

## Madeley Town Council

Minutes of Full Council held on Monday 4 December 2023 commencing 6.30pm at Jubilee House, High Street, Madeley.

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**Councillors Present:** H Morgan (Mayor), C Ansah, S Cook, A England, N England, R Evans, S Heighway, J Jones, J Loveridge, R Meadows, K Middleton, A Morgan, S Taylor, P Watling, D White  
**Others Present:** Alison Hinks, Town Clerk

**24/85** Apologies

Councillor P Cogings – prior commitment

**Resolved:**

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

**24/86** Remarks from the Mayor

Cllr Morgan said that Madeley Town Council had hosted a number of successful and well attended Christmas events for the local community and had received positive feedback from residents.

Cllr Morgan invited Councillors to the Mayors Family Carol Service arranged for 2pm on Sunday 17 December 2023 at t Mary's Church, High Street, Madeley.

**24/87** Public Discussion

No members of the public were present at the meeting.

**24/88** Declarations of Interest.

Cllr N England – Agenda item 24/92.5 Telford & Wrekin Council Cabinet Member responsible for finance and customer services and governance

Cllr P Watling – Agenda item 24/94 Ex-trustee of the Anstice Community Trust

Cllr J Jones – Agenda item 24/4/94 Trustee of the Anstice Community Trust

Cllr C Ansah – Agenda item 24/95.1 Ex-tenant at the Hub on the Hill

Cllr J Jones - Agenda item 24/95.1 Member of Sutton Hill Community Trust

Cllr K Middleton - Agenda Item 24/95.1 Telford & Wrekin Council Cabinet Member responsible for community centres

Cllr D White and Cllr J Jones - Agenda Item 24/95.2 Member of Madeley United Charities who are responsible for Madeley Community Orchard

Cllr H Morgan - Agenda Item 24/96 Telford & Wrekin Council Community Governance Review

**24/89** Minutes

*To confirm and approve the minutes of the Meeting of Council held on 2 October 2023.*

**Resolved:**

Councillors unanimously resolved that the minutes of the Full Council meeting held on 2 October 2023 be approved for signature (Appendix A).

**24/90 Town Councillor Vacancy**

Cllr Morgan informed Councillors of the resignation received from Connor Furnival on 20 November 2023 and the need to advertise the casual vacancy in the Cuckoo Oak Ward.

**Resolved:**

Councillors unanimously resolved to advertise the casual vacancy in the Cuckoo Oak Ward in Madeley as soon as possible.

**24/91 Committee Meetings**

*To note the minutes from committee meetings.*

**91.1 Draft minutes from Leisure & Committee held on 6 November 2023**

The Town Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 6 November 2023 for information (Appendix B).  
Noted.

**91.2 Draft minutes from Environment Committee held on 13 November 2023**

The Town Clerk presented to Councillors the draft minutes from the Environment Committee held on 13 November 2023 for information (Appendix C).  
Noted.

**91.3 Draft minutes from Finance & General Purpose Committee held on 20 November 2023**

The Town Clerk presented to Councillors the draft minutes from the Finance & General Purpose Committee held on 20 November 2023 for information (Appendix D).  
Noted.

**24/92 Budget & Financial Monitoring**

**92.1 Expenditure Transactions**

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

**92.2 Income Transaction**

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

**92.3 Budget Cashbook**

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

#### **92.4 Budget Comparison Report**

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

Noted.

#### **92.5 2024-25 Budget Setting and Precept**

*To discuss and agree the proposed 2024-25 Budget Setting and Precept.*

The Town Clerk had prepared a proposed 2024-25 budget and precept calculation (see Appendix I1 and I2), highlighting:

- In November 2021 Telford & Wrekin Council confirmed that the CTS Grant of £32,575 would reduce by one third year on year and 2024-25 being the last payment of £10,858.33.
- Income and expenditure for The Hub on the Hill community centre has been included in the proposed budget amounting to a projected income and expenditure of £120,000.
- Telford & Wrekin Council have confirmed that the Council Tax Base Rate for 2023-24 (based on current information) is £4,398.40, a slight increase from the previous year.
- The table below shows Madeley Town Council Council Tax Band D calculations for the current financial year and for 2024-25 council tax calculations with no increase to Band D Council Tax amounting to £125.79 pa.
- There is a shortfall of £92,547.54 in the proposed 2024-25 budget and a need to increase the 2024-25 Precept by 16.7%.
- Room hire and allotment costs have not been increased for 4 years and to help the budget shortfall both should increase by a proposed 10%.
- Telford & Wrekin Council have asked for an annual contribution towards new library books of £7,500. Madeley Town Council just cannot afford this and will offer an annual contribution of £2,500.
- There has been a 29.81% increase to the CAT team and liaison officer contract, although if Madeley Town Council sign up to this contract from 1 April 2024 they will have £5,000 payback toward materials for community enhancement projects. Community Enforcement contract will not be renewed at the end of the current contract on 31 March 2024, although this contract will be reviewed each year to identify if Madeley Town Council can afford to buy into this contract.
- There will be an expenditure increase due to additional hanging baskets needed for the new hanging basket poles and planters installed as part of the Telford & Wrekin Council Place Plan funding.
- The Christmas grants awarded to Community Centres will need to be applied for through the general grant funding.
- The Christmas grants awarded to local community groups will be reorganised and Madeley Town Council will organise 3 x Christmas events for the elderly in Madeley, Sutton Hill and Woodside.
- The budget for other smaller events will be reduced to £10,000 and anything additional will need to be funded via external grant applications.

- Salaries budget has increased due to taking over the responsibility for Madeley Community Library and Youth Support. There have also been some minor changes to current staffing arrangements.

Cllr Evans asked for confirmation on the reserve budgets. The Town Clerk said that the Town Council currently has 6 months worth of essential spend in reserve of which £127,000 is earmarked for committed projects.

Cllr White acknowledged that the Town Council has had a difficult financial year due to the increase in costs for all services. This justifies the 10% increase in room hire and allotment rents. There has also been a salary increase for all employees of £1,985 which has been frozen for a number of years.

**Resolved:**

Councillors resolved to:

- increase Band D Council Tax in the 2024-25 Precept by 16.7%.
- agree the proposed 2024-25 Gross Precept of £656,680.
- agree the proposed 2024-25 budget with a total income of £803,959, and a total expenditure of £803,959.

Cllr N England abstained from the vote.

Cllr N England declared an interest in this agenda item.

**24/93 Policy Updates**

*To review and agreed policy updates presented below.*

**93.1 Honours, Gifts and Awards Policy**

The Town Clerk went through the proposed Honours, Gifts and Awards policy (see Appendix J). Cllr Morgan explained that this includes the annual Mayors Community Awards which were introduced in 2023.

Cllr Evans suggested that a monetary value for a gift should be specified in the policy rather than specifying a particular item to purchase. Cllr Evans also suggested that acknowledgement for wedding anniversaries should be removed as some people make a conscious choice not to marry.

**Resolved:**

Councillors unanimously resolved to adopt the Honours, Gifts and Awards Policy to include the amendments outlined above.

**24/94 Lease for The Anstice Memorial Hall**

The Town Clerk explained that the Town Council's Solicitor has been in touch regarding registered The Anstice Memorial Hall with the Land Registry. The Land Registry need proof that Cllr Paul Watling and Peter Taylor (a Madeley Town Councillor at the time of signing) had Full Council approval to sign the lease on 30 January 2019 on behalf of the Town Council. Unfortunately, minutes of the Full Council meeting do not state this.

**Resolved:**

Councillors resolved that they retrospectively agree that Cllr Watling and ex-Cllr Peter Taylor can formally sign the lease for the Anstice Memorial Hall on behalf of Madeley Town Council. Cllrs Watling and Jones abstained from the vote.

Cllr Watling and Cllr Jones declared an interest in this agenda item.

## **24/95 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:

#### **95.1 Sutton Hill Community Trust**

The Town Clerk circulated a confidential report updating Councillors on the future management of The Hub on the Hill, Sutton Hill (see Appendix K).

Cllr Evans said that Madeley Town Council must ensure that they are indemnified against any issues or problems that may arise after the transfer. The Town Clerk confirmed that the Town Council's Solicitor is currently reviewing this.

Cllr A Morgan asked if all groups who currently use the Hub on the Hill will continue following the hand over. The Town Clerk confirm that the Chair of the Sutton Hill Community Trust will be writing to all tenant and hirers updating them of the hand over.

Cllr Jones said that residents need to be formally communicated to as some resident think that The Hub on the Hill is closing and suggested that the Town Council release a statement about future plans to regain the trust of the local community. Cllr England said that Telford & Wrekin Council PR Department should help with this promotion.

Cllr Watling said that the hand over of The Hub on the Hill is an opportunity for Madeley Town Council to work more closely with the residents of Sutton Hill to ensure that the provision provided from the Centre is tailored to the needs of the local community. Cllr Watling said that despite the outcome of the grant, the Town Council will be providing a positive change for the local community by taking over the running of The Hub on the Hill.

Cllr White said that The Hub on the Hill is in an extremely bad state of repair, and this has an impact on the local area especially as Wrekin House Trust are selling off any vacant housing stock, taking their ownership of properties down to only 70 houses. Cllr White said that the Community Ownership Fund grant is needed so that the building is not lost; if The Hub on the Hill is regenerated the heart will be put back into the community but the heart must beat differently, to provide help and support for local people.

Cllr Middleton said that the past has proven that money will not solve the problems faced by The Hub on the Hill. When the building is refurbished, it will be able to offer better facilities and services to the local community. Cllr Middleton suggested an official launch once the outcome of the Community Ownership Fund grant is known.

Cllr Cooke said that the Town Council need to rebuild the confidence of the local community and gain ideas from residents, especially young peoples' views. Cllr Jones said that since COVID, many of the community activities organised from The Hub on the Hill have stopped and said that local residents will help with re-establishing these.

Cllr A England said that Telford & Wrekin Council have the skills to support Madeley Town Council will the submission of the full grant for the Community Ownership Fund. Cllr Watling said that he would attend the working group putting together the full grant application.

Cllr White said that residents who attended the Sutton Hill Residents Meeting were positive about the changes at The Hub on the Hill. Following this meeting an update was put on the Sutton Hill Community Facebook page and again, residents were positive about the proposed changes which need to feed into the consultation of the Working Group and included in the full Grant Application.

**Resolved:**

Councillors resolved:

- a) that Madeley Town Council submit the full Community Ownership Grant application
- b) that Madeley Town Council form a joint Working Group with Telford & Wrekin Council to support the completion of the Community Ownership Grant application
- c) that Madeley Town Council take over the running of The Hub on the Hill on a temporary basis until the outcome of the full Community Ownership Grant is known and a permanent arrangement can be agreed
- d) that Madeley Town Council sign the Heads of Terms issued by Telford & Wrekin Council for Madeley Town Council to occupy The Hub on the Hill on a temporary basis until the outcome of the full Community Ownership Grant is known if agreed by the Town Council's Solicitor
- e) that Madeley Town Council TUPE over the 3 x Sutton Hill Community Trust employees onto Madeley Town Council contracts of employment
- f) that Madeley Town Council issue the tenants in situ an addendum to their current lease arrangements
- g) that Madeley Town Council agree to accept the transfer over of the Sutton Hill Community Trust assets and equipment

- h) that Madeley Town Council agree to accept the transfer over of the unspent grant from the Sutton Hill Community Trust bank to help towards the future running costs of The Hub on the Hill
- i) that Madeley Town Council agree to transfer over the contracts for services to run The Hub

Cllr Jones, Cllr Ansah and Cllr Middleton abstained from the vote.

Cllrs Jones, Ansah and Middleton declared an interest in this item.

#### **95.2 Madeley Community Orchard**

The Town Clerk updated Councillors on the recent meeting of Madeley United Charities who hold the covenant for Madeley Community Orchard. As of January 2023 there has been no SLA between Madeley Town Council and Madeley Community Orchard Group for day to day management of the site despite Madeley Town Council organising meeting with Madeley Community Orchard Group to resolve this. At the meeting it was agreed that the Madeley United Charity would arrange a working group meeting of interested people and organisations who would like to be responsible for the management and development of the Orchard. This is arranged for Thursday 11 January at 6pm at Jubilee House, High Street, Madeley. Cllr Jones asked Councillors to invite any organisations they think may like to be part of this group. As from January 2024, Madeley Town Council will not have a SLA with Madeley United Charities to manage Madeley Community Orchard.

Cllr White said the new working group need to continue to respect the history of the site. Cllr Jones said that some areas need to quickly be made safe for the users of the site. Cllr Cooke said that there are many free on-line courses for volunteers to attend and offered the support of the local veteran community.

Cllr Jones and Cllr White declared an interest in this agenda item.

#### **24/96 Correspondence**

Cllr Watling informed Councillors that the closing date for comments about Community Governance Review has been extended to Monday 18 December 2023 and the Town Council must submit their views by this date.

Cllr H Morgan declared an interest in this agenda item.

#### **24/97 Information**

Nothing to report.

#### **24/98 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 4 December 2023 which was scheduled to agree the 2024-25 budget and precept. As the 2024-25 budget and precept has been agreed at the meeting on 4 December 2023, the

next meeting of Madeley Town Council is arranged for **Monday 12 February 2024 at 6.30pm at Jubilee House, High Street, Madeley.**

There being no further business, the Mayor closed the meeting at 7.40pm.

Signed:

Mayor of Madeley Town Council

Dated: