



## MADELEY TOWN COUNCIL

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

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

Alison Hinks, Town Clerk  
12 November 2025

Dear Councillor

The next meeting of **Finance & General Purposes Committee** will be held on **Monday 19 January 2026** commencing at **6.30 pm** at **Jubilee House, High Street, Madeley**. All members are summoned for the transaction of the under mentioned business. Apologies must be submitted to the Clerk prior to the meeting.

### AGENDA

1. **Apologies for Absence**
2. **Public Discussion**
3. **Declaration of Interests**
4. **Minutes**  
Minutes from Finance & General-Purpose Committee – 17 November 2025 – *for approval* **Appendix A**
5. **Budget & Finance – Financial Reports**
  - 5.1 Expenditure from 01.09.25 to 31.12.25 – *to note* **Appendix B**
  - 5.2 Income from 01.09.25 to 31.12.25 – *to note* **Appendix C**
  - 5.3 Budget Cashbook Report from 01.10.25 to 31.12.25 – *to note* **Appendix D**
  - 5.4 Budget Comparison Report from 01.10.25 – 31.12.25 – *to note* **Appendix E**
  - 5.5 The Anstice Budget I&E Breakdown to 01.10.25 to 31.12.25 – *to note* **Appendix F**
  - 5.6 The Hub on the Hill I&E Breakdown 01.10.25 - to 31.12.25 – *to note* **Appendix F**
  - 5.7 2025-26 Budget Monitoring **Appendix G**
  - 5.8 Bank Reconciliations dated 31.10.25, 30.11.25 and 31.12.25 – *to note* **Appendix H**
  - 5.9 Petty Cash Reconciliation dated 31.12.25 – *to note* **Appendix I**
  - 5.10 2024-25 Internal Audit Action Plan – *to note* **Appendix J**
7. **Quarterly Audit**  
The Committee is requested to nominate two members to check expenditure and bank reconciliation records
8. **Proposed Spend**
  - 8.1 Replacement Steet Doors at the Public Toilets **Appendix**
9. **Health & Safety – Action Plans**
  - 9.1 The Hub on the Hill Fire Risk Assessment Action Plan – *to note* **Appendix**
  - 9.2 Public Toilets Fire Risk Assessment Action Plan – *to note* **Appendix**
11. **Exclusion of Press and Public**  
That, because of the confidential nature of the business about to be transacted, 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:
  - 10.1 Debtors and Creditors – to consider a report from the R.F.O regarding debtors **Appendix Q**
12. **Correspondence**
13. **Information**
14. **Date of Next Meeting**  
The date for the next meeting of Finance & General Purposes Committee is arranged for 6.30pm on Monday 16<sup>th</sup> March 2026 at Jubilee House, High Street, Madeley.

Yours sincerely  
*Vanessa Voysey*  
RFO