

Biddulph Town Council



Date: Tuesday 27 April 2021

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 4 May 2021 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

Introduction to Facebook viewers from the current Mayor, including explanation of the background to this meeting and updates on legislative issues affecting town and parish councils.

1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

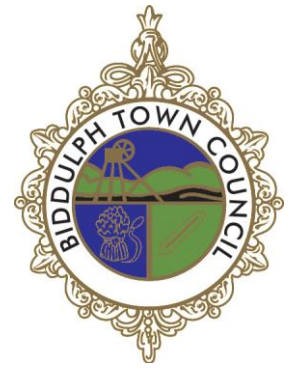
- a) Nomination, election and signature of Declaration of Acceptance of Office (to be conducted in line with social distancing guidance)



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



- 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) Confirmation of Amanuenses (if required)
- e) Speech by outgoing Mayor
- f) Vote of thanks
- g) Presentations to outgoing Mayor

2. APOLOGIES

3. DECLARATIONS OF INTEREST

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

4. ANNUAL MEETING OF THE TOWN COUNCIL ~ TUESDAY 16 JUNE 2020

Confirmation of the Minutes of the Meeting of 16 June 2020 (signed at the Ordinary Town Council meeting on 14 July 2020)

5. ELECTION OF DEPUTY MAYOR

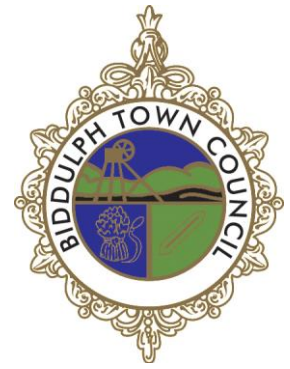
- a) Nomination, election and signature of Declaration of Acceptance of Office (to be conducted in line with social distancing guidance)
- b) Presentation of Chains of Office to Deputy Mayor and Mayoress/ Consort (to be carried out at an appropriate occasion)



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



6. TO CONFIRM THAT THE ANNUAL TOWN MEETING WILL BE DEFERRED AND WILL BE HELD FACE-TO-FACE IN THE SUMMER, FOLLOWING REMOVAL OF FURTHER LOCKDOWN RESTRICTIONS

7. CONSTITUTION

i. APPROVAL OF STANDING ORDERS

To **approve** Standing Orders (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 2021/22:

- 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 May 2021.

Working Groups exist to cover the following business:

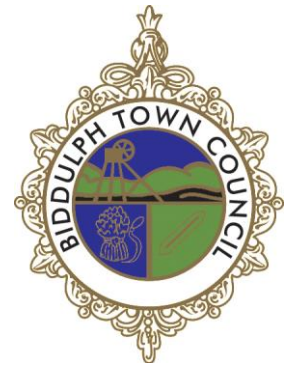
- * Neighbourhood Plan development (Planning Committee)
- * Young People (Town and Community Committee)



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



- * Christmas Lights (Town and Community Committee)
- * Transport (Recreation and Amenities Committee)
- * Environment and Climate Change (Town and Community 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 27 April 2021 (enclosed).

v. CODE OF CONDUCT

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

8. FINANCIAL MANDATE

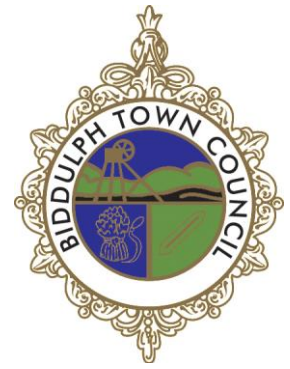
- Signatories:** Current signatories for the current account being: The Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Committee plus the Chief Officer and Finance and Administration Officer. **(Two members plus one officer to sign)**
- Mayor's Charity Account:** To give authority to the Chief Officer, Finance and Administration Officer and Events and Partnerships Officer to be the signatories for the Mayor's Charity Account **(two to sign)**. The Finance Strategy and Management Committee will receive an annual review of this account.



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



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.

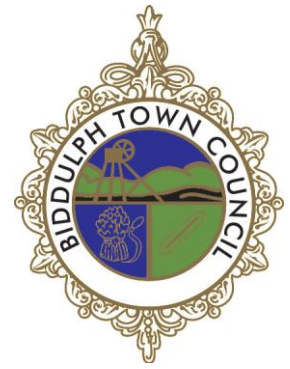
This Mandate will continue until the Organisation gives the Bank a replacement mandate or the Organisation passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will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



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



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.

ADDITIONAL TOWN COUNCIL ITEMS FOR CONSIDERATION

9. MINUTES

- a) To **approve** the Minutes of the meeting the Town Council held on 13 April 2021
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on 13 April 2021
- c) To **receive** the Minutes of the Planning Committee meeting held on 22 April 2021
- d) To **receive** the Minutes of the Town and Community Committee meeting held on 22 April 2021
- e) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 27 April 2021

10. TO APPROVE THAT WHILST THE PLANNING COMMITTEE CAN NOT MEET VIRTUALLY TO AGREE RECOMMENDATIONS, CONSENSUS WILL BE SOUGHT AMONGST COMMITTEE MEMBERS IN ORDER TO ENSURE THAT RESPONSES CAN BE PROVIDED TO THE LOCAL PLANNING AUTHORITY

11. TO APPROVE RECOMMENDATIONS FROM STAFF APPRAISALS HELD IN APRIL 2021

(confidential document to be sent separately)



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



12. ACCOUNTS & FINANCE

a) Accounts received for payment in May 2021

Expenditure over £500 and under £5000

The Mayor (name as confirmed on 4 May) Civic Allowance 2021/22	£2535.00
Spectra Security Installation of door entry system	£1560.00
The Deputy Mayor (name as confirmed on 4 May) Civic Allowance	£1020.00
Evolve IT Support Website, Hosting and Support	£654.00
John Robinson Town Crier Honararium 2021/22	£610.00
Prism IT Support 30/04 - 29/05/21	£534.37

Expenditure under £500

Biddulph Gladiators Councillor Grant, Cllr McLoughlin & Councillor Harper. <i>NOTE: Only to be paid on receipt of a valid grant application form.</i>	£225.00
Biddulph Cannons Councillor Grant, Cllr McLoughlin & Councillor Harper. <i>NOTE: Only to be paid on receipt of a valid grant application form.</i>	£225.00



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



Derbyshire County Council Fire System Works carried out 08/02/2021	£176.64
Katelyn Ball Volunteer Expenses May 2021	£100.00
ICCM Corporate Membership 2021/22	£95.00
Brian Carter Volunteer Expenses May 2021	£80.00
Friends of Biddulph Valley Way Councillor Grant, Councillor McLoughlin	£50.00
Cleaning and Hygeine Distributors Ltd Cleaning Products	£41.02

- b) Supplementary accounts received since the agenda was published**
- c) To note a correction to accounts presented to Town Council in April 2021**
Biddulph in Bloom were paid £6250 the final instalment of the 2020 grant.
- d) To authorise the payment of the following anticipated expenditure to be received in May and June 2021. Actual payments will be confirmed in the next Town Council meeting, as legislation permits.**

Expenditure over £5000

Staff Salaries June 2021	£12500.00
------------------------------------	-----------



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



Staff Pension £5000.00
June 2021

Expenditure between £5000 and £500

HMRC £3850.00
Staff PAYE June 2021

D&G Bus Ltd £3550.00
93 Bus May 2021

D&G Bus Ltd £3550.00
93 Bus April 2021

Staffordshire Moorlands District Council £2027.00
Business Rates, Town Hall, June 2021

Staffordshire Moorlands District Council £2027.00
Business Rates, Town Hall May 2021

Moorland Contract Cleaning £1288.88
Bus Hub Cleaning, April 2021

Moorland Contract Cleaning £1288.88
Bus Hub Cleaning, May 2021

Moorland Contract Cleaning £1155.17
Visitor Centre Cleaning

Moorland Contract Cleaning £1155.17
Visitor Centre Cleaning May 2021

Natwest Business Card £1000.00



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



As invoiced, full itemisation to be provided at next Town Council

Prism £534.37
IT Support 30/06 - 29/07/2021

Prism £534.37
IT Support 30/05 - 29/06/2021

Expenditure under £500

Ash Waste Services £400.00
Bins - Town Burial Ground

Tidy site £220.00
Bins - Town Hall, May 2021

Prism £189.79
Telephone Lines April 2021

Prism £189.79
Telephone Lines May 2021

Barry Harrison £170.00
Skip Hire, Park Lane Allotments

Staffordshire Moorlands District Council £166.00
Business Rates, Bus Hub, May 2021

Staffordshire Moorlands District Council £166.00
Business Rates, Bus Hub, June 2021

Myers and Co £150.00
HR Advice Retainer May - June 2021



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk

Biddulph Town Council



Myers and Co HR Advice Retainer June- July 2021	£150.00
Fifteen Group Wifi and Mobile phones x 2 May 2021	£102.00
Fifteen Group Wifi and Mobile phones x 2 June 2021	£102.00
Katelyn Ball Volunteer Expenses June 2021	£80.00
Brian Carter Volunteer Expenses June 2021	£80.00
Countrywide Grounds Maintenance Springfield Road Grass Cutting May 2021	£61.40
Tidy Site Bins - WBG May 2021	£23.10
Tidy Site Bins - WBG April 2021	£23.10
E.On Next Electricity, Town Hall Christmas Lights Acc April 2021	£8.80
E.On Next Electricity, Town Hall Christmas Lights Acc May 2021	£8.80



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Tel: 01782 498480
e: office@biddulph-tc.gov.uk www.biddulph.co.uk