

MINUTES OF THE STATUTORY ANNUAL MEETING OF THE BIDDULPH TOWN COUNCIL HELD ON 13 MAY 2014

The Town Crier introduced the Mayor, Deputy Mayor and Chief Officer and invited Father Julian Green to lead the meeting with prayer. The Mayor then opened the meeting.

PRESENT

The Mayor – Councillor Deaville
The Deputy Mayor – Councillor Swift
Councillor Adams
Councillor Baddeley
Councillor Davies
Councillor Hall
Councillor Harper
Councillor Hart
Councillor Hawley
Councillor Jackson
Councillor Jones
Councillor Lovatt
Councillor Redfern
Councillor Rogers
Councillor Sheldon
Councillor Walley
Councillor Whilding

Also in attendance: family and friends of the Mayor and Deputy Mayor, members of the public and press, The Chief Officer, Officer to the Council and the Town Crier.

1.13 APOLOGIES

Apologies were received from
Councillor Deane
Councillor Ellsum
Councillor Gibson
Councillor Tolley
Councillor Wood

2. DECLARATIONS OF INTEREST

- a Disclosable Pecuniary Interests and Dispensations; none were declared.
- b Other Disclosable Interests; none were declared.

3. STATUTORY ANNUAL MEETING – 14 MAY 2013

The Minutes of the meeting held on 14 May 2013 were confirmed.

4. ELECTION OF TOWN MAYOR AND MAYOR MAKING CEREMONY

- a The outgoing Mayor gave a short speech.
Councillors, Officers of the Council, Mr Town Crier, Ladies & Gentlemen.
This is the last time I shall have the privilege of speaking to you as your Mayor and it will be short because tonight is dedicated to the investiture of our new Mayor.
This year has been extremely busy and has flown by and I can hardly believe that 12 months ago I was listening to my predecessor making this very same speech.
My main aim for my year in office was to promote Biddulph in the Staffordshire Moorlands and beyond and I hope I have achieved this by making many civic visits to Leek, Cheadle,

Uttoxeter, Ashbourne, Stone, Congleton and Kidsgrove together with attending many local events in Biddulph which are far too numerous and would take too long to mention.

I have also been present at all of our council meetings.

I have had the privilege and enjoyment of meeting many people from every walk of life and I hope that many will remain good friends.

I would like to thank my consort and husband Rod for his rocklike support and advice, my entire family for their support, and a big thank you must go to the Deputy Mayor and Mayoress Graham and Irene for their support during the year when they have stepped in on several occasions. To Kate and Jean for their guidance and direction and most especially to John our Town Crier who has also stepped in on many occasions to support and accompany me during my official visits.

My charities this year have been The Donna Louise Trust and to continue with last years charity the Biddulph Branch of the Staffordshire Moorlands Cancer Support Group. A huge thank you must go to the Biddulph Running Club, the Rotary Club of Biddulph and the Inner Wheel Club of Biddulph and many others for their tremendous work in raising a figure in excess of £3,500.00 and still counting.

Before ending my speech I would just like to say a further big thank you to all the volunteer groups who support our town and who have worked so very hard this year for a variety of reasons to improve the town and the well being of its people and most especially to Hilda Sheldon and the Biddulph in Bloomers for their achievements during the year, making me as your Mayor feel so very proud of this "The Garden Town of Staffordshire".

I have done my best and I hope that I have met with your expectations. For me it has been a great honour and a privilege to represent your town as your Mayor. One that I shall remember and treasure for the rest of my life. Thank you.

- b Councillor Hall responded on behalf of the Independent group, noting that Councillor Deaville's year had been a revelation, a journey of discovery, so much had been achieved in such a brief time. Councillor Deaville and her consort had been excellent ambassadors for Biddulph, dedicated, determined and appreciated by all they met. Councillor Jackson added his appreciation. Councillor Deaville had stamped her personality on the Council, in her unique, quiet but firm way. Councillor Deaville had given 12 months of her life to the town of Biddulph, her effort and dedication was much appreciated. Councillor Redfern also added his thanks to the outgoing Mayor.
- c The Mayor then called for nominations for Mayor for 2014-2015: Councillor Hall said that it gave him great pleasure to nominate Councillor Graham Swift; an able and dedicated Councillor, who had gained respect as he supported the Mayor over the past year. He praised Councillor Swift's integrity, persistence and leadership. Councillor Swift would have the full support of his family if needed and would represent the town well and keep the tradition. Councillor Davies seconded the proposal. There were no other nominations and Councillor Swift was unanimously elected as Mayor of Biddulph for 2014-2015. The incoming Mayor signed the Declaration of Acceptance of Office.
- d The Chain of Office of Mayoress was presented to the Mayor's wife, Mrs Irene Swift.
- e The Mayor then made a short speech of Acceptance of Office.
- f The Mayor presented commemorative past Mayoral badges to Councillor Deaville and photographs were taken.

Councillor Swift took the Chair.

5. ELECTION OF DEPUTY MAYOR

- a The Mayor called for nominations for Deputy Mayor. Councillor Hall nominated Councillor Adams saying that he was a battling and true politician; mature experienced and knowledgeable, a mine of information, he would have the full support of his family and of this Council. Councillor Hart seconded the nomination. There were no other nominations and Councillor Adams was elected as Deputy

- Mayor of Biddulph for 2013-2014 with a unanimous vote. Councillor Adams signed the Declaration of Acceptance of Office.
- b Councillor Adams was presented with the Chain of Office of Deputy Mayor, and his wife Judith with the Chain of Office of Deputy Mayoress. Councillor Adams thanked the Council for this very great honour.

6. APPROVAL OF STANDING ORDERS

It was **Resolved** to approve and adopt the Standing Orders, as distributed.

7. APPROVAL OF CONSTITUTION OF STANDING COMMITTEES

It was **Resolved** to approve the Constitution of Standing Committees as follows:

- a **General Purposes** – Mayor, Deputy Mayor plus seventeen members, to meet on 3rd Tuesday of the month, to follow on from Town Council.
- b **Finance Committee** – Mayor, Deputy Mayor plus thirteen members; to meet at 6.30 pm on 2nd Tuesday in June and January.
- c **Human Resources Committee** – Mayor, Deputy Mayor plus seven members; to meet at 5.30 pm on 2nd Tuesday in June and January.
- d **Civic Committee** - Mayor, Deputy Mayor plus seventeen members; to meet at 7.00 pm on 2nd Tuesday of each month, except June and January which shall be the 2nd Monday.
- e **Planning Committee** – Mayor, Deputy Mayor plus thirteen members; to meet at 6.15 pm on 2nd Tuesday of each month, except June and January which shall be the 2nd Monday.

8. ELECTION OF MEMBERSHIP OF STANDING COMMITTEES

It was **Resolved** to approve the Membership of Standing Committees and Outside Bodies as detailed in Appendix A.

9. ELECTION OF MEMBERSHIP OF SUB-COMMITTEES

It was **Resolved** to approve the Membership of Sub-Committees as detailed in Appendix A

10. FINANCIAL REGULATIONS

It was **Resolved** to approve the Town Council's Financial Regulations, with amendments, to permit changes to the Council's banking arrangements:

5. BANKING ARRANGEMENTS

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of Council (from the three approved signatories) plus the Chief Officer or Officer.

5.5 The Town Council's Chief Officer and Officer will be assigned a credit card, for which they will each be responsible for the proper administration, safety and proper usage. Expenditure on the credit cards must be accompanied by an invoice and credit card statement and failure to provide the proper paperwork will result in the officer responsible being personally liable for the expenditure incurred. The credit card statement will be settled in full each month by direct debit to avoid any interest charges. On termination of employment the officer must return their credit card to the Chair of Finance.

6. PAYMENT OF ACCOUNTS

- 6.1 *Payments may be made by cheque, credit card, direct debit/standing order for bills incurred; cash for petty cash items; BACS for salaries with the usual requirement for signatories and authority as in 5.3 above, drawn on the Council's bankers.*
- 6.2 *Payments may be made by credit card up to £1,000 by the officers without prior reference, to be included on a monthly summary with the accounts. Payments over £1,000 and up to £5,000 may only be made following email permission from at least two signatories, who have examined a copy of the order. No payments to be made over £5,000 limit.*
- 6.3 *onwards to be renumbered*

11. FINANCIAL MANDATE

- a It was **Resolved** that signatories be: the Mayor, Deputy Mayor, Councillor Hall plus the Chief Officer and the Officers to the Council. (Two members plus one officer to sign.)
- b Bank Mandate:
It was **Resolved** that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with the Mandate and that:
 - ◆ The individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit
 - ◆ Any authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products
 - ◆ The Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions
 - ◆ The Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary

This Mandate will continue until the Organisation gives the Bank a replacement mandate or the Organisation passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.

12. INTERNAL AUDITOR & MONITORING COUNCILLOR

It was **Resolved** to confirm the appointment of the independent Internal Auditor - Mrs H Daniels, and the Internal Monitor - Councillor D Hawley, to fulfil audit requirements.

- 13. Councillor Sheldon presented to the Mayor, on behalf of the Town, a copy of an historic document from 1629.

The meeting closed at 7.45 pm, with the Mayor inviting all present to remain for a buffet.

Signed Date