

Biddulph Town Council



Date: Wednesday 3 May 2017

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 at Biddulph Town Hall, High Street, Biddulph ST8 6AR, on **Tuesday 9 May 2107 at 7pm** 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 Chairman.

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) Speech by outgoing Mayor
- e) Vote of thanks
- f) Presentations to outgoing Mayor and Mayoress/ Consort

2. APOLOGIES

3. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Please reply to the Chief Officer
Tel: 01782 297845 Fax: 01782 297846
e: biddulph@staffordshire.gov.uk www.biddulph.co.uk

Biddulph Town Council



- b) To declare any Other Disclosable Interests

4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 10 MAY 2016

Confirmation of the Minutes of the Meeting of 10 May 2016 (signed at the Ordinary Town Council meeting on 17 May 2016)

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. APPROVAL OF STANDING ORDERS

To approve Standing Orders, approved at Town Council meeting on 17 January 2017; no changes have been made.

7. APPROVAL OF CONSTITUTION OF STANDING COMMITTEES

- a) **General Purposes** – Mayor, Deputy Mayor plus sixteen members, to meet on 3rd Tuesday of the month, to follow on from Town Council.
- b) **Finance Committee** – Mayor, Deputy Mayor plus sixteen members; to meet at 6.30 pm on 2nd Tuesday in June and January.
- c) **Human Resources Committee** – Mayor, Deputy Mayor plus eight members; to meet on the third Tuesday of the month at 5.30pm in June, September, December and March.
- d) **Civic Committee** - Mayor, Deputy Mayor plus sixteen members; to meet at 7.00 pm on 2nd Tuesday of each month, except June and January which shall be the 2nd Monday.
- e) **Planning Committee** – Mayor, Deputy Mayor plus sixteen members; to meet at 6.15 pm on 2nd Tuesday of each month, except June and January which shall be the 2nd Monday.

8. ELECTION OF MEMBERSHIP OF STANDING COMMITTEES

- a) **General Purposes** – 16 members (plus Mayor & Deputy Mayor)
- b) **Finance Committee** – 16 members (plus Mayor & Deputy Mayor)



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Please reply to the Chief Officer
Tel: 01782 297845 Fax: 01782 297846
e: biddulph@staffordshire.gov.uk www.biddulph.co.uk

Biddulph Town Council



- c) **Human Resources Committee** - 8 members (plus Mayor & Deputy Mayor)
- d) **Civic Committee** - 16 members (plus Mayor & Deputy Mayor)
- e) **Planning Committee** – 16 members (plus Mayor & Deputy Mayor)

9. ELECTION OF MEMBERSHIP OF SUB-COMMITTEES

To be tabled.

10. FINANCIAL REGULATIONS

To approve the Town Council's Financial Regulations, which were approved at the Town Council meeting on 17 January 2017; no changes have been made.

11. FINANCIAL MANDATE

- a) **Signatories:** Current signatories for the current account being: The Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Committee plus the Chief Officer and Officer. **(Two members plus one officer to sign)**
- b) **Mayor's Charity Account & Civic Ball Account:** To give authority to the Chief Officer and Officer of the Council to be the two signatories for the Mayor's Charity and Civic Ball accounts.
- c) **Bank Mandate:**

To **Resolve** that a banking relationship will be maintained with National Westminster Bank Plc (the Bank), pending review, 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;
- ✓ 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;



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Please reply to the Chief Officer
Tel: 01782 297845 Fax: 01782 297846
e: biddulph@staffordshire.gov.uk www.biddulph.co.uk

Biddulph Town Council



- ✓ 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 Secretary.

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.

12. INTERNAL AUDITOR & MONITORING COUNCILLOR

Appointment of independent Internal Auditor (currently Elizabeth Thompson) plus one councillor (currently Councillor D Hawley), to fulfil audit requirements.

Light refreshments will be served after the meeting



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Please reply to the Chief Officer
Tel: 01782 297845 Fax: 01782 297846
e: biddulph@staffordshire.gov.uk www.biddulph.co.uk