

Madeley Town Council

Minutes of Annual Meeting of Madeley Town Council held on Monday 6 October 2025 commencing 6.30pm at Jubilee House, High Street, Madeley.

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

26/32 Apologies for Absence

Cllr P Watling – leave of absence.

Cllr Ansah-Baiden was not present at the meeting.

26/33 Remarks from the Mayor

Cllr H Morgan welcomed Councillors to the meeting.

26/34 Public Discussion.

Cllr H Morgan welcome the three Madeley business owners to the meeting, who expressed concern that the on-going problem with homelessness in Madeley is now affecting businesses in Madeley. Madeley is no longer a safe town to visit, and the rough sleepers are leaving their personal belongings on footpaths. The rough sleepers are intoxicated and asking visitors for money so that they can purchase alcohol from the Post Office. The business owners now feel unsafe when taking cash to the post office as they are being watched by the rough sleepers and their concerns are not being supported by the Police, who are not moving them on.

Cllr H Morgan said the rough sleepers are being offered services and accommodation but are not accepting the support. Visitors to Madeley are generously giving money to the rough sleepers and whilst this continues they will stay in Madeley. Cllr H Morgan said that Madeley Town Council hears and understands the concerns being raised by business owners and doing everything that can to try and solve this on-going problem.

Cllr White said Madeley Town Council meet regularly with the Police, T&W Council Anti-Social Behaviour Team, and T&W Council Safer Stronger Team to discuss the on-going issues brought about by the rough sleepers and said that a long term solution is needed. Cllr Middleton said that at exclusion order and antisocial behaviour order needs to be put in the place. The Town Clerk updated /Councillors on a meeting with the T&W Council Safer Strong Team to look at environmental work that can be done via the West Mercia Police Hot Spot funding. Cllr A Morgan advised the businesses to work with Greggs who has an anti-social behaviour reporting mechanism in each store.

Cllr A England said that there is a need for a proper programme to support rough sleepers back into society and into accommodation.

Cllr Ruth Meadows arrived for the meeting.

A business owner said that the problems being experienced with rough sleeps is not just outside Tesco. There is equally the same problem on The Anstice car park where there is insufficient streetlighting and the bin store is being used by the rough sleepers. Cllr

Jones suggested that the Telford & Wrekin Council Safer Strong Team meet with businesses owners and asked the Town Clerk to arrange this meeting.

26/35 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:

35.1 Presentation on the Redevelopment of The Hub on the Hill

Cllr H Morgan thanked Fliss Mercer and James Dunn from Telford & Wrekin Council for attending the meeting and presenting the future plans for the redevelopment of The Hub on the Hill.

Cllr H Morgan said that a working group is needed to move this project forward. The working group will provide regular updated to the Full Council.

Resolved:

Councillor resolved that a revised working group is set up to work with Telford & Wrekin Council on the building plans, management of the building and financial arrangements for a redevelopment of The Hub on the Hill. Cllr Middleton abstained from the vote.

Resolved:

Councillors unanimously resolved that Cllrs Jones, White, Watling, S Harrison, Evans, Highway and Taylor would be Councillor representatives on the joint Madeley Town Council:Telford & Wrekin Council working group

Cllrs Middleton, Cllr Jones, and Cllr White declared an interest in the agenda item.

Full Council resumed to normal session.

26/36 Declarations of Interest.

Cllr Middleton – item 26/35.1 Redevelopment of The Hub on the Hill

Cllr Jones – item 26/35.1 Redevelopment of The Hub on the Hill

Cllr White – item 26/35.1 Redevelopment of The Hub on the Hill

Cllrs H Morgan – items 26/41.5 and 26/41.6 Internal Audit

26/37 Minutes

To confirm and approve the minutes of the Meeting of Council held on 23 June 2025.

Resolved:

Councillors unanimously resolved that the minutes of the Full Council meeting held on 23 June 2025 be confirmed and approved for signature (Appendix A).

26/38 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.

26/39 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

Cllr H Morgan said that the activities over the summer had proven a great success and the new weekly Madeley Social is really popular.

26/40 Committee Meetings

To note the minutes from committee meetings

40.1 Draft minutes from Leisure & Committee held on 2 June and 1 September 2025

The Town Clerk presented to Councillors the approved minutes from the Leisure & Community Committee held on 2 June and draft minutes from 1 September 2025 for information (Appendix D).

Noted.

Cllr Taylor asked that the future distribution of Madeley Matters is included on the agenda for the next Full Council.

40.2 Draft minutes from Environment Committee held on 9 June and 8 September 2025

The Town Clerk presented to Councillors the approved draft minutes from the Environment Committee held 9 June and the draft minutes from 8 September 2025 for information (Appendix E).

Noted.

40.3 Draft minutes from Finance & General-Purpose Committee held on 16 June and 15 September 2025

The Town Clerk presented to Councillors the approved minutes from the Finance & General Purpose Committee held on 16 June and the draft minutes from 15 September 2025 for information (Appendix F).

Noted.

26/41 Budget & Financial Reports

To note, discuss and agree where appropriate

41.1 Expenditure Transactions

The Town Clerk had prepared an expenditure transactions list for the period 1 April 2025 to 31 July 2025 (Appendix G).

Noted.

Cllr Taylor reminded Councillors who attend the Finance & General Purpose Committee that they need to respond to the RFO requests for authorising expenditure payments.

41.2 Income Transaction

The Town Clerk had prepared an income transactions list for the period 1 April 2025 to 31 July 2025 (Appendix H).

Noted.

41.3 Budget Cashbook

The Town Clerk had prepared the Financial Summary – Cashbook report for the period 1 April 2025 to 31 July 2025 for information (Appendix I)

Noted.

41.4 2025-26 Budget Monitoring

To note the 2025-26 budget monitoring

The Finance Officer had prepared the budget monitoring and projected spend for the period 1 April 2025 to 31 July 2025 (see Appendix J).

Noted.

41.5 2024-25 Internal Audit

To discuss and agreed the 2024-25 Internal Audit Action Plan

The Town Clerk presented the 2024-25 Internal Audit Action Plan and updates to the actions (see Appendix K1).

Cllr H Morgan acknowledged that the grant application process needs to be reviewed as it was also raised in the 2023-24 Internal Audit Action Plan.

Resolved:

Councillors unanimously resolved to accept the action plan for the 2024-25 Internal Audit Action Plan.

41.6 2024-25 Conclusion of External Audit

To discuss and agree the 2024-25 Conclusion of External Audit

The Town Clerk presented the 2024-25 Conclusion of the External Audit included issues raised by PKL Auditors (see Appendix K2). The Town Clerk confirmed that the Conclusion of External Audit notice has been displayed on the Madeley Town Council website and noticeboards.

Resolved:

Councillors unanimously resolved to accept the outcomes from the 2024-25 Conclusion of External Audit.

26/42 Madeley Place Plan Project Update

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

Cllr H Morgan updated Councillors on a recent meeting between the Town Clerk and Telford & Wrekin High Street Manager. Unfortunately, there is too many plants in the original proposals for the Madeley Place Plan funding (see Appendix L).

Resolved:

Councillors unanimously resolved that quotes should be short for the following Place Plan projects: reinstatement of the Mitchell Clock, new roof on The Anstice, planting at the bottom of High Street.

26/43 Policies

43.1 Disciplinary Procedure

Resolved:

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

43.2 Flexible Working Policy

Resolved:

Councillors unanimously resolved to accept the new Flexible Working Policy (see Appendix M) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

43.3 Grievance Scheme

Resolved:

Councillors unanimously resolved to accept the new Grievance Scheme (see Appendix O) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

43.4 Maternity and Family Friendly Policy

Resolved:

Councillors unanimously resolved to accept the new Maternity and Family Friendly Policy (see Appendix P) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

43.5 Performance Management Policy

Resolved:

Councillors unanimously resolved to accept the new Performance Management Policy (see Appendix Q) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

43.6 Sexual Harassment Policy

Resolved:

Councillors unanimously resolved to accept the new Sexual Harassment Policy (see Appendix R) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

43.7 Sickness Absence Policy

Resolved:

Councillors unanimously resolved to accept the new Sickness Absence Policy (see Appendix S) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

43.8 Special Leave Policy

Resolved:

Councillors unanimously resolved to accept the new Special Leave Policy (see Appendix T) drafted by Telford & Wrekin Council as part of the Telford & Wrekin Council HR Contract as recommended by Personnel Committee.

43.9 Policy Review Update

The Town Clerk presented the revised Policy Review Update (see Appendix U).
Noted.

26/44 Health & Safety Updates

To note, review or agree health & safety updates.

- 44.1 The Anstice Fire Risk Assessment Action Plan (Appendix V)**
Noted.

26/45 Telford & Wrekin Council Community Governance Review 2025
To note, review and agreed the proposals in the third round of consultation for Madeley

The Mayor updated Councillors on the draft Community Governance Review proposals to include the Nightingale Way Parish Ward in the Madeley Town Council boundary.

Resolved:

Councillors unanimously resolved to accept the Telford & Wrekin Council proposals for Madeley Town Council in the current Community Governance Review consultation.

26/46 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:

46.1 Update on The Hub on the Hill

The new Hub on the Hill Community Centre Manager prepared an update and overview of The Hub on the Hill and suggestions on future developments at the community centre (see Appendix V).

Resolved:

Councillors unanimously resolved to give delegated authority to the Town Clerk and Mayor to implement what is possible in The Hub on the Hill Community Centre Managers report.

46.2 Staffing Update

Cllr H Morgan informed Councillors on the status of the handover of The Hub on the Hill Community Café to Telford Mind.

Resolved:

Councillors unanimously resolved that due to the plans for the future of The Hub on the Hill, it is no longer viable for Telford Mind to take over the running of The Hub on the Hill Community Centre Café.

46.3 Sutton Hill Allotment

The Deputy Clerk prepared a report on behalf of the Environment Committee on the request from the Sutton Hill Allotment Group to take over the management of Sutton Hill Allotments (see Appendix W).

Resolved:

Councillors unanimously resolved that Sutton Hill Allotment Group should take over the management of Sutton Hill Allotments and gave delegated authority to the Town Clerk to move this forward.

46.4 Madeley Grass Cutting Service

The Deputy Clerk prepared a report on behalf of the Leisure & Community Committee on the future proposals for the over 75's grass cutting service (see Appendix X).

Resolved:

Councillors unanimously resolved that the Town Clerk is given delegated authority to move forward with the proposed changes to the over 75's grass cutting service.

26/47 Correspondence

Nothing to report.

26/48 Information

Cllr Middleton updated Councillors on the proposals from BT Openreach to upgrade homes in Woodside to the fibre service. As BT Openreach are unable to dig underground, they are currently consulting on installing lamppost outsides of each property throughout the estate. Cllr Middleton is currently consulting with Kirsty King at Telford & Wrekin Council about this problem.

26/49 Date of Next Meeting

The next meeting of Madeley Town Council is arranged for Monday 1 December 2025 commencing 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Mayor closed the meeting at 8.25pm.

Signed:

Dated:

Mayor of Madeley Town Council