

## Madeley Town Council

Minutes of the meeting of Madeley Town Council held on Monday 2 February 2026 commencing 6.30pm at Jubilee House, High Street, Madeley.

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**Councillors Present:** H Morgan, P Cogings, A England, N England, A Harrison, S Harrison, J Jones, R Meadows, K Middleton, A Morgan, S Taylor, P Watling, D White

**Also Present:** Alison Hinks, Town Clerk  
Member of the Madeley Branch of the Royal British Legion

### 26/71 Apologies for Absence

R Evans – prior commitment  
S Heighway – prior commitment  
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.

### 26/72 Remarks from the Mayor

Cllr H Morgan welcomed Cllr Watling to the meeting following his recent leave of absence.

### 26/73 Public Discussion.

Cllr H Morgan welcome three members of the Madeley Branch of the Royal British Legion to the meeting. The RBL updated Councillors on their current programme including monthly meetings at Madeley Cricket Club and organising the annual remembrance Sunday service and the input needed from the Town Council.

The RBL said that on the 1 July 2026 they are organising a service at Madeley War Memorial to commemorate 110 years of the Battle of the Somme. They are also involved in the 2026 Ironbridge WWII Weekend, along with a trip to the National Arboretum on 5 September 2026. The Madeley Branch of the RBL are also affiliated with the local cadets and are one of only two newly formed branches across the country and have been nationally recognised for an efficiency award.

The RBL reported that the 2025 Madeley Poppy Appeal was hugely successful, with yet another increase in the donation made.

Cllr Middleton updated the RBL of the installation at The Park Lane Centre to remember past and present veterans.

The RBL said that they have received a copy of Madeley Town Council's 2026 Calendar of Events and RBL representatives would be attending the Madeley, Sutton Hill and Woodside fish and chip lunches in June to promote the work of the RBL. Cllr Watling

said that the RBL and Madeley Town Council have always worked well together and the Town Council welcome more jointly arranged events and activities.

Cllr Jones updated the RBL on the new Models for Heros weekly group at The Hub on the Hill organised for veterans by the Armed Forces Covenant. Cllr White said that a new Veterans Hub has opened in Dawley. Cllr A England said that a further veteran's hub was opening on Saturday 7 February at Brookside Central. Telford & Wrekin Council has been recognised as a gold standard veterans' supporter by the Armed Force Covenant.

**26/74**     **Declarations of Interest.**

Cllr J Jones – item 26/82 The Anstice

Cllr S Taylor – item 26/82 The Anstice

Cllr Jones – item 26/86.2 Redevelopment of The Hub on the Hill

Cllr White – item 26/86.2 Redevelopment of The Hub on the Hill

**26/75**     **Minutes**

*To confirm and approve the minutes of the Meeting of Council held on 1 December 2025.*

**Resolved:**

Councillors unanimously resolved that the minutes of the Full Council meeting held on 1 December 2025 be agreed and approved for signature (Appendix A).

**26/76**     **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 is again asked to give more detailed updates for the services areas that they are responsible for. Cllr S Taylor said the Deputy Clerk was busy interviewing prospective gardening companies the day before they went on annual leave.

**26/77**     **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.

**26/78**     **Committee Meetings**

*To note the minutes from committee meetings*

**78.1**     **Draft minutes from Leisure & Committee held on 5 January 2026**

The Town Clerk presented to Councillors the approved minutes from the Leisure & Community Committee held on 5 January 2026 for information (Appendix D).

Noted.

**78.2 Draft minutes from Environment Committee held on 12 January 2026**

The Town Clerk presented to Councillors the approved draft minutes from the Environment Committee held 12 January 2026 for information (Appendix E).

Noted.

**78.3 Draft minutes from Finance & General-Purpose Committee held on 19 January 2026**

The Town Clerk presented to Councillors the approved minutes from the Finance & General Purpose Committee held on 19 January 2026 for information (Appendix F).

Noted.

**26/79 Budget & Financial Reports**

*To note, discuss and agree where appropriate*

**79.1 Expenditure Transactions**

The Responsible Finance Officer had prepared an expenditure transactions list for the period 1 October 2025 to 31 December 2025 (Appendix G).

Noted.

**79.2 Income Transaction**

The Responsible Finance Officer had prepared an income transactions list for the period 1 October 2025 to 31 December 2025 (Appendix H).

Noted.

**79.3 Budget Cashbook**

The Responsible Finance Officer had prepared the Financial Summary – Cashbook report for the period 1 April 2025 to 31 December 2025 for information (Appendix I)

Noted.

**79.4 2025-26 Budget Monitoring**

*To note the 2025-26 half yearly budget monitoring*

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

Noted.

**79.5 Payments for Approval**

*To discuss and agree the following payments for approval*

**79.6.1 Replacement Fire Doors at Jubilee House**

Cllr H Morgan presented the revised costings for the replacement fire doors at Jubilee House, confirming that the current doors are fire-proof but not smoke proof. As the current doors are over 25

years old, there is no information available on there composite. So, if the doors were upgraded, they would not be fire rated, which could have an effect on the building insurance in the event of a fire. The Town Clerk confirmed that the replacement fire doors are certified doors (see Appendix K).

**Resolved:**

Councillors unanimously resolved to accept the quote to replace the internal fire doors at Jubilee.

**26/80 Madeley Place Plan Project Update**

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

Cllr H Morgan updated Councillors on the quote received to replace the 3 x Anstice flat roofs, the cost of which has been approved by Telford & Wrekin Council Pride in Place funding. The Town Clerk is still waiting for quote for the replanting at the bottom of High Street, Madeley and the reinstatement of the Mitchell Clock outside The Anstice (see Appendix L).

**Resolved:**

Councillors unanimously resolved to accept the quote to replacement roof at The Anstice. Cllr Jones and Cllr Taylor declared an interest in the item and abstained from the vote.

Cllr White suggested that commemorative plaques for veterans and miners is installed by the War Memorial and funded from the Telford & Wrekin Council Place Plan funding.

**26/81 Health & Safety**

**81.1 Full Council Health & Safety Responsibilities**

*To note the Health & Safety Responsibilities of the Full Council as outlined in the Health & Safety Policy*

The Town Clerk went through the Health & Safety responsibilities of Full Council (see Appendix M) highlighting that all action points have been reached apart from risk assessments which are currently being updated with Salopian Health & Safety. Cllr Watling asked if work includes The Hub on the Hill.

Noted.

Cllr H Morgan asked that the Town Clerk thanks for admin team for all their hard work on health and safety.

**26/82 The Anstice Ball Room Floor**

*To note the work needed to upgrade The Anstice Ball Room floor*

Cllr H Morgan went through the proposal received from The Anstice Community Trust to upgrade the ball room floor (see Appendix N). The Anstice Community Trust are currently looking for grant funding to complete this work. They have received two quotes for a replacement maple floor both to the same specification. Cllr Watling said that planning permission would be needed as the building is a Grade II listed

building. Cllr Cogings questioned if the cost to replace the floor would be recouped in room hire costs.

Noted.

#### **26/83 Assertion 10 Email, Website and Domain Addresses**

*To discuss and approve the use of Madeley Town Council email addresses and tablets*

Cllr H Morgan went through the report updating Councillors on the recommended use of Town Council specific email addresses, websites, and domain names (see Appendix O), along with advice received from Rob Montgomery, Telford & Wrekin Council Head of Governance, Audit & Procurement confirming that this is good practice.

Cllr White said that the tablets previously bought for Councillors were not fit for purpose. Cllr A Harrison said that he does not want a Town Council specific device. Cllr Watling said that Borough Councillors already have .gov.uk email address and corporate devices. Cllr H Morgan said that using your personal device holds a certain amount of responsibility and could be difficult for Councillors if a SARS/FOI request is made.

#### **Resolved:**

Councillors resolved that all Councillors should be using or be issued with a .gov.uk email address. Councillor A Morgan, Cllr D White and Cllr A Harrison abstained from the vote.

Cllr H Morgan asked the Town Clerk to investigate the guidance on 'Use your Own Device' and bring this back to the next Full Council.

Cllr Meadows suggested that all Madeley Town Council meetings should be paperless and meeting agenda and papers should be projected on to a screen during the meeting. Cllr H Morgan said that Madeley Town Council should be aiming for paperless, but some Councillor may require paper copies due to reasonable adjustments and suggested that Councillors should opt in for paper agenda and report prior to the meeting.

#### **26/84 Telford & Wrekin Council Community Governance Review 2025**

*To discuss and agree a response to the Consultation on Article 4 Direction for development consisting of a change of use of a building and any land within its curtilage to a use falling within Class C4 (houses in multiple occupations) of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended) ("the Order") from a use falling within Class C3 (dwellinghouses) of the Schedule to the Order, being development comprised within Class L of Part 3 of Schedule 2 to the Order within the Borough of Telford and Wrekin*

Cllr D White said that currently HMOs of four bedrooms or less do not have to be licensed and property developers from outside of the county can purchase and convert the properties without going through planning or applying for a licence.

Cllr H Morgan said that children's homes are not included in this consultation.

Cllr Middleton said that they fully support private landlords having to register HMO of for four bedrooms and below as the number of properties of this size are currently unknown and saturating the local area. If the properties are known, enforcement would be easier. Cllr White said that during the Safer Streets property upgrade project it was difficult to collaborate with private landlords of smaller HMOs because there was no information on unlicensed properties.

Cllr A Morgan asked if the introduction of the licence would be retrospective. It was confirmed that it would largely be new properties and those opened in the last 12 months.

Cllr Watling said that there is a link between crime hot spot areas and the location of HMOs. Telford & Wrekin Council receive more complaints about landlords than they do about tenants. Cllr Taylors said that the increase in HMOs creates issues with on street parking. Cllr Jones said that residents need to be able to identify good landlords and good standard of homes. Cllr A England said HMOs are needed to house people but they should be managed. Cllr Middleton said that there is a demand for HMOs as the housing allowance received is not enough to cover the cost to rent a whole property. Cllr S Harrison said that HMOs are usually in run down areas and due to the increase in HMOs in these areas there is an increase in crime and residents who want to move house are unable to sell their property.

**Resolved:**

Councillors unanimously resolved to support the licensing of all HMOs.

**26/85 Madeley Public Conveniences**

Cllr Taylor updated Councillors on the recent repeated vandalism of the public toilets and the cost needed to install 2 x steel doors to stop similar damage happening again. The Town Clerk confirmed that the total budget to run the public toilets is £6,500 and the cost for replacement steel doors will have to come from reserves. Cllr Cogings said the steel door replacement costs would be a one off cost.

Cllr Watling said that the public toilets are an important facility in Madeley and does not support the toilets being closed. Cllr Watling asked the Town Clerk to look at costs for a new self-clean toilet. Cllr Middleton said that they feel strongly that the public toilets stay open as they are close to the bus stops and bus travellers use them.

Cllr S Harrison ask the Town Clerk to look for grants available for blue lights to be installed to stop drug use in the public toilets.

Cllr White said that money has already been spent on repairing vandalism and visitors to Madeley are able to use the toilets in other public buildings. Cllr White also questioned the number of people that actually use the facility and said that they had not received any complaints during the 6 weeks that the public toilets had been closed. Cllr N England suggested a QR code public consultation on the opening or closing of the public toilets. Cllr S Harrison said that this could be combined with the secondary school geography project on researching the local economy.

**Resolved:**

Councillors unanimously resolved to replace the vandalised public toilet doors with steel doors.

**26/86**    **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:

**86.1**    **Grass Cutting Service**

*To discuss and agree the outsources of the over 75's grass cutting service*

Cllr Taylor updated Councillors on the recent tender exercise to outsource the current over 75's grass cutting service (see Appendix P). A decision was made to outsource this service due to the increased health & safety implications for the seasonal staff employed to undertake this work.

**Resolved:**

Councillors unanimously resolved to contract Grow 2 Mow to undertake the over 75's grass cutting service.

**86.2**    **Update on The Hub on the Hill**

Cllr Watling updated Councillors on a recent meeting with the Leader of Telford & Wrekin Council and Telford & Wrekin Council Officers to discuss the 3 options available for the redevelopment of The Hub on the Hill Community Centre and confirmed that the final proposal is still being developed and would be presented to Full Council in the near future.

Cllr White said that the redevelopment of The Hub on the Hill Community Centre is needed to bring pride back into the centre of Sutton Hill and the opportunity to explore moving towards a community centre providing community based healthcare is the direction that central government is moving towards.

Cllr A England asked if the allocated Pride in Place money can be used to go towards the cost of the redevelopment.

**26/87**    **Correspondence**

Cllr H Morgan shared with Councillor the letter from SALC asking for nominations for attendees at Summer Buckingham Palace Garden Party. Any nominations to be forward to the Town Clerk before 13 February 2026.

**26/88**    **Information**

Cllr Middleton updated Councillors on the new prohibition order to stop parking on grass verges outside Madeley Academy, which is now enforceable. Signage to notify resident of this have been installed and Telford & Wrekin Council Enforcement Officers will be attending the area regularly. Cllr Middleton said that some parents are now using the turning circle on the School grounds. Cllr Taylor said that some

parents are using the entrance road to The Madeley Court Hotel and the parking issue has been displaced to the other side of the road.

Cllr Taylor said the grass verges need to be replaced or bollards installed to stop parking on the grass. Cllr Meadows said that there is a similar issue at St Mary's School. Cllr S Harrison said that it has been reported elsewhere that Telford & Wrekin Council Enforcement Officers are just warning parents and not give out enforcement tickets to deter the problem.

Cllr Meadows said that Men in Sheds have agreed to make a signpost for High Street events to direct visitors to the different activities at the event. The Town Clerk and Events Officer are currently working on the design. Cllr H Morgan suggested that this is included on the next Leisure & Community Committee agenda.

Cllr Meadows said that the Jackfield Tile Museum have agreed to repair the tiled floor display at Jubilee House. Cllr H Morgan suggested that this is included on the next Leisure & Community Committee agenda.

Cllr Meadows said that she has commissioned a free metal artwork installation for the noticeboards in Madeley to ensure that dogs are unable to walk under the noticeboards. Cllr H Morgan suggested that this is included on the next Leisure & Community Committee agenda.

**26/89 Date of Next Meeting**

The next meeting of Madeley Town Council is arranged for Monday 13 April 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: