

Biddulph Town Council



Date: Wednesday 10 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 16 May 2023 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

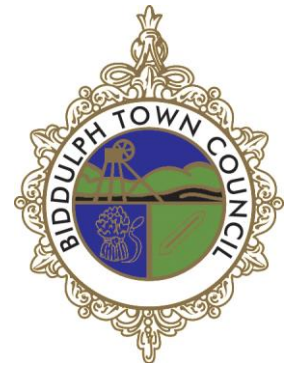
1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

- 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 ~ 10 MAY 2022

Confirmation of the Minutes of the Meeting of 10 May 2022 (signed at the Ordinary Town Council meeting on 14 June 2022)

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 DOCUMENTS AND CONFIRMATION OF KEY DECISIONS

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 2023/24:



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- 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. **TO APPROVE THAT EXISTING WORKING GROUPS WILL CONTINUE TO MEET THROUGHOUT 2023-24, AS APPROPRIATE:**

- 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)
- Health and Wellbeing (Town and Community Committee)

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

iv. **APPOINTMENT TO OUTSIDE BODIES**

To **confirm** the Town Council representatives on outside bodies. Please note, there will be a quarterly update from representatives at Town Council meetings.



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v. FINANCIAL REGULATIONS

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

vi. EMERGENCY PLAN AND BUSINESS CONTINUITY PLAN

To **approve** a Councillor-lead for the emergency plan process, and **annual confirmation** of the Emergency Plan and Business Continuity Plan (documents attached).

vii. CODE OF CONDUCT

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

viii. DISPENSATION FOR ALL COUNCILLORS

To **approve** that the Town Council grants a dispensation to Town Councillors that are resident within the town with regard to the annual approval of precept requirements for the period 2023-2027.

ix. APPROVAL OF GENERAL POWER OF COMPETENCE

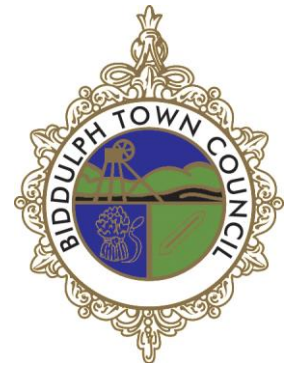
That the Town Council **resolves** from 16 May 2023, until the next relevant Annual Meeting of the Council (i.e., May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Please see briefing note attached.



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x. CLIMATE EMERGENCY

In July 2019, the Town Council established an Environment and Climate Change Working Group, in response to the climate emergency. Our action plan supports this work.

To **confirm** that the Town Council remains committed to climate action through effective planning and leading by example through excellent community leadership. In 2023, the Town Council will train our community in carbon literacy.

7. FINANCIAL MANDATE

i) BANKING ARRANGEMENTS

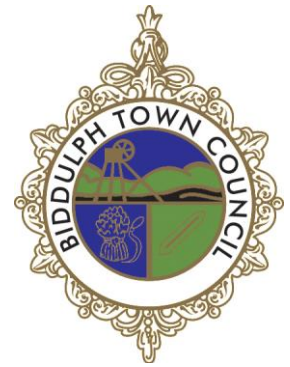
NOTE: Current arrangements are with NatWest; the Town Council is transitioning to Unity Bank.

- 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 Officer. **(Two members plus one officer to sign throughout the year, except in the transition between signatories at the start of the year where the previous years signatories may still be required to sign.)**
- b) **Mayor's Charity Account:** To give authority to the Chief Officer, Finance 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:



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- ✓ 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.

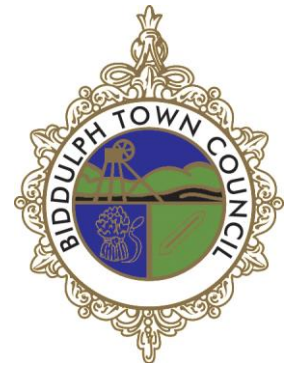
ii) INTERNAL AUDITOR & MONITORING COUNCILLORS

Appointment of independent Internal Auditor (currently Joanne Taylor) plus two Councillors (to be identified), to fulfil audit requirements.



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iii) INTERNAL HEALTH AND SAFETY MONITORING COUNCILLOR

Appointment of one Councillor to liaise with the Chief Officer on Health and Safety issues, reporting back to the Town Council.

ADDITIONAL TOWN COUNCIL ITEMS FOR CONSIDERATION

8. MINUTES

- a) To **approve** the Minutes of the meeting the Town Council held on 11 April 2023
- b) To **approve** the Minutes of the meeting the Special Town Council held on 11 April 2023
- c) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on 11 April 2023
- d) To **receive** the Minutes of the Planning Committee meeting held on 18 April 2023
- e) To **receive** the Minutes of the Town and Community Committee meeting held on 18 April 2023
- f) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 25 April 2023

9. TO APPROVE THAT AN APPLICATION SHOULD BE MADE FOR A ROYAL SOCIETY FOR THE PREVENTION OF ACCIDENTS (ROSPA) AWARD (DEADLINE TO REGISTER ENTRY IS 8 JUNE 2023) Please see <https://www.rospa.com/awards> for more information.

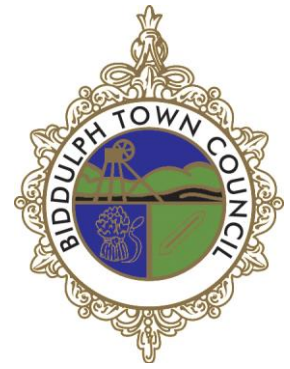
10. TO CONFIRM THAT THE VACANCY IN THE SOUTH WARD MAY BE FILLED BY CO-OPTION, IN LINE WITH THE CO-OPTION POLICY (ATTACHED)

Applications will be considered at 13 June 2023 Town Council meeting.



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11. ITEM REQUESTED BY COUNCILLOR LAWTON- THAT THE TOWN COUNCIL WRITES TO THE POLICE AND CRIME COMMISSIONER IN RELATION TO CONCERNS OVER AN INCREASE IN ANTI SOCIAL AND DESTRUCTIVE BEHAVIOUR IN BIDDULPH

12.ACCOUNTS & FINANCE

a) To approve accounts received for payment in May 2023

Expenditure between £500 and £5000		
Salaries	May	14975.67
Staffordshire Pension Fund	Pensions	5297.75
Staffordshire Pension Fund	Underpayment for the year 2022-2023	5542.24
HMRC	HMRC	3667.22
Octopus Energy	Town Hall Electricity 29/04/22 – 31/03/23	16695.67
Opus Energy	April – May Gas Town Hall DD	2038.92
Moorland Contract Cleaning	INV ---- Visitor Centre Cleaning	1366.39
Moorland Contract Cleaning	INV ----- Wharf Road Cleaning	1374.04
Staffordshire Moorlands District Council	Business Rates 01.05.23 DD	2240.00
Staffordshire Moorlands District Council	Business Rates 01.06.23 DD	2240.00
Prism	Software support – Apr/May DD	932.06
R.G.S	Lengthsman – Grass Cutting First payment 2023	9850.00
R.G.S	Lengthsman Work April 2023	500.00
Amy Wyatt (Oasis)	Biddulph Works Together – 13 weeks plus holiday provision	525.00
N Power	BT Kiosk Electricity annual	557.38
School Badges UK	Coronation Badges - Schools	1411.20
bpArchitecture	Planning and Application Fees	821.20
The Gelatos (S Lloyd)	Civic Ball – Quartet Swing Band	650.00



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D&G Bus Ltd	No93 Bus Service - April	3006.00
Marks Events Ltd	Mayor's Ball – Food / Prosecco / Wine	2328.00
Water Plus	Water supply – Town Hall – (1.12.21 through to 1.4.23 Note: £1904.55 previously approved TC 14.03.23 (Total cheque will be £3573.26)	1668.71
Expenditure less than £500		
Reliance High Tech	Lone Worker devices – APRIL	73.14
K. Wood	Window Cleaning April KW100	114.00
Business Products	Printing - April	95.70
B. Webster Plumbing&Heating	Repair to pipe	70.00
NatWest	Bank Charges	80.52
Hanley Print Services	Compliment Slips	57.60
Hanley Print Services	Booklets	475.00
Hanley Print Services	Minute paper	48.00
Culligan (Previously Waterlogic- company merged)	Cooler Rental	11.08
Tidysite Skip Services	INV 124354	171.86
Tidysite Skip Services	INV 124136	171.86
Sovereign Planned Services	Air conditioning routine maintenance	280.99
D Hawley	Councillor Expenses	28.00
A Williams	Staff expenses	9.90
Moorland Contract Janitorial	INV 2238 Cleaning Supplies	267.16
E-On Next	Electricity TH 00	42.34
SPCA	Training - Councillors	36.00
Applied logo Services Ltd	BTC Logo Clothing – Staff	266.40
Mrs A Meacham	Coronation Event - The Gardeners Arms	200.00
Congleton Chronicle	Health & Wellbeing Day	178.20
Biddulph Library (SCC)	Biddulph Works Together – 8 weeks	400.00
Nicola Preston	Coronation Event - Rose & Crown	200.00
Julie Moore	Coronation Event – (Approach)- Food	50.00
Becci Dobson	Coronation Event – (Approach)- Food	16.00



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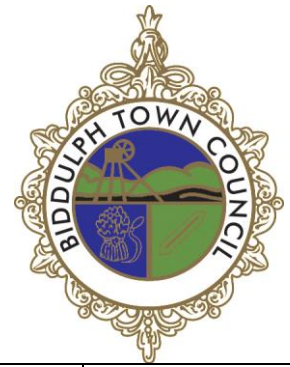


Biddulph Local peoples Group	Coronation Event	50.00
Biddulph Youth and Community Zone	Coronation Event	100.00
bpArchitecture	Overton Road Troughs – Prep planning and listed building application	240.00
Moorland Contract Janitorial Ltd	Cleaning Supplies Inv 2249	17.52
Moorland Contract Janitorial Ltd	Cleaning Supplies Inv 2247	61.97
Congleton Chronicle	Annual Town Meeting / Coronation advert	480.00
Tidysite Skip Services	INV 124621	171.86
DUK Automatic Door Specialist LTD	Shutter Door	144.00
Barry Harrison	Reimbursement – taps x2 park lane allotments	20.00
Business Products	Printing - March	89.90
Octopus Energy	Yew Tree House – Electricity	176.03
Toni Roberts	Feast and Flicks 03.05.23 Food	35.00
Wayne Rogers	Reimbursement – Coronation Decoration supplies	19.00
Standard Life	Voluntary Pension Payment	150.00
Tidysite Skip Services	Bin Emptying INV 124924	171.86
Myers & Co	Employer Assist membership Apr-May 23	150.00
Save Our Shropshire CIO	Climate Change – Training 3x staff	250.00
Moorlec Electrical services Ltd	Electrical Works Town Hall – Chamber faulty sockets	96.00
HEADS (Congleton) LTD	Kings Coronation	180.00
SLCC	Staff Training INV BK210179-1	60.00
SLCC	Staff Training INV BK210171-1	36.00
Dreams Venue Dressing	Mayors Civic Dinner	245.75
SLCC	Staff Training INV BK210173-1	36.00
SLCC	Staff Training INV BK210181-1	126.00
Fifteen Group	Telephones DD	109.44



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Jim Garvey	Mayoral Expenses Apr/May 2023	134.80
CASH	Volunteer December underpayment B Carter (£40), Volunteer April underpayment M Bedson (£20), Volunteer Expenses May (£160.00), Petty Cash (£50.56)	270.56

Credit Card		
Amazon	Coffee Sticks	18.99
Argos	Cooking Crockpot Slow Cooker	40.00
Royal Mail	Postage Stamps	75.60
Amazon	Magnets	8.45
Amazon	Stationary	82.73
GiffGaff	Mobile Phones - April	8.00
GiffGaff	Mobile Phones - April	8.00
GiffGaff	Mobile Phones - April	8.00
Sainsburys	Health & Wellbeing Day Food	85.94
Sainsburys	Feast & Flicks 19.04.23	55.55
Sainsburys	Feast & Flicks 19.04.23	5.85
B&M	Cleaning Supplies/Batteries/Sugar	26.93
We Print Gifts Ltd	Staff Lanyard Cards	138.07
We Print Gifts Ltd	Staff Lanyard Cards – Additional	81.00
Sainsburys	Feast and Flicks cakes/sweets 03.05.23	19.75
Facebook Meta	Advertising – Kings Coronation	40.00

b) To approve supplementary accounts received since the agenda was published

All Councillors and their guests are invited to stay in the Council Chamber for light refreshments at the close of the meeting.



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