

## Madeley Town Council

Minutes of Full Council held on Monday 2 October 2023 commencing 6.30pm at Jubilee House, High Street, Madeley.

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**Councillors Present:** H Morgan (Mayor), S Cook, S Heighway, R Meadows, K Middleton, A Morgan, S Taylor, P Watling, D White

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

### **24/72** Apologies

Councillor C Ansah – prior commitment  
Councillor P Cogings – prior commitment  
Councillor A England – prior commitment  
Councillor R Evans – prior commitment  
Councillor C Furnival – prior commitment  
Councillor J Jones – prior commitment  
Councillor J Loveridge – prior commitment  
Councillor N England was not present at the meeting.

#### **Resolved:**

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

### **24/72** Remarks from the Mayor

Cllr Morgan thanks all Councillors who attended the Strategy Away Day on 16 September 2023 and said the day allowed Councillor to forward plan priorities for the next 4 years.

### **24/73** Public Discussion

No members of the public were present at the meeting.

### **24/74** Declarations of Interest.

Agenda Item 24/78.1 The Anstice Memorial Hall Fire Risk Assessment and Action Plan – Cllr H Morgan

Agenda Item 24/80 Telford & Wrekin Council Community Governance Review – Cllr H Morgan

Agenda Item 24/81.3 Sutton Hill Community Trust – Cllr K Middleton

### **24/75** Minutes

*To confirm and approve the minutes of the Meeting of Council held on 17 July 2023.*

#### **Resolved:**

Councillors unanimously resolved that the minutes of the Full Council meeting held on 17 July 2023 be approved for signature (Appendix A).

### **24/76** Committee Meetings

*To note the minutes from committee meetings.*

#### **76.1 Draft minutes from Leisure & Committee held on 4 September 2023**

The Town Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 4 September 2023 for information (Appendix B).

Noted.

**76.2 Draft minutes from Environment Committee held on 11 September 2023**

The Town Clerk presented to Councillors the draft minutes from the Environment Committee held on 11 September 2023 for information (Appendix C).

Noted.

**76.3 Draft minutes from Finance & General Purpose Committee held on 18 September 2023**

The Town Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 18 September 2023 for information (Appendix D).

Noted.

**24/77 Budget & Financial Monitoring**

**77.1 Expenditure Transactions**

The Town Clerk had prepared an expenditure transactions list for noting for the period 1 June 2023 to 31 August 2023 (Appendix E).

Noted.

**77.2 Income Transaction**

The Town Clerk had prepared an income transactions list for noting for the period 1 June 2023 to 31 August 2023 (Appendix F).

Noted.

**77.3 Budget Cashbook**

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

Noted.

The Clerk confirmed that the invoices relating to the high number of alarm activation reports at The Anstice Memorial will be recharged in line with the tenancy agreement.

The Clerk confirm that the charge for Microsoft 365 is for all Town Council accounts.

**77.4 Budget Comparison Report**

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

Noted.

**77.5 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 30 August 2023, the projected year end budget shows an overspend. The Clerk has put measures in place so 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 Precept approved.

Noted.

## **24/78 Health & Safety**

### **78.1 The Anstice Memorial Hall Fire Risk Assessment Action Plan**

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

The Town Clerk presented the Fire Risk Assessment Action Plan for the Anstice Memorial Hall which had been updated by Madeley Town Council and the Anstice Community Trust following the Building User Group Meeting on 8 September 2023 (see Appendix J).

Noted.

Cllr H Morgan declared an interest in this agenda item.

## **24/79 Policy Updates**

*To review and agreed policy updates presented below.*

### **79.1 Scheme of Delegation**

**Resolved:**

Councillors unanimously resolved to adopt the Scheme of Delegation Policy (see Appendix K).

### **79.2 Co-option Policy**

**Resolved:**

Councillors unanimously resolved that the Co-option Policy be discussed and agreed at the next Personnel Committee on 9 October 2023 (see Appendix L).

## **24/80 Community Governance Review**

*To note the Telford & Wrekin Council information on the Community Governance Review.*

The Town Clerk presented the Telford & Wrekin Council presentation on the Community Governance Review currently out for consultation (see Appendix M).  
Noted.

Cllr H Morgan declared an interest in this agenda item.

## **24/81 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:

### **81.1 Investigation into the breach of the Co-option Policy**

The Town Clerk left the meeting for this agenda item.

The Mayor presented a report outlining the investigation into a breach of the Madeley Town Council Co-option Policy (see Appendix N).

#### **Resolved:**

Councillors unanimously resolved to partially uphold the recent question that Madeley Town Council knowingly breached the Madeley Town Council Co-option Policy. The Mayor confirmed that advice was taken from Arnold Baker on Local Council Administration guidance which is not in line with Madeley Town Council's Policy.

### **81.2 Madeley Library**

*To discuss and approve the SLA between Madeley Town Council and Telford & Wrekin Council for Madeley Community Library.*

The Town Clerk presented the SLA between Madeley Town Council and Telford & Wrekin Council for Madeley Community Library. The Town Clerk confirmed that the SLA has been agreed by the Town Council's Solicitor.

#### **Resolved:**

Councillors unanimously resolved to sign the SLA for Madeley Community Library.

### **81.3 Sutton Hill Community Trust**

The Town Clerk circulated a confidential report from Telford & Wrekin Council Internal Auditor for The Hub on the Hill along with an update on recent changes to Sutton Hill Community Trust.

#### **Resolved:**

Councillors unanimously resolved:

- a) That Madeley Town Council look at options with Telford & Wrekin Council for running The Hub on the Hill.
- b) That Madeley Town Council submit an Expression of Interest with the Community Ownership Fund to assess eligibility for the grant.

- c) That Madeley Town Council move forward with the recruitment of a Community Centre Manager.

Cllr Middleton declared an interest in this item.

**81.4 Madeley Community Orchard**

The Town Clerk updated Councillors on the recent drop in meeting arranged with local residents and community groups interested in becoming part of a new Madeley Community Orchard Working Group look at option for the future management of the site.

**81.5 Unreasonable Persistent and Vexatious Complainant Policy**

The Town Clerk updated Councillors on a recent appeal from a member of the public against the Mayor decision to instigate Madeley Town Council's Unreasonable Persistent and Vexatious Complaints Procedure.

**Resolved:**

Councillors unanimously resolved not to revoke the decision to instigate Madeley Town Council's Unreasonable Persistent and Vexatious Complaints Procedure. The Clerk will formally write to the complainant to inform them of this decision.

**24/82 Correspondence**

Cllr Morgan informed Councillors of a request received from Telford & Wrekin Council Internal Audit Department requesting additional costs for the recent internal audit at The Hub on the Hill as the work and follow up reporting took longer than expected.

**Resolved:**

Councillors unanimously resolved to pay an additional 2 days for the additional work needed to complete the Telford & Wrekin Council Internal Audit.

Cllr Morgan informed Councillors that Cllr Jim Loveridge has resigned from the Severn Gorge Countryside Trust Board and suggested that a replacement is discussed at the next Environment Committee.

**24/83 Information**

Nothing to report.

**24/84 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 4 December 2023 at 6.30pm at Jubilee House, High Street, Madeley

There being no further business, the Mayor closed the meeting at 7.35pm.

Signed:

Mayor of Madeley Town Council

Dated: