

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 16 June 2025 at 6.30 pm at Jubilee House, High Street, Madeley

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

F26/01 Apologies

Apologies were received from:
Cllr J Jones – prior engagement
Cllr S Harrison – prior engagement

RESOLVED:

Councillors unanimously accepted the apologies received above.

F26/02 Remarks from the Chair

Cllr Taylor welcomed Councillors to the meeting.

F26/03 Public Discussion

There were no members of the public present.

F26/04 Declarations of Interest

No declarations of interest were presented to the meeting.

F26/05 Minutes

To approve the minutes of the Finance & General Purpose Committee held on Monday 17 March 2025

RESOLVED:

Councillors unanimously resolved to agree and approve for signature the minutes of the Finance & General-Purpose Committee held on Monday 17 March 2025 (see Appendix A).

F26/06 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.

06.1 Expenditure Transaction List from 1 April – 31 May 2025 agreed by the Finance & General-Purpose Committee outside of the Committee.

To note the expenditure transaction from 1 April – 31 May 2025

The Finance Officer had prepared a list of all expenditure transaction for the period 1 April – 31 May 2025 (see Appendix B).
Noted.

06.2 Income Transaction List from 1 April – 31 May 2025

To note the income transaction list from 1 April – 31 May 2025

The Finance Officer had prepared a list of all income transaction for the

period of 1 April – 31 May 2025 (see Appendix C).
Noted.

06.3 Budget Cashbook Report from 1 April – 31 May 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 Finance Officer had prepared the Budget Cashbook Report for the period 1 April – 31 May 2025 for information (see Appendix D).
Noted.

06.4 Budget Comparison Report from 1 April – 31 May 2025

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

The Finance Officer had prepared the Financial Comparison Report for the period 1 April – 31 May 2025 for information (see Appendix E).
Noted.

06.5 The Anstice Memorial Hall Income and Expenditure Breakdown

The Finance Officer had prepared a report outlining the income and expenditure budgets for The Anstice Memorial Hall (Appendix F), showing actual income and spend to 31 May 2025.
Noted.

06.6 The Hub on the Hill Income and Expenditure Breakdown

The Finance Officer had prepared a report outlining the income and expenditure budgets for The Hub on the Hill (Appendix F), showing income and spend to 31 May 2025.
Noted.

06.7 Bank Reconciliations dated 30 April 2025 and 31 May 2025

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

The Finance Officer had prepared the Co-Op Community Account Bank Reconciliation and The Hub on the Hill Account Bank Reconciliations as of 30 April 2025 and 31 May 2025 (see Appendix G) which were duly signed by Cllr Taylor.
Noted

F26/07 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 with the Health & Safety Advisor, at supervision sessions and at Building User Group meeting.

The Town Clerk confirmed that Officers had received a copy of the new H&S Policy, and the Buildings Officer had received one to one training with the H&S Adviser on: H&S paperwork, building checks, premises folder contents, BiT

compliance checker.

The Town Clerk updated the Committee on the future H&S timetable, as follows:

- 1 July 2025 – H&S Risk Assessment Audit
- 13 August 2025 – One to one H&S meeting with the new Hub on the Hill Community Centre Manager
- 29 September 2025 – Events H&S Review with Officers
- 1 October 2025 – Fire Awareness Training for Officers
- October/November/December – one to one risk assessments with Officers

07.1 Public Conveniences Fire Risk Assessment Action Plan (Appendix H)
Noted.

07.2 Jubilee House Fire Risk Assessment Action Plan (Appendix I)
Noted.

07.3 Madeley Town Council Health & Safety Risk Assessment Action Plan (Appendix J)
Noted.

07.4 The Anstice Fire Risk Assessment Action Plan (Appendix K)
Noted.

07.5 The Hub on the Hill Fire Risk Assessment Action Plan (Appendix L)
Noted.

07.6 The Hub on the Hill Health & Safety Risk Assessment Action Plan (Appendix M)
Noted.

F26/08 Review of New Model Financial Regulations

To adopt the changes to the current Financial Regulations.

The Town Clerk confirmed that there has been an update to the NALC model Financial Regulations since the last review in March 2025(Appendix N). The regulations have been undated because of The Procurement Act 2023 and The Procurement Regulations 2024, which came into force in April 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

Resolved:

Councillors unanimously resolved to recommend to Full Council to adopt the changes to the Financial Regulations.

F26/09 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:

09.1 Quote for Health & Safety Adviser and Competent Persons Service

Resolved:

Councillors unanimously accepted the quote received from Salop Health & Safety for the renewal of contraction for 2025-26.

F26/10 Correspondence

Nothing to report.

F26/11 Information

Cllr Taylor said that the Town Council had not successfully recruited to the RFO post and would be going out to a second advert to include Indeed as well as West Mercia Jobs.

The Town Clerk said that the Town Council has been approached by Big Heart Yoga to use Jubilee House in the evening and at weekend for their classes. They are currently based in another building in Madeley, but their lease will be ending. The Finance & General Purpose Committee agreed that this is an excellent arrangement with a local business who offer health & wellbeing classes to the local community.

F26/12 Date of Next Meeting

The next Finance & General Purposes Committee is arranged for 6.30 pm on Monday 15 September 2025 at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 6.50 pm.

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

