

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 18 March 2024 at 6.30 pm at Jubilee House, High Street, Madeley

PRESENT Councillors: R Meadows (Chair), R Evans, J Jones, K Middleton, and P Watling.
Officers: Town Clerk/RFO and Finance Officer

F24/61 **Apologies**

Apologies were received from Cllr S Taylor. Cllrs A England and Cllr P Cogings was not present at the meeting.

Resolved:

The Finance & General-Purpose Committee unanimously resolved to accept the apologies received.

F24/62 **Remarks from the Chair**

Cllr Meadows welcomed Councillors to the meeting.

F24/63 **Public Discussion**

There were no members of the public present.

F24/64 **Declarations of Interest**

Cllr Jones declared an interest in agenda item F24/68 and F24/74.1 – The Anstice Memorial Hall.

Cllr Middleton declared an interest in agenda item F24/66 – The Hub on the Hill.

F24/65 **Minutes**

To approve the minutes of the Finance & General Purpose Committee held on Monday 5 February 2024

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 5 February 2024 (see Appendix A).

F24/66 **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.

66.1 Expenditure Transaction List from 1 January – 29 February 2024 agreed by the Finance & General-Purpose Committee outside of the Committee.

To note the expenditure transaction from 1 January – 29 February 2024

The Finance Officer had prepared a list of all expenditure transaction for the period 1 January – 29 February 2024 (see Appendix B).

Noted.

66.2 Income Transaction List from 1 January – 29 February 2024

To note the income transaction list from 1 January – 29 February 2024

The Finance Officer had prepared a list of all income transaction for the period of 1 January – 29 February 2024 (see Appendix C).

Noted.

66.3 Budget Cashbook Report from 1 April 2023 to 29 February 2024

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 29 February 2024 for information (see Appendix D).

Noted.

66.4 Budget Comparison Report from 1 April 2023 to 29 February 2024

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 29 February 2024 for information (see Appendix E).

Noted.

66.5 Budget Monitoring and Projections

To note the budget monitoring and projections from 1 April 2023 to 31 March 2024

The Finance Officer had prepared the budget monitoring and projected spend until 31 March 2024 (see Appendix F).

Noted.

Cllr White said that the planned building work at The Anstice including new windows, paint removal to the external of the building, roof repairs are having a big financial implication on the Town Council's budget.

Cllr Jones said that organisations should work together to get a better deal on purchases and services and suggested that a google group is set up to share information. Cllr Middleton said that the Telford & Wrekin Council Town & Parish Clerks Meeting is currently looking at a one-stop shop for all policies and documents to be shared. Cllr White asked when the Telford & Wrekin Boundary Review would be concluded as this would enable Town & Parish Council's to work together and share resources.

Cllr White suggested that the Town Council should review all work that is being carried out and question if it is working. Cllr Middleton highlighted that Madeley Town Council had undertaken 2 Strategic Reviews in the past 4 years to develop the work of the Town Council and these positive changes will inevitably have an effect on the budget which has not been increased for a number of years.

Cllr White asked that Madeley Community Library look at further expanding their offer to include groups/activities for the elderly. Cllr Middleton said that the Telford & Wrekin Council Welcoming Spaces grant aims to reduce isolation.

66.6 Proposed Expenditure for Approval

To agree the proposed expenditure.

Nothing to report.

66.7 Bank Reconciliation dated 31 January 2024 and 29 February 2024

To note the Bank Reconciliation dated 31 January 2024 and 29 February 2024.

The Finance Officer had prepared the Co-Op Community Account Bank Reconciliation as of 31 January 2024 and 29 February 2024 (see Appendix G1/G2) which were duly signed by the Chair of Finance & General-Purpose Committee.

Noted.

66.8 Petty Cash Reconciliation as at 31 January 2024

To note the Petty Cash Reconciliation as at 31 January 2024.

The Finance Officer had prepared the Petty Cash Reconciliation as of 31 January 2024 (see Appendix H) which were duly signed by the Chair of Finance & General-Purpose Committee.

Noted.

66.9 Bank Signatories

Resolved:

The Finance & General Purpose Committee unanimously resolved that the following would be bank signatories on both Co-op Community Accounts: Cllrs Watling, Taylor, Jones, and A Hinks.

F24/67 Health & Safety

To note the Health & Safety Risk Assessments received.

Nothing to report.

F24/68 Madeley Place Plan Project

To note the Madeley Place Plan Project Action Plan as of 18 March 2024.

The Town 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 I).

Noted.

F24/69 Review of Financial Regulations

To review and approve the Madeley Town Council Financial Regulations

The Town Clerk presented the Financial Regulations and reported that there have been no changes to the Regulations (see Appendix J).

Resolved:

The Finance & General Purpose Committee unanimously resolved to duly accept the Financial Regulations.

F24/70 Review of Risk Management Policy

Review and approve the Risk Management Policy.

The Town Clerk presented an updated Risk Management Policy for approval (Appendix K).

Cllr Evans said that the Risk Management Policy should include the annual review of the Financial Risk Assessment.

Resolved:

Following the amendments above, the Finance & General Purpose Committee unanimously resolved to recommend that the Full Council approve the that the Risk Management Policy at the meeting on 8 April 2024.

F24/71 Review of Financial Risk Assessment

Review and approve the Financial Risk Assessment

The Town Clerk presented an updated version of the Financial Risk Assessment for approval (Appendix L).

Cllr Evans said that the Financial Risk Assessment should include sickness including long term sickness eg. COVID.

Resolved:

Following the amendments above, the Finance & General Purpose Committee unanimously resolved to recommend that the Full Council approve the Financial Risk Register at the meeting on 8 April 2024.

F24/72 Review of Room Hire Booking Form

To review and approve the revised room booking form for Jubilee House and The Hub on the Hill.

The Town Clerk presented a revised room booking form explaining the form had been updated following a serious incident at Jubilee House involving an elderly member of the public attending an external group (see Appendix M). The Town Clerk said that all groups should provide their own public liability insurance and first aider for any activities being undertaken by the group. Madeley Town Council provide public liability insurance and first aid for the building.

Cllr Evans said that this change could deter groups from booking the facilities.

Resolved:

The Finance & General Purpose Committee unanimously resolved to adopt the new room booking form for Jubilee House and The Hub on the Hill.

F24/73 Review of Reserves and Balances Policy

To review and approve the Reserves and Balance Policy.

The Town Clerk presented the Reserves and Balances Policy for approval (see Appendix N).

Resolved:

The Finance & General Purpose Committee unanimously resolved to approve the Reserves and Balance Policy.

F24/74 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:

74.1 Update on upgrade work to The Anstice memorial Hall

Discussed under agenda item 24/68.
Noted.

74.2 2024-25 Cleaning Contract

The Town Clerk presented the updated 3 year contract for cleaning at Jubilee House and the Public Toilets showing the reduction in hours to 16 per week and the updated 3 year contract for cleaning at The Anstice for the ground floor only, excluding the café and kitchen (see Appendix O).

Resolved:

The Finance & General Purpose Committee unanimously resolved to agree the 3 year contract for Jubilee House and the Public Toilets which can be duly signed by the Mayor.

The Finance & General Purpose Committee unanimously resolved to reduce the hours of the cleaning contact at The Anstice to 7.5 per week and once amended can be duly signed by the Mayor.

F24/75 Correspondence

Nothing to report.

F24/76 Information

Nothing to report.

F24/77 Date of Next Meeting

The provision date for the next meeting of Finance & General Purposes Committee is arranged for Monday 20 May 2024 at 6.30pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.45 p.m.

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

