

## Madeley Town Council

### Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 17 March 2025 at 6.30 pm at Jubilee House, High Street, Madeley

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

**F25/52**    **Apologies**

Apologies were received from Cllr P Watling - unwell. P Cogings was not present at the meeting.

**RESOLVED:**

Councillors unanimously accepted the apologies received above.

**F25/53**    **Remarks from the Chair**

Cllr White welcomed Councillors to the meeting.

**F25/54**    **Public Discussion**

There were no members of the public present.

**F25/55**    **Declarations of Interest**

Cllr J Jones and Cllr D White declared an interest in agenda item F25/57.7 and 25/57.12 – The Hub on the Hill

Cllr J Jones and Cllr S Taylor declared an interest in agenda item F25/57.7 – The Anstice

**F25/56**    **Minutes**

*To approve the minutes of the Finance & General Purpose Committee held on Monday 20 January 2025*

**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 January 2025 (see Appendix A).

**F25/57**    **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.*

**57.1    Expenditure Transaction List from 1 October – 31 December 2024 agreed by the Finance & General-Purpose Committee outside of the Committee.**

*To note the expenditure transaction from 1 October – 31 December 2024*

The Finance Officer had prepared a list of all expenditure transaction for the period 1 October – 31 December 2024 (see Appendix B).

Noted.

**57.2 Income Transaction List from 1 October – 31 December 2024**

*To note the income transaction list from 1 October – 31 December 2024*

The Finance Officer had prepared a list of all income transaction for the period of 1 October – 31 December 2024 (see Appendix C).

Noted.

**57.3 Budget Cashbook Report from 1 April – 31 December 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 – 31 December 2024 for information (see Appendix D).

Noted.

**57.4 Budget Comparison Report from 1 April – 31 December 2024**

*To note actual monies received and spent compared to 2024-25 budget.*

The Finance Officer had prepared the Financial Comparison Report for the period 1 April – 31 December 2024 for information (see Appendix E).

Noted.

**57.5 2024-25 Budget Monitoring**

*To discuss 2024-25 budget monitoring*

The Finance Officer had prepared the 2024-25 budget monitoring for the period 1 April – 31 December 2024 showing an overall year end projected overspend of -£51,303 (see Appendix E). This is predominantly down to a decrease in income from room hire and the additional services bought into for the management of The Hub on the Hill.

The Finance Officer had prepared a breakdown of earmarked reserves amounting to £175,415, along with a breakdown of project bank balances at year end and the amount that will be transferred to reserves, estimated at £321,393 for the Town Council's general account and £52,994 for The Hub on the Hill account. This amount is within the LGA suggested reverse of half annual running costs.

**57.6/7 The Hub on the Hill and The Anstice Memorial Hall Income and Expenditure Breakdown**

The Finance Officer had prepared a report outlining the income and expenditure budgets for The Hub on the Hill and The Anstice Memorial Hall (Appendix F), showing The Town Clerk went through the actual and projected to year end income and expenditure for The Hub on the Hill and the actual and projected year end expenditure for The Anstice.

**57.8 Proposed Expenditure**

**57.8.1 Water Leak at Severn Walk**

Severn Trent have sent a Statutory Notice to report a mains

water between Mark Taylor Support and the water meter for the building on Severn Walk, Sutton Hill. It is Madeley Town Council's responsibility to find and fix the leak, which is currently losing 2,400ltrs of water every day, amounting to around £3.50 an hour additional water usage. The landlord (Madeley Town Council) is also responsible for the payment for the additional water usage (see Appendix G).

BiT have instructed Granville Construction to fix the leak who are currently waiting for Telford & Wrekin Council Highways Department to approve the paperwork to enable them to conduct the work on the footpath. The work should take approximately 6 days to completed at a cost of anything between £10,000 - £20,000. Whilst this work is being conducted, Mark Taylor Support will have to close for 2 days. Mark Taylor Support have been offered free rooms at The Hub on the Hill and Jubilee House during these 2 days to reduce disruption to their service users.

**RESOLVED:**

Councillors unanimously agreed for the cost of the water leak at Severn Walk will be paid for via the contingency reserves.

**57.8.2 Replacement Lead at Jubilee House**

Graville Construction have replaced the lead at Jubilee House costing £4,810. This amount has been costed to the general budget for Jubilee House repairs and maintenance (see Appendix G).  
Noted.

Cllr White asked for the T&WC CCTV cameras to be re-positioned so that footage of Jubilee House is covered and the newly reinstate lead can not be stolen again. Cllr Middleton suggested hostile toppers are installed to Jubilee House so that the roof is not accessible.

**57.8.3 Van**

Wrekin Housing Group can no longer provide the leasing contract for the van used by Madeley Town Council. The van is a 2017 plate and has 12,155 miles on the clock. The lease currently costs Madeley Town Council £4,380pa and the lease company have provided a purchase price of £5,500.

**RESOLVED:**

Councillors unanimously agreed that the Town Council should ask for a reduction in the price to £4,380.

**57.8.4 Security/Key Holder Service at The Hub on the Hill**

The Town Clerk updated the Committee on the recent meeting

with the security company regarding the evening keyholder service at The Hub on the Hill. Following events at Southport and the pending restructure, security/keyholding services are needed in the evening to cover evening bookings and youth club at a cost of £17ph for a minimum booking of 4 hour per night, amounting to £68pd.

**RESOLVED:**

Councillor unanimously agreed to the costs for the security/keyholder facility at The Hub on the Hill.

**57.9 Bank Reconciliations dated 31 January 2025**

*To note the Bank Reconciliation dated 31 January 2025.*

The Finance Officer had prepared the Co-Op Community Account Bank Reconciliation and The Hub on the Hill Account Bank Reconciliations as of 31 January 2025 (see Appendix H) which were duly signed by Cllr Meadows.

**57.10 Petty Cash Reconciliation as at 18 February 2025**

*To note the Petty Cash Reconciliation as at 18 February 2025.*

The Finance Officer had prepared the Petty Cash Reconciliation as of 18 February 2025 (see Appendix I) which were duly signed by the Chair of Finance & General-Purpose Committee.

Noted

**57.11 2025-26 Pension Bands for Employees**

*To note the Shropshire County Pension Fund 2025-26 Pension Bands for Employees.*

The Town Clerk presented the 2025-26 Pension Bands for Employees and confirmed that there is not change from this current financial year (see Appendix J).

**57.12 Room Hire charges for The Hub on the Hill**

The Town Clerk informed the Committee that evening bookings have not been increased for some time. Currently the private group pays £12ph.

Cllr Evans said that The Park Lane Centre adds an additional £20 extra for evening and weekend room hire.

Cllr White said that he had been approached by the Mental Health Foundation asking for free room hire for community support groups. KM said that this should be case if the groups are supporting residents from Madeley, Sutton Hill and Woodside.

**RESOLVED:**

Councillors unanimously agreed that evening room hire should be increased over the next 2 years in line with the charge for day bookings.

**F25/58 Health & Safety**

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

The Town Clerk presented the following Health & Safety Policy and Fire Risk Assessment Action Plans which are regularly updated at supervision sessions and Building User Group meeting:

**58.1 Public Conveniences Fire Risk Assessment (see Appendix K)**

Noted

**58.2 Draft Health & Safety Policy and Procedures (see Appendix L)**

The Town Clerk presented the Draft Health & Safety Policy for consideration, especially the section outlining the responsibilities of the Finance & General-Purpose Committee. Cllr Evans suggested that a Councillor representative from the Finance & General-Purpose Committee conduct an annual policy review ensuring that all outlined responsibilities are actioned.

**RESOLVED:**

Councillors unanimously resolved to recommended to Full Council that the Health & Safety Policy is formally adopted by Madeley Town Council and the Health & Safety Policy Statement is signed by the Mayor of Madeley Town Council.

**F25/59 Review of Financial Regulations**

*To note the current Financial Regulations.*

The Town Clerk confirmed that there have been no changes to the Financial Regulations since the last review in June 2024 (see Appendix M).

Noted.

**F25/60 Review of Risk Management Policy**

*To note the current Risk Management Policy.*

The Town Clerk confirmed that there have been no changes to the Risk Management Policy since the last review in June 2023 (see Appendix N).

Noted.

**F25/61 Review of Financial Risk Assessment**

*To discuss and approve the updated Financial Risk Assessment.*

The Town Clerk presented the updated Financial Risk Assessment for Councillor approval (see Appendix O).

**RESOLVED**

Councillors unanimously resolved to agree the updated Financial Risk Assessment.

**F25/62 Committee Structure and Cycle of Meetings**

The Town Clerk asked the Committee if they would like to propose any changes to the committee structure and frequency of Finance & General-Purpose Committee meetings. Cllr Evans said that the amount discussed at each meeting does not allow for the frequency of meetings to be reduced. Cllr England said

that an extra-ordinary meeting could be called if needed.

RESOLVED:

Councillors unanimously agreed that the structure and the frequency of Finance & General-Purpose Committees should remain the same.

**F25/63    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:*

**63.1        Telford Mind Business Case for The Hub on the Hill Community Cafe**

The Town Clerk presented to the Committee the Telford Mind Business Case for The Hub on the Hill Community Café including a breakdown of projected costs (see Appendix P). Councillors agreed that a meeting with Telford Mind needs to be arranged before the next Full Council to discuss the proposals in the Business Plan so that a recommendation can be presented to the Full Council meeting on 7 April 2025.

**F25/64    Correspondence**

Nothing to report.

**F25/65    Information**

Nothing to report.

**F25/66    Date of Next Meeting**

The date for the next meeting of Finance & General Purposes Committee will be agreed at the Annual Meeting of Madeley Town Council.

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

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

