an overspend. The Clerk to put measures in place to ensure that any future spend is agreed by the Clerk or Finance Officer in advance of purchase to ensure accurate monitoring for setting the 2024-25 budget and Precept request (see Appendix I).

Noted.

The Town Clerk had prepared initial proposals for commitments already made by Councillors for the 2024-25 budget, along with suggestions for internal and external services enhancements. The report also investigated budget savings to help support any changes. The Town Clerk will present to all future Committee meetings the proposed changes to budgets for recommendation to the Full Council meeting on 8 January 2024 where the 2024-25 budget will be finalised and approved (see Appendix I).

Noted.

23.9 Completion of External Audit

To note the recommendations made by the External Auditor and the completion of the 2022-23 External Audit of Accounts.

The Town Clerk presented the final report from the External Auditor for the 2022-23 Audit of Accounts and highlighted that: 'Madeley Town Council has disclosed that it made proper provision during the year 2022-23 for the exercise of public rights, by answering 'yes' to section 1, Assertion 4. However, as reported in 2019-20, the external auditor made

MTC aware that to failed to do this and therefore should have answered 'No' to section1, Assertion 4. MTC has also disclosed that it took appropriate action on all matters raised in reports from the internal and external audit, by answering 'Yes' to Section1, Assertion 7, which on the basis of the above is not correct.' (see Appendix J).

RESOLVED:

The Finance & General Purpose Committee unanimously resolved to formally agree the 2022-23 External Audit Report and that the Notice of the Conclusion of the 2023-23 Audit is displayed on Madeley Town Council noticeboards and website.

F24/24 Contract Renewals

To review and agree contract renewals presented to the Finance & General Purpose Committee.

24.1 HR Contract

The Town Clerk presented the revised contract and costings for the Telford & Wrekin Council HR Contract for the provision of the human resources helpline and occupational health and welling services at a cost of £1,382.45 excluding VAT in year 1 (previously £1,164 per year) (see Appendix K).

RESOLVED:

The Finance & General Purpose Community unanimously resolved to approved the new Telford & Wrekin Council HR contract until 1 July 2024.

24.2 Internal Audit Contract

The Town Clerk presented the revised contract and costings for the Telford & Wrekin Council Internal Audit Contract for the provision of an annual internal audit and action plan at a cost of £2,2331 excluding VAT in year 1 (previously £1043 per year) with annual inflation increases over the 3 year contract (see Appendix L).

RESOLVED:

The Finance & General Purpose Community unanimously resolved to approve the Telford & Wrekin Council Internal Audit contract until the year ending 2025-26.

F24/25 Health & Safety

To note the Health & Safety Risk Assessments received.

25.1 Public Toilets Fire Risk Assessment

The Town Clerk presented the Fire Risk Assessment for the Public Toilets dated 6 December 2022 and confirmed that all action points had been completed (see Appendix M).

Noted.

25.2 Health & Safety Risk Assessment

The Town Clerk presented the Health & Safety Risk Assessment

conducted on 21 August 2023 on all buildings and activities undertaken by Madeley Town Council. An Action Plan will be put together for all recommendation and reported back to future Finance & General Purpose Committees (see Appendix N).

Noted.

25.3 Health & Safety Competent Person Service

The Town Clerk presented details of the Health & Safety advice service provided by an external company who will support the Town Council with policies, procedures, and risk assessments. They will also be their named competent person for H&S (see Appendix O).

The Finance & General Purpose Committee said that this should be taken into consideration when the Town Council put together their 4 year Strategic Plan.

F24/26 Madeley Place Plan Project

To note the Madeley Place Plan Project Action Plan as of 12 September 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 P).

Noted.

F24/27 Process for Expenditure Approval

To discuss and agree how invoices are reports, approved, and paid.

Resolved:

The Finance & General Purpose Committee unanimously resolved that Cllrs Evans, Meadows, Morgan and White should be contacted to approve payments and delegate responsibility to the Town Clerk to action the payment from the bank.

F24/28 Policy Updates

To discuss and agree policies for approval.

28.1 Publication Scheme

The Town Clerk presented the revised Publication Scheme for approval (see Appendix Q).

RESOLVED:

The Finance & General Purpose Community unanimously resolved to adopt the Publication Scheme.

F24/29 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.

F24/30 **Correspondence**
Nothing to report.

F24/31 **Information**
Nothing to report.

F24/32 **Date of Next Meeting**
The next meeting of Finance & General Purposes Committee will be held on Monday 20 November 2023 at 6.30pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.50 p.m.

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

