

Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 17 November 2025 at 6.30 pm at Jubilee House, High Street, Madeley

PRESENT Councillors: S Taylor (Chair), P Cogings, A England, R Evans, J Jones, R
Officers: Meadows, K Middleton and D White
Town Clerk/RFO

F26/24 Apologies

Apologies were received from:
Cllr S Harrison – prior commitment
Cllr P Watling – leave of absence

RESOLVED:

Councillors unanimously accepted the apologies received above.

The Town Clerk was asked to pass on Councillors regards to Cllr Watling.

F26/25 Remarks from the Chair

Cllr Taylor welcomed Councillors to the meeting.

F26/26 Public Discussion

There were no members of the public present.

F26/27 Declarations of Interest

Cllr K Middleton – agenda item F26/29.7 Hub on the Hill

F26/28 Minutes

To approve the minutes of the Finance & General Purpose Committee held on Monday 15 September 2025

RESOLVED:

Councillors unanimously resolved to agree and approve for signature the minutes of the Finance & General-Purpose Committee held on Monday 15 September 2025 (see Appendix A).

F26/29 Budget & Finance – Financial Reports

To monitor and control the Council's budget and to set a precept that balances the needs of the community against the community's ability to pay.

29.1 Expenditure Transaction List from 1 August – 30 September 2025 agreed by the Finance & General-Purpose Committee outside of the Committee.

To note the expenditure transaction from 1 August – 30 September 2025

The RFO had prepared a list of all expenditure transaction for the period 1 August – 30 September 2025 (see Appendix B).

Noted.

- 29.2 Income Transaction List from 1 August – 30 September 2025**
To note the income transaction list from 1 August – 30 September 2025
The RFO had prepared a list of all income transaction for the period of 1 August – 30 September 2025 (see Appendix C).
Noted.
- 29.3 Budget Cashbook Report from 1 April – 30 September 2025**
The Budget Cashbook Report is an un-reconciled Receipts and Payments report showing opening and closing bank balances and total receipts and total payments for the Finance & General Purpose Committee for the period.
The RFO had prepared the Budget Cashbook Report for the period 1 April – 30 September 2025 for information (see Appendix D).
Noted.
- 29.4 Budget Comparison Report from 1 April – 30 September 2025**
To note actual monies received and spent compared to 2025-26 budget.
The RFO had prepared the Financial Comparison Report for the period 1 April – 30 September 2025 for information (see Appendix E).
Noted.
- 29.5 The Anstice Memorial Hall Income and Expenditure Breakdown**
The RFO had prepared a report outlining the income and expenditure budgets for The Anstice Memorial Hall (Appendix F). showing actual income and spend from 1 April to 30 September 2025.
Noted.
- 29.6 The Hub on the Hill Income and Expenditure Breakdown**
The RFO had prepared a report outlining the income and expenditure budgets for The Hub on the Hill (Appendix F), showing income and spend from 1 April to 30 September 2025.
Noted.
- 29.7 2025-26 Budget Monitoring and Proposed 2026-27 Precept**
To note the 2025-26 Budget Monitoring and discuss and agree the proposed 2026-27 precept
The Town Clerk presented the 2025-26 half yearly budgeting monitoring from 1 April 2025 to 30 September 2025 showing a projected year end over spend of £52,219 (see Appendix G).

The Town Clerk confirmed that the Town Council has received the Telford & Wrekin Council letter outlining the arrangement for the 2026-27 precept, showing an increase to the council tax base rate to £4607.83, an increase of £18,289 from 2025-26. Taking this increase into consideration, the Town Clerk presented the proposed 2026-27 budget showing a 0% increase to Council Tax Band D, a 3% (£41,362) increase to the Town Councils budget amounting to a Council Tax Band D increase of

£5.01pa/£0.42pm/£0.10pw and a 5% (£56,873) increase to the Town Councils budget amounting to a Council Tax Band D increase of £8.37pa/£0.70pm/£0.16pw.

Resolved:

Councillor unanimously resolved to recommend to Full Council a 5% (£56,873) increase to the Town Council's budget amounting to a Council Tax Band D increase of £8.37pa/£0.70pm/£0.16pw

Councillors further discussed the implications to future years Council Tax Band D if the Town Council needed to increase the budget for the redevelopment of The Hub on the Hill Community. Cllr White said that the joint MTC/T&WC Hub on the Hill Working Group should continue.

29.8 Bank Reconciliations dated 31 August 2025 and 30 September 2025

To note the Bank Reconciliation dated 31 August 2025 and 30 September 2025

The RFO had prepared the Co-Op Community Account Bank Reconciliation and The Hub on the Hill Account Bank Reconciliations as of 3 August 2025 and 30 September 2025 (see Appendix H).

Noted

29.9 Petty Cash Reconciliation dated 30 September 2025

To note the Petty Cash Reconciliation dated 30 September 2025

The RFO had prepared the Petty Cash Reconciliation dated 30 September 2025 (Appendix I).

Noted.

29.10 2024-25 Internal Audit

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

The RFO presented the 2024-25 Internal Audit Action Plan and updates to the actions (see Appendix J).

Noted.

F26/30 RFO Report

To consider future investments for Madeley Town Council

The RFO prepared a report outlining the current investments and proposed future investments for Madeley Town Council (see Appendix K).

Resolved:

Councillors unanimously resolved to keep the maximum funds in the current investment account covered by the FSCF.

Resolved:

Councillors unanimously resolved to open a second investment account and deposit the maximum funds covered by the FSCF.

F26/31 Quarterly Audit

To nominate two members of the Committee to carry out checks on expenditure and bank reconciliations

Resolved:

Councillors unanimously resolved that Cllr Evans and Cllr Meadows would be the Committee representatives to carry out financial checks on the Town Council's expenditure and bank reconciliations.

F26/31 Proposed Spend

31.01 Fire Refuse Area at Jubilee House (see Appendix L)

Resolved:

Councillors unanimously resolved to recommend to Full Council to accept the quote for this work.

31.02 Replacement Fire Doors at Jubilee House (see Appendix M)

Resolved:

Councillors unanimously resolved to recommend to Full Council to accept the quote for this work.

31.03 Replacement Windows into Marks Room at Jubilee House (see Appendix N)

Resolved:

Councillors unanimously resolved to accept the quote for this work.

F26/32 Health & Safety

To note the Health & Safety Risk Assessment Action Plans and Fire Risk Assessment Action Plans.

32.01 The Anstice Fire Door Inspection (Appendix O).

The Town Clerk presented the report showing the doors that have been identified as needing replacing and suggested that these changes are discuss with the Telford & Wrekin Council Heritage Officer.

Noted.

F26/33 Revised Room Booking Form

To agree the changes to the Room Booking Form for Jubilee House and The Hub on the Hill

The Town Clerk presented the revised room booking form and terms and conditions of hire (see Appendix P) showing changes made to the need for room hirers to identify a name first aider, evidence of public liability insurance and documented PEEPS for any course/activity attendee who is unable to navigate stairs. The terms and conditions of hire now also include 7 days notice to cancel a room or full payment within this timescale.

Resolved:

Councillors unanimously resolved to accept the proposed changes to the room booking form or Jubilee House and The Hub on the Hill.

F26/34 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:

34.01 Debtor and Creditors

To consider the report from the RFO outlining the current debtors (see Appendix Q)

Resolved:

Councillors unanimously resolved to write off the small debts in the report and to continue to chase the larger debt with a view to claiming this money back via the small claims court on the proviso that these debtors can no longer hire rooms at Jubilee House or The Hub on the Hill.

F26/35 Correspondence

35.1 West Mercia Energy 100% Renewable Energy Opt-in

The Town Clerk presented the West Mercia Energy 100% Renewable Energy Opt-in Scheme, which fits in with the Town Council's commitment to carbon reduction.

Resolved:

Councillors unanimously resolved to opt-in to the West Mercia Energy 100% Renewable Energy scheme.

35.2 Shropshire County Pension Fund Preliminary Valuation Results up to 31 March 2025

The Town Clerk presented the Shropshire County Fund Preliminary Valuation Results up to 31 March 2025.

Noted.

F26/36 Information

Nothing to report.

F26/37 Date of Next Meeting

The next Finance & General Purposes Committee is arranged for 6.30 pm on 19 January 2026 at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.45 pm.

Signed: Dated:
Chair of Finance & General-Purpose Committee

