

## Madeley Town Council

Minutes of a Meeting of the Finance & General Purposes Committee of Madeley Town Council held on Monday 19<sup>th</sup> January 2026 at 6.30 pm at Jubilee House, High Street, Madeley

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**PRESENT** Councillors: S Taylor (Chair), A England, R Evans, R Meadows, and D White  
Officers: RFO

**F26/38** Apologies

Apologies were received from:

Cllr P Cogings – alternative commitment

Cllr S Harrison – alternative commitment

Cllr J Jones – alternative commitment

Cllr K Middleton – alternative commitment

Cllr P Watling – leave of absence

**RESOLVED:**

Councillors unanimously accepted the apologies received above.

**F26/39** Remarks from the Chair

Cllr Taylor welcomed Councillors to the meeting.

**F26/40** Public Discussion

There were no members of the public present.

**F26/41** Declarations of Interest

Cllr D White – agenda item F26/29.5 and 29.6 Hub on the Hill/Anstice

Cllr S.Taylor – agenda item F26/29.5 and 29.6 Hub on the Hill/Anstice

**F26/42** Minutes

*To approve the minutes of the Finance & General Purpose Committee held on Monday 17 November 2025*

**RESOLVED:**

Councillors unanimously resolved to agree and approve for signature the minutes of the Finance & General-Purpose Committee held on Monday 17 November 2025 (see Appendix A).

**F26/43** 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.*

**43.1 Expenditure Transaction List from 1 September – 31 December 2025 agreed by the Finance & General-Purpose Committee outside of the Committee.**

*To note the expenditure transaction from 1 September– 31 December 2025*

The RFO had prepared a list of all expenditure transaction for the period

1 September– 31 December 2025 (see Appendix B).  
Noted.

**43.2 Income Transaction List from 1 August – 30 December 2025**

*To note the income transaction list from 1 September – 31 December 2025*

The RFO had prepared a list of all income transaction for the period of 1 September – 31 December 2025 (see Appendix C).

Noted.

**43.3 Budget Cashbook Report from 1 April – 31 December 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 – 31 December 2025 for information (see Appendix D).

Noted.

**43.4 Budget Comparison Report from 1 April – 31 December 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 – 31 December 2025 for information (see Appendix E).

Noted.

**43.5 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 31 December 2025.

Noted.

**43.6 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 31 December 2025.

Noted.

It was commented that the figures of income and expenditure show a break even, but that these figures do not include staffing costs.

**43.7 2025-26 Budget Monitoring**

*To note the 2025-26 Budget Monitoring*

The RFO presented the 2025-26 third quarter budgeting monitoring from 1 April 2025 to 31 December 2025 (see Appendix G).

It was noted that additional energy costs at the Hub on the Hill had been questioned by Councillors. This was due to a client leaving a room and the utility bills being transferred back to the Town Council.

The increase in costs in rates in the Library and the Anstice building were noted. Spend against the budget for Jubilee House property services is

high at the third quarter.

The R.F.O noted that she would be checking the invoices attached to the Christmas Lights and the Christmas Lights Events as this may have affected the overall amounts against these lines in the budget monitoring report.

**43.8 Bank Reconciliations dated 31 October 2025, 30<sup>th</sup> November 2025, and 31 December 2025**

*To note the Bank Reconciliation dated 31 October 2025, 30<sup>th</sup> November and 31 December 2025*

The RFO had prepared the Co-Op Community Account Bank Reconciliation and The Hub on the Hill Account Bank Reconciliations as of 31<sup>st</sup> October, 30<sup>th</sup> November and 31<sup>st</sup> December (see Appendix H).

Noted

**43.9 Petty Cash Reconciliation dated 31 December 2025**

*To note the Petty Cash Reconciliation dated 31 December 2025*

The RFO had prepared the Petty Cash Reconciliation dated 31 December 2025 (Appendix I).

Noted.

**43.10 2024-25 Internal Audit Action Plan**

*To note the Internal Audit Action Plan*

The RFO presented the 2024-25 Internal Audit Action Plan (see Appendix J). Councillors noted the

Noted.

**F26/44 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 to the end of the current financial year

**F26/45 Proposed Spend**

**45.01 Replacement Steel Doors at the Public Toilets (see Appendix K)**

A quote of £4,958.88 (excluding VAT) was considered for 2 steel doors with locks, recommended by the supplier to prevent further door damage and repair costs. Councillors considered that the investment would save costs in the long-term.

**Resolved:**

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

**F26/46 Health & Safety – Action plans**

*To note the Hub on the Hill Fire Risk Assessment Action Plan and the Public Toilets Fire Risk Assessment Action Plan.*

**46.01 The Hub on the Hill Fire Risk Assessment Plan (Appendix L)**

A fire risk assessment plan dated 16<sup>th</sup> December 2025 was presented to the Committee.

Noted.

**46.02 Public Toilets Fire Risk Assessment Plan (Appendix M)**

A fire risk assessment plan dated 16<sup>th</sup> December 2025 was presented to the Committee.

Noted

**F26/47 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:*

**47.01 Debtor and Creditors**

*To consider the report from the RFO outlining the current debtors*

Councillors noted actions taken and results of these actions

**F26/48 Correspondence**

Nothing to report

**F26/49 Information**

Nothing to report.

**F26/50 Date of Next Meeting**

The next Finance & General Purposes Committee is arranged for 6.30 pm on 16 March 2026 at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 7.30 pm.

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

