

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 15 September 2025 at 6.30 pm at Jubilee House, High Street, Madeley

PRESENT **Councillors:** **S Taylor (Chair), A England, R Evans, S Harrison, J Jones, K**
 Officers: **Middleton and D White**
 Town Clerk/RFO

F26/13 **Apologies**

Apologies were received from:

Cllr P Cogings – Prior commitment

Cllr R Meadows – prior engagement

RESOLVED:

Councillors unanimously accepted the apologies received above.

F26/14 **Remarks from the Chair**

Cllr Taylor welcomed Councillors to the meeting.

F26/15 **Public Discussion**

There were no members of the public present.

F26/16 **Declarations of Interest**

Cllr J Jones agenda item 26/18.6 – The Hub on the Hill

Cllr D White agenda item 26/18.6 – The Hub on the Hill

F26/17 **Minutes**

To approve the minutes of the Finance & General Purpose Committee held on Monday 16 June 2025

RESOLVED:

Councillors unanimously resolved to agree and approve for signature the minutes of the Finance & General-Purpose Committee held on Monday 16 June 2025 (see Appendix A).

F26/18 **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.

18.1 **Expenditure Transaction List from 1 June – 31 July 2025 agreed by the Finance & General-Purpose Committee outside of the Committee.**

To note the expenditure transaction from 1 June – 31 July 2025

The Town Clerk had prepared a list of all expenditure transaction for the period 1 June – 31 July 2025 (see Appendix B).

Noted.

18.2 **Income Transaction List from 1 June – 31 July 2025**

To note the income transaction list from 1 June – 31 July 2025

The Town Clerk had prepared a list of all income transaction for the period of 1 June – 31 July 2025 (see Appendix C).

Noted.

18.3 Budget Cashbook Report from 1 April – 31 July 2025

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 Town Clerk had prepared the Budget Cashbook Report for the period 1 April – 31 July 2025 for information (see Appendix D).

Noted.

18.4 Budget Comparison Report from 1 April – 31 July 2025

To note actual monies received and spent compared to 2025-26 budget.

The Town Clerk had prepared the Financial Comparison Report for the period 1 April – 31 July 2025 for information (see Appendix E).

Noted.

Cllr Evans asked about the lower than expected income received at The Hub on the Hill and suggested encouraging room hirers to make block bookings so that income is guaranteed.

Cllr Middleton suggested a hot desking facility for organisations to book out by the hour. Cllr Jones said that Wednesday afternoons are particularly busy at The Hub on the Hill and confidential conversations are taking place in public areas.

Cllr White asked if the car boot sale was a success? The Town Clerk said that she would ask the new Hub on the Hill Manager for feedback.

18.5 The Anstice Memorial Hall Income and Expenditure Breakdown

The Town Clerk had prepared a report outlining the income and expenditure budgets for The Anstice Memorial Hall (Appendix F). showing actual income and spend from 1 April to 31 July 2025.

Noted.

The Town Clerk suggested that following a request from The Anstice Building User Group, a working group is set up to work with The Anstice on the changes to their funding from 2029. Cllr Jones asked the Town Clerk to request a copy of their accounts to inform the discussions. Cllr Taylor confirmed that the Trust are making a small profit

Cllr Middleton said that the future model of The Anstice needs to be affordable and sustainable and that the Anstice Memorial Trust are spending in a responsible manner. Cllr Evans said that Madeley Town Council should be working with the Trust to ensure that they have the

capabilities to run the centre.

Cllr A England said that the Anstice Memorial Hall owned by Madeley Town Council and is a public building purchased with public money. Cllr White said that Madeley Town Council cannot afford to continue to financial support the Trust and this was made clear at the point of lease negotiations in 2019. Cllr A England said that Madeley Town Council already has this funding built into their base budget.

Cllr Taylor reminded Councillors that the Precept has been raised for the past 2 years, and this has had financial implications on residents.

Cllr Jones said that the Anstice Community Trust are doing a really good job running the building which is well used by the local community.

18.6 The Hub on the Hill Income and Expenditure Breakdown

The Town Clerk had prepared a report outlining the income and expenditure budgets for The Hub on the Hill (Appendix F), showing income and spend from 1 April to 31 July 2025.

Noted.

Cllr Middleton said that Shaun Davies MP is currently canvassing residents about how to spend a £1,000,000 grant in Sutton Hill. Cllr Jones said that a true timescale is needed from Telford & Wrekin Council for the redevelopment of the community centre.

18.7 2025-26 Budget Monitoring

To note the 2025-26 Budget Monitoring

The Town Clerk presented the 2025-26 budgeting monitoring from 1 April 2025 to 31 July 2026 showing a projected year end over spend of £21, 843 (see Appendix G).

18.8 Bank Reconciliations dated 30 April 2025 and 31 May 2025

To note the Bank Reconciliation dated 30 April 2025 and 31 May 2025

The Town Clerk had prepared the Co-Op Community Account Bank Reconciliation and The Hub on the Hill Account Bank Reconciliations as of 30 June 2025 and 31 July 2025 (see Appendix H) which were duly signed by Cllr Taylor.

Noted

18.9 Petty Cash Reconciliation dated 4 September 2025

To note the Petty Cash Reconciliation dated 4 September 2025

The Town Clerk had prepared the Petty Cash Reconciliation dated 4 September 2025 (Appendix I).

18.10 2024-25 Internal Audit

To discuss and agree the 2024-25 Internal Audit Action Plan

The Town Clerk presented the 2024-25 Internal Audit Action Plan and

updates to the actions (see Appendix J).

18.11 Review of Purchase Card

To discuss and agree the officers who have a purchase card

Resolved:

Councillors unanimously resolved that the Deputy Town Clerk and the Hub on the Hill Community Centre Manager should have purchase cards for their respective bank accounts.

F26/19 Health & Safety

To note the Health & Safety Risk Assessment Action Plans and Fire Risk Assessment Action Plans.

19.01 Madeley Town Council Health & Safety Risk Assessment Action Plan (Appendix K).

Noted.

19.02 The Hub on the Hill Health & Safety Risk Assessment Action Plan (Appendix L).

Noted.

F26/20 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:

F26/21 Correspondence

Nothing to report.

F26/22 Information

Nothing to report.

F26/23 Date of Next Meeting

The next Finance & General Purposes Committee is arranged for 6.30 pm on Monday 17 November 2025 at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.30 pm.

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

