

# Biddulph Town Council



Wednesday 5 June 2024

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm** on **Tuesday 11 June 2024**, 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 (**five minutes**)
- Staffordshire County Council representative(s) (**five minutes total**)



**Biddulph Town Council**  
Town Hall, High Street, Biddulph, Staffordshire  
Moorlands ST8 6AR  
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## 2. APOLOGIES

To receive apologies and approve reasons for absence.

## 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 on Tuesday 14 May 2024
- b) To **approve and sign** the Notes of the Annual Town Meeting held on Tuesday 21 May 2024
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 21 May 2024
- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 21 May 2024
- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 28 May 2024

## 5. MAYORS COMMUNICATIONS

Letter to Councillors attached.

## 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 Town Council Assets
- b) To **receive** an update on health and safety activities (inc. risk management)
- c) To **receive** an update on 'Biddulph Works Together' project.

## 7. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE APRIL 2024 MEETING (Updates only from the following meetings: Biddulph in Bloom, Moorlands Assembly, Staffordshire Parish Councils Association, Moorlands Partnership Board, Twinning Association and Fairtrade)



**8. 2023-24 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.

**9. TO CONFIRM THE RECOMMENDATION FROM THE ANNUAL TOWN MEETING**

The Town Council should reply to residents of New Buildings giving the following suggestions regarding their ongoing issues:

- The District Councillor should seek to resolve the missing street name
- The County Council should seek to resolve the lack of gritting
- The MP and Police Fire and Crime Commissioner should be contacted regarding the House of Multiple Occupation currently used to accommodate ex-offenders.

**10. TO CONFIRM THE REVISED APPROACH TO PUBLIC PARTICIPATION, AGREED AT THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING IN MAY 2024:**

- County Councillors should continue with their informal meetings prior to Town Council meeting, and no longer report during the main Town Council session.
- The Police should report to the Town and Community Committee, where further discussion can take place.
- The Public Participation section of the agenda should not include feedback from agencies (this should be added to the main agenda) and should be limited to 20 minutes.

**11. TO CONFIRM A CHANGE TO THE STANDING ORDER 4dv., RECOMMENDED AT THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING IN MAY 2024.**

*One working days' notice will be required in order to nominate a substitute member for a Committee. Notice must be given in writing alongside a formal apology for non-attendance to the Chief Officer, from the member that is unable to attend. This will be approved at the start of each Committee meeting.*



## 12. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in June 2024:

<b>Expenditure over £500</b>			
Octopus Energy	Electricity – Town Hall	May	1338.84
Opus Energy	Gas – Town Hall	May	1684.48
Prism	Software Licensing	June	994.10
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	May	624.00
Octopus Energy	Electricity – Visitor Centre	May	569.00
Sovereign	Air Conditioning Service	Town Hall	688.28
SMDC	Business Rates – TH	May	2389.00
SMDC	Business Rates – TH	June	2389.00
Unity Transfer			50,000.00
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	June	648.00
Alliance Environmental Services Ltd	Memorial Testing	Burial grounds	2790.00
Christopher Taylor Design Limited	Garden of Remembrance	Professional Fees Architectural and Consultancy	911.34
R.G.S Lengthsman	Grass Cutting & Verges, Biddulph Garden Festival, Gazebo Set up	Apr 3 <sup>rd</sup> – June 4 <sup>th</sup>	4190.00

<b>Expenditure less than £500</b>			
Tidysite Skip Services	Bin Emptying w/c 28/5	INV 140782	92.58
Moorland Contract Janitorial Ltd	Cleaning Supplies	(missed invoice July 2023 INV 2466)	23.04
Octopus Energy	Electricity – Bus Hub (DD)	May	154.33
Door Maintenance Specialists (S-o-T) Ltd	Main Entrance Auto Door Service	Town Hall	180.00
K. Wood	Window Cleaning	INV KW113	114.00
Prism	Phone Charges	April - INV 5121	265.79
Jodie Hancock	Travel expenses	MAY 9.67 + 31.27	40.89
Tidysite Skip Services	Bin Emptying w/c 13.05	INV 140182	92.58

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Culligan	Water Cooler Rental	May	12.47
Toni's treats	50 <sup>th</sup> TC anniversary	Refreshments	66.00
Reliance High Tech Ltd	Lone Worker Devices	May 2024	77.52
Myers & Co Solicitors	Employer Assist	20 <sup>th</sup> May – 19 <sup>th</sup> June	150.00
Tidysite Skip Services	Bin Emptying w/c 20.05	INV 140496	148.86
Tidysite Skip Services	Bin Emptying w/c 03.06	INV 141059	205.14
Hanley Print Services	150 x D Day programmes		318.00
SMDC	Business Rates – Storage Unit - DD	July	182.00
Ken Harper	Mayoral Expenses	2023 – 2024	403.75
Waterplus	Visitor Centre – Water Supply	May ( <i>inc Final old meter reading</i> )	75.92
Moorland Contract Janitorial Ltd	Cleaning Supplies	INV 3319	36.12
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 3369	335.50
Euro Digital Systems	Printing	May	240.45
Toni's Treats	Future You Event	Refreshments	30.00
Starboard Systems Ltd	Scribe Accounts	2023-24 Year End Health Check	94.80
NatWest	Bank Charges DD	April Charges	26.98
Charlotte Smith	Expenses	Future You Event	18.09
R.E Stevenson	Honorary Freeman Board	Council Chamber	345.00
Joanne Taylor	Internal Audit 23/24	Inv 484	400.00
HEADS (Congleton Chronicle)	Advertising	Future You Event	164.16
Rode Hall Silver Band	D-Day Event	INV SI-131	350.00
Charltons	Professional Fees		360.00
Rebecca Dobson	D-Day Event - Refreshments	Inv 30	48.00
Moorland Contract Janitorial Ltd	Cleaning Supplies (TH & Bus Hub)	INV 3398	84.06
Wayne Rogers	Travel Expenses	SPCA Meeting	30.15
Beartown Soul Promotions	Biddulph's Got Soul Event	DJ, Sound & Lighting, wristbands, design	425.00



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Film Bank Media	Public Video Screening License	Annual Fee	159.00

<b>Credit Card</b>			
GiffGaff	Mobile Phones	May	8.00
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Open Spaces	Membership	Annual 24-25	45.00
Sainsburys	Philip Hardaker – BYCZ	Refreshments	12.00
Sainsburys	Meeting Refreshments & cleaning supplies		15.40
Zoom	Annual license	2024-2025	155.88
Gov.uk	Land and Property search		3.00
Gov.uk	Land and Property search		6.00
Sainsburys	50 <sup>th</sup> Town Council Anniversary	Refreshments	33.65
Nisbets	Compostable cups x1000		80.38
Sainsburys	Future You Event	Refreshments	24.85
Family Pizza	Annual Town Meeting	Refreshments	45.50
Yellow Publications Ltd	BTC Stock – Out and About maps	Reception	29.70
GiffGaff	Mobile Phones	June	8.00
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Sainsburys	Refreshments	D-Day Event	24.10
Sainsburys	Refreshments	D-Day Event	20.21
Facebook	Advertising	Biddulph Scratch, Biddulph Festival, Future You, D-Day Event	53.70
B&M	Refreshments/Tableware	D-Day Event	37.50
Amazon	Whiteboard magnets/ Disposable Facemasks		11.53
Amazon	Heavy Duty Latex Gloves		3.96
Amazon	Heavy Duty Large Rubber Gloves	(MM Goods LTD)	5.25
Amazon	Ear Plugs		3.69

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Amazon	DVD	Community Cinema	9.99
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Amazon	Coffee Sticks		21.29
Eventbrite	Event Listing Fee	D Day (Ticket Sales)	7.99
Trainline	Film Hub Event	Event Officer – Travel	38.71
Amazon	Portable Air Conditioner venting duct hose extension	Town Hall	32.99
Amazon	Monitor Stand		22.58
Amazon	Air Conditioning Unit ( <i>NOTE, later refunded as not delivered</i> )	Town Hall	229.99
Amazon	D Day Bunting	Town Hall	39.95
Amazon	Wireless Microphone System with Headset Mics	Events	103.99
Amazon	Envelopes x1 pack	Stationery	2.05
Amazon	Lever Arch Files & Laminating Pouches	Stationery	42.56
Amazon	Envelopes x4 packs	Stationery	8.20
Amazon	Duck Tape		15.95
Amazon	50 boxes of Wax Crayons	Future You Event	12.99
Sainsburys	Refreshments	Mayor Making	27.55
Amazon	Oil Lamp Wickes	D Day	6.43
Amazon	Cable Ties / Crayons	Future You Event	27.93
Amazon	Duck Tape		8.48
Amazon	Jumbo Crayons / Card	Future You Event	12.74
Amazon	Pencil Crayons	Future You Event	2.45
Amazon	DYMO Labels		17.38
Amazon	Lamp Oil	D Day	7.99
Amazon	Air Conditioning Unit	Town Hall	239.99
Amazon	Tableware	Future You Event	13.98
Amazon	Bamboo Sticks	Future You Event	16.27
Amazon	Wooden Cutlery Sets	Future You Event	29.99
Amazon	Cocktail Sticks	Future You Event	11.94
Sainsburys	Refreshments	Future You Event	63.88

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Eventbrite	Event Listing Fee	Biddulph's Got Soul Event (Ticket Sales)	7.99

**b) To approve** supplementary accounts (to be tabled)