

Biddulph Town Council



Date: Wednesday 8 May 2024

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 14 May 2024 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



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

Biddulph Town Council



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 ~ 16 MAY 2023

Confirmation of the Minutes of the Meeting of 16 May 2023 (signed at the Ordinary Town Council meeting on 13 June 2023)

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).

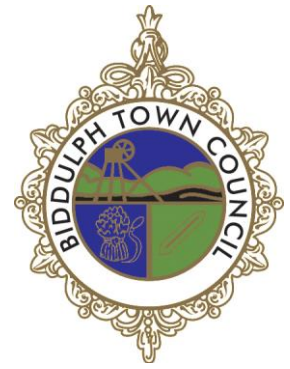
ii. APPROVAL OF MEMBERSHIP OF STANDING COMMITTEES

- a) To **approve** the Terms of Reference and Scheme of Delegation document (enclosed)



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

Biddulph Town Council



b) Committee membership to be distributed separately; to **approve** membership for 2024/25:

- 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 2024-25, AS APPROPRIATE:**

- Neighbourhood Plan Implementation (Planning Committee)
- Young People (Town and Community Committee)
- Biddulph Works Together (Town and Community Committee)
- Transport (Recreation and Amenities Committee)
- Environment and Climate Change (Town and Community Committee)
- CCTV (Town and Community Committee)
- Health and Wellbeing (Town and Community Committee)
- The Town Council also supports a Knypersley Highways Working Group (County Council)

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



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

Biddulph Town Council



iv. APPOINTMENT TO OUTSIDE BODIES

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

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. INTERNAL HEALTH AND SAFETY MONITORING COUNCILLOR

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

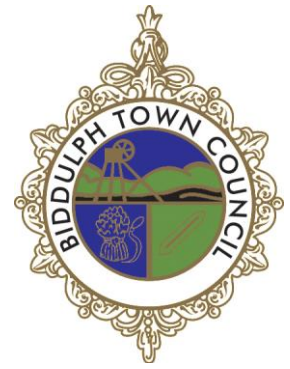
ix. INTERNAL AUDITOR & MONITORING COUNCILLORS

Appointment of independent Internal Auditor (currently Joanne Taylor) plus two Councillors (Eardley and Hawley), to fulfil audit requirements.



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

Biddulph Town Council



7. FINANCIAL MANDATE- BANKING ARRANGEMENTS

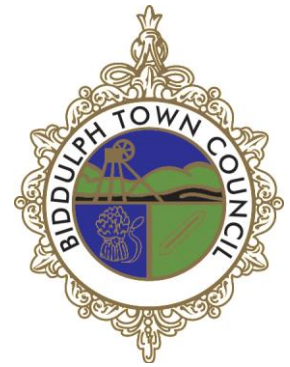
From 2024, the Town Council banks with **NatWest** and **Unity Trust Bank**.

- 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/ approve 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) and Unity Trust Bank, 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
Tel: 01782 498480
e: office@biddulph-tc.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 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.



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

Biddulph Town Council



ADDITIONAL TOWN COUNCIL ITEMS FOR CONSIDERATION

8. MINUTES

- a) To **approve** the Minutes of the meeting the Town Council held on 9 April 2024
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on 9 April 2024
- c) To **receive** the Minutes of the Planning Committee meeting held on 16 April 2024
- d) To **receive** the Minutes of the Town and Community Committee meeting held on 16 April 2024
- e) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 23 April 2024

9. TO CONFIRM THE DESIGN FOR THE MINERS' LANTERNS AT ST JOHNS ROAD (PLEASE REFERENCE EMAIL SENT TO ALL COUNCILLORS; IMAGES WILL BE AVAILABLE TO VIEW)

10. TO APPROVE THE SERVICE LEVEL AGREEMENT (ATTACHED) WITH STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL IN RELATION TO SHARED PROSPERITY FUNDING. IF APPROVED, THIS WILL ENABLE DISCUSSIONS TO PROGRESS REGARDING A TENDER PROCESS FOR THE DEVELOPMENT OF THE TOWN HALL FRONTAGE.



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

Biddulph Town Council



11.ACCOUNTS & FINANCE

a) To approve accounts received for payment in May 2024

Expenditure over £500			
Octopus Energy	Electricity – Town Hall	Apr 2024	1230.13
Detopo	Topographic Survey	Woodhouse Burial Ground	1795.00
Prism	Software Licensing	30.04.24 – 29.05.24	958.22
Ignite Facilities Ltd	Town Hall – Police Area, Kitchen, Boiler Room, Plant room, Shower Room, Toilets and Office	Installation of drain points and pipework	1382.40
Ignite Facilities Ltd	Town Hall	Service of 3x Boilers & 1x Water Heater	540.00
Ignite Facilities Ltd	Town Hall	Maw Control – Trend System Software	504.00
Opus Energy	Town Hall – GAS	Apr 03 to May 02 2024	1950.08
Taking off the Mask Ltd	Mental Health Training	Awareness & First Aid for Mental Health	6480.00
Active Visual Supplies Ltd	Stage Lighting – Test and Inspection	April 2024	1185.60
Prism	Software Upgrade & Management– technical consultant	REF T20240409.0136	1055.24
Prism	Replacement Laptops – Chief Officer and Events & Partnership Officer	REF T20240424.0131	2095.75
SPCA	Annual Subscription including NALC Affiliation	INV SI-1419	1562.00
City B Group	Market Stalls - frames, canopy,walls. Gazebo Weights, printed table	Mayor INV 46058	1950.00



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

Biddulph Town Council



	covers		
Wain Marsh Tree Services	Lime Trees Pruning	TBG	1550.00
Moorland Contract Cleaning Ltd	Visitor Centre – Cleaning	April 2024	1073.63
Moorland Contract Cleaning Ltd	Bus Hub– Cleaning	April 2024	1670.53
Octopus Energy	Electricity – Visitor Centre	April 2024	575.22
Ignite Facilities Ltd	Town Hall – Water Isolation Valves and actuators Replacements	IN600763	904.56
Westland Environmental Services	Town Hall & Visitor Centre	Reinspection	960.00
D&G Buses Ltd	Biddulph Bus Service	April	3507.00
Expenditure less than £500			
Tidysite Skip Services	Bin Emptying w/c 03/04	INV 138409	92.58
Fifteen Group	Telephones	INV 20605	132.74
Tidysite Skip Services	Bin Emptying w/c 08/04	INV 138696	205.14
Unity Trust	Bank Charges		18.30
Biddulph Local peoples Group	Christmas Switch on		168.23
Hill Top Methodist Church	Warm Spaces – Refrigerator contribution	BWT – 23-24	100.00
Communities Supporting Families	Resources for Little Bees Craft & Play	BWT	100.00
Octopus Energy	Electricity – Bus Hub	April 2024	160.59
Life Stream Church	Connect (Warm Spaces)	BWT	200.00
Fenn	Printer Paper	SINV00636339	215.40
ICCM	Membership 2024-25	INV 4767	100.00
K. Wood	Window Cleaning	APRIL INV KW112	114.00
Tidysite Skip Services	Bin Emptying w/c 15/04	INV 138983	92.58



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

Biddulph Town Council



Prism	Phone Charges	INV 197001	260.81
Toni's Treats	BWT – Refreshments BLPG	INV 25	50.00
E.On Next	Christmas Lights Supply	01/03/24 – 31/03/24	9.84
HEADS (Congleton Chronicle)	Annual Town Meeting	INV 130255	336.00
R.C. Parker	Tuning of Piano – Town Hall	INV 1921	70.00
C J Skelhorne Jewellers	Repair of Mayor's Chain Case		138.00
HEADS (Congleton Chronicle)	Garden Festival Advertising	Inv 130254	389.88
Jodie Hancock	Eye Test & Glasses – Reimbursement	Eye Test £30 + Glasses Contribution £50.00	80.00
Reliance High Tech Ltd	Lone Worker Devices	Apr 2024	77.52
Tidysite Skip Services	Bin Emptying w/c 22/04	INV 139271	148.86
Electrical Test Midlands Ltd	PAT Testing	Town Hall & Visitor Centre	480.00
Gary Smith Electrical Ltd	Fault Callout Toilets Faulty Socket	Bus Hub Town Hall	145.00
Tonis Treats	BLPG 30/4/24 – BWT Refreshments	INV 28	40.00
Moorlands Contract Janitorial Ltd	Baby Changing Station	INV 3288 – Bus Hub	288.00
Moorlands Contract Janitorial Ltd	Cleaning Supplies	INV 3278 -	35.58
Euro Digital Systems	Printing	April	186.37
James Bateman Middle School	Cllr Grant Scheme 23-24 – via Cllr Holdsworth	Reading Celebration Day	200.00
Knypersley 1 st School	Cllr Grant Scheme 23-24 – via Cllr Lawton	Library Books	100.00
Myers & Co Solicitors	Employer Assist	Apr/May	150.00
Tidysite Skip Services	Bin Emptying w/c 29/04	INV 139612	92.58
SMDC	Business Rates – Storage Unit - DD	JUNE	177.48



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

Biddulph Town Council



David Oakes	Returf	WBG	235.00
Chatsworth Print Services	Town Council Logo updated High resolution	INV 9620	72.00
Waterplus	Visitor Centre – Water Supply	01 April – 01 May 2024	38.63
Sandyford Properties Investments Ltd	Service Charges – Brownlees Storage Unit	May 2024	24.00
bp Architecture Ltd	Professional Fees Consultation and negotiation liaison	Overton Troughs	360.00
Ignite Facilities Ltd	Town Hall – Boiler Works – Expansion Vessel	IN600762	348.37

Credit Card			
C.E.F Electrical	Tube Lights	Triphoshor Tube x6	46.74
Tidysite Skip Services	Bin Emptying w/c 03/04	INV 138409	92.58
Amazon	DVD	Feast & Flicks	7.79
Amazon	Bandages	First Aid Supplies	2.50
Amazon	Cleansing Wipes, Survival Blankets, Large bandages	First Aid Supplies	13.75
Amazon	Burns Colling Sachets	First Aid Supplies	3.69
Amazon	Heating Insulation Panels	Energy Saving	64.95
Amazon	Gift Bags	Sanitary Packages	14.99
Amazon	Eye Bandages	First Aid Supplies	4.95
Amazon	6x Pack Translucent Tape		6.50
Amazon	Individual Teabag Sachets	Groups	22.75
Amazon	Files / Post It Notes	Stationary	40.28
Cinema For All	Membership		110.00
Amazon	DVDs	Biddulph Scratch / Community Cinema	14.98
Amazon	DVDs	Biddulph Scratch / Community Cinema	7.99



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

Biddulph Town Council



Philip Harris	Wet Vacuum	Town Hall	385.19
Sophias Kitchen	Refreshments	Compassionate Communities Training	12.00
Sainsburys	Refreshments	Creative Network Meeting	16.95
Home Bargains	Refreshments	Careers Fair	7.32
Sainsburys	BWT – Refreshments	BLPG 23/4/24	32.75
Sainsburys	Refreshments	Training & Neighbourhood Plan Meeting	21.75
Sainsburys	Cleaning Supplies / Milk for Community Cinema 10/04/24		8.79
Hachette UK	Seeds	Biddulph Garden Festival	687.50
Argos	Extension Leads x3	Town Hall	51.57
B&M	Cleaning Supplies	Town Hall	25.52
Premier Print	Memorial Notices & No Dog Walking – SIGNS	Town Burial Ground	69.84
Booker	Refreshments/Napkins	Biddulph Scratch & Community Cinema	108.81
Facebook	Social Media Advertising	Garden Festival, 50 years celebration, Future You, Biddulph Scratch	80.66

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.



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