

## Madeley Parish Council

Minutes of the Annual General Meeting of Madeley Parish Council held on  
Monday, May 14<sup>th</sup> 2007, at Jubilee House, High, Street Madeley,  
commencing at 7.00pm

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**PRESENT: Councillors: R Coldicutt, D Davies, D Edwards, J Jones, A MacKenzie,  
E Swift, M Swift, DP Taylor**  
Clerk, Deputy Parish Clerk  
Six members of the public

Councillor D Davies (Chair) presided.

**07/01. Apologies**  
Councillor G Green - Borough Council commitments - Accepted

**07/02. Declarations of Acceptance of Office**  
Duly elected Councillors executed the Declaration of Acceptance of Office before the Clerk to the Council.

Permission was granted for absent elected Councillor to sign the Declaration of Office before or at a later meeting.

Councillors were reminded that the Return of Candidates' Election Expenditure is due by June 1<sup>st</sup> 2007. All newly elected Councillors, irrespective of whether the election was contested, have to return these forms. Likewise, the forms have to be returned even if they are "nil" returns.

**07/03. Election of Chair**  
It was proposed, duly seconded, and:  
**Resolved** – that **Councillor D Davies** be elected to the office of Chair of Madeley Parish Council for the 2007/08 term.

**03.1 Declaration of Acceptance of Office**  
The Chair read out and signed the declaration of acceptance of office.

**07/04. Code of Conduct for Members**  
The Standards Board had produced a Model Code of Conduct for Members that included all mandatory sections together with optional Paragraph 12(2).

This contained a provision to allow members the same rights to speak as members of the public even where they have a prejudicial interest. Having spoken the member would need to withdraw and not participate in the decision making process. This provision will only apply if the Council's Standing Orders allow members of the public to speak 'for the same purpose'.

Adoption of the Code must be notified to the Standards Board and public notice issued. Copies should be available to the public.

**Resolved:**

that the Local Authorities Model Code of Conduct for Members (2007) be adopted to include optional paragraph 12 (2)

**07/05. Election of Vice Chair**

It was proposed, duly seconded, and:

**Resolved** – that **Councillor J Jones** be elected to the office of Vice-Chair of Madeley Parish Council for the 2007/08 term.

**07/06. Co-option of Councillors**

(Representation of the People Act 1985 s21(2))

The uncontested election had left a number of vacancies (8) that may be filled by co-option. Expression of interest had been canvassed from qualified candidates. The Electoral Services Manager advised that co-options should be completed by June 21<sup>st</sup> 2007

**Resolved:**

that the following persons be co-opted to serve in the office of Councillor of Madeley Parish Council:

<b>Cuckoo Oak Ward</b>	-	Samantha Joyce
<b>Madeley Ward</b>	-	Stephen Harrington
	-	Susan Taylor
<b>Woodside Ward</b>	-	Elizabeth Evans
	-	Dylan Harrison
	-	John Handley

**Resolved:**

that the remaining two vacancies for Councillors representing Woodside Ward be advertised in the June edition of the Parish newsletter

*Members of the public - Elizabeth Evans, Stephen Harrington, Dylan Harrison, Samantha Joyce, and Susan Taylor - joined the meeting*

Co-opted Councillors executed the Declaration of Acceptance of Office before the Clerk to the Council

Permission was granted for absent co-opted Councillor to sign the Declaration of Office before or at a later meeting.

All members were advised of the need to register their interests as required by the Code of Conduct for Members within 28 days of election.

**07/07. Committee Structure**

The Clerk to the Council presented a report and recommendations on Committee Structure and Quoracy (Appendix A)

Current membership of Committees is high and quoracy levels proportionate. This places a burdensome workload on Councillor representation and affects the scheduled transaction of business. The proposals would reduce the membership of Committees, increase efficiency, and better serve meeting logistics.

It was noted that all Councillors can attend all meetings of the Council to mind and participate in the progression of Parish Business.

**Resolved:**

that Committee membership be amended to:

<b>Council</b>	-	All members	-	Quoracy 6
<b>Finance &amp; General Purposes</b>	-	8 members	-	Quoracy 3
<b>Environment</b>	-	6 members	-	Quoracy 3
(Chair and Vice-Chair ex-officio members)				
<b>Leisure &amp; Community</b>	-	6 members	-	Quoracy 3
(Chair and Vice-Chair ex-officio members)				
<b>Personnel</b>	-	5 members	-	Quoracy 3

(Quorum is three or one third of the total membership, whichever is greater)

**07/08. Appointment of Committees**

**08.1 Personnel Committee (5)**

It was proposed, duly seconded, and:

**Resolved** – that the following Councillors be appointed to the Personnel Committee:

Councillor D Davies (Chair)  
Councillor J Jones (Vice-Chair)  
Councillor D Harrison  
Councillor E Swift  
Councillor DP Taylor

**08.2 Leisure & Community Committee (6)**

It was proposed, duly seconded, and:

**Resolved** – that the following Councillors be appointed to the Leisure and Community Committee:

Councillor D Edwards (Chair)  
Councillor S Taylor (Vice-Chair)  
Councillor E Evans  
Councillor S Joyce  
Councillor E Swift  
vacancy

**08.3 Environment Committee (6)**

It was proposed, duly seconded, and:

**Resolved** – that the following Councillors be appointed to the Environment Committee:

Councillor E Swift (Chair)  
Councillor G Green (Vice-Chair)  
Councillor S Harrington  
Councillor A MacKenzie  
Councillor M Swift  
Councillor DP Taylor

**08.4 Finance & General Purposes Committee (8)**

It was proposed, duly seconded, and:

**Resolved** – that the following Councillors be appointed to the

Finance & General Purposes Committee:  
Councillor J Jones (Chair)  
Councillor DP Taylor (Vice-Chair)  
Councillor R Coldicutt  
Councillor D Edwards  
Councillor A MacKenzie  
Councillor E Swift  
Councillor S Taylor  
vacancy

**07/09. Cheque Signatories**

It was confirmed that the cheque signatories be the elected Chair and Vice Chair of Madeley Parish Council and its committees:

Councillor D Davies  
Councillor J Jones  
Councillor D Edwards  
Councillor G Green  
Councillor E Swift  
Councillor DP Taylor  
Councillor S Taylor

Change of signatories would require proof of identity and address to be submitted.

**09.1 Bank Mandate**

**Resolved:**

that Co-operative Bank plc continue as bankers for Madeley Parish Council and operate accounts in accordance with mandate (Appendix B)

**07/10. Approved Duties and Working Groups**

It was proposed, duly seconded, and:

**Resolved** - that the following Councillors and Officers be appointed to Outside Bodies and Working Groups as follows:

**National Association of Councillors**

Chair of Council

**CHEC Board**

Councillor D Davies  
(substitute Councillor G Green)

**Christmas Lights (Steering Group)** to be appointed as sub-committee to Leisure & Community Committee

**Citizens Advice Bureau**

Councillor G Green

**Coach House Steering Group**

Councillor E Evans  
Councillor G Green  
Councillor J Jones  
Councillor M Swift  
Councillor DP Taylor  
Clerk

**Friends of Telford Town Park**

Councillor E Swift

<b>Living History Project Management Committee</b>	Councillor G Green Councillor M Swift Councillor S Taylor
<b>Lumley Hall Management Company</b>	Councillor J Jones
<b>Madeley Community Orchard Steering Group</b>	Councillor S Joyce
<b>Madeley Matters Editorial Board</b>	Councillor D Edwards Councillor D Harrison Councillor J Jones Councillor E Swift Councillor vacancy Clerk Project Officer Community Representative
<b>Park Lane Centre Board</b>	Councillor D Davies
<b>SALC (Wrekin Area Committee)</b>	Chair of Council Vice-Chair of Council
<b>Severn Gorge Countryside Trust</b>	Councillor E Swift
<b>STROWP</b>	Councillor M Swift Deputy Clerk
<b>Telford &amp; Wrekin CVS</b>	Councillor D Edwards
<b>Telford &amp; Wrekin Senior Citizens Forum</b>	Councillor D Edwards
<b>Telford Bus Users Group</b>	Councillor vacancy
<b>Telford Crime Prevention Panel</b>	Councillor R Coldicutt Councillor E Evans
<b>WHS Strategy Group</b>	Councillor M Swift
It was noted that a schedule of meetings of WHS Strategy Working Groups would be obtained to inform Members interest in representation.	
<b>Woodside Family Groups Project</b>	Councillor M Swift
<b>Woodside Forum</b>	Councillor D Harrison Councillor vacancy Clerk
<b>Wrekin Parishes Forum</b>	Chair of Council Vice-Chair

**07/11. Chairs Annual Report 2006/07**

Councillor D Davies presented the Annual Report for 2006/07 (Appendix C)  
The report was noted.

**07/12. Annual Committee Reports 2006/07**

**12.1 Personnel Committee**

Written report was not presented due to the confidentiality of the business transacted by the Committee – to manage working conditions for staff, human resource policies, and training.

**12.2 Leisure & Community Committee**

Councillor D Edwards, Chair of Leisure and Community Committee, presented the Annual Report for 2006/07 (Appendix D)  
The report was noted

**12.3 Environment Committee**

C Muddiman, former Chair of Environment Committee, submitted a written Annual Report for 2006/07 (Appendix E)  
The report was noted  
Members commended the outstanding commitment, enthusiasm, and work that the former Councillor had dedicated to the benefit of the Parish environment.

**12.4 Finance & General Purposes Committee**

Late-term change of office of the Chair of Finance & General Purposes Committee, meant that the Annual Report for 2006/07 had not been prepared. The Responsible Finance Officer would prepare Report for information.

**07/13. Finance- Annual Subscription 2006/07**

**13.1 Annual Subscription Review**

**13.1.1 Shropshire Association of Local Councils**

**Resolved** - that the annual subscription to the Shropshire Association of Local Councils be renewed for 2007/08

Members supported the lobby for Constitutional Review to represent Larger Local Councils

**13.1.2 Society of Local Council Clerks**

**Resolved** - that the annual subscription to the Society of Local Council Clerks be renewed for 2007/08

**13.1.3 National Association of Councillors**

**Resolved** - that the annual subscription to the National Association of Councillors be renewed for 2007/08

**13.2 Annual Audit**

The Responsible Finance Officer advised that the Annual Audit of Accounts for the financial year ended March 31<sup>st</sup> 2007 would take place on July 28<sup>th</sup> 2007

The Annual Report would be presented to the July 2007 meeting of Council

**13.3 Direct Debit Mandate**

The Responsible Finance Officer presented a schedule of payment orders by Direct Debit for Annual Review (Appendix F), and recommendation for delegated authority for Clerk to the Council and Responsible Finance Officer to instruct under general mandate as authorised representatives.

**13.4 Standing Order Mandate**

The Responsible Finance Officer presented a schedule of payment orders by Standing Order for Annual Review (Appendix F), and recommendation for delegated authority for Clerk to the Council and Responsible Finance Officer to instruct under general mandate as authorised representatives.

**Resolved:**

that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to instruct The Co-operative Bank under the general mandate to make payments by Direct Debit or Standing Order in accordance with the terms of suppliers and subject to ratification by Council or its Finance & General Purposes Committee

**Resolved:**

that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to provide Bank Account details and instruct receipts from creditors under the BACS system

**13.5 Councillor Allowances**

The Clerk to the Council presented a summary report of Telford & Wrekin Independent Parishes Remuneration Panel (July 2004) recommendations for consideration (Appendix G)

Recommendations valid for 4 years

Concern about the uncontested 2007 election and the sufficiency of local democracy indicated that barriers to representation needed to be removed. Publicity and promotion alone had not had the required affect on candidacy. The availability of Allowances would provide redress/compensation for the commitment required to properly undertake duties of elected members. Members may elect in writing to forego entitlement.

Members may elect in writing to forego entitlement.

Travelling and subsistence allowances (at approved Telford & Wrekin Council rates) would remain unchanged.

The entitlement of co-opted Councillors to the Parish Basic Allowance needed to be clarified.

Public notification of the Panel's Report and Right of Inspection will be required for 14 days.

Records of Parish Allowances will be maintained by the Responsible Finance Officer and public notice of remuneration is to be published at year end.

**Resolved:**

that Madeley Parish Council adopt the recommendation of the Parish & Town Council Remuneration Panel for allocation of higher rate Parish Basic Allowance (£500 per annum) payable to all members, and the higher rate Chair's Parish Basic Allowance (£1,000 per annum), subject to indexing, with effect from June 2007.

*Councillor E Evans left the meeting*

**07/14. Minutes**

**Resolved** - that the minutes of the meeting of Madeley Parish Council held on Monday, February 26<sup>th</sup> 2007 be confirmed and approved for signature

**07/15. Committee Reports**

**15.1 Leisure & Community Committee**

Councillor J Jones presented the report of the Leisure & Community Committee meeting held on March 12<sup>th</sup> 2007  
Noted.

**15.2 Environment Committee**

The Deputy Parish Clerk presented the report of the Environment Committee meeting held on April 2<sup>nd</sup> 2007  
Noted.

**15.3 Finance & General Purposes Committee**

Councillor DP Taylor presented the report of the Finance & General Purposes Committee meeting held on April 23<sup>rd</sup> 2007  
Noted.

**07/16. Representation**

*to ensure that the council has high quality representation on the outside bodies as appropriate to its legal responsibilities, position within the community and areas of focus.*

**07/16.1 School Governors**

John Randall Primary School had elected to maintain minor local authority representation on its governing body. Nomination to fill the community governor place allocated had been outstanding since February 2006. If the Council did not take advantage or the privilege of continued representation offered by the governing body, the offered place could be converted back to a community governor place to complete their constitution.

**Resolved:**

that Councillor Liz Swift be nominated as minor local authority governor for John Randall Primary School

## **07/16.2 Reports from MPC Representatives**

- 16.2.1 SALC Larger Councils' Conference (14.03.2007)**  
Attended by the Chair and Clerk to the Council, this Conference suffered from a lack of prescription on Councils represented (small Quality Parish Councils also invited) that diluted agenda. Limited value.
- 16.2.2 T&W District Centre Conference (20.03.07)**  
Telford & Wrekin Council has announced District Centre regeneration funding of £20,000 per annum for a 5 year period, together with a discretionary central fund of £110,000 per annum, subject to match funding.  
The Chair, Vice-Chair, and Clerk to the Council attended the Conference, noting the requirement to establish a Regeneration Partnership for eligibility from 2008.
- 16.2.3 Telford Samaritans (17.04.07)**  
Councillor R Coldicutt had been unable to attend the Annual General Meeting due to family commitments
- 16.2.4 Telford Crime Prevention Panel (20.04.07)**  
Councillor R Coldicutt reported that, whilst there had been an increase in publicly reported crimes, general crime trends were down.
- 16.2.5 Telford & Wrekin Senior Citizens Forum (14.05.07)**  
Councillor D Edwards attended the Management Committee meeting.  
The January 2007 Forum meeting formulated response to 'Older Adults Strategy 2006-2016' drafted by Telford & Wrekin Council and T & W Primary Care Trust  
In April 2007, the Forum meeting debated 'Local Elections 2007' and held its first roadshow in Newport.

## **07/17. Correspondence**

- 17.1 Telford & Wrekin Council**  
General invitation to Councillors to attend the Telford & Wrekin Council Annual Council Meeting and Mayor Making ceremony
- 17.2 Severn Gorge Countryside Trust**  
General invitation to Open Evening to be held on May 22<sup>nd</sup> 2007 at Sutton Maddock village hall.

## **07/18. Information** There was none

**07/19. Date of Next Meeting**

The Annual Parish Meeting (Open Day), featuring the launch of "The Beeches Hospital" book published by Madeley Living History Project, will be held on Monday, June 4<sup>th</sup> 2007 at Jubilee House, Madeley, commencing 7.00pm.

The next meeting of Madeley Parish Council will be held on Monday, July 23<sup>rd</sup> 2007 at Jubilee House, Madeley, commencing 7.00pm.

There being no further business, the Chair declared the meeting closed at 9.05pm.

Signed.....

Dated.....

(Chair)

## Madeley Parish Council Committees

### Background.

Over the last twelve months there has been an increasing difficulty with quoracy for meetings and a number of meetings have been postponed or abandoned through lack of attendees. This affects the efficiency of the organisation; time is wasted and decisions are delayed.

Additionally the membership of each committee is quite high; this has placed a burden on active Councillors who are increasingly asked to take on extra duties. In particular, the current expectation that both the Chair and Vice Chair will attend every committee meeting of the council is demanding.

With a reduced number of Councillors available it would seem appropriate to address the above issues of quoracy and committee numbers

### Current position

- Finance and General Purposes has 12 members with quoracy of 5
- Leisure & Community has 9 members with quoracy of 4
- Environment has 9 members with quoracy of 4
- Personnel has 6 members with quoracy of 3

### Proposals

That the following changes to the committees are implemented at the AGM: -

1. Finance & General Purposes – Reduce by 4 with no requirement for Vice Chairs of Committees to serve. The Chair to remain Vice Chair of Council and the committee to comprise Committee Chairs & 4 other members. The committee would have 8 members and quoracy to be 3

2. Environment – Reduce by 1 with attendance of the Chair and Vice Chair not mandatory. The committee would have 6 members with Chair and Vice Chair as Ex Officio members and quoracy to be 3.

3. Leisure & Community – Reduce by 1 with attendance of the Chair and Vice Chair not mandatory. The committee would have 6 members with Chair and Vice Chair as Ex Officio members and quoracy to be 3.

4. Personnel – Reduce by 1. The Chair and Vice Chair of the committee to remain as Chair and Vice Chair of Council with 3 other members – preferably with experience in HR or Personnel. The committee would have 5 members and quoracy to be 3.

5. Full Council

No Change – All members, quoracy is six (one third of total membership).

To ensure that members are not overburdened and bearing in mind that there are also working groups and other representative duties it would seem reasonable to suggest that members sit on no more than two committees (not including Full Council)

### Recommendation

That proposals 1 – 5 are adopted with immediate effect.

KP

08.05.2007

**THE CO-OPERATIVE BANK****MANDATE****Resolved:**

- that the Co-operative Bank shall continue as Madeley Parish Council's bankers
- that the Co-operative Bank shall be authorised to honour all cheques or other orders for payment made or accepted on behalf of Madeley Parish Council even if such payments causes any accounts to be overdrawn or increase any existing overdraft, provided that all such documents are signed by any two Councillors in accordance with the verified specimen signatures
- that the Co-operative Bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning Madeley Parish Council accounts
- that cheque signatories should be the elected Chair and Vice-Chair of Madeley Parish Council and its Committees
- that the Co-operative Bank shall be sent a copy of any future resolutions which affect the terms of the above resolutions
- that the Co-operative Bank shall be notified in writing of any change of Officers authorised to sign on behalf of Madeley Parish Council
- that the persons listed below shall be authorised representatives when using the service:

Clerk to the Council	-	K. Petty
Responsible Finance Officer	-	J.M. Morris
- that Madeley Parish Council agrees to use The Co-operative Bank, Business Customer Service, subject to its standard terms and conditions
- that the Co-operative Bank shall otherwise continue to operate Madeley Parish Council's accounts in accordance with the mandate

JMM  
08.05.2007

**Chair's Annual Report 2006/07**

I took over the role of Chair of MPC in January 2007 and I would like to begin by thanking my predecessor as chair – Cllr Rae Evans – for all her efforts for the Council and wishing her well for the future in her new home in Hampshire. I would also like to take this opportunity to thank all the councillors and officers for their contributions on behalf of Madeley during 2006/07.

The communities that make up Madeley have continued to change and develop over the last year. In particular Woodside has seen dramatic improvements as regeneration progresses and, with the active assistance and involvement of Madeley PC, the impressive Park Lane Centre has sprung into active community use. It seems already well on its way to becoming the beating heart of the new estate.

After many years of delays and false dawns, the proposed new development in Madeley's district centre has finally received the green light. I think we can now look forward to a very positive and exciting new centre, which will be so much the better because of the Parish Council's persistent representations on behalf of local people. We will continue to work in partnership with Telford & Wrekin Council and with the developers and retailers to ensure the best that can be achieved for Madeley and the least possible disruption as the building work goes forward.

This work is a very good example of our approach – working in partnership with community organisations and with other authorities to achieve what is best for you – the people of Madeley, Woodside and Sutton Hill. In this way we seek to become the effective voice of these neighbourhoods.

Elections for the Council were scheduled for 3 May but only nine people put themselves forward as parish councillors this time. We will be seeking to fill the vacancies as soon as possible because we need a full complement of active councillors to be involved with and speak for all sections of the community. I would urge interested members of the public to think about giving some time to this.

Finally during the year we commissioned a professional survey to determine what readers thought of our magazine "Madeley Matters". This was a worthwhile exercise and it proved beyond any reasonable doubt that the taxpayers' money spent on the magazine was well spent and that the publication was read, like and appreciated. "Madeley Matters" will continue and improve in line with your views and comments.

I am proud of this record which compares well with any local council within Telford & Wrekin and beyond. It clearly shows how a well-run Labour-controlled authority can speak and act decisively on behalf of its citizens. We continue to pledge ourselves to do this.

Cllr Dave Davies  
Chair, Madeley PC  
10 May 2007

**Leisure & Community Committee Annual Report 2006/07**

The committee continues to be the day to day link with the Citizens of our area.

The year has been outstanding. This success is due to the Council Staff and the Committee membership.

All members know the activities and responsibilities within the Committee the list of grants awarded is available to all.

Therefore, I feel that it would be best to remind and confirm the changes that have taken place and that involvement's outside and within the Council, which have delivered the greatest advantage to the community.

The November Christmas Lights Event, was the best ever, the marching band made the parade very special. The community awards were a highlight of the evening, together with a reported record attendance.

The Madeley LHP, is unique throughout the Borough. The special days, the publications, but most of all the bringing of the past, the now and the future of the Madeley area to everyone young and old. Ever onward, Mrs Lewis and your tireless supporters.

The changes in the types of Grant, Donation and the Grant and Partnership. These changes are important. The Donation can be made on the basis of experience and policy, quick and simple. The Grant is dealt with in the time honoured way with great care. The Partnership offers so much more. Involvement, support and the chance to ensure that the best values are achieved, both in the short and long term.

The allotments are well let and secure. The grass cutting service is well received and should continue.

The Senior Citizen's Christmas Lunches, is an important part of our outreach.

David Edwards  
Chair Leisure & Community Committee  
10 May 2007

## Environment Committee Annual Report 2006/07

### Objectives-

Built Environment	To work in partnership with the Local Authority to monitor and improve public facilities and services. To report and play an active part in the resolution of areas of concern.
Natural Environment	To work with partners and the local community to improve the wildlife value and public enjoyment of the natural environment in the Parish.
Planning Applications	To protect community interest and where possible, gain community benefit through an active response to planning applications.
Heritage	To work with partners to promote, improve and protect the heritage of Madeley Parish in general and the designated World Heritage Site in particular.

### Introduction

The Committee met on five occasions (July, October, December, March, and April) and the following report represents a small selection of the business conducted. Further details can be seen in the appropriate minutes.

### Built Environment

We continue to monitor and evaluate the system by which T&WC registers reports of causes of concern in the Parish – potholes, overhanging trees, etc – so that these issues can be dealt with promptly.

Madeley Parish Council was consulted on the replacement of the street lights in Park Street and Sutton Hill, and now undertakes a periodic condition survey of bus shelters in the area.

The aged electric vehicle has been replaced with a diesel van in a ground-breaking partnership with Wrekin Housing Trust. Whilst wishing to continue with an environmentally friendly mode of transport, cost and suitability for purpose made the converted electric vehicle impractical at the moment. We will reconsider the situation when the next replacement is due.

### Natural Environment

Telford Trail 3, the long-distance recreational walk organised by STROWP, attracted at least 130 participants who between them raised in excess of £3,000 for their chosen charities, while experiencing a pleasant stroll along the local footpaths in South Telford.

Madeley Green Day took place in October. It was lovely to see so many people of all ages enjoying such a range of activities. Attractions included apple squeezing, building a wooden house, bird-box making, archaeology displays and archery. One of the main features of this event was the production of some large rustic seats made from wood which had been dragged from the nearby pit-mound by heavy horses, sawn up on site, and hand crafted by volunteers from The Green Gym and the Severn Gorge Countryside Trust.

The annual Spring Clean took place throughout April and the beginning of May involving many hundreds of local children. This year, Madeley Projects Officer concentrated on a smaller number of primary schools with longer workshops which enabled a production to be put together by pupils and presented to whole assemblies. In secondary schools (through a financial partnership with Telford & Wrekin Council), a live performance on fly-tipping was included with the litter-pick programme, videoed, and will be presented as a school debate. Both activities have the object of encouraging pupils to be more conscious of the problems of litter and how to improve the situation.

Bartlett Gardens (Madeley Community Orchard Project) goes from strength to strength. Amongst the many local groups who are involved in activities in the Orchard we have recently revived our connection with the Probation Service who have had a team of workers on site for Blossom Day. Funding applications have been submitted to Awards for All (replacement of decorative boundary railings), and Big Lottery (employment of part-time project officer for 5 year term).

### Planning

125 Planning Applications were received in the year. Members of the Planning Subcommittee, ably assisted by the Deputy Clerk, and using their local knowledge made comments on approximately half of them. Major proposals were received this year for Woodside, Blists Hill and Madeley Centre, all of which received careful consideration. Through positive representations, Madeley Parish Council has secured £24,000 for enhancement of street lighting outside the Madeley Centre Development area.

### Heritage

The HERS scheme has now come to an end and we are awaiting completion of the final projects. We are delighted with the beneficial effect the scheme has had on the appearance of buildings in the area.

We are in the process of preparing landscape development proposals for Russell Green, and will be consulting widely before any decisions are made.

On a larger scale we are seeking Lottery Funding for a study into the possibility of restoring Baguleys Wynde, Lee Dingle Bridge and part of the Shropshire Canal. This is an exciting, long term project which is compiled and presented by the Living History Project manager.

### Conclusion

This committee Continues to rely on the hard work and dedication of the Parish Council staff and volunteers whose contribution to the work outlined above, and to the many other aspects of the operation of the Council for the benefit of local residents is very much appreciated.

Colin Muddiman  
08.05.2007

## FINANCE

Annual review of payment orders under Local Government Act 1972 s150 (5) that requires the instrument to be signed by two Members:

The Bankers Automated Clearing System (BACS) enables automatic payments to be made from one bank account to another in the UK is used for paying salaries and other regular payments, as well as direct debits.

When making payments or collecting receipts, Council should seek to ensure that the amounts are correct and properly authorised for an agreed purpose,

### Direct Debit Mandate

Payee	Description	Frequency	Value
Telford & Wrekin Council	NND Rates – Jubilee House	Monthly – April May – January	£495.00 £500.00
Telford & Wrekin Council	NND Rates – Public Conveniences	Monthly – April May - January	£154.20 £158.00
The Co-operative Bank	Salaries	Monthly	Variable
The Co-operative Bank	Business Card Charge	Monthly	£4.00
The Co-operative Bank	Business Card – Visa Payments	Monthly	Variable
The Co-operative Bank	Business Payments Service Charges	Monthly	Variable
Cf Asset Finance	Photocopier Lease	Quarterly	£352.00
Pace Petroleum Ltd	Liquidcard – Forecourt Account	Monthly	Variable

### Standing Order Mandate

Payee	Description	Frequency	Value
Wrekin Housing Trust	Vehicle Lease	Monthly	£286.23

#### Recommended:

that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to instruct The Co-operative Bank under the general mandate to make payments by Direct Debit or Standing Order in accordance with the terms of suppliers and subject to ratification by Council or its Finance & General Purposes Committee

#### Recommended:

that delegated authority be given to the Clerk to the Council and the Responsible Finance Officer to provide Bank Account details and instruct receipts from creditors under the BACS system

JMM  
09.05.2007

## Parish & Town Council Remuneration Panel Summary Report

### Introduction and Terms of Reference

In 2004 The Independent Parish Remuneration Panel were charged with making recommendations on the following:

1. The appropriateness of a Parish Basic Allowance and if this should be for the Chair or for all Councillors.
2. Travelling and subsistence allowances.
3. Provision for suspension of allowances.
4. Suitability of an index for allowances.

The Remuneration Panel made recommendations on an appropriate Parish Basic allowance.

### Recommendations

A distinction has been made between those Parishes that are active and those that are less active. To keep the system simple, the board decided to base this distinction on the level of precept and agreed a level of above or below £100,000 as two separate categories. Those parishes that levy a precept of £100, 000 or more a year should consider paying a Basic Parish Allowance at a higher rate.

### Members Allowances

For a parish the size of Madeley the recommended rates are an annual allowance paid to all members of £500 per year. Where Parishes take up this provision it should be paid equally to all members.

**Note** – Co-opted members are not entitled to allowances.

Parishes such as Madeley that qualify for the higher rate can elect to pay the lower rate of £250 per annum if they so chose.

### The Chairman's Parish Basic Allowance

The same two tiers have been applied as with the Member's Allowance.

The recommended Chairman's allowance for Madeley is £1,000 per annum.

For Parishes that wish to pay a Chair's allowance only, the recommended rates is £500 for a larger council.

Parishes can opt for a lower rate than that recommended.

When this issue was first discussed in September 2004 the Parish opted not to pay a basic allowance but to continue to pay the Chairs allowance at the established rate.

### Confirmation of Implementation and Indexing

The Panel recommends that the report (with any amendments) be implemented from the start of the month immediately after the date the Parish meets.

### Records of Parish Allowances

Records have to be kept for public inspection. A public notice also has to be published at the end of each year stating how much has been paid to each member.

### Forgoing Allowances

Any member may elect to forgo any entitlement to allowances

### Withdrawal of Allowances

A Parish may require that where a Member is suspended from duties all or part of any allowances may be withheld. It may also require repayment of allowances already paid

### Tax Implications

When paying Members or Chairs Allowances the Parish will be required to deduct income tax

The following Decisions are therefore to be taken.

1. To decide whether or not to adopt the Report in respect of the Parish Basic Allowance.
  - a) If resolved to pay the Parish Basic Allowance, the amount of allowance (up to the maximum in the report) should be set.
  - b) If the report is adopted and the level of allowance agreed, each member must notify the Clerk in writing whether or not they wish to claim the allowance.
2. To decide whether to adopt the report in respect of the Chairman's Allowance
  - a) If resolved, the amount to be paid to the Chair should be set (up to the maximum in the report).
3. The Council should then approve the Panel's report as amended by any decisions above and agree an implementation date.

KAP

08.05.07.