

# MINUTES OF THE MEETING OF BIDDULPH TOWN COUNCIL HELD ON TUESDAY 20 MAY 2014

## PRESENT

The Mayor – Councillor Swift  
The Deputy Mayor - Councillor Adams  
Councillor Baddeley  
Councillor Davies  
Councillor Deane  
Councillor Deaville  
Councillor Ellsum  
Councillor Gibson  
Councillor Hall  
Councillor Harper  
Councillor Hart  
Councillor Jackson  
Councillor Jones  
Councillor Lovatt  
Councillor Redfern  
Councillor Rogers  
Councillor Sheldon MBE  
Councillor Walley  
Councillor Whilding

### 1.14 PUBLIC PARTICIPATION

No requests had been received.

### 2. DECLARATIONS OF INTEREST

- a Disclosable Pecuniary Interests and Dispensations
- b Other Disclosable Interests – Minute 7: Councillor Rogers for his travelling expenses and the Festival grant, as the Treasurer

### 3. APOLOGIES

Apologies for absence and reasons accepted were received from:  
Councillor Hawley  
Councillor Wood

### 4. MINUTES

- a It was **Resolved** to approve and sign the Minutes of the Town Council meeting held on 15 April 2014.
- b It was **Resolved** to receive the Minutes of the General Purposes meeting held on 15 April 2014.
- c It was **Resolved** to receive the Minutes of the Annual Statutory Meeting of the Town Council held on 13 May 2014. Councillor Redfern asked to be added to the Footpath Committee and this was Agreed.

### 5. MAYOR'S COMMUNICATIONS

The Mayor read out details of his recent engagements:  
The Guides AGM; the Mayor Making in Congleton; Moor First School record breaking attempt; the MS Charity event; the Dedication of Woodhouse Burial Ground and the Tall Oaks Nursing Home Vintage event. The Mayor reminded members of his Civic Sunday on 15 June, invitations tabled.

## 6. YOUTH ADVISOR REPORT

Due to the poor attendance of young people, it was moved to contact schools to see if they wished to continue to send representatives to the meetings.

## 7. ACCOUNTS AND FINANCE

### The following accounts were received for payment:

Heads (Congleton) Ltd – Annual Meeting advert	75.60
Civic Allowances:	
Mayor’s allowance – Councillor G Swift	2,535.00
Deputy Mayor’s Allowance – Councillor Adams	1,020.00
Town Crier’s Honorarium – Mr J Robinson	610.00
Heads (Congleton) Ltd - Artisan Market advert x2	67.68
Heads (Congleton) Ltd – stall constructor advert	54.00
V Brown - Market Day Organiser	50.00
A Hancock - Stall Construction	136.00
V Brown - Events Director	743.33
Wood Goldstaw Yorath llp – fee for Woodhouse Burial Ground	5,580.00
Severn Trent Water – Burial Ground	330.10
CIT Vendor Finance (UK) Ltd – copier rental	537.23
Viking – stationery	135.96
Npower – Christmas lighting	39.42
SMDC – Election recharge for May 2011	2,230.00
K Thacker – travel expenses, audit documents	49.01
Helen Daniels – Internal Audit fee	330.00
HM Revenue & Customs (to be paid by direct debit)	1958.12
Salaries	4528.30
Staffordshire Pension Fund	1,739.02
Petty cash	13.04
W Rogers – travelling expenses	46.46
D Allcock – Lengthsman work	475.00
Biddulph Community Festival	5,000.00

### b) Audit of Accounts for year ending 31 March 2014:

- i) It was **RESOLVED** to **Receive** the Annual Report of the Internal Auditor.
- ii) It was **RESOLVED** to **Receive** the approved Annual Return; completing Section 2 (the Annual Governance Statement 2013/14) and the following declaration was made:

**'We acknowledge as members of Biddulph Town Council our responsibility for ensuring there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:**

- 1) We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.**
- 2) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**
- 3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.**

- 4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5) We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6) We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
- 7) We took appropriate action on all matters raised in reports from internal and external audit.
- 8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.
- 9) Trust funds (including charitable) – NOT APPLICABLE'

The meeting closed at 7.20pm

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