

Biddulph Town Council



Date: Wednesday 10 June 2020

To: All Members of the Town Council

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of the Town Council** to be held on Zoom, on **Tuesday 16 June 2020 at 6pm** at which the business set out below will be transacted.

Any Councillor unable to attend should forward their apologies either to the Chief Officer or the Mayor.

Sarah Haydon
Chief Officer

A G E N D A

1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

- a) Nomination, election and signature of Declaration of Acceptance of Office (to be conducted in line with social distancing guidance)
- b) Presentation of Chains of Office to Mayor and Mayoress/ Consort (to be carried out at an appropriate occasion)
- c) Speech of Acceptance by Mayor
- d) Speech by outgoing Mayor
- e) Vote of thanks
- f) Presentations to outgoing Mayor

2. APOLOGIES

3. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations



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- b) To declare any Other Disclosable Interests

4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 14 MAY 2019

Confirmation of the Minutes of the Meeting of 14 May 2019 (signed at the Ordinary Town Council meeting on 11 June 2019)

5. ELECTION OF DEPUTY MAYOR

- a) Nomination, election and signature of Declaration of Acceptance of Office (to be conducted in line with social distancing guidance)
- b) Presentation of Chains of Office to Deputy Mayor and Mayoress/ Consort (to be carried out at an appropriate occasion)

6. CONSTITUTION

i. APPROVAL OF STANDING ORDERS

To **approve** Standing Orders containing updated advice from NALC (enclosed).

ii. APPROVAL OF MEMBERSHIP OF STANDING COMMITTEES

~ To approve the Terms of Reference and Scheme of Delegation document (enclosed)

~ Committee membership to be distributed separately; to **approve** membership for 2020/21:

- a) **Finance Strategy and Management** – Mayor, Deputy Mayor plus twelve members.
- b) **Town and Community** – Mayor, Deputy Mayor plus twelve members.
- c) **Recreation and Amenities** – Mayor, Deputy Mayor plus twelve members.
- d) **Planning** – Mayor, Deputy Mayor plus twelve members.

iii. APPROVAL OF MEMBERSHIP OF SUB-COMMITTEES

~ To **note** that there are no established Sub-Committees in June 2020.

Working Groups exist to cover the following business:

- * Neighbourhood Plan development (Planning Committee)



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- * Young People (Town and Community Committee)
- * Christmas Lights (Town and Community Committee)
- * Transport (Recreation and Amenities Committee)
- * Environment and Climate Change (Town and Community Committee)
- * IT (Finance Strategy and Management Committee)
- * Asset Transfer (directly to Town Council)
- * Biddulph Network (Town and Community Committee)

All Councillors are welcome to attend Working Groups, as voting members.

iv. FINANCIAL REGULATIONS

To **receive** the Town Council's Financial Regulations, which were approved at the Finance Strategy and Management Committee meeting on 9 June 2020 (copy sent to all Councillors for this meeting).

v. CODE OF CONDUCT

To **approve** the Code of Conduct (copies enclosed).

7. 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 Finance and Administration Officer. **(Two members plus one officer to sign)**
- b) **Mayor's Charity Account:** To give authority to the Chief Officer and Finance and Administration Officer of the Council to be the two signatories for the Mayor's Charity Account. The Finance Strategy and Management Committee will receive an annual review of this account.



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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 Chief Officer.

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.

i) **INTERNAL AUDITOR & MONITORING COUNCILLOR**

Appointment of independent Internal Auditor (currently Elizabeth Thompson) plus two Councillors (currently Councillor D Hawley and Councillor C Perkin), to fulfil audit requirements.



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ADDITIONAL TOWN COUNCIL ITEMS FOR CONSIDERATION

8. MINUTES

- a) To **approve** the Minutes of the meeting the Town Council held on 26 May 2020 (Minutes to be **signed** when restrictions on social distancing have been clarified)
- b) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 9 June 2020 (Minutes to be **signed** when restrictions on social distancing have been clarified)

9. TO APPROVE RECOMMENDATIONS FROM THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING ON 9 JUNE 2020, PARTICULARLY:

- a) To **approve** the contractor to complete the Pocket Park project.
- b) To **sign** the Country Park Visitor Centre lease, with no further amendments.
- c) To **approve** a relationship with an external employment specialist.
- d) To **approve** that the following documents are agreed, with appropriate amendments negotiated by the legal advisers, to enable commencement from 1 July 2020:
 - Management Agreement
 - 25-Year Lease
 - Service Level Agreement for provision of reception services
 - TUPE liability- caretaking team
 - To approve that staff undertaking caretaking responsibilities will become members of the Staffordshire Local Government Pension Scheme, with no break in service, with effect from 1 July 2020.
- e) To **approve** the staff structure (effective 1 July 2020). The Chief Officer to interview candidates on Scale 5 and lower. The Chief Officer, Chair of Finance Strategy and Management Committee and Leader of the Labour Group to form the interview panel for other recruitment.



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- f) To **note** that agency staff maybe needed on a short-term basis to facilitate public toilet opening requirements.

10. ACCOUNTS & FINANCE

Accounts received for payment in June 2020

Please note, the following cheques were issued between meeting cycles:

Sukis Snacks **200**

Provision of hot meals for vulnerable self-isolating residents

Charltons Solicitors **6000**

Legal fees for Sainsbury's solicitors- sale of Station Road land (agreed at Town Council meeting on 26 May 2020)

Expenditure above £500

RBS- Rialtas **672**

2019-20 Closedown

D&G **2922.20**

93 Bus service

Salaries **5076.93**

HMRC **1738.47**

Staffordshire Pension Fund **2129.70**

Expenditure below £500

RGS- Lengthsman **180**

First cut of Congleton Road, Haydon Park, Albert Street and Towerhill Road

RGS- Lengthsman **666**

April and May grass cutting (areas above) and footpaths at Church Lane, Downs Close, St Johns Road and Conway Road



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Sherolyn Martin (Moorland Road allotment Secretary)

Reimbursement for rehoming bees

35

Business Products

Photocopying charges

77.22

Tidysite Skips

Woodhouse Burial Ground bins

23.10

CHD

PPE for staff and Town Hall rooms

35.04

Countrywide

Springfield Road grass cutting

61.40

Reimbursement for Prescription Deliveries

Councillor Wayne Rogers

164.70

Councillor Chris Perkin

28.80

Councillor Nigel Yates

146.70

Chells Building Supplies

Plasterboard for new office space

41.38

Triad

Floor Stickers (2m distance)

90.90

Triad

Selection of floor tapes (36 rolls)

166.80

RBS- Rialtas

Annual support and maintenance agreement

464.40

Ash Waste Services

Town Burial Ground bins

427.08

SLCC

Training on Reducing energy use, Operation London Bridge (x2),
Emergency Planning

186



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Sarah Haydon Reimbursement for plumbing items for new office space	48.68
Waterplus Burial Grounds water supply	68.13
NPower Electricity supply	29.09
Fifteen- mobile phones (Direct Debit) 18 May 2020	44.40
17 June 2020	57.67
Moorside Memorials Re-turfing	140
Elizabeth Heap Re-issue of cheque to OnTap, for Christmas Lights switch-on power	50
<u>Credit card</u>	
Facebook- Coronavirus updates	4.67
Bill and Ben Skip Hire- debris from office development	90
Giff Gaff- wifi	25
Zoom- purchase of annual package to facilitate meetings	143.88
Shutterstock- images	19
Amazon- varnish, brushes and silicone	44.59



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Grants Awarded

Organisation	Amount Allocated
Citizens Advice	25000
Biddulph in Bloom	25000
Biddulph Lifeline	2000
Moorlands Voluntary and Community Transport	2000
Biddulph U3A	1000
First Biddulph Moor Scout Group	2000
Support Staffordshire	500
Biddulph Moor Community Association	250
Friends of Biddulph Valley Way	950
Douglas Macmillan Hospice	882
Aglow	200
Green Fingers	2000



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