

Biddulph Town Council



Wednesday 21 September 2022

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm** on **Tuesday 27 September 2022**, at which the following business will be transacted.

This meeting will take place in the Council Chamber in the Town Hall.

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

Yours sincerely

SM Haydon
CHIEF OFFICER

A G E N D A

The Mayor to lead a period of reflection following the death of Her late Majesty Queen Elizabeth II.

The Mayor to confirm that attendees will be named in the Minutes, unless otherwise instructed.

25. APOLOGIES

To receive apologies and approve reasons for absence.



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR
Tel: 01782 498480
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26. DECLARATIONS OF INTEREST

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

27. MINUTES

- a) To **approve and sign** the Minutes of the Meeting of the Town Council held on Tuesday 12 July 2022
- b) To **approve and sign** the Minutes of the Special Meeting of the Town Council held on Tuesday 2 August 2022
- c) To **approve and sign** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 12 July 2022
- d) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 19 July 2022
- e) To **receive** the Minutes of the meeting of the Town and Community Committee held on Tuesday 19 July 2022
- f) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 26 July 2022

28. MAYORS COMMUNICATIONS

29. LOCAL COUNCIL AWARD SCHEME

To **confirm** that the Town Council has been awarded Gold in the Local Council Award Scheme (letter attached).

30. STANDING AGENDA ITEMS:

- a) To **receive** an update on the Town Council's covid pandemic response
- b) To **receive** an update on the management of Biddulph Town Hall
- c) To **receive** an update on health and safety

31. RECRUITMENT

To **confirm** the outcome of recruitment processes for:

- Apprentice
- Administration Officer
- Finance Officer

New Officers to commence employment as soon as appropriate checks and Human Resource processes have been completed.

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32. To **confirm** that the current vacancy for a Town Councillor in the West Ward can be filled through co-option (letter from the District Council attached). Councillors to **confirm** that the process should commence in line with the attached Co-option Policy.

33. ACCOUNTS AND FINANCE

a) To approve accounts paid in August 2022:

Expenditure between £500 and £5000		
Salaries		11,282.13
HB Clews	Burial Ground Drainage/Surfacing	6,960.00
Staffordshire County Council	Pension Contributions	4,134.63
HMRC		3,454.86
Staffordshire Moorlands	Business Rates	2,027.00
Groundwork	Repay unspent Neighbourhood Plan Grant	1,300.00
Total Energies	Electricity – Visitor Centre	1,085.48
MUACP (Macclesfield Ukrainian Aid Collection Point)	Fuel – Donations to Beirun	900.00
Expenditure less than £500		
Octopus Energy	Electricity – Visitor Centre	467.53
Npower	Unmetered Christmas Supply	393.75
Tidysite Skip Services Ltd	Bins – Town Hall, Burial Grounds, Visitor Centre	347.40
Sovereign	Maintenance of Air Conditioning	280.99
Film Bank Media	Chicago & Sing 2	259.20
Prism	Telephones	189.77
Business Products	Photocopying	157.10
Myers & Co Solicitors	Employer Assist – July/August	150.00
K Wood	Window Cleaning	114.00
Fifteen Group	Town Hall Wifi & 2 x Mobile Phones	109.44



Katelyn Ball	Volunteer Expenses	100.00
Biddulph Folk Club	Reimburse re Ticket Sales via Sum Up	92.41
Brian Carter	Volunteer Expenses	80.00
Reliance	5 x Lone Worker Devices	73.14
Petty Cash		58.06
ICO	Data Protection Fee	40.00

Expenditure between £500 and £5000		
Support Staffordshire	Contribution to Cost of Biddulph Community Officer Salary	3,500.00
Derbyshire County Council	Service & Repairs to Passenger Lift	3,301.04
D&G Bus Ltd	93 Bus Service – July	3,229.80
Moorland Contract Cleaning Ltd	Cleaning – Visitor Centre, Wharf Road Toilets	2,462.95
Glendale Countryside Ltd	Maintenance of Burial Grounds – July	987.28
Prism	IT Services	801.56
Expenditure less than £500		
Tidysite Skip Services Ltd	Bins – Town Hall, Burial Grounds, Visitor Centre	471.60
Jodie Hancock	Reimburse Woven Patches for Classic Vehicle Show	438.00
Moorland Contract Janitorial Ltd	Toilet Rolls, Soap, Towels, etc	412.74
Derbyshire County Council	Service/Maintenance Blending Valves at Town Hall & Visitor Centre	375.67
Hanley Print Services Ltd	Banners & Boards for Classic Vehicle Show	348.00
Staffordshire Moorlands	Health & Safety Services	344.34
Derbyshire County Council	Service/Maintenance Fire Extinguishers & Fire Blankets	260.77
Amazon	Tape Dispenser – we paid £18.61 (cheque 8433) – didn't include shipping charges – need to pay £1.99 balance	1.99
	3 x USB Memory Sticks	11.89
	Chair Seat Cushion	34.25
	Family Film DVD – Sing 2	6.99
	Combi Hammer	71.95

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	Storage Box	6.11
	Drill Bit Holder Socket Extension	5.20
	Screws	6.99
	Drill Bit Set	36.98
	Batteries	13.64
	First Aid - Surgical Tape	4.10
	First Aid – Bandage	2.99
	Velvet Jewellery Pouches	3.79
	Ivory Card	10.95
	First Aid – Instant Ice Packs	21.95
	Gorilla Super Glue	5.99
	Fish Keys	2.64
	3 x Grid Covers	10.50
Staffordshire Moorlands	Reimburse Fishing Ticket Sales	245.00
Prism	Telephones	189.77
Elizabeth Salmon	Circus Skills Workshop – Twilight Market	150.00
Bellboy Print	Albert Centenary Booklets	139.50
Octopus Energy	Electricity	133.42
K Wood	Window Cleaning	114.00
Fifteen Group	Town Hall Wifi & 2 x Mobile Phones	109.44
Intramark Ltd	Black Rosettes	108.60
Heads (Congleton) Ltd	Advert – Job Vacancies	104.16
Kirklands Ltd	Parts for Water Boiler	85.02
Rural Services Partnership Ltd	Membership	60.00
Spare and Square Replacement Cheque	Motor Scrubber Pads (Payment 133/Cheque 8330 not cashed)	54.55
Scottish Power	Electricity – Station Road	49.22
NALC	Local Councils & Communication Strategies	38.93
Eon	Electricity – Town Hall	34.67
Waterplus	Water – Burial Grounds	33.43
Jodie Hancock	Unpresented from 2021-22 – Cheque	30.96



Replacement Cheque	8222 – Cheque Not Received	
Foxtail Florist	Flowers – Town Hall Foyer	30.00
Waterlogic	Water Coolers	19.28
Susan Booth	Travel Expenses	11.70
Business Products Replacement Cheque	Unpresented from 2021-22 – Cheque 8124	5.00
Mark Edwards	Travel Expenses	4.05
Credit Card		
Birthday Greetings	Jubilee Balloons	111.96
Facebook	Event Promotion/Advertising	0.87
SP Flowerful	Flowers for John Nixon’s Family	51.00
Sainsburys	Catering Supplies	17.50
Argos	Footballs – Jubilee Event	57.00
Land Registry	Search	3.00
B&M	Hilda Sheldon - Photo Frame	1.50
Foxtail Florist	Hilda Sheldon - Book of Condolence	30.00
Giff Gaff	Mobile phones	8.00
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Giff Gaff	Mobile phones	8.00
Foxtail Florist	Flowers for Sylvia Rushton	40.00
Catering Hygiene	Fridge for the Bar	629.99
Giff Gaff	Mobile phones	8.00
Staffordshire Moorlands	Brown Bags	70.00
Facebook	Events Promotion/Advertising	24.57
Foxtail Florist	Flowers for Cllr Hilda Sheldon's family	40.00
Royal Mail	Postage Stamps	101.70
Boots	Lateral Flow Tests	49.00
Giff Gaff	Mobile phones	8.00
Giff Gaff	Mobile phones	8.00
Giff Gaff	Mobile phones	8.00
B&M	Refreshments for Festival Film Day	8.98
Giff Gaff	Mobile phones	8.00

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b) To approve accounts paid in September:

Expenditure between £500 and £5000		
Salaries		11,574.39
HM Revenue & Customs		3,721.03
PPL PRS Ltd	Music Licence – Visitor Centre	749.94
Bp Architecture	Survey/Design – Town Hall Frontage	2,958.00
ADT Fire & Security Ltd	Intruder Alarm Repairs	516.00
CJ Skelhorne Jewellers	Repairs/Valuation Mayors Chain	1,209.20
D&G Bus Ltd	93 Bus Service	3,322.08
Ignite Facilities Ltd	Repairs to Boiler	1,278.00
Moorland Contract Cleaning Ltd	Cleaning – Wharf Road Toilets	1,395.54
Moorland Contract Cleaning Ltd	Cleaning – Visitor Centre	1,251.44
Heads (Congleton) Ltd	Advertising – Twilight Market, Finance Officer vacancy, Classic Vehicle Show, Room Hire Feature	749.64
R Standell	Lengthmans Work	2,620.00
R Standell	Grass Cutting – Burial Ground	9,850.00
Staffordshire Moorlands	Business Rates – 01.09.22	2,027.00
Staffordshire County Council	September Pension Contributions	4,362.55
Expenditure less than £500		
Natwest Bank – taken 31 August	Bank Charge	34.74
Biddulph Local People's Group	Cakes, tea & coffee – Jubilee Event at Knypersley Cricket Club	25.00
Biddulph Local People's Group	Cakes – Tea with the Town Council	25.00
Biddulph Local People's	Cakes, tea & coffee – Classic	30.00



Group	Car Show	
Petty Cash	Refreshments, stationery, etc	44.75
Katelyn Ball	Wharf Road Toilets Open/Close	80.00
Brian Carter	Woodhouse Open/Close	80.00
Parish Online	Subscription	420.00
Amazon	Frame for Print – Mayors Visit to Fusignano	10.99
Natwest Bank – to be taken 30 September	Bank Charge	62.88
B Webster	Replace stand pipe tap at Burial Ground	65.00
Foxtail Florist	Fresh Vase Arrangement	30.00
Reliance High Tech	5 x Lone Working Devices	73.14
Silvermaze Limited	Map Updates, Image Manipulation & Hire	105.00
Amazon – to replace cheque 8433	Various Items	158.01
Opus Energy	Town Hall Gas	166.46
Business Products	Photocopying & A4 Paper	393.75
First Gillow Heath Brownie Unit – to replace missing cheque	Jubilee Celebrations	120.00
Applied Logo Services Ltd	T-Shirts & Caps – Classic Vehicle Show	240.72
K Wood	Window Cleaning	114.00
Rialtas Business Solutions Ltd	6 Month Notice Period of Contract Ceasing	146.28
AJ Environmental	Annual Mole Control – Burial Ground	315.00
E.On Next	Electricity – Town Hall	13.23
Tidysite Skip Services Ltd	Bin Emptying – Town Hall, Visitor Centre, Burial Ground	312.48
Octopus Energy	Electricity – Bus Hub	155.85
Octopus Energy	Electricity – Visitor Centre	497.00
Staffordshire County Council	AVC	150.00
Time Assured Ltd	Annual Service – Clocks	420.00
Fifteen Group	Town Hall Wifi & 2 x Mobile Phones	109.44

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Credit Card		
Facebook	Advertising	24.00
NALC	Local Councils & Communication Strategies	38.93
Argos	Apple Lightning to 3.5mm Headphone Jack Adapter	18.00
Giffgaff	Mobile Phones	32.00
Amazon	Black Ties	47.94
Amazon	Cable Ties	12.08
Amazon	Screws	7.99
Amazon	Wireless Microphone Holder	9.19
Royal Mail	2 nd Class Stamps	68.00
TOTAL		258.13

c) To approve supplementary accounts (to be tabled)

d) To approve accounting amendments:

Payment 148 to Samantha Lloyd was listed in May's supplementary accounts at £150.00. Invoice = £200.00. Cheque 8283 = £200.00. Amended from £150.00 to £200.00 in Scribe		
Payment 323 - £498.70 – to Total Energies was included in cheque 8375 (cashd 27.06.22) but not listed on June's accounts		
Paid by DD – Omitted From Previous Minutes:		
Staffordshire Moorlands – 01.06.22	Business Rates	2,027.00
Staffordshire Moorlands – 01.07.22	Business Rates	2,027.00
Fifteen Group – 17.07.22	Town Hall Wifi & 2 x Mobile Phones	109.44
Natwest – 29.07.22	Bank Charge	72.35

