

Biddulph Town Council



Wednesday 7 June 2023

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm** on **Tuesday 13 June 2023**, 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 confirm that attendees will be named in the Minutes, unless otherwise instructed.

1. PUBLIC PARTICIPATION

Regular attendees:

- Staffordshire Police
- Staffordshire County Council representative(s)

2. APOLOGIES

To receive apologies and approve reasons for absence.



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

3. **DECLARATIONS OF INTEREST**

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

4. **MINUTES**

- a) To **approve and sign** the Minutes of the Annual Meeting of the Town Council held on Tuesday 16 May 2023
- b) To **approve and sign** the Notes of the Annual Town Meeting held on Tuesday 23 May 2023
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 23 May 2023
- d) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on 30 May 2023

5. **MAYORS COMMUNICATIONS**

6. **STANDING AGENDA ITEMS:**

Councillors to note that these are existing standing agenda items and can be amended by resolution, if required.

- a) To **receive** an update on the management of Biddulph Town Hall
- b) To **receive** an update on health and safety activities (inc. risk management)
- c) To **receive** an update on 'Biddulph Works Together' project.

7. **2022-23 ANNUAL RETURN (DRAFT DOCUMENT ATTACHED)**

- a) To **complete** Section 1 of the Annual Return – the Annual Governance Statement (**assertions to be read aloud**), confirming that there is a sound system of internal control including arrangements for the preparation of the Accounting Statements.
- b) To **approve and sign** Section 2 of the Annual Return.

- 8. To **confirm** that all roles within the Biddulph Town Council staff team are eligible to join the Staffordshire Pension Fund (unless other arrangements are in place). The Town Council will meet the requirements of the Local Government Pension Scheme regulations.

Briefing Note provided at April 2023 Finance Strategy and Management Committee.

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9. TO APPROVE THE CO-OPTION OF A COUNCILLOR FOR THE SOUTH WARD

Please note, the applications have been sent separately.

The process is:

- Each candidate will be asked to wait outside while presentations are given and during the decision-making process.
- The candidates will be asked to make a brief, verbal presentation to Council in support of their application; this will not exceed three minutes.
- Members may ask questions, but there will be no discussion about the presentation.
- Following the presentation by the candidates, the Mayor will call for nominations, which should be duly proposed and seconded.
- A vote will be taken.
- New Councillor (if approved) to sign the Declaration of Office after the meeting.

Further detail is included within the Co-Option Policy.

10. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in June 2023:

Expenditure between £500 and £5000		
Octopus Energy	Town Hall Electricity 01/04/23 –	1407.14
Opus Energy	May – June Gas Town Hall DD	356.03
Moorland Contract Cleaning	INV ---- Visitor Centre Cleaning	1366.39
Moorland Contract Cleaning	INV ----Wharf Road Cleaning	1524.85
Prism	Software support – May/June DD	932.06
M Gibson	Market Storage	1300.00
Ignite Facilities	Room Thermostats (Town Hall)	1350.36
SMDC	Business Rates DD	2240.00
Expenditure less than £500		
Reliance High Tech	Lone Worker devices – MAY	73.14
Scottish Power	Station Rd – Electricity	52.54



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Moorland Contract Janitorial Ltd	Cleaning Supplies INV 2293	87.56
Waterplus	Cemetery WBG water supply INV02129837	38.05
Fenn	Stationery items; minute folders and laminating pouches	49.98
Tidysite Skip Services	Bin Emptying w/c 15/05 INV 125453	171.86
Culligan	Water Cooler rental	11.08
Business Products	Printing - May	174.69
NatWest	Bank Charges (April)	76.33
Octopus Energy	Yew Tree House – Electricity	157.31
Myers & Co	Employer Assist membership May-June 23	150.00
Fifteen Group	Telephones INV 177996 DD	228.74
Joanne Taylor	Internal Audit	351.60
Wain Marsh Tree Services	Butterfly garden - Maple Tree reduction	80.00
Rebecca Dobson	Tea with town council - refreshments	32.00
Tidysite Skip Services LTD	Bin Emptying wc 22/5 INV 125738	171.86
Wain Marsh Tree Services	4x Yew Trees at St Lawrence Church Yd	200.00
Tidysite Skip Services	Bin Emptying w/c 30/05 INV 126099	199.19
Staffordshire Moorlands District Council	D Owen H& S Services 02.03.23	313.68
Business Products	Printing - March	89.80
Ken Harper	Mayoral Allowance	92.98
Moorland Contract Janitorial	Cleaning Supplies INV 2321	9.06
Moorland Contract Janitorial	Cleaning Supplies INV 2323	50.40
Moorland Contract Janitorial	Cleaning Supplies INV 2319	28.14
Moorland Contract Janitorial	Cleaning Supplies INV 2319	28.14
Moorland Contract Janitorial	Cleaning Supplies INV 2298	89.54
CASH	Volunteer Expenses June (£160), Petty Cash (£32.70)	192.70
K. Wood	Window Cleaning June	
Standard Life	Voluntary Pension Payment	
Toni's Treats	F&F 24/5/23, F&F 07/6/23, Bereavement group 14/6/23 £46	116.00

Credit Card		
Sainsburys	Feast and Flicks food 17.05.23	10.60
Sainsburys	Emergency Food Package (Resident)	7.10

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SMDC	Brown Bags	70.00
GiffGaff	Mobile Phones - June	
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SafetySigns4less (Value Products Ltd)	Fire Exit Signs - TH	11.00
SafetySigns4less (Value Products Ltd)	Fire Blankets, Extinguishers, Alarm call points and sign	32.09
P&J Allen	Honorary Freeman Certificate Framing	50.00
SSE Energy Services OVO	Emergency Fuel Top Resident	20.00
HBI Commercial Limited	6-Panel Room Divider	33.99
Sainsburys	Feast& Flicks 31.05.23	34.80
Facebook Meta	Advertising Social Media	22.91

b) To approve supplementary accounts (to be tabled)



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