

Madeley Town Council

Minutes of Annual Meeting of Madeley Town Council held on Monday 12 May 2025
commencing 6.30pm at Jubilee House, High Street, Madeley.

Councillors Present: H Morgan, P Cogings, A England, R Evans, A Harrison, S Harrison, S Heighway, J Jones, J Loveridge, R Meadows, K Middleton, S Taylor, D White
Also Present: Alison Hinks, Town Clerk

26/01 Election of Mayor

Resolved:

Councillors unanimously resolved that Cllr Helena Morgan is re-elected as Mayor of Madeley Town Council for the forthcoming year.

Declaration of Acceptance of Office

Cllr H Morgan duly signed the Declaration of Acceptance of Office which was witnessed by the Town Clerk.

26/02 Remarks from the Mayor

Cllr H Morgan thanked Councillors for their support, saying that she enjoyed being the Mayor of Madeley Town Council and working with the Team.

26/03 Election of Deputy Mayor

Resolved:

Councillors unanimously resolved that Cllr Sue Taylor is elected as Deputy Mayor of Madeley Town Council for the forthcoming year.

Cllr H Morgan thanks the outgoing Deputy Mayor, Cllr Meadows, for their working within the local community over the past 12 months, especially with the issues experienced by the local businesses.

26/04 Apologies

C Ansah – work commitment
N England – work commitment
A Morgan – prior meeting
P Watling – unwell

Resolved:

Councillors unanimously resolved that the apologies and reasons received were accepted.

Resolved:

Councillors unanimously resolved to grant a 6 month leave of absence for Cllr Paul Watling.

26/05 Public Discussion.

No members of the public are present at the meeting.

Cllr D White updated Councillors on a recent meeting with the Superintendent of West Mercia Police.

Cllr Loveridge reported that there is an increase in begging outside Aldi, Madeley.

Cllr Meadows said that they had ordered a new Madeley Matters stands for Lidl. Cllr Jones said that some members of the community were not aware of Madeley Matters. Cllr S Harrison asked if every household receive a copy of Madeley Matters. The Town Clerk confirmed that Madeley Matters is put in all Madeley supermarkets and small businesses throughout Madeley, schools, community centres, leisure centres, assisted living.

26/06 Declarations of Interest.

Cllrs J Jones and D White – agenda item 26/15.1 Member of The Hub on the Hill Development Board

Cllr K Middleton – agenda item 26/15.1 Cabinet Member with responsibilities for The Hub on the Hill Community Centre

26/07 Minutes

To confirm and approve the minutes of the Meeting of Council held on 7 April 2025.

Resolved:

Councillors unanimously resolved that the minutes of the meeting of Madeley Town Council held on 7 April 2025 be confirmed and approved for signature (Appendix A).

26/08 Review of Committee Structure and Terms of Reference

Cllr H Morgan presented the updated current committee structure and terms of reference for all Madeley Town Council committees, to be considered by Councillors (Appendix B). The Town Clerk said that following consultation at all committees, changes have been made to the format of the Leisure & Community Committee and Environment Committee. Officers will be invited to the two of the meetings to jointly plan and develop events and projects.

The Town Clerk also said that due to updates in the Model Standing Orders the spending powers of committees has increased to £5,000.

Resolved:

Councillors unanimously resolved to adopt the proposed committee structure and terms of reference.

26/09 Appointment of Council Committees 2025-26

Resolved:

Councillor unanimously resolved the Councillors appointments to Madeley Town Council Committees for 2024-25 (Appendix C) as follows:

Personnel Committee Membership (6 members / 3 quorate)

Cllr Helena Morgan

Cllr Janice Jones

Cllr Anthony Morgan

Cllr Kelly Middleton
Cllr Paul Watling
Cllr Derek White

Leisure & Community Committee Membership (6 members / 3 quorate)

Cllr Sue Taylor
Cllr Peter Cogings
Cllr Ruth Meadows
Cllr Stephan Heighway
Cllr Anthony Morgan
Cllr Sarah Harrison

Environment Committee (6 members / 3 quorate)

Cllr Derek White
Cllr Janice Jones
Cllr Andy Harrison
Cllr Stephan Heighway
Cllr Ruth Meadows
Cllr Clifford Ansah

Finance & General Purposes Committee Membership (9 members / 3 quorate)

Cllr Sue Taylor
Cllr Ruth Meadows
Cllr Derek White
Cllr Peter Cogings
Cllr Paul Watling (Cllr S Harrison to replace for 6 month leave of absence)
Cllr Kelly Middleton
Cllr Rae Evans
Cllr Arnold England
Cllr Janice Jones

Appeals Committee Membership (3 members / 3 quorate)

Members will be appointed, as necessary.

26/10

Appointment of Representatives on Outside Bodies

Resolved:

Councillor unanimously resolved the Councillors representatives on outside bodies for 2025-26 (Appendix D) as follows:

Organisation/Group	Representatives 2024-25
Friends of Rough Park	Cllr Sarah Harrison
Ironbridge Gorge World Heritage Site Strategy Group	Cllr Rae Evans
Madeley Community Orchard Steering Group	
Madeley History Group	Cllr Sue Taylor
Madeley Pitmounds Local Nature Reserve	
Madeley United Charities	Cllr Derek White
National Association of Councillors	Cllr Helena Morgan
Park Lane Centre Management Board	Cllr Rae Evans
The Hub on the Hill Management Board	Cllr Janice Jones Cllr Derek White Cllr Paul Watling

Severn Gorge Countryside Trust	Cllr Andy Harrison
Telford & Wrekin Parishes Forum	
T&W Sports Forum	
Families in Telford	Cllr Helena Morgan
Anstice Community Trust	Cllr Sue Taylor
Parish Charter Monitoring Group	Cllr Paul Watling
SALC Wrekin Area Committee	Cllr Paul Watling Cllr Kelly Middleton
Telford Bus User Group	Cllr Kelly Middleton

26/11 **Meeting Schedule for 2024- 25**

Resolved:

Councillor unanimously resolved the meeting schedule for 2025-26 (Appendix E) attached.

Cllr Taylor suggested that the Leisure & Community Committee and Environment Committees where Councillor/Officers are attending should take place in June and November so that do not clash with the meetings earmarked for grant approval.

26/12 **Review of New Model Standing Orders**

Cllr H Morgan presented to Councillors the new Model Standing Orders for approval, confirming that there has been an increase in spending power to £5,000 for each Committee and 2 Councillors can now call an extra ordinary meeting if refused by the Mayor (see Appendix F).

Resolved:

Councillor unanimously resolved to adopt the new Madeley Town Council Standing Orders.

26/13 **Budget & Finance**

13.1 Bank Mandate

The Town Clerk presented the Bank Mandate showing the continuation of authority, instructions, and signatories for The Co-operative Bank to act as bankers for Madeley Town Council for 2025-26 (See Appendix G1).

Resolved:

Councillors unanimously resolved to approve the banking arrangements for Madeley Town Council.

13.2 Direct Debit/Standing Order Mandates

The Town Clerk had prepared a schedule of payment orders by Direct Debit and Standing Order (Appendix G2) for Annual Review and recommendation as follows:

	Description	Frequency	Value
T&WC	NND Rates – Jubilee House	Monthly – April	£805.83
		May – January	£807

T&WC	NND Rates – Library, The Anstice	Monthly – April	£414.00
		May - March	£416.00
Furrows Ltd	Fuel Account	Monthly	Variable
Veolia	Trade Refuse Collection – Jubilee House	Monthly	£69.00 (Variable)
Virgin Media	Broadband / Telephone	Monthly	£68.39
EE	Mobile Phones x 2	Monthly	£52.10
Shropshire Star	Shropshire Star digital subscription	Monthly	£5.50
Grenke Leasing Direct Copiers	Photocopier Lease Jubilee House	Quarterly – April	£272.06
		July – Oct - Jan	
Grenke Leasing Direct Copiers	Photocopier Lease Library	Quarterly – April	£272.06
		July – Oct - Jan	
Grenke Leasing Direct Copiers	Photocopier Lease Hub on the Hill	Quarterly – April	£272.06
		July -Oct - Jan	
Information Commissioners Office	GDPR/Data Protection	Annual	£35.00
Water Plus	Water Charges – Jubilee House	Quarterly	£453
			(Variable)
Water Plus	Water Charges – Public Toilets	Quarterly	£212 (Variable)
Water Plus	Water charges – Hub on the Hill	Monthly	£229
			(Variable)
West Mercia Energy	Electricity Charges - Jubilee House and Public Convenience	Monthly	£469 (Variable)
West Mercia Energy	Gas Charges – Jubilee House	Monthly	£386
			(Variable)
West Mercia Energy	Electricity Charges – Hub on the Hill	Monthly	£723
			(Variable)
West Mercia Energy	Gas – Hub on the Hill	Monthly	£364
			(Variable)
Cathedral Hygiene	Hygiene Charges – Jubilee House	Annual	£987.96
Public Works Loan	Loan	Bi-annually – March	£14,201.34
		September	£14,201.34

Salopian Health & Safety	Management support of Health & Safety Regulations	Monthly	£642.00
Veolia ES UK	Waste	Monthly	Variable
Rowlands	Catering Supplies – Hub on the Hill	Monthly	£65.00 (Variable)
Tilley Green	Coffee Machine – Hub on the Hill	Monthly	£70.00 (Variable)
Rentokill	Pest control – Hub on the Hill	Quarterly	£34.40

Resolved:

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to instruct The Co-operative Bank under the general mandate to make payments by Direct Debit or Standing Order in accordance with the terms of suppliers and subject to ratification by Council or its Finance & General Purposes Committee.

Resolved:

Councillors unanimously resolved that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to provide Bank Account details and instruct receipts from creditors under the BACS system.

13.3 Councillor Allowances and Councillor and Officer Expenses Mandate Parish Basic Allowance 2025-26

The Parish Basic Allowance is based on the Telford & Wrekin Council's Parish Independent Remuneration Panel Report 2021. Madeley Town Council adopted the Parish Basic Allowance in January 2020 (Appendix G3).

Resolved:

That Madeley Town Council approves payment of the Parish Basic Allowance for 2025-26 at the approved and indexed rate effective 1st April 2021. The basic allowance for councillors being £668 per annum and the Mayor's allowance being £1,336 per annum.

Travelling Expenses 2025-26

Resolved:

That the NALC recommended rates for car allowance (casual users £0.65p – first 10,000 miles) be approved for Officers business use of private vehicles.

Resolved:

That the HMRC approved Mileage Allowance Payment for 2025-26 (£0.587p per mile) be approved for Members business use of private vehicles.

Subsistence/Accommodation Expenses 2025-26

Resolved:

That subsistence expenses be maintained at current approved rates, based on Telford & Wrekin Council allowances.

13.4 Councillor Allowances and Expenses Report 2024-25

The Responsible Finance Officer had prepared a report, which the Council is required to publish (Appendix G4)
Noted.

13.5 Annual Subscription Review 2025-26

The Responsible Finance Officer had prepared a report showing annual subscriptions for 2025-26 (Appendix G5):

	Description	Cost
SALC	Shropshire Association of Local Councils Advice and support network for local councils	£2860.62
NALC	National Association of Local Councils affiliation fees Advice and support network for local councils.	NIL PAYMENT 2024 25
SLCC	Society of Local Council Clerks Professional body for local council clerks	£420.00
NAC	National Association of Councillors Representative body for elected members	NIL PAYMENT 2024 25

Resolved:

Councillors unanimously resolved that the annual subscriptions be renewed for 2025-26.

13.6 External Audit Programme 2023-24

The Responsible Finance Officer had prepared a paper outlining the external audit programme for year ending 2024-25 (Appendix G6).
Noted.

13.7 Insurance Renewal

Deferred to next meeting.

26/14 Policies

14.1 Complaints Policy

The Town Clerk presented the Complaints Policy which had been approved at the Full Council in July 2023. The Policy is due to be reviewed again in July 2026.

Cllr Evans asked for the Telford & Wrekin Council address to be updated.

Cllr Evans said that the future updates to policies need to be presented to Full Council every three years or at the discretion of the Town Clerk if changes are required.
Noted.

14.2 Freedom of Information Policy

The Town Clerk presented the Freedom of Information Policy which need to be reviewed, updated and presented to a future Full Council meeting.

14.3 Press Policy

Deferred to next meeting.

14.4 Employment Policies

Cllr Helena Morgan updated Councillors on the new employment policies put together by Telford & Wrekin Council HR Department which will be discussed and agreed for Full Council approval at the Personnel Committee on 14 July.

26/15 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:

15.1 The Hub on the Hill Community Cafe

Cllr H Morgan updated Councillors on recent interviews for The Hub on the Hill Community Centre. References and DBS checks are currently being sort and if approved the candidate will be taking up post 11 August 2025.

Cllr H Morgan said that the Operations Assistant post has been made redundant.

Cllr H Morgan said that the Sutton Hill Youth Clubs are more popular than ever.

Cllr H Morgan updated Councillors on very early discussion with Telford & Wrekin Council and other interested parties about the redevelopment of The Hub on the Hill. Further information will be shared when released.

15.2 Staffing Update

Cllr H Morgan updated Councillors on the recent interviews for Librarian. References and DBS checks are currently being sort and if approved the candidate can start as soon as 1 June 2025.

Cllr H Morgan said that following the pending retirement of the Finance Officer, a RFO post is currently being advertised. This is job share position with the Deputy Town Clerk whose job has been reduced to 18.5phw.

Cllr H Morgan said that the following consultation the new staff structure will be introduced from 1 June 2025.

26/16 Correspondence

Nothing to report.

26/17 Information

Cllr H Morgan updated Councillors on the phase 1 outcome of the Telford & Wrekin Community Governance Review which proposes no change to the locations covered by Madeley Town Council.

26/18 Date of Next Meeting

The next meeting of Madeley Town Council is arranged for Monday 23 June 2025 commencing 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 7.15 pm.

Signed:

Dated:

Mayor of Madeley Town Council

MADELEY TOWN COUNCIL 2025-26 MEETING DATES

12 May	Annual General Meeting	6.30pm
31 May	Madeley Mayor Monthly Drop-in	10-11am
2 June	Leisure & Community (Cllr/Officer Meeting)	6.30pm
6 June	Woodside Borough Councillor Surgery	6-7pm
7 June	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
9 June	Environment (Cllr/Officer Meeting)	6.30 pm
16 June	Finance & General Purpose	6.30pm
23 June	Full Council (Financial Year End Meeting)	6.30pm
28 June	Madeley Mayor Monthly Drop-in	10-11am
30 June	Sutton Hill Residents Meeting	6pm
4 July	Woodside Borough Councillor Surgery	6-7pm
7 July	Full Council	6.30pm
9 July	Madeley & Sutton Hill Borough Councillors Surgery @ The Hub	12.30-2pm
14 July	Personnel	6.30pm
26 July	Madeley Mayor Monthly Drop-in	10-11am
28 July	Sutton Hill Residents Meeting	6pm
1 August	Woodside Borough Councillor Surgery	6-7pm
9 August	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
30 August	Madeley Mayor Monthly Drop-in	10-11am
1 September	Leisure & Community	6.30pm
5 September	Woodside Borough Councillor Surgery	6-7pm
8 September	Environment	6.30pm
10 September	Madeley & Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
15 September	Finance & General Purpose	6.30pm
27 September	Madeley Mayor Monthly Drop-in	10-11am
29 September	Sutton Hill Residents Meeting	6pm
3 October	Woodside Borough Councillor Surgery	6-7pm
6 October	Full Council	6.30pm
11 October	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
13 October	Personnel	6.30pm
25 October	Madeley Mayor Monthly Drop	10-11am
27 October	Sutton Hill Residents Meeting	6pm
3 November	Leisure & Community (Cllr/Officer Meeting)	6.30pm
7 November	Woodside Borough Councillor Surgery	
10 November	Environment (Cllr/Officer Meeting)	6.30pm
12 November	Madeley& Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
17 November	Finance & General Purpose	6.30pm
24 November	Sutton Hill Residents	6pm
29 November	Madeley Mayor Monthly Drop-in	10-11am
1 December	Full Council	6.30pm
5 December	Woodside Borough Councillor Surgery	6-7pm
8 December	Personnel	6.30pm
2 January	Woodside Borough Councillor Surgery	6-7pm
5 January	Leisure & Community	6.30pm
7 January	Madeley& Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
12 January	Environment	6.30pm
19 January	Finance & General Purpose	6.30pm
26 January	Sutton Hill Residents Meeting	6pm
31 January	Madeley Mayor Monthly Drop-in	10-11am
2 February	Full Council	6.30pm
6 February	Woodside Borough Councillor Surgery	6-7pm
7 February	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
9 February	Personnel	6.30pm
23 February	Sutton Hill Residents Meeting	6pm

28 February	Madeley Mayor Monthly Drop-n	
2 March	Leisure & Community	6.30pm
6 March	Woodside Borough Councillor Surgery	6-7pm
9 March	Environment	6.30pm
11 March	Madeley& Sutton Hill Borough Councillor Surgery @ The Hub	12.30-2pm
16 March	Finance & General Purpose	6.30pm
28March	Madeley Mayor Monthly Drop-in	10-11am
30 March	Sutton Hill Residents Meeting	6pm
3 April	Woodside Borough Councillor Surgery	6-7pm
6 April	Full Council	6.30pm
8 April	Madeley & Sutton Hill Borough Councillor Surgery @ Library	11-12pm
13 April	Personnel	6.30pm
25 April	Madeley Mayor Monthly Drop-in	10-11am
20 April	Annual Parish Meeting and Mayors Community Awards	6.30pm
27 April	Sutton Hill Residents Meeting	6pm
11 May	Annual General Meeting	6.30pm