

**MADELEY PARISH COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**Minutes** of the meeting of the Finance and General Purposes Committee, held on Tuesday, July 18<sup>th</sup> 2006 at Jubilee House, 74 High Street, Madeley, commencing at 6.30pm.

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**PRESENT:** Councillors: **D Davies (Chair), G Ashcroft, R Evans, G Green, J Jones, A MacKenzie, C Muddiman,**  
Clerk, Deputy Clerk, and one member of the public

**F06/01. Apologies for Absence**

Cllr D Edwards	-	not stated	-	
Cllr M Swift	-	Meeting commitment	-	Approved

**Absent**

Cllr DP Taylor

**F06/02. Declarations of Interest**

Councillor A MacKenzie declared a prejudicial interest in St. Michael's Church (Leisure & Community Committee report – Agenda Item 6.1)

**F06/03. Remarks from the Chair**

There were none

**F06/04. Public Discussion**

Brillo Lainson, resident of Tweedale Wharf, Madeley Borough of Telford & Wrekin, Environmental Health

Correspondence received on the subject had been circulated to Councillors prior to the meeting.

Resident explained that the local area has suffered from several incidents of illegal burning of industrial waste at Tweedale Industrial Estate. Complaints had been resolved by the Fire & Rescue Service and Environment Agency but it was noted that there was no Environmental Health control exercised by Borough of Telford & Wrekin. This position was highlighted during nearby A442 (evening) Highway works in June 2006 when road markings were burnt-off causing noxious fumes and discomfort to residents.

Highway works were legitimate but unannounced, and did not appear to have been undertaken with the benefit of environmental or health & safety appraisal or Risk Assessment.

There was no public access to Borough of Telford & Wrekin, Environmental Health Officer, out of normal working hours – it was later ascertained that the Emergency telephone number given to agencies was switchboard only (Fire & Rescue Service had to be contacted to determine source of toxic fumes). It was stated that Borough of Telford & Wrekin had cut back service previously supplied and was reliant upon Emergency Services to provide for Local Authority duty and responsibility.

Members agreed that the service provided was unsatisfactory and that representation should be made to Borough of Telford & Wrekin, Social Care, with copies to relevant parties (Environmental Health Manager, Emergency Planning Officer, ward Borough Councillors).

**F06/05. Minutes**

**Resolved:**

that the minutes of the Finance and General Purposes Committee meeting held on April 24<sup>th</sup> 2006 be confirmed and approved

**F06/06. Committee Reports**

*to receive Committee reports for information and consideration of referred items*

**06.1 Leisure and Community Committee**

Councillor J Jones presented the report of the Leisure and Community Committee meeting held on June 5<sup>th</sup> 2006 for information.

Noted

*Councillor A Mackenzie declared a prejudicial interest and left the meeting*

**06.1.1 St Michael's Church**

Councillors supported grant application proposal for the restoration of the Church Tower Clock at St. Michael's Church, Madeley. This is part of a major restoration of St. Michael's Church that will coincide with celebrations planned in 2007 for the 250<sup>th</sup> anniversary of the birth of Thomas Telford

**Recommended:**

that Madeley Parish Council wholly funds the restoration of the Church Tower Clock at St Michael's Church in the amount of £3,331.13p..

*Councillor A Mackenzie returned to the meeting*

**06.2 Personnel Committee**

Councillor D Davies presented the report of the Personnel Committee meeting held on June 12<sup>th</sup> 2006 for information.

Noted

**06.2.1 Project Officer**

Independent appraisal of revised job description for of Madeley Projects Officer considers that this post warrants uplift to Scale6/SO1 grade (scp 26-31).

**Recommended:**

that the post of Project Officer be upgraded to Scale6/SO1

**06.2.2 Cleaning/Caretaking**

Members were advised that the cleaning/caretaking standards for tenants at Jubilee House was falling short of standards agreed within the Lease Agreement due to an unrealistic expectation of completion of duties within current time allowance.

A cleaning schedule would be produced to clarify service level.

**Recommended:**

that cleaning/caretaking duties be increased by 5 hours per week and that the office cleaning programme be discussed and reviewed with tenants

**06.2.3 Gardening Scheme**

Councillors acknowledged that the scheme suffered from a lack of contingency to account for down-time and an increasing waiting list of clients.

**Recommended:**

That the Gardening Scheme be increased to 24 hours per week (gross)

Concerns were expressed that the scheme was inequitable. Members agreed that the scheme should be reviewed at annual Strategy Meeting

**06.3 Environment Committee**

Councillor C Muddiman presented the report of the Environment Committee meeting held on July 4<sup>th</sup> 2006 for information.

Noted

**06.3.1 Replacement Vehicle**

Environment Committee had requested that a costed report on Diesel and Electric vehicle options be presented at the earliest opportunity. A report was presented that covered lease and purchase options for replacement vehicle and staff appraisal of current vehicle suitability for work requirements.

*Councillor G Ashcroft left the meeting*

Enquiries were made about the degree of perception of Partnership with Wrekin Housing Trust, and whether another quotation for financing should be obtained – although there was general agreement that a decision should be reached by Full Council at its meeting scheduled for July 24<sup>th</sup> 2006

**Recommended:**

that Madeley Parish Council enters into a lease agreement with Wrekin Housing Trust for replacement vehicle

**Recommended:**

that Madeley Parish Council releases £700 from earmarked reserves to meet revenue costs 2006/07 and allocates £5,300 from earmarked reserves to a Community Projects/Partnership budget. Funds received from sale of Electricar vehicle and charger to be added to new budget.

**Recommended:**

that Madeley Parish Council reviews the environmental credentials of commercial light goods vehicle during 4-year lease period seeking a zero-emission solution

**06.3.2 Drama Workshop – Spring Clean**

Application for suspension of Financial Regulation 15.7 to enable negotiations for award of contract for presentation of drama workshops at Spring Clean 2007/09

**Recommended:**

that Financial Regulation 15.7 be suspended and that negotiations be undertaken with Playtrain for renewal of performance contract 2007/09

**F06/07. Budget & Finance**

*to effectively monitor and control the council's budget to ensure best value for the community.*

**Business Plan Report**

The Business Plan was presented for Councillors information.

Noted

**07.1 End of Year Report 2005/06**

The Responsible Finance Officer presented End of Year Reports 2005/06 for information:

- Consolidated Balance Sheet  
*Statement of current assets and liabilities and comparison with previous year's figures*
- Financial Summary  
*Details of opening and closing bank balances and the total receipts and payments for the year*
- Financial Budget Comparison  
*Comparison of Income and Expenditure against budget for the year*

Noted

**07.2 Notice of Annual Audit 2005/06**

UHY Hacker Young has appointed July 31<sup>st</sup> 2006 as the date on or after which interested parties for the area to which the annual return for the financial year ending March 31<sup>st</sup> 2006 relates may exercise their rights under the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003.

Public Notice display period - June 16<sup>th</sup> to June 29<sup>th</sup> 2006

Public inspection period - June 30<sup>th</sup> to July 28<sup>th</sup> 2006

The Responsible Finance Officer confirmed that notice has been displayed from June 16<sup>th</sup> 2006

**07.3 Draft Annual Return 2005/06**

The Responsible Finance Officer presented a draft of the Annual Return for the year ended March 31<sup>st</sup> 2006.

A report of Significant Variances was available for information

**Recommended:**

that Madeley Parish Council approves the Statement of Accounts for the year ended March 31<sup>st</sup> 2006

**Recommended:**

that Madeley Parish Council approves the Statement of Assurance

**07.4 Intermediate Audit – Supplementary Assurance**

An intermediate audit is required for Councils with annual income or annual expenditure in excess of £100,000.

A schedule of supplementary assurances and information is required to be presented with the Annual Return.

Noted

**Resolved:**

that the Chair of Council and the Chair of Finance & General Purposes Committee be delegated authority to review the end of year bank reconciliation.

**07.5 Expenditure Approval List**

The Responsible Finance Officer presented the Expenditure Transactions Approval List report for period to July 2006

Noted

**Resolved:**

that the expenditure transactions recorded be confirmed and approved for payment

**07.6 Financial Budget Comparison Report**

*to note actual monies received and spent compared to 2006/07 budget*

The Responsible Finance Officer presented the Financial Comparison Report for the period to June 2006.

Noted.

**07.7 Partnership Funding**

Leisure & Community Committee requested consideration of proposal to identify and make a distinction between large Grants and Partnerships in order to remove pressure on small Grants

allocation which principally involves community groups rather than organisations.

The Grants budget for 2006/07 is £15,000 – with other sums allocated for expenditure on service for the elderly and youth projects. Finance & General Purposes Committee has a Community Projects budget of £3,200 that is wholly allocated.

Financial Comparison Report 2006/07 indicates that Grants expenditure to date is £7,000 - £3,000 disbursed for one project; £4,000 disbursed to 9 community applicants.

Responsible Finance Officer advised that it would be possible to release Earmarked Reserves to create additional budget within Leisure & Community Committee brief for 2006/07 (either unused funds or Contingency Reserve (£12,600 – Leisure & Community Committee portion £4.460) but that it would have to be accounted as a Revenue item for 2007/08.

Members agreed that a Partnerships budget allocation should be reviewed at annual Strategy Meeting

#### **F06/08. Assets**

*to continuously improve all Council owned and managed properties and to provide facilities that are safe, well maintained and welcoming. To publicise these facilities effectively and to deliver an efficient, value for money service.*

#### **Business Plan Report**

The Business Plan was presented for Councillors information.

Noted

#### **08.1 Fixtures & Fittings**

The public clock at Jubilee House has not been operational for some time...

Thorough investigation of the problem with designer and manufacturer has identified cost for repair by specialist companies by quotation.

#### **Resolved:**

That a Purchase Order be issued to JB Joyce & Co for the repair of movement, installation and connection of the feature clock at a cost of £515.00p.

The Chair noted the following statement: -

'Section 100B (4) Local Government Act 1992

*I am of the of the opinion that the following items should be dealt with as a matter of urgency at this meeting to avoid any unnecessary delay'*

#### **08.2 Furniture**

Chairs, fabric and frames of furnishings in the public hire rooms are in need of thorough cleaning.

**Resolved:**

that instruction be issued to local contractor (Eternal Cleaning Services, Madeley) to carry out upholstery cleaning to requirements at a cost of £281.50p.

**08.3 Blinds**

Room Hire facilities at Jubilee House include use of overhead projectors/ power point projector/screens. Hirers also use video aids for presentations. The light within the Community rooms is a hindrance and requests have been received for black-out capability to be provided.

**Resolved:**

that a Purchase Order be issued to Telford Window Blinds for installation of Black-out Blinds to specification at a cost of £391.50p.

**F06/09. Partnerships**

*to develop effective working partnerships with other agencies and organisations to ensure a co-ordinated approach towards the achievement of common goals. To consider and evaluate more major projects requiring funding.*

**Business Plan Report**

The Business Plan was presented for Councillors information.

Noted

**09.1 Multi Use Games Areas**

Madeley Project Officer submitted a written report on discussions, negotiations and agreements with Borough of Telford & Wrekin and Wrekin Housing Trust arising from consultation with Sutton Hill and Woodside youth groups.

A need had been identified for specific lighting for the Multi-Use Games Areas (MUGA) although progress is dependant upon local consultation and planning.

Madeley Parish Council has been asked to underwrite the R&M revenue funding for floodlighting of the MUGA at Sutton Hill.

Partners will underwrite all capital costs, all revenue costs at the Woodside MUGA, and other revenue costs at Sutton Hill MUGA.

It was noted that design features of the floodlighting installation would aim to keep R&M costs low.

**Resolved:**

that Madeley Parish Council underwrites Repairs and Maintenance costs of floodlighting at Sutton Hill MUGA – setting aside a sum of £1,000 annually (subject to review)

**F06/10. Correspondence**

There was none

**F06/11. Information**

**11.1 Young Minds & Mentors**

Acknowledgement of donation of redundant IT systems. Computers have been loaded with various educational software and are now assisting 3 families and a total of 9 young people within the Madeley CP

**11.2 Coach House Working Group**

Update report on site meeting ( 02.06.06) with Stonham Housing Association and Borough of Telford & Wrekin, Housing Manager

**F06/12. Date of Next Meeting**

The next meeting of the Finance and General Purposes Committee is scheduled to take place on Monday, October 23<sup>rd</sup> 2006, commencing at 6.30pm.

There being no further business, the meeting closed at 8.35pm.

Signed..... Dated.....  
(Chair)