

Biddulph Town Council



Date: Wednesday 4 May 2022

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 in the Council Chamber of the Town Hall ST8 6AR, on **Tuesday 10 May 2022 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
- b) Presentation of Chains of Office to Mayor and Mayoress/ Consort
- 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



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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 ~ 4 MAY 2021

Confirmation of the Minutes of the Meeting of 4 May 2021 (signed at the Ordinary Town Council meeting on 22 June 2021)

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. 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 2022/23:

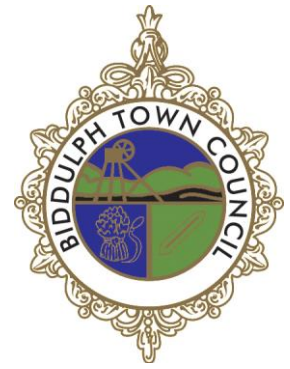
- a) **Finance Strategy and Management** – Mayor, Deputy Mayor plus twelve members.



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- 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 2022.

Working Groups exist to cover the following business:

- * Neighbourhood Plan development (Planning Committee)
- * 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)
- * Asset Management (Finance Strategy and Management Committee)
- * IT (Finance Strategy and Management Committee)

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

iv. FINANCIAL REGULATIONS

To **receive** the Town Council's Financial Regulations (enclosed).

v. EMERGENCY PLAN AND BUSINESS CONTINUITY PLAN

To **approve** a Councillor-lead for the implementation of the Emergency Plan and Business Continuity Plan.



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vi. CODE OF CONDUCT

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

7. FINANCIAL MANDATE

NOTE: Current arrangements are with Natwest; the Town Council is transitioning to Unity Bank.

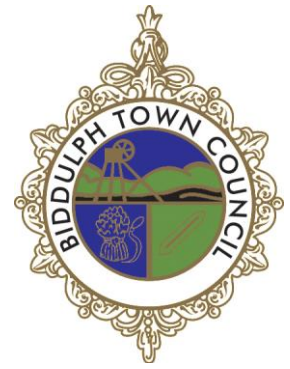
- a) **Signatories:** Current signatories for the current account being: The Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Strategy and Management Committee plus the Chief Officer and Finance and Administration Officer. **(Two members plus one officer to sign)**
- b) **Mayor's Charity Account:** To give authority to the Chief Officer, 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.
- 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;



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- ✓ 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 COUNCILLORS

Appointment of independent Internal Auditor (currently Joanne Taylor) 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 12 April 2022
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on 12 April 2022
- c) To **receive** the Minutes of the Planning Committee meeting held on 19 April 2022
- d) To **receive** the Minutes of the Town and Community Committee meeting held on 19 April 2022
- e) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 26 April 2022

9. TO APPROVE A 6-MONTH DISPENSATION FOR ATTENDANCE AT MEETINGS FOR COUNCILLOR HILDA SHELDON DUE TO ILL HEALTH.

10. TO APPROVE RECOMMENDATIONS FROM STAFF APPRAISALS HELD IN MAY 2022

(confidential document to be sent separately)



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11. ACCOUNTS & FINANCE

a) Accounts received for payment in May 2022

Date	Description	Supplier	Net	VAT	Total
Expenditure Greater than £5000					
11/05/2022	Transfer of reserves to CCLA	Public Sector Deposit Fund	200,000.00	200,000.00	200,000.00
11/05/2022	Burial Ground Tree Work	N&J Tree Services Ltd	5,972.00	1,194.40	7,166.40
Expenditure Between £500 and £5000					
11/05/2022	93 Bus April 2022	D&G Bus Ltd	2,891.44	0.00	2,891.44
28/04/2022	Advance Energy Payment, Octopus	Octopus Energy Limited	1,276.05	255.21	1,531.26
11/05/2022	Additional Sockets to Bar	Moorlec Electrical Services Ltd	768.00	153.60	921.60
11/05/2022	Town Hall Emergency Light Remedial Works	Moorlec Electrical Services Ltd	745.00	149.00	894.00
25/05/2022	IT Software and Licenses May - June 2022	Prism Solutions	637.08	127.42	764.50



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11/05/2022	Cenotaph Clean	Varimark	600.00	120.00	720.00
11/05/2022	Website 2022/23	Evolve IT Support	539.00	107.80	646.80
11/05/2022	Visitor Centre - Kitchen Socket Electrical Works	Moorlec Electrical Services Ltd	444.00	88.80	532.80
Expenditure less than £500					
11/05/2022	Electricity TH BT Kiosk 2021/22	N Power Business Solutions	469.35	23.47	492.82
11/05/2022	Boiler & Water Heater Service April 2022	Ignite Facilities Ltd	350.00	70.00	420.00
11/05/2022	Bus Hub Electricity Feb / Mar 2022	TotalEnergies Gas and Power	298.09	14.91	313.00
11/05/2022	Wall Light x 7	Electrical Installation Supplies Ltd	246.75	49.35	296.10
28/04/2022	Advance Energy Payment, Octopus	Octopus Energy Limited	202.35	40.47	242.82
11/05/2022	Banners for Twilight Market	Hanley Print Services Ltd	170.00	34.00	204.00
01/05/2022	Town Hall Landlines March 2022	Prism Solutions	158.40	31.68	190.08
11/05/2022	Floor Polish	CHD (Cleaning and Hygiene Distributors Limited)	85.50	17.10	102.60



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11/05/2022	Volunteer Expenses	Katelyn Ball	100.00	0.00	100.00
11/05/2022	Volunteer Expenses	Brian Carter	80.00	0.00	80.00
29/04/2022	Bank Fees March / April 2022	NatWest	65.99	0.00	65.99
11/05/2022	Bin Empties 18/04/2022 Various Sites	Tidysite Skip Services Ltd	47.40	9.48	56.88
11/05/2022	Bin Empties Various Sites	Tidysite Skip Services Ltd	47.40	9.48	56.88
11/05/2022	Bin Empties 25/04/2022 Various Sites	Tidysite Skip Services Ltd	47.40	9.48	56.88
11/05/2022	Motor Scrubber Pads	Spare and Square	45.46	9.09	54.55
11/05/2022	Donation for Centenary Refreshments	Oasis Community Church	50.00	0.00	50.00
11/05/2022	Contribution for Support with War Memorial Centenary Event	Reubens (Biddulph)	50.00	0.00	50.00
11/05/2022	Cleaning Supplies	Moorland Contract Janitorial Ltd	40.35	8.07	48.42
11/05/2022	Wall Light Pegasi	Electrical Installation Supplies Ltd	35.25	7.05	42.30
11/05/2022	Advertising	Jodie Hancock	40.00	0.00	40.00



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11/05/2022	Reliance Devices April 2022	Reliance High Tech	32.50	6.50	39.00
11/05/2022	Electricity Christmas Lights Meter	E.On Next	35.82	1.79	37.61
11/05/2022	Furnishings for Bar	Jodie Hancock	35.90	0.00	35.90
11/05/2022	Fishing Ticket Sales tc772	SMDC (Staffordshire Moorlands District Council)	35.00	0.00	35.00
11/05/2022	Photography, Albert's Centenary Event	Judie Tingle Photography (Mrs Judith Tingle)	35.00	0.00	35.00
11/05/2022	Bin Empties 25/04/2022 Various Sites	Tidysite Skip Services Ltd	23.10	4.62	27.72
11/05/2022	Bin Empties 18/04/2022 Various Sites	Tidysite Skip Services Ltd	20.70	4.14	24.84
11/05/2022	Bin Empties Various Sites	Tidysite Skip Services Ltd	20.70	4.14	24.84
11/05/2022	Bin Empties 25/04/2022 Various Sites	Tidysite Skip Services Ltd	20.70	4.14	24.84
11/05/2022	Furnishings for Bar	Jodie Hancock	23.19	0.00	23.19
11/05/2022	Furnishings for Bar	Jodie Hancock	14.50	0.00	14.50
11/05/2022	Furnishings for Bar	Jodie Hancock	13.98	0.00	13.98



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11/05/2022	Cooler Rental April 2022	Waterlogic	5.75	1.15	6.90
11/05/2022	Return Congleton (Trophy & Fixings)	Jodie Hancock	4.95	0.00	4.95
11/05/2022	Sugar Bowls	Jodie Hancock	4.95	0.00	4.95
11/05/2022	Return Journey Tunstall (Bar Furnishings)	Jodie Hancock	4.50	0.00	4.50

b) Supplementary accounts received since the agenda was published

Councillor Jim Garvey and Mrs Sue Garvey invite you to stay in the Council Chamber for light refreshments at the close of the meeting.



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