



## MADELEY TOWN COUNCIL

Jubilee House  
74 High Street, Madeley,  
Telford, Shropshire, TF7 5AH  
Tel: 01952 567280

Email: [phil@madeleytowncouncil.gov.uk](mailto:phil@madeleytowncouncil.gov.uk)  
Website: [www.madeleytowncouncil.gov.uk](http://www.madeleytowncouncil.gov.uk)

Town Clerk: Alison Hinks  
26 November 2025

Notice is hereby given that the next meeting of **Madeley Town Council** will be held on **Monday 1 December 2025** commencing at **6.30 pm** at **Jubilee House, High Street, Madeley.**

### AGENDA

1. Apologies for Absence – to approve
2. Remarks from the Mayor
3. Public Discussion
4. Declaration of Interests
5. Request for extended leave of absence – *to approve*
6. Minutes  
Minutes of the Full Council held on 6 October 2025 – *to confirm and approve* **APPENDIX A**
7. Services Report – *to note* **APPENDIX B**
8. Projects Report – *to note* **APPENDIX C**
9. Committee Meetings – *to note*
  - 9.1 Draft minutes from Leisure & Community Committee – 3 November 2025 **APPENDIX D**
  - 9.2 Draft minutes from Environment Committee – 11 November 2025 **APPENDIX E**
  - 9.3 Draft minutes from Finance & General Purpose Committee – 17 November **APPENDIX F**
10. Budget and Financial Reports
  - 10.1 Expenditure paid from 01 August – 30 September 2025 – *to note* **APPENDIX G**
  - 10.2 Income received from 01 August – 30 September 2025 – *to note* **APPENDIX H**
  - 10.3 Budget Cashbook Report from 01 April – 30 September 2025 – *to note* **APPENDIX I**
  - 10.4 2025-26 Half Yearly Budget Monitoring and Proposed 2026-27 Budget and Precept  
– *to approve as recommended by Finance & General Purpose Committee* **APPENDIX J1/J2/J3**
  - 10.5 Payments for Approval
    - 10.5.1 Replacement of Fire Doors at Jubilee House – *to approve as recommended by Finance & General Purpose Committee*
    - 10.5.2 Installation of Refuse Area at Jubilee House – *to approve as recommended by Finance & General Purpose Committee*
11. Madeley Place Plan Project Update – *to note* **APPENDIX K**
12. Policy Updates
  - 12.1 Resolving Work Place Issues Procedure – *to approve as recommended by Personnel Committee* **APPENDIX L**
  - 12.2 Vexatious and Persistent Complainant Policy – *to approve* **APPENDIX M**
  - 12.3 Media Policy – *to approve* **APPENDIX N**
  - 12.4 File Retention Policy – *to approve* **APPENDIX O**
  - 12.5 Social Media Policy – *to approve* **APPENDIX P**
13. Update to Email Addresses – *to discuss and approve*
14. Telford & Wrekin Council Community Governance Review 2025 – *to note*
15. Future Distribution of Madeley Matters – *item requested by Cllr Taylor*
16. Madeley Town Council Royal British Legion Representative – *item requested by Cllr Meadows*
17. Madeley Town Council Mayor Chain of Office – *item requested by Cllr Meadows*
18. 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 –

18.1 Renewal of Leases for The Hub on the Hill – *to approve*

19. Correspondence

20. Information

21. Date of Next Meeting

The next Full Council meeting is arranged for 6.30pm on Monday 2 February 2026 at Jubilee House, High Street, Madeley.

*Alison Hinks*

Alison Hinks, Madeley Town Clerk