

Madeley Town Council

Minutes of the meeting of Madeley Town Council held on Monday 1 December 2025 commencing 6.30pm at Jubilee House, High Street, Madeley.

Councillors Present:	H Morgan, P Cogings, R Evans, A Harrison, J Jones, R Meadows, A Morgan, S Taylor, D White
Also Present:	Alison Hinks, Town Clerk
	Member of the Public

26/50 Apologies for Absence

A England – prior commitment
N England – prior commitment
S Harrison - unwell
S Heighway – prior commitment
K Middleton - unwell
Cllr P Watling – leave of absence
Cllr Jim Loveridge – leave of absence
Cllr Ansah-Baiden was not present at the meeting.

Resolved:

Councillors unanimously resolved to unanimously accept the apologies and reasons for absence received for the meeting.

26/51 Remarks from the Mayor

Cllr H Morgan welcomed Councillors to the meeting and thanked those Councillors who attended the Madeley Christmas Lights switch-on on Saturday 29 November 2025. Cllr H Morgan asked the Town Clerk to pass on her thanks to the Officers for their hard work at the event.

Cllr H Morgan asked for Officers to write to Shaun Davies MP to thank him for attending the Madeley Christmas Lights Switch-on.

Cllr H Morgan reminded Councillors of the Christmas Carol Service at St Michaels Church on Sunday 21 December at 6.30pm and also the Nativity and Carols at The Park Lane Centre on Tuesday 23 December 2025 at 3.30pm.

26/52 Public Discussion.

Cllr H Morgan welcome am member of the public to the meeting, who discussed on-going issues throughout Madeley and Woodside regarding:

- Bus services from Madeley – The buses are constantly late or do not turn up. When a complaint is made to Arriva or Telford & Wrekin Council there do not respond. Cllr H Morgan said that Cllr Middleton is a member of the Telford & Wrekin Council Bus User Group and a bus user herself. Cllr Ollie Vickers, Telford & Wrekin Council Cabinet Member for The Economy & Transport is currently in discussions with Arriva about improvements needed to the services.
- Footpaths in Woodside – There is a lot of overgrown trees and encroachment onto the footpaths and suggested that weed killing is not a long term solution.

- Fly Tipping – This to the side of garages and behind garden fences. Cllr White said that rubbish on private land is the responsibility of the landlord or housing association.
- Recycling – Veolia are not picking up dropped rubbish during the collection and not putting bins back by the correct houses.
- Street Lighting – All street lights need upgrading.

26/53 Declarations of Interest.

Cllr Jones – item 26/66.1 Redevelopment of The Hub on the Hill
 Cllr White – item 26/66.1 Redevelopment of The Hub on the Hill

26/54 Request for Extended Leave of Absence

Resolved:

Councillors unanimously agreed that due to exceptional circumstances Cllr P Watling and Cllr J Loveridge can have a continued further 6 months leave of absence.

26/55 Minutes

To confirm and approve the minutes of the Meeting of Council held on 6 October 2025.

Resolved:

Councillors unanimously resolved that the minutes of the Full Council meeting held on 6 October 2025 be agreed and approved for signature (Appendix A).

26/56 Services Report

To note the report updating on services provided by Madeley Town Council

Councillors noted the Services report, giving an update from officers on all the services provided by Madeley Town Council (see Appendix B).

Noted.

Cllr H Morgan asked that the Deputy Town Clerk in future gives a more details update for the services areas that they are responsible for.

26/57 Projects Report

To note the report updating on current projects provided by Madeley Town Council
 Councillors noted the Projects report, giving an update from officers on all the current projects provided by Madeley Town Council (see Appendix C).

Noted.

26/58 Committee Meetings

To note the minutes from committee meetings

58.1 Draft minutes from Leisure & Committee held on 3 November 2025

The Town Clerk presented to Councillors the approved minutes from the Leisure & Community Committee held on 3 November 2025 for information (Appendix D).

Noted.

58.2 Draft minutes from Environment Committee held on 11 November 2025

The Town Clerk presented to Councillors the approved draft minutes from the Environment Committee held 11 November 2025 for information (Appendix E). Noted.

58.3 Draft minutes from Finance & General-Purpose Committee held on 17 November 2025

The Town Clerk presented to Councillors the approved minutes from the Finance & General Purpose Committee held on 17 November 2025 for information (Appendix F).

Noted.

26/59 Budget & Financial Reports

To note, discuss and agree where appropriate

59.1 Expenditure Transactions

The Town Clerk had prepared an expenditure transactions list for the period 1 August 2025 to 30 September 2025 (Appendix G).

Noted.

59.2 Income Transaction

The Town Clerk had prepared an income transactions list for the period 1 August 2025 to 30 September 2025 (Appendix H).

Noted.

59.3 Budget Cashbook

The Town Clerk had prepared the Financial Summary – Cashbook report for the period 1 April 2025 to 30 September 2025 for information (Appendix I)

Noted.

59.4 2025-26 Half Yearly Budget Monitoring and Proposed 2026-27 Budget and Precept

To note the 2025-26 half yearly budget monitoring

The RFO had prepared the budget monitoring and the half year projected spend for the period 1 April 2025 to 30 September 2025 (see Appendix J1).

Noted.

The Town Clerk said that there is a project overspend of £428 as at 31 March 2026. This is down to the amount of grants awarded for community events throughout the year so far.

The Town Clerk presented a proposed 2026-27 budget with a 5% uplift for all services purchased and salaries (see Appendix J2).

Resolved:

Councillors unanimously resolved to accept the proposed 2026-27 budget as recommendation by the Finance & General Purpose Committee on 27 November 2026.

The Town Clerk confirmed that the Telford & Wrekin Council 2026-27 Precept breakdown shows a council tax base rate increase of £4607.83, an increase of £18,289 from 2025-26. The Town Clerk presented a present increase of 5% (£56,873) amounting to a Council Tax Band D increase of £8.37pa/£0.70pm/£0.16pw (see Appendix J3).

Resolved:

Councillor unanimously resolved to accept the proposed 2026-27 precept increase of 5% as recommended by the Finance & General Purpose Committee on 17 November 2025.

59.6 Payments for Approval

To discuss and agree the following payments for approval

59.6.1 Replacement Fire Doors at Jubilee House

Cllr H Morgan presented the costings for the replacement fire doors at Jubilee House. Cllr Evans questioned if the work was for the fire doors to be compliant or certified. The Town Clerk said that she will meet with the contractor to itemise each element of the scheme.

Resolved:

Councillors unanimously resolved to give delegated authority to the Town Clerk and Mayor to agree the fire door replacement scheme for Jubilee House.

59.6.2 Installation of the Refuse Area at Jubilee House

Resolved:

Councillors unanimously resolved to agree the installation of the refuse area at Jubilee House as recommended by the Finance & General Purpose Committee on 17 November 2025.

26/60 Madeley Place Plan Project Update

To discuss and agree the Madeley Place Plan Projects for 2025-26

Cllr H Morgan updated Councillors on the recent meetings between the Town Clerk and contractors to look at quotes to replace The Anstice flat roof and replanting the bottom of the High Street, both of which will be funded from the Place Plan funding (see Appendix K). The Town Clerk is still waiting for a quote for the reinstatement of Mitchel Clock.

Noted.

26/61 Policies

61.1 Resolving Workplace Issues Procedure

Resolved:

Councillors unanimously resolved to accept the new Resolving Workplace Issues Procedure (see Appendix L) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

61.2 Vexatious and Persistent Complainant Policy

Resolved:

Councillors unanimously resolved to accept the renewed Vexatious and Persistent Complainant Policy (see Appendix M).

61.3 Media Policy

Resolved:

Councillors unanimously resolved to accept the renewed Media Policy (see Appendix N).

61.4 File Retention Policy

Resolved:

Councillors unanimously resolved to accept the renewed File Retention Policy (see Appendix O).

61.5 Social Media Policy

Resolved:

Councillors unanimously resolved to accept the renewed Social Media Policy (see Appendix P).

26/62

Update on Email Addresses

To discuss and approve the use of Madeley Town Council email addresses and tablets. The Town Clerk updated Councillors on a recent meeting with Midland Computers to discuss the nationwide introduction of the use of .gov.uk email addresses for all local government workers. Midland Computers have suggested that all Councillors should be issued with a .gov.uk email address if they do not already have one along with being reissued with the Town Council's tablets to reduce the risk of a cyber-attack/breach of data protection.

Cllr A Morgan said that the Town Council Tablets were not suitable for the size of the documents being downloaded. Cllr Cogings suggested that a VPN is used so that personal devices and email addresses could be used safely.

Cllr H Morgan said that the use of tablets or personal devices would reduce the amount of paper being used to print agenda and reports for each meeting. Cllr R Meadows suggested that the agenda and reports are projected onto a screen for all Councillors to view at the meetings.

The Town Clerk to discuss options for email accounts and electronic devices with Midland Computers and Telford & Wrekin Council Data Protection Officer.

26/63

Telford & Wrekin Council Community Governance Review 2025

To note the outcome of the consultation for Madeley

The Mayor confirmed that the consultation has now ended, and Telford & Wrekin Council had confirmed the changes to the Madeley Town Council ward boundary.

26/64

Future Distribution of Madeley Matters

Cllr Taylor requested that the Town Clerk gets a quote for the cost of having Madeley Matters distributed to every household in the ward as a complaint has been received

there was no Madeley Matters available in Tesco in Madeley. The Town Clerk explained that an external organisation is given exclusive use of the foyer in Tesco which does not allow other organisations to display newsletters in the store.

26/65 Madeley Town Council Royal British Legion Representative

Cllr H Morgan said that Madeley Town Council do not have a representative at the Madeley Branch of the Royal British Legion. Cllr Meadows said that the Madeley Branch of the Royal British Legion has requested a list of all events throughout 2026. Cllr Morgan suggested that if requested, Madeley Branch of the Royal British Legion attend a Full Council meeting to discuss the Remembrance Sunday Service and Parade.

Cllr White reminded Councillors that Telford & Wrekin Council have been awarded the Gold Standard Armed Forces Covenant.

26/66 Madeley Town Council Mayors Chair of Officer

Cllr Meadows suggested that the Mayor should have a new Chain of Office. Cllr H Morgan said that a new Chain of Office should not be purchased due to the cost but asked the Town Clerk look into replacing the Madeley Town Council badge on existing chain that is worn.

26/67 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:

67.1 Renewal of Leases for The Hub on the Hill

Resolved:

Councillors resolved to sign the 6 month rolling Telford & Wrekin Council lease for The Hub on the Hill at Severn Walk and Southall. Cllr Jones and Cllr White abstained from the vote.

Resolved:

Councillors unanimously resolved to issue Fairshare Credit Union with a one year lease in the first instance, followed by a 3 year lease in future years.

26/68 Correspondence

Nothing to report.

26/69 Information

Nothing to report.

26/70 Date of Next Meeting

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

There being no further business, the Mayor closed the meeting at 8.00pm.

Signed:
Mayor of Madeley Town Council

Dated: