

## **MINUTES OF THE MEETING OF BIDDULPH TOWN COUNCIL HELD ON TUESDAY 15 MAY 2018**

The Chief Officer introduced the Town Mayor; The Mayor led a time of prayer then opened the meeting.

As the temperature had risen, the Mayor invited members to remove jackets if required.

### **PRESENT**

The Mayor – Councillor McGuinness  
Councillor Baddeley  
Councillor Court  
Councillor Hall  
Councillor Harper  
Councillor Hart  
Councillor Jackson  
Councillor Jones  
Councillor Lawson  
Councillor Lovatt  
Councillor Nicosia  
Councillor Redfern  
Councillor Rogers  
Councillor Rushton  
Councillor Salt  
Councillor Sheldon  
Councillor Walley  
Councillor Whilding  
Councillor Wood

### **1.18 PUBLIC PARTICIPATION**

*The meeting to adjourn for up to 20 minutes (Standing Order 1d-f) to allow for public participation. Residents are invited to give their views and question the Town Council on issues on this agenda, or raise issues for future consideration at the discretion of the Mayor.*

*Members of the public wishing to raise issues which are not on the Agenda should notify the Chief Officer five working days before the meeting. Members of the public may not take part in the Council meeting itself.*

None.

### **2. APOLOGIES**

Apologies for absence and reasons accepted were received from:

The Deputy Mayor – Councillor Davies  
Councillor Hawley  
Councillor Swift

County Councillor Flunder

### **3. DECLARATIONS OF INTEREST**

- a) To declare any Disclosable Pecuniary Interests & Dispensations: Councillor Sheldon any matters appertaining to Biddulph in Bloom. Councillor Hart the Local Plan site specifics.
- b) To declare any Other Disclosable Interests: None.

### **4. MINUTES**

- a) It was moved to approve and sign the Minutes of the meeting of the Town Council held on 17 April 2018.
- b) It was moved to receive the Minutes of the General Purposes Committee meeting held on 17 April 2018.
- c) It was moved to approve and sign the Minutes of the Finance Committee held on 8 May 2018.
- d) It was moved to approve and sign the Minutes of the Annual Meeting of the Town Council held on 8 May 2018.

### **5. MAYOR'S COMMUNICATIONS**

Councillor Hall moved that the minute voted at the Town meeting should be approved; this was seconded by Councillor Jackson. A vote was taken and agreed.

Richard McAllister, Chronicle Reporter, was leaving at the end of the month. The Mayor presented him with a 'goody bag' thanking him and adding that Richard had been invaluable to all of us, each party.

Councillor Jackson added that Richard had not been working at The Chronicle for long, but having read numerous of his reports, he had found his reporting to be incredibly accurate.

Councillor Hall added that it was nice when a reporter reported what happened, he wished Richard luck wherever he was going.

Councillor Jones added he had been an asset to the Town Council and had helped get our points across, he wished Richard the very best.

### **6. ARRANGEMENTS FOR ANNOUNCING THE MAYOR, DEPUTY MAYOR AND CHIEF OFFICER, IN THE ABSENCE OF THE TOWN CRIER**

Item requested by Councillor Rogers.

Councillor Rogers felt that when the Town Crier was absent, the Chief Officer should be formally introduced alongside the Mayor and Deputy. Also, if a Minister was not able to attend, the Town Mayor should read a prayer prior to the start of the meeting.

Councillor Hall noted that it would be appropriate for one of the Officers to carry out this introduction. The Chief Officer confirmed that Staff could undertake this activity.

### **7. TO APPROVE MEMBERSHIP TO OUTSIDE BODIES**

The updated document was tabled.

Councillor Hall proposed that the document as tabled be accepted.

The Chief Officer asked for nominations for representatives on the outside bodies with a vacancy.

Councillor Hall nominated Councillor Lovatt for the Fairtrade vacancy. Councillor Lovatt would prefer to remain as an ordinary member and would like more Councillors to become involved.

Councillor Jackson was the representative on the Biddulph Youth and Community Zone (BYCZ) Board and requested that this be added to the list.

Councillor Hall proposed Councillor Baddeley as the Fairtrade representative.

Councillor Jones was unaware that he had been a representative on Moorlands Partnership Board, he was happy to continue.

Councillor Hall proposed Councillor Redfern as Fairtrade representative.

Councillor Jackson noted that the Sports Council papers were in the care of the Chief Officer; it would be good if the group could be reinvigorated. Councillor Salt would love to be involved, seconded by Councillor Hall

It was moved to approve the membership of the Committees and those representing this Council whilst serving on outside bodies.

## **8. REGISTRATION OF TOWN COUNCILLORS WITH THE INFORMATION COMMISSIONERS OFFICE (ICO)**

The Chief Officer noted that the Town Council had been preparing for the changes that were required with the introduction of the General Data Protection Regulations (GDPR); the registration of Town Councillors with the ICO had been raised at the last meeting of the Finance Committee. The ICO document *Advice for elected and prospective councillors* was tabled, detailing the requirements for Councillors. Members were directed to page 5 – notification section; Councillors must decide in which role they were processing information.

District and County Councillors registration was paid by their respective Councils. Members should consider if this Town Council should pay the registration for its Councillors who were not registered – eleven members. The Town Council would also have to pay £40 to register itself.

Councillor Hall felt it was important that Councillors register with ICO and that this Council pays the fee. Councillor Salt concurred. Councillor Jones seconded.

Councillor Wood asked about the penalty for non-registration; Councillor Hall replied that there were potentially significant financial penalties.

Councillor Hart agreed with all the speakers.

Councillor Jackson asked if this would be a one-off payment. The Chief Officer replied that it was an annual fee.

Councillor Salt queried whether Councillors had had sufficient training; if not this should be considered. Councillor Hall responded that all had been sent the papers from the training session the previous week.

Councillor Lovatt abstained from the vote

## 9. ACCOUNTS & FINANCE

### a) The following accounts were received for payment:

#### **Expenditure in excess of £500**

O McGuinness - Mayor's Allowance	2535.00
J Davies - Deputy Mayor's Allowance	1020.00
J Robinson - Town Crier's Honorarium	610.00
<u>Urban Vision</u>	2040.00
Neighbourhood Plan development including rationale, main policy text, explanatory text. Activity workshop including materials	
<u>Martin and Co</u>	1170.00
Six month rental for garage to house Artisan Market stalls	

#### **Expenditure below £500**

<u>Heads (Congleton) Ltd</u>	115.20
Advert for annual town meeting	
<u>Viking</u>	107.09
Part of stationery order including stamps	
<u>Market imprest</u>	180.00
Stall construction and dismantling	
<u>Martin and Co</u>	40.00
Renewal fee for garage rental agreement	
<u>Tidysite Skip Services Ltd</u>	20.10
1100 litre bin at Woodhouse Burial Ground	
<u>Brian Carter</u>	40.00
Un/lock Woodhouse Burial Ground gates	
<u>Mrs Jennifer Webber</u>	75.00
Cakes for Volunteer event	
<u>Npower</u>	
Monthly charge for Christmas Lights meter	17.40
Annual charge for power to phone box housing defibrillator	44.81
<u>S Haydon</u>	8.46
Travel GDPR training at Leek 3 May 2018	
Salaries	4965.29
HMRC to be paid 1 June 2018	1773.57
Staffs Pension Fund	1878.61

**b) Supplementary accounts**

**Expenditure in excess of £500**

<u>ebm printers</u>	694.80
2 banners artisan market	
8 small boards artisan market	
8 large sign boards	
64 large board date labels	

ASH Waste Services Ltd

April 2018 delivery of 4 1100 ltr bins for the Town Burial Ground	12.00
April and May duty of care and weekly lift for 4 bins	488.88

**Expenditure below £500**

Viking Direct

Credit note for previous invoice	-107.09
Replacement invoice	389.04

Kent County Council

copy charges	164.22
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LCR

annual subscription	17.00
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S Haydon

Reimburse for Mayoral Diary	7.99
Office stationery	47.98

J Gaunt

Travel to Buxton to deliver audit box to Internal Auditor	18.18
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J Hancock

Travel for artisan market	45.52
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Petty cash

	46.56
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Councillor Salt asked when the copier contract would expire. The Chief Officer would give the information to Councillor Salt at the next meeting

The meeting closed at 7.30 pm

Signed ..... Date .....

They Mayor allowed a five minute recess before calling for nominations for Chair of the General Purposes Committee.