

## Madeley Town Council

Minutes of Full Council held on Monday 3 February 2025 commencing 6.30pm at Jubilee House, High Street, Madeley.

---

**Councillors Present:** H Morgan, P Cogings, A England, R Evans, A Harrison, S Harrison, J Loveridge, R Meadows, K Middleton, A Morgan, S Taylor, D White

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

**25/69 Apologies**

C Ansah – work commitment

N England – work commitment

S Heighway – work commitment

J Jones – prior commitment

P Watling - unwell

**Resolved:**

Councillors unanimously resolved that the apologies received were accepted.

**25/70 Remarks from the Mayor**

The Mayor thanked Councillors for attending the meeting and acknowledged that this is the penultimate Full Council meeting of this Mayoral year.

**25/71 Public Discussion.**

No members of the public are present at the meeting.

**25/72 Declarations of Interest.**

Cllr H Morgan - Agenda item 25/79.5 Telford & Wrekin Councillor responsible for the Chair of Audit Committee

Cllr D White – agenda item 25/84.1 Member of The Hub on the Hill Management Board

**25/73 Minutes**

*To confirm and approve the minutes of the Meeting of Council held on 2 December 2024.*

**Resolved:**

Councillors unanimously resolved that the minutes of the meeting of Madeley Town Council held on 2 December 2024 be confirmed and approved for signature (Appendix A).

**25/74 Appointment of Chair of Finance & General Purpose Committee**

**Resolved:**

Councillors unanimously resolved that Cllr White would be the interim Chair of Finance & General Purpose Committee until the Annual Meeting of Madeley Town Council on 12 May 2025.

**25/75 Appointment of Councillor of Leisure & Community Committee**

## **Resolved**

Councillors unanimously resolved that Cllr S Harrison take the vacant Councillors position on the Leisure & Community Committee.

### **25/76     Services Report**

*To note the report updating on services provided by Madeley Town Council*

Councillors noted the Services report, giving an update from officers on all the services provided by Madeley Town Council (see Appendix B).

Noted.

Cllr White said that the CAT will not be undertaking any Core Contract work and would be conducting enhancement work only across Madeley, Sutton Hill and Woodside. Cllr H Morgan and Cllr Middleton requested a walk around Woodside with the Environmental Liaison Officer.

### **25/77     Projects Report**

*To note the report updating on current projects provided by Madeley Town Council*

Councillors noted the Projects report, giving an update from officers on all the current projects provided by Madeley Town Council (see Appendix C).

Noted

Cllr Meadows ask for officers to put together a backup plan for residents that do not turn up for the coach trip to Llandudno and suggested a waiting list and reminder phone calls before the event.

### **25/78     Committee Meetings**

*To note the minutes from committee meetings.*

#### **78.1     Draft minutes from Leisure & Committee held on 6 January 2025**

The Town Clerk presented to Councillors the draft minutes from the Leisure & Community Committee held on 6 January 2025 for information (Appendix D).

Noted.

Cllr Taylor said that the credential on the application for the Grass Cutting Service has been updated to include those who are in receipt of pension credit and if there is a person under the age of 75 years who can carry out the grass cut. Cllr Taylor said that the credential on the application form for the Grass Cutting Service has been updated to include those who are in receipt of pension credit and if there is a person under the age of 75 years who can conduct the grass cut.

#### **78.2     Draft minutes from Environment Committee held on 13 January 2025**

The Town Clerk presented to Councillors the draft minutes from the Environment Committee held 13 January 2025 for information (Appendix E).

Noted.

Cllr White suggested the Town Clerk to look at the cycle of meetings as the agendas are no longer as busy as they used to be.

**Resolved**

Councillors unanimously agreed that all committees should discuss their suggestions for the 2025-26 meeting cycle and report back to the Town Clerk for proposals to the Annual Meeting of the Town Council on 12 May 2025.

**78.3 Draft minutes from Finance & General-Purpose Committee held on 20 January 2025**

The Town Clerk presented to Councillors the draft minutes from the Finance & General Purpose Committee held on 20 January 2025 for information (Appendix F).  
Noted.

**25/79 Budget & Financial Monitoring**

**79.1 Expenditure Transactions**

The Town Clerk had prepared an expenditure transactions list for the period 1 October 2024 to 31 December 2024 (Appendix G).  
Noted.

**79.2 Income Transaction**

The Town Clerk had prepared an income transactions list for the period 1 October 2024 to 31 December 2024 (Appendix H).  
Noted.

**79.3 Budget Cashbook**

The Town Clerk had prepared the Financial Summary – Cashbook report for the period 1 April 2024 to 31 December 2024 for information (Appendix I)  
Noted.

**79.4 2024-25 Budget Monitoring**

*To note the 2024-25 budget monitoring*

The Finance Officer had prepared the budget monitoring and projected spend up to 31 March 2025.  
Noted.

**79.5 2023-24 Internal Audit of Action Plan**

*To note the update to the 2023-24 Internal Audit Action Plan*

The Town Clerk presented an updated 2023-24 Internal Audit Action Plan acknowledging that action points are progressing well (see Appendix K).

**25/80 Madeley Place Plan Project Update**

*To discuss and agree the Madeley Place Plan Projects for 2025-26*

The Town Clerk presented a copy of the proposals for the 2025-26 Place Plan Project for Madeley centre (see Appendix L). This funding comes from Telford & Wrekin Council, who have agreed in principle the projects outlined in the Project Plan.

Cllr White said that the current space around Madeley War Memorial is too small for the number of residents that attend Remembrance Sunday Service. Cllr A Morgan said that a garden of reflection could be considered for the grassed area beyond the War Memorial. Cllr Evans said that on-going maintenance of this area would need to be considered in the CAT Work Programme. Cllr Meadows said that the Place Plan grant could fund temporary matting for the grassed area to enable residents who attend the Remembrance Service to stand on the matting on the grassed area.

Cllr Meadows asked if a History Board informing residents of the Blue Plaques throughout Madeley centre could be installed as part of the Place Plan funding. A QR code could be included so that visitors to Madeley can follow a Blue Plaque trail. Cllr Middleton said that schools could be involved in the designing of the trail and information could be located in Russell Square.

*To discuss and agreed the Madeley Place Plan*

The Town Clerk went through the proposals for the 2024-25 funding available from Telford & Wrekin Council, which has been previously discussed with the T&W Council Regeneration Project Manager (see Appendix L).

Cllr White said that the war memorial is no longer big enough for the number of people that attend the Remembrance Sunday Service. Cllr A Morgan suggested that green space behind the war memorial could become a garden of reflection. Cllr Middleton said that any on-going costs for this would have to be built into the Town Council budget. Cllr Meadows suggested that grass matting is purchased and laid on top of the grass during the Remembrance Service.

Cllr Meadows proposed that an information board is installed informing visitors to Madeley about the blue plaques displayed throughout the Town. This could also include a QR code for a Madeley History Trail, which could involve local schools and encourage learning about local history.

#### **Resolved**

Councillors unanimously resolved to instruct the Town Clerk to get quotes for all the projects identified and present to a future meeting of Full Council.

Councillor unanimous resolved for the Town Clerk to get quotes for the Place Plan funded projects proposed.

## **25/81     Policy Updates**

*To review and agreed policy updates presented below.*

### **81.1     Draft Health & Safety Policy**

The Town Clerk presented a copy of the new draft Health & Safety Policy for consideration (see Appendix M).

Cllr Evans pointed out that the Finance & General Purpose Committee has a lot of responsibilities for the progress of health and safety in the organisation. The Town Clerk said that Fire Risk Assessment Action Plans and Health & Safety Risk Assessment Action Plans are already presented to the Finance & General Purpose Committee

*To review and agree the new Health & Safety Policy*

The Town Clerk presented the new draft Health & Safety Policy put together with Salopian Health & Safety (see Appendix M).

Cllr Evans pointed out that the Finance & General Purpose Committee have responsibility for health and safety of the Town Council.

**Resolved**

Councillors unanimously resolved that the Draft implications of the new draft Health & Safety Policy should be taken to discussed at the next Finance & General Purpose Committee for consideration and agreement.

**81.2 Policy Review Update**

The Town Clerk presented the revised Policy Review Update (see Appendix N).

Noted.

**25/82 Change of Policy for Madeley Town Council Grant Application Process**

*To discuss and agree the proposed changes to the Madeley Town Council Grant Application Process*

Cllr Taylor updated Councillors on the changes proposed at the Leisure & Community Committee held on 8 January 2025:

- Reduce grant amount to a maximum of £1,000
- Agree any grant applications at 2 meetings a year: March and September
- Reduce grant application amount for large corporate charities to £200
- Completion of an electronic form via the Town Council website
- Groups applying for grant must attend the Leisure & Community Committee to present their application
- Application form to include if the organisation has received a grant for any other organisation
- Changes to the grant application process to be advertised in Madeley Matters

**Resolved**

Councillors unanimously resolved to change the grant application process as outlined above.

**25/83 Councillor Representative for Severn Gorge Countryside Trust**

**Resolved**

Councillors unanimously resolved that Cllr A Harrison to be the Madeley Town Council representative on the Severn Gorge Countryside Trust.

**81.2 Policy Review Update**

The Town Clerk presented an update of the policy review update, showing all policies that have been updated and any outstanding.

Noted.

**25/82 Change of Policy for Madeley Town Council Grant Application Process**

Cllr Taylor undated Councillors on the proposals made at the Leisure & Community Committee on 6 January 2024 to change the way grants are considered and allocated. The proposed changes are as follows:

- Grants to be considered at 2 meetings a year: February and September

- Highest amount to be awarded to local charities/community groups to be reduced to £1000
- Highest amount to be awarded to national larger charities to be reduced to £200 maximum
- An electronic grant application form to be uploaded onto the Madeley Town Council website to allow electronic submissions
- Charities and community groups applying for a grant to attend the meeting to present their proposals
- Charities and community groups applying for a grant to be asked on the grant application if they have applied for and received a grant from any other organisation
- Changes to be included in the next edition of Madeley Matters

**Resolved**

Councillors unanimously resolved to accept the recommendations from the Leisure & Community Committee for changes to the grant application process as outlined above.

**25/83     Councillor Representative on the Severn Gorge Countryside Trust**

**Resolved**

Councillors unanimously resolved that Cllr A Harrison is the Madeley Town Councillor representative on the Severn Gorge Countryside Trust.

**25/84     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:

**84.1     Update on The Hub on the Hill**

*To note future arrangement for The Hub on the Hill*

[The Town Clerk updated Councillors on developments at The Hub on the Hill.](#)

The Town Clerk updated Councillors on the recent developments at The Hub on the Hill including the Community Café and licences to occupy with Mark Taylor Support. The Town Clerk also updated Councillors on the success of the primary and secondary aged youth clubs, the introduction of a new 16-19 young club funded by the West Mercia Police Crime Commissioner and new plans for a weekly Sutton Hil Social funded by 4 All Foundation and Cllr White's Cllr Pride Funding.

**84.2     Staffing Update**

Cllr Morgan updated Councillors on the current staffing reorganisation to be launch on 5 February 2025 – 5 March 2025. The new staff structure includes the increase in hours and responsibilities for some roles and the deletion of one post to enable the recruitment of a Hub on the Hill Community Centre Manager. If after consultation, the new staffing structure is agreed by Personnel Committee, the new structure will be brought into effect from 1

April 2025. [Cllr Morgan updated Councillors on the proposed re-organisation of the staff](#)

Cllr Morgan said that there is a need for a role to cover buildings management due to the number of buildings that the Town Council is responsible for.

Cllr White said that the future plans for The Hub on the Hill Community Centre is a joint use community hub, and a manager is needed to develop this structure so that the centre benefits the whole community.

## **25/85    Correspondence**

- 85.1     Buckingham Palace Garden Party**[Armed Forces Covenant Hub](#)  
Cllr H Morgan asked for nominations for representatives from the local community to be forwarded to the Town Clerk. [The Town Clerk reminded Councillors about the current consultation about an Armed Forces Covenant Hub in Telford.](#)
- 85.2     Armed Forces Covenant Hub**[Buckingham Palace Garden Party](#)  
Cllr H Morgan updated Councillors on the community consultation that has been launched for an Armed Forces Covenant Hub in Telford. This information has previously been circulated to Councillors for their response. [Cllr H Morgan reminded Councillors about nominations for the Buckingham Palace Garden Party.](#)

## **25/86    Information**

Cllr White updated Councillors on a letter sent from Telford & Wrekin Council regarding the state of the health care provision at Telford Hospital and across Shropshire and the need for Telford and Shropshire to work together to improve their ranking in the national league table.

Cllr Middleton asked the Town Clerk to formally write to Barclays Bank to ask for food donations for Telford Crisis Support following their suggestions to customers that they request a food parcel when customers were unable to access their accounts for 3 days. Cllr White said that a system error by Barclays Bank should not have impacted on local food banks, who are already over stretched.

- 86.1     Cllr White updated Councillors on a recent letter from Telford & Wrekin Council sent to the Health Minister regarding the Princess Royal Hospital and the need for the Shropshire and Telford Hospital Trust to work together to raise the standards of the services provided to residents. The Shrewsbury & Telford Hospitals Trust is currently bottom of the national league table.**
- 86.2     Cllr Middleton suggested that Madeley Town Council introduces a weekly item to their social media promotion to highlight Councillors, staff, projects to inform the local community of the work of the Town Council.**

**86.3** Cllr Middleton suggested that following the recent payment/card problems with Barclays Bank and their suggestions to customers that they visit a foodbank when they were unable to buy food with their payment card, the Town Clerk should write to Barclays Bank and asked for a donation to Telford Crisis Support who would have had more food parcel requests during this time. Cllr White said that Barclays Bank suggestions was a misuse of foodbanks and should not be impacted due to a bank error.

**86.4** Cllr Meadows informed Councillors that she had made arrangements for the Telford Journal to be dropped off weekly at Madeley Community Library.

**25/87 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 7 April 2025 commencing 6.30 pm at Jubilee House, High Street, Madeley.

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

Signed:

Dated:

Mayor of Madeley Town Council