

THE STATUTORY ANNUAL MEETING OF BIDDULPH TOWN COUNCIL WILL BE HELD IN THE COUNCIL CHAMBER OF BIDDULPH TOWN HALL AT 7 PM ON TUESDAY 10 MAY 2016

A G E N D A

1 APOLOGIES

2 DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations
- b) To declare any Other Disclosable Interests

3 STATUTORY ANNUAL MEETING ~ 12 MAY 2015

Confirmation of the Minutes of the Meeting of 12 May 2015

4 ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

- a) Speech by outgoing Mayor
- b) Vote of thanks
- c) Nomination, election and signature of Declaration of Acceptance of Office
- d) Presentation of Chains of Office to Mayor and Mayoress/Consort
- e) Speech of Acceptance by Mayor
- f) Presentations to outgoing Mayor and Mayoress/Consort

5 ELECTION OF DEPUTY MAYOR

- a) Nomination, election and signature of Declaration of Acceptance of Office
- b) Presentation of Chains of Office to Deputy Mayor and Mayoress/Consort

6 APPROVAL OF STANDING ORDERS

To approve Standing Orders (herewith)

7 APPROVAL OF CONSTITUTION OF STANDING COMMITTEES

- 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.
- g) **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

- a) **General Purposes** – *17 members (plus Mayor & Deputy Mayor)*
- b) **Finance Committee** – *13 members (plus Mayor & Deputy Mayor)*
- c) **Human Resources Committee** - *7 members (plus Mayor & Deputy Mayor)*

- f) **Civic Committee - 17 members (plus Mayor & Deputy Mayor)**
- g) **Planning Committee – 13 members (plus Mayor & Deputy Mayor)**

9 ELECTION OF MEMBERSHIP OF SUB-COMMITTEES

See Appendix A

10 FINANCIAL REGULATIONS

To approve the Town Council’s Financial Regulations (herewith)

11 FINANCIAL MANDATE

a) Signatories: Current signatories for the current account being: the Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Committee plus the Chief Officer and Officer. **(Two members plus one officer to sign)**

b) Mayor’s Charity Account & Civic Ball Account: To give authority to the Chief Officer and Officer of the Council to be the two signatories for the Mayor’s Charity and Civic Ball accounts

c) Bank Mandate:

To **Resolve** 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

Appointment of independent Internal Auditor (currently Elizabeth Thompson) plus one councillor (currently Councillor D Hawley), to fulfil audit requirements.

Signed *Smithayson* **Date** *04/05/2016*

Light refreshments will be served after the meeting

MINUTES OF THE STATUTORY ANNUAL MEETING OF THE BIDDULPH TOWN COUNCIL HELD ON 12 MAY 2015

The Town Crier introduced the Mayor and Chief Officer and invited Rev'd Trevor Raaff to lead the meeting with prayer. The Mayor then opened the meeting.

PRESENT

The Mayor – Councillor Swift
Councillor Baddeley
Councillor Davies
Councillor Hall
Councillor Harper
Councillor Hart
Councillor Hawley
Councillor Jones
Councillor Lovatt
Councillor McGuinness
Councillor Nicosia
Councillor Redfern
Councillor Rogers
Councillor Rushton
Councillor Salt
Councillor Sheldon MBE
Councillor Walley
Councillor Whilding
Councillor Wood

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

1.15 APOLOGIES

Apologies were received from
Councillor Jackson
Mr Court

2. DECLARATIONS OF INTEREST

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

3. STATUTORY ANNUAL MEETING – 13 MAY 2014

The Minutes of the meeting held on 13 May 2014 were confirmed.

4. ELECTION OF TOWN MAYOR AND MAYOR MAKING CEREMONY

- a The outgoing Mayor gave a short speech:

This past 12 months have been exceptionally busy and have passed by rather swiftly, too 'swiftly' I feel! Nonetheless as the saying goes 'time and tide waits for no man'. In my acceptance speech a year ago, I spoke about how proud, privileged and honoured I felt in becoming Town Mayor, I also spoke of how thrilled I was that my family and friends were present to celebrate the occasion with me. I can honestly say that the feeling of pride, privilege and honour has never gone away.

As Mayor, promoting the Town throughout the Moorlands and beyond paved the way in making new friends and making my time in office both interesting and very enjoyable. I am extremely proud and deeply privileged to have represented Biddulph across the borders by attending events in areas such as the Girl Guiding International Camp at Shugborough; the National Memorial Arboretum in Alrewas where I laid a wreath on behalf of Biddulph; and into Cheshire with civic visits to Congleton and Poynton.

My charities this year have been Help for Heroes, Alzheimer's and Prostate Cancer UK, raising £4375 to date. This would not have been possible without the assistance of Biddulph Running Club and many more. I must mention the Biddulph and District Youth Orchestra (BDYO) under Ian Pickford, Eric Cox and his Ukulele band and the help from my brother and the Breakers for their generous support.

My aim as Mayor was to promote the idea of an 'open community' with the running theme of Friendship. This had been achieved by taking a proactive stance in events at local schools, supporting local groups such as the BDYO, and setting up charitable events such as our 60's Night and Bingo. Also the Biddulph Whiners a new group of which I am proud to be founder member, under the watchful eye of Reverend Philip Lockett.

The Biddulph Community has played a real part in promoting the Town, aided by an army of volunteers. Here are some of the events that have occurred over the past year:

- Biddulph Moor Well Dressing
- June 28th saw the launch of the Biddulph Festival
- The Christmas Lights switch on took place on the evening of 29th November seeing the Town Crier's proclamation and Santa arriving.
- Biddulph and Moorlands Music Festival led by Norman Millard.
- World War One exhibition co-ordinated by Arthur Potts.
- Biddulph in Bloom – awarded Gold in the Large Town category again.
- Receiving £1540.61 from the Running Club, following the Knypersley Run.
- Biddulph Guides 98th AGM and awards.
- Dedication of Woodhouse Burial Ground.
- Acorn Awards in memory of Rebecca Harris.
- Accepting the Chain of Office as President of Biddulph Twinning Association. I visited the town with the Mayoress and Town Crier for a wonderful seven days in October, an experience I shall remember for as long as I live.

It really has been overwhelming the amount of people that have willingly helped in some way. May I offer a further big thank you to all the volunteers who have worked so very hard this year to improve the town and the wellbeing of its people, in particular Biddulph Rotary and the Biddulph in Bloomers, making me as your Mayor feel so very proud of Biddulph, the Garden Town of Staffordshire. Thanks again to everyone involved.

I have done my best, and hope that I have met with your expectations. For me it has been a great honour and privilege to represent you and our Town as your Mayor. It is an experience that I shall treasure fondly. So I thank you all.

The Mayor then concluded by also thanking the Chief Officer and Officer, fellow councillors, his Mayoress and family for their support during the year.

b Councillor Hall responded on behalf of the Independent group.

'A doctor struck up a conversation with an old farmer. The topic got around to politicians and their role as our leaders. The farmer said, well, as I see it, most politicians are 'Post Tortoises'. When you're driving down a country road and you come across a fence post with a tortoise balanced on top, that's a post tortoise. You know he didn't get up there by himself, he doesn't belong up there, he doesn't know what to do while he's up there, he's elevated beyond his ability to function, and you just wonder what kind of person put him up there to begin with.' Councillor Hall said that Councillor Swift had shown the error of this philosophy; he had been extremely busy both in Biddulph and as ambassador to the surrounding areas. His dignity, enthusiasm and dedication were second to none and he had made many friends. Councillor Hall thanked Councillor Swift both personally and on behalf of the public of Biddulph and thanked the Mayoress for the support given to him and the Office of Mayor.

Councillor Wood noted that it had been a major job done; a time consuming job and that Councillor Swift was to be applauded. It was an honour to be the Mayor and Councillor Wood was extremely proud of what Councillor Swift had done over the past twelve months and his chosen charities had benefitted enormously and been promoted in a positive manner.

c The Mayor then called for nominations for Mayor for 2015-2016: Councillor Hall proposed Councillor Baddeley, who would uphold the tradition. She served on the Gillow Heath Community Association and was past Chair of the Health Scrutiny panel at SMDC; she served on the working groups of both town and District Council and had gained the confidence of councillors. Councillor Baddeley had dealt with

adversity in her private life and would put a unique stamp on the position of Mayor. Councillor Hart seconded the proposal. There were no other nominations and Councillor Baddeley was unanimously elected as Mayor of Biddulph for 2015-2016. The incoming Mayor signed the Declaration of Acceptance of Office.

- d The Chain of Office of Consort was presented to Mr Niels Nielsen.
- e The Mayor then made a short speech of Acceptance of Office. Her chosen charities for the year were Cancer Research and Biddulph in Bloom. Councillor Baddeley said that she was very, very proud of Biddulph and hoped that Biddulph would be very proud of her.
- f The Mayor presented commemorative past Mayoral badges to Councillor and Mrs Swift and photographs were taken.

Councillor Baddeley took the Chair.

5. ELECTION OF DEPUTY MAYOR

- a The Mayor called for nominations for Deputy Mayor. Councillor Hall nominated Councillor Salt; a new Councillor who was on a steep learning curve and already involved in many different community projects in the town, she would bring a new injection of energy to the Council. Councillor Salt had boundless energy and determination. Councillor Hart seconded the nomination. There were no other nominations and Councillor Salt was elected as Deputy Mayor of Biddulph for 2015-2016. Councillor Salt signed the Declaration of Acceptance of Office.
- b Councillor Salt was presented with the Chain of Office of Deputy Mayor, and collected the Chain of Office of Deputy Consort on behalf of her husband, Mr James Salt. Councillor Salt thanked Council for the nomination and took the opportunity to announce that Biddulph Community Zone had just been awarded £480,000 Lottery funding and the Youth Centre was safe.

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 sixteen members, to meet on 3rd Tuesday of the month, to follow on from Town Council.
- b **Finance Committee** – Mayor, Deputy Mayor plus sixteen members; to meet at 6.30 pm on 2nd Tuesday in June and January.
- c **Human Resources Committee** – Mayor, Deputy Mayor plus eight members; to meet at 5.30 pm on 2nd Tuesday in June and January.
- d **Civic Committee** - Mayor, Deputy Mayor plus sixteen 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 sixteen 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:

- a **General Purposes – 16 members (plus Mayor & Deputy Mayor)**
- b **Finance Committee – 16 members (plus Mayor & Deputy Mayor)**
- c **Human Resources Committee - 8 members (plus Mayor & Deputy Mayor)**
- f **Civic Committee - 16 members (plus Mayor & Deputy Mayor)**
- g **Planning Committee – 16 members (plus Mayor & Deputy Mayor)**

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, which had been revised in January 2015.

11. FINANCIAL MANDATE

a It was **Resolved** that signatories for the current account be: the Mayor, Deputy Mayor, Chair of the Finance Committee, Vice Chair of the Finance Committee, plus the Chief Officer and Officer. (Two members plus one officer)

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, Elizabeth Thompson, plus Councillor D Hawley as Monitoring Councillor, to fulfil audit requirements

The meeting closed at 7.40 pm, with the Mayor inviting all present to remain for light refreshments.

Signed Date