

# Biddulph Town Council



**MEETING:** Finance Strategy and Management Committee  
**DATE:** Tuesday 28 May 2024  
**TIME:** 5.30pm  
**LOCATION:** Council Chamber, Town Hall.

## AGENDA

### 1. ELECTION OF A CHAIR AND DEPUTY CHAIR

### 2. APOLOGIES

### 3. DECLARATIONS OF INTEREST

- i. Disclosable Pecuniary Interests
- ii. Other Interests

### 4. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 23 April (approved at the Annual Meeting of the Town Council meeting on 14 May 2024)

### 5. ACCOUNTS MATTERS

- a) To **approve** the bank reconciliation for March 2024- all accounts (attached).
- b) To **receive** the income and expenditure account for 2023-24

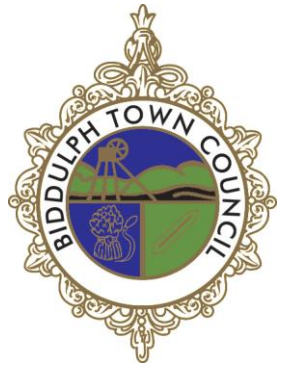
### 6. AUDIT

- a) To **receive** the final internal control report for 2023-24
- b) To **confirm** the outcome of the internal audit completed on 23 May 2024.
- c) To **receive** the Annual Governance and Accountability Return (AGAR)- Annual Governance Statement containing draft figures for 2023-24
- d) To **consider** the Accounting Statements 2023-24, which will be presented to Town Council on 11 June 2024.



**Biddulph Town Council**  
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## 7. BIDDULPH WORKS TOGETHER

To **confirm** that the Earmarked Reserves Budget for the Biddulph Works Together project is £10,000 for 2024-25, and to **agree** when this can be re-opened for applications from partners and support of residents.

## 8. STANDING ORDERS

### a) ITEM REQUESTED BY COUNCILLOR HAWLEY

(Referred from Town Council)

*Town Council meetings have been increasing in length. We need to bring Council meetings in line with Standing Orders to reduce meeting times, especially in relation to 10 and 1p, 3f and 3g.*

To **agree** potential changes to procedures and/or changes to the Standing Orders.

### b) ITEM REQUESTED BY COUNCILOR SALT

(Referred from the Annual Meeting of the Town Council)

To **consider** a process for delegating membership of Committees, should a Councillor be unable to attend.

## 9. TO RECEIVE FEEDBACK ON THE GARDEN FESTIVAL AND TO CONFIRM COSTS

## 10. TO CONFIRM RECOMMENDATIONS FROM THE FOLLOWING WORKING GROUPS:

- a) Mining Lanterns Working Group
- b) Town Hall Mining Memorial Working Group

## 11. POLICIES (attached)

- a) To **approve** the reviewed Asset Management Policy
- b) To **approve** the reviewed Mayoral Handbook
- c) To **approve** the reviewed Reserves Policy (including revised figures)
- d) To **approve** the reviewed Civic Allowance Policy



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## STANDING AGENDA ITEMS

12.

- a) To **consider** disposal of any assets, in line with the Asset Management Policy and Financial Regulations
- b) To **confirm** approved suppliers as part of the Procurement Policy

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, the Council is to determine which items, if any, should be taken with the public excluded.*

## CONFIDENTIAL ITEMS

13. **TO RECEIVE AN UPDATE ON THE OVERTON ROAD TROUGHS HERITAGE PROJECT**

14. **TO RECEIVE AN UPDATE ON SHARED PROSPERITY FUNDING**

15. **QUOTATIONS**

- a) To **approve** wifi enhancements to the Town Hall entrance
- b) To **approve** revised Town Hall wifi and mobile phone costs
- c) To **approve** passenger lift repairs/ improvements
- d) To **approve** blending valves servicing quotations for Biddulph Town Hall and the Visitor Centre
- e) To **approve** a fire extinguisher servicing quotation
- f) To **approve** potential costs for the Classic Vehicle Show
- g) To **approve** quotations for emergency lighting testing
- h) To **approve** a quotation for the removal of lime trees at the churchyard
- i) To **approve** a quotation for a tree survey at the burial grounds
- j) To **confirm** new photocopier costs



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- k) To **approve** a fee proposal for the development of the Town Hall frontage; this work will be overseen by the Town Hall Frontage Working Group, reporting into this Committee.

## 16. STAFFING

- a) To **confirm** caretaking arrangements  
b) To **confirm** the recommendations from staff appraisals (to be tabled).

SM Haydon  
Chief Officer/ Responsible Financial Officer

copy to the Mayor, the Deputy Mayor, Councillors Brady, Eardley, Harper, Hart, Hawley, Hopkins, Jackson, Jones, Rogers, Salt, Smith, Wood



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