

Madeley Town Council

Minutes of Annual Meeting of Madeley Town Council held on Monday 23 June 2025
commencing 6.30pm at Jubilee House, High Street, Madeley.

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

26/19 Apologies for Absence

Cllr C Ansah – work commitment
Cllr R Evans – prior engagement
Cllr N England – work commitment
Cllr P Watling – leave of absence

Resolved:

Councillor unanimously resolved to accept the apologies and reasons for not attendance presented to the meeting.

Cllr Taylor reminded Councillors that apologies should be presented directly to the Town Clerk prior to the meeting. Cllr A England asked for the Town Clerk to remind Councillors when they are approaching 6 months non-attendance at meetings. Cllr H Morgan said that the Labour Group would discuss this at their next meeting.

26/20 Remarks from the Mayor

Cllr H Morgan welcomed Councillors to the meeting.

26/21 Public Discussion.

No members of the public are present at the meeting.

26/22 Declarations of Interest.

Cllrs H Morgan – item 26/24.1.4 Internal Audit

26/23 Minutes

To confirm and approve the minutes of the Meeting of Council held on 12 May 2025.

Resolved:

Councillors unanimously resolved that the minutes of the annual meeting of Madeley Town Council held on 12 May 2025 be confirmed and approved for signature (Appendix A).

Cllr Heighway asked for an update on the request to cancel the direct debit for the digital Shropshire Star. The Town Clerk to report back on this at the next meeting.

26/24 Year End Budget & Financial Planning

24.1 Internal Controls

To review and approve current internal control measures

24.1.1 System of Internal Controls

Accounts and Audit Regulations require an audited body to conduct an annual review of the effectiveness of its system of internal controls and to publish a statement on internal control (statement of assurance) each year with the financial statements. The Town Clerk had prepared a description of the System of Internal Controls (Appendix B1).

Resolved:

Councillor unanimously resolved that the System of Internal Controls is approved.

24.1.2 Statement of Internal Controls

The Town Clerk had prepared a Statement of Internal Controls for consideration (Appendix B2).

Resolved:

Councillors unanimously resolved that the Statement of Internal Controls be endorsed and incorporated into the year-end accounts.

24.1.3 Effectiveness of Internal Audit

The Town Clerk presented a report on the effectiveness of internal audit (Appendix B3) showing that the system of internal audit was adequate.

Resolved:

Councillors unanimously resolved that the Town Council have adequate and effective systems of internal audit in place.

24.1.4 2024-25 Internal Audit Report & Action Plan

Deferred to next meeting.

24.2 Annual Return 2024-25

To review and approve the 2024-25 Annual Return (AGAR)

24.2.1 Annual Governance Statement

The Town Clerk had prepared the Annual Governance Statement for the year ended 31 March 2025 (Appendix C). Council activities relating to statements 1-8 on the Annual Governance Statement are reviewed by the Internal Auditor as part of the internal audit review.

Resolved:

Councillors unanimously resolved that Madeley Town Council approves the Annual Governance Statement for 2024-25.

24.2.2 Statement of Accounts

24.2.2.1 Consolidated Balance Sheet and Income & Expenditure Account

The Town Clerk had prepared the Consolidated Balance Sheet (Appendix D1) and Income & Expenditure Account (Appendix D2 and D3) for the year ended 31 March 2025.

Resolved:

Councillors unanimously resolved that the Consolidated Balance Sheet and Income & Expenditure Accounts is approved.

24.2.2.2 Accounts Statements

The Town Clerk had prepared the Annual Return – Accounting Statement for the year ended 31 March 2025 (Appendix D4).

Resolved:

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2025 is approved.

24.2.2.3 Reconciliation of Adjustments

The Town Clerk had prepared the Reconciliation of Adjustments for the year ended 31 March 2025 (Appendix D5) showing income not yet received and expenditure not yet paid.

Resolved:

Councillors unanimously resolved that the Accounting Statement for the Year ended 31 March 2025 is approved.

24.2.2.4 Bank Reconciliation

The Town Clerk had prepared a Bank Reconciliation for the financial year-end 31 March 2025 (Appendix D6)

Resolved:

Councillors unanimously resolved that the Bank Reconciliation for 2024-25 is approved.

24.2.2.5 Significant Variances

The Town Clerk had prepared a report explaining significant variances of 15% and over in 2024-25 income and expenditure compared to the previous financial year (Appendix D7).

Resolved:

Councillors unanimously resolved that the explanation of Significant Variances in income and expenditure in 2024-25 to the previous year be confirmed and approved.

24.2.2.6 Year End budget as at 31 March 2025

The Town Clerk updated Councillors on underspend and overspend within the 2024-25 budget acknowledging:

- that as from 25 June 2025 Big Heart Yoga will be using the Marks Room for all their classes increasing room hire income in the 2025-26.
- that Jubilee House needs new fire doors and a refiguration of the fire evacuation safe space from the Marks Room.

Noted.

Cllr A Morgan asked if PEEPS had been carried out for people using the rooms on the first floor at Jubilee House. The Town Clerk said that this was a requirement of the room booking form along with RA for the class, first aider and public liability insurance.

Cllr White asked if the fire evacuation procedure was relayed to all room hirers. The Town Clerk said that the new Health & Safety Policy has now been rolled out to all officers and fire evacuation training is taking place 1 October 2025, which will then be related to room hirers.

Cllr Jones suggested that the alternation to the layout of the fire evacuation safe space is not carried out and each group is only allowed one person in the group who cannot navigate the stairs, and the fire evacuation chair is used instead by the appropriate training person.

Cllr A Morgan asked if the officers who refused to undertake the fire evacuation chair training has now completed the training. The Town Clerk said that additional training is needed for new employees, and they will be included in this training. The fire evacuation chair training will also be open to Big Heart Yoga.

24.3 Account

To review and approve accounting information

24.3.1 Asset Register

The Town Clerk had prepared the Asset Register as at 31 March 2025 (Appendix E1) for review and approval.

Resolved:

Councillors unanimously resolved that the Asset Register is approved.

24.3.2 Reserves and Balances

The Town Clerk had prepared a report highlighting reserves and schedule of earmarked reserves as at 31 March 2025 for approval (Appendix E2).

Resolved:

Councillors unanimously resolved that the Reserves and Balance are approved.

24.3.3 Journal Transfers

The Town Clerk had prepared a report highlighting journal transfers between 1 April 2024 – 31 March 2025 for approval (Appendix E3).

Resolved:

Councillors unanimously resolved that the Journal Transfers are approved.

24.3.4 Year End Debtors

The Town Clerk had prepared a report highlighting year end debtors as at 31 March 2025 (Appendix E4). The Town Clerk said that the year-end debts would be chased and reclaimed, and any debts still outstanding would be brought to the next Finance & General Purpose Committee.

Resolved:

Councillors unanimously acknowledged the outstanding debtors list.

24.4 Risk Register Review

Risk Register to be reviewed and approved

The Town Clerk presented an updated version of the Risk Register which has been recommended for approval by the Finance & General Purpose Committee on 16 June 2025 (Appendix F).

Resolved:

Councillors unanimously resolved that the Risk Register is approved.

24.5 Risk Management Policy Review

Risk Management Policy to be reviewed and approved

The Town Clerk presented an updated Risk Management Policy which has been recommended for approval by the Finance & General Purpose Committee on 16 June 2025 (Appendix G).

Resolved:

Councillors unanimously resolved that the Risk Management Policy is approved.

26/25 Policies

25.1 Media Policy

The Town Clerk presented the Media Policy which had been approved at the Full Council in May 2023. The Policy is due to be reviewed again in May 2026 (Appendix H).

Cllr Middleton asked for the Telford & Wrekin Council address to be updated and to also include the actions that will be taken by Madeley Town Council if there is a breach of the policy. The amendments to be brought back to the next Full Council.

Cllr H Morgan reminded Labour Councillors that any press comments need to go through the Labour Party Agent, privacy setting on IT accounts must be regularly review and that when posting on social media, Councillors are speaking for themselves and not on behalf of Madeley Town Council.
Noted.

26/26 New Model Financial Regulation

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 I). 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. Finance & General Purpose Committee on 16 June 2025 recommend for Full Council to adopt the new model Financial Regulations.

Resolved:

Councillors unanimously resolved to adopt the changes to the Financial Regulations.

26/27 2025 Traffic & Road Safety Engineering Parish Report

The Town Clerk present the Telford & Wrekin Council Traffic & Road Safety Annual Update for Councillor information. Any comments on the report can be sent directly to Telford & Wrekin Council.

Noted.

26/28 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:

28.1 The Hub on the Hill Community Cafe

Cllr H Morgan updated Councillors on a recent meeting with Telford & Wrekin Council to update on development for The Hub on the Hill building. Telford & Wrekin Council will be arranging a monthly meeting with Borough Councillor representatives to move this project forward. All financial and building decisions will be brought to Full Council for final approval. The Hub on the Hill Development Board should continue in its current format to support the work of The Hub on the Hill but must be made aware that Madeley Town Council will make the final decision on any future financial or building decisions. Cllr A England said that the residents should also be consulted on the future of The Hub on the Hill.

28.2 Staffing Update

Cllr H Morgan welcome the new Librarian & First Point Officer, Ellie Blythe, to Madeley Town Council.

Cllr H Morgan said that the Responsible Finance Officer position is currently out to advert for the second time following unsuccessfully recruitment anyone during the first round of interviews.

Cllr D White updated Councillors on a recent meeting with Telford & Wrekin Council about concerns with the Community Environment Team work programme. Councillors agreed that the Telford & Wrekin Council Locality Manager should be invited to a future Full Council meeting.

28.3 Councillor DBS Checks

Resolved:

Councillors unanimously resolved that all Councillors should have a standard DBS check through Madeley Town Council.

26/29 Correspondence

Cllr H Morgan shared a complaint received from a local business owner about the increase in anti-social behaviour including drink and drug use in Russell Square. Cllr Meadows said that she had been working with West Mercia Police to raise concerns about the return of rough sleepers in Madeley. Councillors agreed for the Town Clerk to discuss further with Telford & Wrekin Anti-Social Behaviour Team and West Mercia Police to find a way forward.

Cllr H Morgan informed Councillors of the West Mercia Police Hotspot Funding available for 4 x areas in the Parish: Southgate, Sutton Hill, Stonedale, Sutton Hill, Court Street, Madeley and Waverly Woodside and asked Borough Councillors to decide on projects to reduce anti-social behaviour and crime in these areas. The outline for these projects need to be sent to the Town Clerk who can then put together the funding application to West Mercia Police.

Cllr H Morgan updated Councillors on the recent email from The Anstice Community Trust who is currently applying for planning permission to replace the ballroom floor. The final plans for the floor will be presented to Full Council for final approval. Cllr Morgan asked for The Anstice Fire Risk Action Plan to be presented to the next Full Council.

Cllr H Morgan updated Councillors on a recent email from Telford & Wrekin Council to inform Councillors that an independent remuneration panel has been appointed to make recommendations on members allowances. Madeley Town Council will follow these recommendations for their own policy on Councillor allowances.

Cllr H Morgan reminded Councillors that the second phase of the Telford & Wrekin Council Community Governance Review is currently out for consultation, ending on 14 July 2025.

26/30 Information

Cllr S Harrison reported car dropping off pupils at Madeley Academy are allowing the young people to leave the cars whilst queuing at the traffic lights and doing U-turns in the middle of the road, which is dangerous for other motorists. Cllr White said that this had been a long term problem, and the school does not allow parents to enter the school site to drop off pupil as the original design of the school had shown.

26/31 Date of Next Meeting

The next meeting of Madeley Town Council arranged for Monday 7 July 2025 to be cancelled. The next meeting of Madeley Town Council is arranged for Monday 6 October 2025 commencing 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 8.15 pm.

Signed:

Mayor of Madeley Town Council

Dated: