

## Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 5 February 2024 at 6.30 pm at Jubilee House, High Street, Madeley

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

**F24/46**      **Apologies**  
Cllrs A England was not present at the meeting.

**F24/47**      **Remarks from the Chair**  
Cllr Meadows welcomed Councillors to the meeting and confirmed that the 2024-25 Precept paperwork has been returned to Telford & Wrekin Council.

**F24/48**      **Public Discussion**  
There were no members of the public present.

**F24/49**      **Declarations of Interest**  
Cllr Jones declared an interest in agenda item F24/51 – The Hub on the Hill.  
Cllr Jones declared an interest in agenda item F24/51.6.4 – The Anstice Memorial Hall.

**F24/50**      **Minutes**  
*To approve the minutes of the Finance & General Purpose Committee held on Monday 20 November 2023*  
**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 20 November 2022 (see Appendix A).

**F24/51**      **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.*

**51.1**      **Expenditure Transaction List from 1 November – 31 December 2023 agreed by the Finance & General-Purpose Committee outside of the Committee.**

*To note the expenditure transaction from 1 November – 31 December 2023*

The Finance Officer had prepared a list of all expenditure transaction for the period 1 November – 31 December 2023 (see Appendix B).  
Noted.

**51.2**      **Income Transaction List from 1 November – 31 December 2023**

*To note the income transaction list from 1 November – 31 December 2023*

The Finance Officer had prepared a list of all income transaction for the period of 1 November – 31 December 2023 (see Appendix C).

Noted.

**51.3 Budget Cashbook Report from 1 April 2023 to 31 December 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 December 2023 for information (see Appendix D).

Noted.

CLlr Watling asked that additional Saving Bonds are opened at the beginning of the next financial year for a high rate of interest on reverse balances.

**51.4 Budget Comparison Report from 1 April 2023 to 31 December 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 December 2023 for information (see Appendix E).

Noted.

**51.5 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 Evans asked if the Finance Officer was FiLCA qualified.

CLlr Watling asked for a breakdown of staffing could be presented to the next Personnel Committee on 19 February 2024.

**51.6 Proposed Expenditure for Approval**

*To agree the proposed expenditure (see Appendix G)*

**51.6.1 Water Plus – 1 Year Tracker**

Madeley Town Council came to the end of their current Water Plus contract on 6 January 2024 for Jubilee House and the Public Toilets. A new 1 Year Tracker contract was started on 7 January 2024 with an annual cost of £2,314.22 compared to the 2024

Standard Contract cost of £2,561.06. This is an increase from the 2023 contract of £2,244.10, an increase of £70.12 per year. Noted.

#### **51.6.2 AdvantEDGE 5 Year Contract Renewal**

On 12 January 2024 Madeley Town Council will come to the of the current 5 year contract for AdvantEDGE, the finance package used for all financial reporting. The new 5 year contract will cost £1,137 per annual, £5,685 across the 5 year contract. This is slightly less than in previous years due to the number of user accounts.

##### **Resolved**

The Finance & General-Purpose Committee unanimously resolved to continue with the AdvantEDGE 5 Year contract for financial monitoring and reporting.

#### **51.6.3 Health & Safety Annual Re-inspection**

A quote has been received from Salopian H&S for a H&S Re-Audit in August 2024 at a cost of £925. This is an annual inspection following the initial full inspection in 2023.

##### **Resolved**

The Finance & General-Purpose Committee unanimously resolved to accept the quote from Salopian H&S for the H&S re-inspection.

The Finance & General-Purpose Committee unanimously resolved to instruct Salopian H&S to undertake a H&S inspection of The Hub on the Hill following the signing of the building lease.

#### **51.6.4 Replacement Guttering and Fascia Boards at The Anstice Memorial Hall**

Following the start of the work to remove the paint from the front of The Anstice Memorial Hall, the builders identified that the guttering needed fixing and the facial boards replacing. The Telford & Wrekin Council Heritage Officer agreed that this work could be carried out like for like whilst the scaffolding is being used to remove the paint. If this work did not take place immediately, there would be an additional charge of around £16k to put up scaffolding for the work to the guttering and facial boards. A cost for this work is not yet known but will be taken from the small buildings reserve for emergency work to Madeley Town Council buildings.

#### **51.6.5 FOI/Data Protection/GDPR Support Package**

The Town Clerk presented the Telford & Wrekin Council 3 Year FOI/Data Protection/GDPR Support Package commencing 1 April 2024 at an annual cost of £369 per annual, with an annual inflation uplift in Year 2 and Year 3.

**Resolved**

The Finance & General-Purpose Committee unanimously resolved to accept the quote for the Telford & Wrekin Council 3 Year FOI/Data Protection/GDPR Support Package.

**51.7 Bank Reconciliation dated 30 November 2023 and 31 December 2023**

*To note the Bank Reconciliation dated 30 November 2023 and 31 December 2023.*

The Finance Officer had prepared the Co-op Community Account Bank Reconciliation as of 30 November 2023 and 31 December 2023 (see Appendix H) which were duly signed by the Chair of Finance & General-Purpose Committee.

Noted.

**51.8 2022-23 Internal Audit Update**

*To note the updates to the 2022-23 Internal Audit.*

The Town Clerk went through the 2022-23 Internal Audit and updated the Finance & General-Purpose Committee on Action Points (see Appendix I). The only action points currently outstanding are:  
Review of Madeley Town Council policies and procedures is on-going.  
Review of Madeley Town Council website is on-going.  
Review of Contracts, dates and costs is on-going.

Noted.

**51.9 Procurement Threshold**

The Town Clerk updated the Finance & General-Purpose Community on the changes to the tender threshold which has been increased to £30,000 (see Appendix J). The Town Clerk said that the Madeley Town Council Financial Regulations will need to be updated in line with this.

Noted.

**51.10 BACS Liaison**

The Town Clerk advised that the Councillor responsible for BACS Liaison needs to be updated as the previous Liaison is no longer a Madeley Town Councillor.

**Resolved**

The Finance & General-Purpose Committee unanimously agreed that Cllr Ruth Meadows would be the Madeley Town Council BACS Liaison.

**51.11 Virgin Money 12 Month Bond**

The Town Clerk informed the Finance & General-Purpose Committee that the 12 month Virgin Money Bond had renewed for the next 12 months.

**F24/52 Health & Safety**

*To note the Health & Safety Risk Assessments received.*

**52.1 Public Toilet 2023 Fire Risk Assessment**

The Town Clerk presented the Fire Risk Assessment for Jubilee House dated 14 December 2023 and confirmed that all action points had now been completed (see Appendix K).

Noted.

**F24/53 Madeley Place Plan Project**

*To note the Madeley Place Plan Project Action Plan as of 5 February 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 L).

Noted.

**F24/54 Energy Usage at Jubilee House and Public Toilets**

*To note Energy Usage graphs for Jubilee House and Public Toilet*

The Town Clerk presented the charts showing energy usage and costs at Jubilee House and the Public Toilets. Despite showing higher costs for gas electricity, the energy usage is much lower.

Noted.

**F24/55 Christmas Lights Tender**

The Town Clerk presented a report on the need to go out to tender for the Christmas Lights installation in Madeley, Sutton Hill and Woodside, including the need to add to the existing display along High Street in Madeley.

Cllr Meadows suggested that Tesco should be approached for funding towards the new lights along with other businesses.

Cllr White said that a new light source needs to be installed at Sutton Hill for the delay to the cross.

Cllr Meadows said that the solar lights purchased for the Christmas trees could be reused elsewhere in the display.

**Resolved**

The Finance & General-Purpose Committee unanimously agreed

- a) that Madeley Town Council go out to tender for a new Christmas Lights contractor as soon as possible
- b) that Madeley Town Council investigate alternative Christmas Lights displays for parts of Madeley centre
- c) that Madeley Town Council allocates £10,000 from general reserves to put towards any updating of the electrical infrastructure and any new lights needed as part of a remodelled display in Madeley centre
- d) that Leisure & Community Committee are given delegated authority to

produce the Christmas Lights tender document, agree the new Christmas Lights contractor, agree any upgrade to the electrical infrastructure and lighting display

**F24/56 Request to become an Emergency Evacuation Centre for Madeley Court Hotel**

The Town Clerk update the Finance & General Purpose Committee on the request from Shropshire Refugee Charity working with Madeley Court Hotel asking if Jubilee House can become an emergency evacuation centre. Cllr Watling advised the Town Clerk to speak directly with Jaz Bedesha, Telford & Wrekin Council for advice on this request.

**F24/57 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.

**F24/58 Correspondence**

Nothing to report.

**F24/59 Information**

Nothing to report.

**F24/60 Date of Next Meeting**

The next meeting of Finance & General Purposes Committee will be held on Monday 18 March 2024 at 6.30pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.25 p.m.

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

