

**MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 27 SEPTEMBER 2022, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

PRESENT:

- **The Mayor:**
Councillor J Garvey
- **Deputy Mayor:**
Councillor C R Perkin
- Councillor J Davies
- Councillor D A Hall
- Councillor K Harper
- Councillor A H Hart
- Councillor D J Hawley
- Councillor K J Jackson
- Councillor J T Jones
- Councillor A Lawton
- Councillor J P Redfern
- Councillor W Rogers
- Councillor S Rushton
- Councillor J Salt
- Councillor C M Smith
- Councillor N R Yates

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnerships Officer
- Mrs Margaret Warman – Compliance and Governance Officer
- Mr James Connolly - Biddulph Chronicle

Councillor Jones introduced The Mayor, Deputy Mayor and Chief Officer and led the Town Council in prayer. This was followed by 70 seconds silence to remember the 70 years' service of the Late Queen Elizabeth II.

The Mayor offered his personal reflection of the Queen, stating her dedication to our country set a template for all in public service. Councillor Harper thanked the Mayor. Councillors Hall, Salt and Redfern shared their thoughts and expressed their gratitude too.

The Mayor confirmed attendees will be named in the Minutes, unless otherwise instructed.

25.APOLOGIES

Apologies were recorded and accepted for:

- Councillor G S Adams
- Councillor E E Baddeley (Absent)
- Councillor C Brady
- Councillor A J McLoughlin
- Councillor G Swift (Absent)

26.DECLARATIONS OF INTEREST

a) To declare any Disclosable Pecuniary Interests and Dispensations: Councillors Rogers and Yates declared expenses claims in item 33c; the supplementary accounts.

b) To declare any Other Disclosable Interests: None.

27.MINUTES

a) To **approve and sign** the Minutes of the Town Council held on 12 July 2022

Proposed by Councillor Hall; seconded by Councillor Perkin and agreed.

b) To **approve and sign** the Minutes of the Special Meeting of the Town Council held on 2 August 2022

Proposed by Councillor Hall; seconded by Councillor Hart and agreed.

c) To **approve and sign** the Minutes of the Recreation and Amenities Committee meeting held on 12 July 2022

Proposed by Councillor Hart; seconded by Councillor Perkin and agreed.

d) To **receive** the Minutes of the meeting of the Planning Committee held on 19 July 2022

Proposed by Councillor Rogers; seconded by Councillor Jones and agreed.

e) To **receive** the Minutes of the Town and Community Committee meeting held on 19 July 2022

Proposed by Councillor Perkin; seconded by Councillor Jones and agreed.

f) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on 26 July 2022

Proposed by Councillor Hall; seconded by Councillor Perkin and agreed.

28. MAYORS COMMUNICATIONS

The Mayor confirmed there had been highs and lows – it had been an honour and a privilege to be involved in the events arranged to commemorate the Queen’s passing and to proclaim the ascension of the new King.

Three Festivals had taken place – the Mayor had travelled to Fusignano (our twin town) to re-open the refurbished Biddulph phone box in their town centre, and the Classic Vehicle Show and Beer and Music Festival on the 10 September had been successful.

Looking forward, The Mayor said the Town Council has an Energy Saving Day on 8 October, the Twilight Market on the 4 November and Christmas at Biddulph Old Hall on the 17 December.

The Mayor was pleased with the Town Council’s response to the cost of living crisis – ‘Heating and Eating’ meetings with groups across Biddulph were taking place to co-ordinate and provide support.

Councillor Salt said the Classic Vehicle Show and the Beer and Music Festival had been really well received by the community and had given everyone the chance to come together and reflect. Councillor Salt too was pleased with the ‘Heating and Eating’ meetings – everyone working together across the town; it was a credit to the Chief Officer and her team and all who sit in the Council Chamber. Councillor Jackson said he was hopeful to bring something back from Staffordshire Moorlands District Council at the rescheduled meeting on the 12 October.

Councillor Harper thanked The Mayor and Mayoress. He said the Commemoration Service at St Laurences on the 18 September had been lovely.

Councillor Davies thanked all who had helped at the Classic Vehicle Show, particularly the Councillors who had marshalled and encouraged people to attend, and to the Chief Officer and her team for looking after the administration and supported the effective management of the day.

The Mayor thanked all the local businesses and Councillors who had supported the Beer Festival event.

29. LOCAL COUNCIL AWARD SCHEME

The Chief Officer confirmed the Town Council had been awarded Gold in the Local Council Award Scheme. She was grateful to her team and for the support of Councillors.

Councillor Perkin said it was a wonderful achievement and was difficult to get. He thanked The Chief Officer and all the team for their great work.

Councillor Hall said he was very proud of the hard work and dedication of the Town Council's staff, led by The Chief Officer. He thanked her for bringing the Council to such a high standard.

Councillor Jackson thanked the Town Council staff and stressed we need to use this now – we are not an 'ordinary' Council.

Councillor Yates asked if the Chronicle would be happy to receive a copy of the letter from NALC – it demonstrates the competence of the Town Council and should give confidence that we can deliver as a team.

Councillor Hart also expressed his thanks to The Chief Officer and her team.

30. STANDING AGENDA ITEMS:

- a)** To **receive** an update on the Town Council's covid pandemic response:

The Chief Officer confirmed flu and covid vaccinations had re-started at the Town Hall – through Biddulph Doctors and Biddulph Valley. We were proud to host and accommodate them.

- b)** To **receive** an update on the management of Biddulph Town Hall
The Chief Officer confirmed the Finance Committee would receive a more formal report, but that internal monitoring had taken place this week with no 'red flags' identified.

- c)** To **receive** an update on health and safety.
The Chief Officer confirmed our Compliance & Governance Officer was preparing a Health & Safety report, which she'd review initially with Councillor Harper (as the Councillor's Health & Safety Representative).

31.RECRUITMENT

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

- Apprentice
- Administration Officer
- Finance Officer

The Chief Officer confirmed interviews had taken place and new Officers would commence employment as soon as appropriate checks and Human Resource processes had been completed.

Councillor Jackson requested updates/progress on the courses and progress of the Apprentice role.

Proposed by Councillor Perkin, seconded by Councillor Harper and agreed.

32. TO CONFIRM THAT THE CURRENT VACANCY FOR A TOWN COUNCILLOR IN THE WEST WARD CAN BE FILLED THROUGH CO-OPTION. COUNCILLORS TO CONFIRM THAT THE PROCESS SHOULD COMMENCE IN LINE WITH THE CO-OPTION POLICY

Proposed by Councillor Hall; seconded by Councillor Hart and agreed.

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 Wi-Fi & 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
	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 Wi-Fi & 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 Replacement Cheque	Unpresented from 2021-22 – Cheque 8222 – Cheque Not Received	30.96
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
Giff Gaff	Mobile phones	8.00
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

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 Group	Cakes, tea & coffee – Classic Car Show	30.00
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 Wi-Fi & 2 x Mobile Phones	109.44

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** the Supplementary Accounts

Expenditure between £500 and £5000		
P&R Graphics	Welcome Signs	2334.00
Prism – DD	IT Support	801.56
GOPAK Ltd – Card	6 x Tables	706.09
Protech Electrical Ltd	61 x Lamp Holders & Connections Changed	5,038.80
Tidysite Skip Services Ltd	Bin Emptying	521.28
Mazars LLP	End of Financial Year Audit	1,560.00
Expenditure less than £500		
Biddulph Male Voice Choir	Sponsorship of Centenary Concert	80.00
Little Bakes	Cakes	130.00
Staffordshire Moorlands District Council	Lease of Land at Congleton Road	90.00
Prism	Domain Renewal	96.00
Cllr Jim Garvey	Expenses	357.30
Reimburse Sarah Haydon	Compost Bag – Queens Compost	14.97
Waterlogic GB Ltd	Water Cooler Hire/Water	46.21
B Webster, Plumbing & Heating	Replacement Tap – Country Park	120.00
Cllr Nigel Yates	Black Armbands	100.00
Prism	Telephones	189.77
Moorland Contract Janitorial Ltd	Cleaning Supplies	258.53
Hanley Print Services Ltd	Compliment Slips & Business Cards	99.60
Heads (Congleton) Ltd	Advertising	255.84
Cllr Wayne Rogers	Travel Expenses	8.55
Reliance High Tech	Lone Working Devices	73.14

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 Wi-Fi & 2 x Mobile Phones	109.44
Natwest – 29.07.22	Bank Charge	72.35

The accounts were moved on-block by Councillor Harper; seconded by Councillor Hart and agreed.

Councillors Yates and Rogers abstained; as they had expense items in the Supplementary Accounts.

The meeting ended at 6.43pm.

Signed..... Date.....