

**ANNUAL MEETING OF THE TOWN COUNCIL
BIDDULPH TOWN COUNCIL
TUESDAY 14 MAY 2024, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

PRESENT:

- **The Mayor:**
Councillor A K Harper
- **Deputy Mayor:**
Councillor N R Yates
- Councillor J I M Garvey
- Councillor C Brady
- Councillor N Eardley
- Councillor S Fletcher
- Councillor A H Hart
- Councillor D J Hawley
- Councillor F A Holdsworth
- Councillor M A Hopkins
- Councillor K J Jackson
- Councillor J T Jones
- Councillor C Kisicki
- Councillor A C Lawton
- Councillor A C W Parkes
- Councillor D A Proudlove
- Councillor W Rogers
- Councillor S Rushton
- Councillor J T Salt
- Councillor C Smith
- Councillor C Wood

Councillor Kisicki was in attendance but did not sign the attendance sheet.

IN ATTENDANCE:

- Sarah M Haydon – Chief Officer (Minute Taker)
- Jodie Hancock – Events and Partnerships Officer
- Angela Williams – Administration Officer
- Margaret Warman – Compliance and Governance Officer
- Susan Booth – Customer Support Assistant
- John Robinson – Town Crier
- Councillor Keith Flunder – Staffordshire Moorlands County Councillor
- Reverend Yanyan Case – Biddulph Methodist Church
- 6 members of the Public

The Town Crier introduced The Mayor, Councillor Harper and the Chief Officer, Mrs Sarah Haydon.

Councillor Harper welcomes returning councillors, Councillor Yates read a statement regarding the recording of the meeting.

1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

a) Nomination, election and signature of Declaration of Acceptance of Office

Councillor Harper called for nominations for the position of Mayor of Biddulph Town Council. Councillor Jackson nominated Councillor Yates; he noted Councillor Yates' assistance to the current Mayor for the past year due to ill health. Councillor Jackson stated that he has known Councillor Yates for a number of years, he commented that he expects this year to be 'a ride that will take your breath away'. Councillor Jackson stated that all Councillors will support him throughout the.

Councillor Rogers seconded the nomination; he noted that over the past 12 months he has shown that he is enthusiastic, hardworking and on the ball.

There were no other nominations. All voted in favour.

Councillor Yates signed the Declaration of Acceptance of Office.

Councillor Yates left the Chamber to receive the Chains of Office.

b) Presentation of Chains of Office to Mayor and Mayoress/ Consort

Councillor Yates returned to the Chamber wearing the Chains of Office.

Mrs Mandy Yates formally accepted the Mayoress' Chain of Office.

c) Speech of Acceptance by Mayor

The Mayor gave his thanks to Councillors Jackson and Rogers for the nomination for the role of Town Mayor; he expressed his thanks for their support and for being his mentors. Councillor Yates gave his thanks to the previous Mayor.

It is an honour and pleasure to serve his community, as a Biddulph lad growing up and ending up as the Mayor of Biddulph. The Mayor expressed his gratitude to his wife, Mandy, for her support throughout this time.

Councillor Yates stated that he has a year full of events planned and expressed his eagerness to support the local community groups where funding has not been available. As Mayor, he aims to provide the funds for these groups to invest in equipment, resources and training.

d) Confirmation of Amanuenses

Not required.

Reverend Yanyan left the meeting at 6.21pm.

e) Speech by outgoing Mayor

Councillor Harper gave his thanks for the past year and the support of the Council throughout his periods of poor health, and the health of his Mother. He gave his thanks to the Mayoress, Sheryl Bailey, for her continued support.

Councillor Harper noted that he has learned many lessons from being the Mayor; he noted that the glue of the society is the churches.

Councillor Harper gave his best wishes to the new Mayor, Councillor Yates.

f) Vote of thanks

The Mayor asked Councillor Rogers to give the vote of thanks. Councillor Rogers expressed his thanks to Councillor Harper for taking on the role of Mayor at short notice last; he noted that he entered his Mayoral year as a single man and finished as a married man, thereby making history.

Councillor Rogers wished Councillor Harper all the best for the future.

Councillor Jackson gave thanks on behalf of the Town Council and expressed his thanks to Councillor Harper for stepping up at short noticed.

g) Presentations to outgoing Mayor

Councillor Yates presented the Past Mayor medal to Councillor Harper.

2. APOLOGIES

- Councillor Jones

3. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations:** Councillor Parkes declared that he is the founder of 'Taking off the Mask' which is providing mental health training.
- b) To declare any Other Disclosable Interests:** Councillors Harper, Hart and Yates declared an interest in agenda item 9.

4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 10 MAY 2022

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

Proposed by Councillor Salt; seconded by Councillor Garvey. All **agreed**.

5. ELECTION OF DEPUTY MAYOR

a) Nomination, election and signature of Declaration of Acceptance of Office

The Mayor called for nominations for the role of Deputy Mayor.

Councillor Rogers nominated Councillor Lawton as Deputy Mayor, noting that he is a keen historian, a volunteer, he has a passion for transport and stated that he would make a great Deputy Mayor.

Councillor Jackson seconded the nomination.

There were no other nominations. All in favour.

b) Presentation of Chains of Office to Deputy Mayor and Mayoress/ Consort

Councillor Yates presented Councillor Lawton with the Deputy Mayor's Chain. Councillor Lawton declared that he will be supported in his role by Mrs Joy Goodwin, as Consort.

6. CONSTITUTION DOCUMENTS AND CONFIRMATION OF KEY DECISIONS

i. APPROVAL OF STANDING ORDERS

To **approve** Standing Orders.

Councillor Salt questioned point 11 in relation to deputies at meetings. The Chief Officer noted that this can be brought forward to a future Finance Strategy and Management Committee for further debate.

Proposed by Councillor Garvey; seconded by Councillor Hart. All in favour.

Councillor Flunder left the meeting at 6.40pm.

ii. APPROVAL OF MEMBERSHIP OF STANDING COMMITTEES

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

~ 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.

Both items were proposed by Councillor Rogers; seconded by Councillor Jackson. All **agreed**.

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.

Councillor Jackson questioned whether there were any details in relation to the Knypersley Highways Working Group; he would like an update.

Proposed by Councillor Jackson; seconded by Councillor Redfern. All **agreed**.

iv. APPOINTMENT TO OUTSIDE BODIES

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

Councillor Garvey stated that he would be a representative on the Twinning Association, if the Mayor was unable to attend.

Proposed by Councillor Garvey; seconded by Councillor Proudlove. All **agreed**.

v. FINANCIAL REGULATIONS

The Chief Officer stated that the Financial Regulations have been amended in line with the recently revised National Association of Local Councils document. This has included points that make it easier to manage electronic payments, which is now relevant for the Town Council.

The Town Council's Financial Regulations were **approved**.

Proposed by Councillor Hawley; seconded by Councillor Rogers. All **agreed**.

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).

Councillor Hawley declared that he would like to stand down as the lead for the Emergency Plan and Business Continuity Plan.

Councillor Salt noted that she would take on the lead for this role, this was proposed by Councillor Jackson; seconded by Councillor Brady. All agreed.

The documents were approved. Proposed by Councillor Garvey; seconded by Councillor Hart. All **agreed**.

vii. CODE OF CONDUCT

To **approve** the Code of Conduct (enclosed).

The Code of Conduct was **approved**.

Proposed by Councillor Hart; seconded by Councillor Proudlove. All agreed.

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.

It was discussed that Councillor Harper will continue as deputy to Councillor Holdsworth.

Proposed Councillor Hart; seconded by Councillor Rogers. All **Agreed**.

ix. INTERNAL AUDITOR & MONITORING COUNCILLORS

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

Proposed by Councillor Jackson; seconded by Harper. All **agreed**.

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;
- ✓ 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.

Proposed on block by Councillor Rogers; seconded by Councillor Hart. All **agreed**.

ADDITIONAL TOWN COUNCIL ITEMS FOR CONSIDERATION

8. MINUTES

a) To **approve** the Minutes of the meeting the Town Council held on 9 April 2024
The heading had the wrong date. but the content is correct. This would be amended.
Proposed by Councillor Garvey; seconded by Councillor Harper. All **agreed**.

b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on 9 April 2024
The heading had the wrong date. but the content is correct. This would be amended.
Proposed by Councillor Hart; seconded by Councillor Garvey. All **agreed**.

c) To **receive** the Minutes of the Planning Committee meeting held on 16 April 2024
Proposed by Councillor Garvey; seconded by Councillor Redfern. All **agreed**.

d) To **receive** the Minutes of the Town and Community Committee meeting held on 16 April 2024
Councillor Salt requested that the minutes note that she left the meeting during item 83 due to the conflict of interest. Councillor Smith noted that she had chaired the meeting and not Councillor Rogers.

Proposed by Councillor Smith; seconded by Councillor Garvey. All **agreed**.

e) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 23 April 2024
Proposed by Councillor Rogers; seconded by Councillor Hart. All **agreed**.

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)

Councillor Rogers suggested the agenda item be discussed at a Working Group.

Councillor Salt hoped that there could be inscriptions added to the design of the lanterns.

Councillor Yates confirmed that the agenda item is to approve the initial design to allow the fabricators to continue with the works.

Councillor Wood questioned whether there is a timescale for the completion of the lanterns. The Chief Officer reported that the aim is for September, as part of the heritage fortnight events.

Proposed by Councillor Salt to accept the design; seconded by Councillor Wood. All **agreed**.

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.

Councillor Jackson queried the breakdown of funding between capital and revenue projects.

Proposed by Councillor Hart; seconded by Councillor Proudlove. 16 voted for; 3 abstentions.

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 covers	Mayor INV 46058	1950.00
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
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
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
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	21.75

		Meeting	
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

Expenditure over £500			
Salaries	May		17506.22
HMRC	PAYE		4940.37
Staff Pensions	Pensions	May	6653.86
C J Skelhorne Jewellers	Mayor's Chain re-engraving shields and additional shields, clean and gold plate.		3852.00
Expenditure less than £500			
CASH	Volunteer Expenses (£160.00), Petty Cash (£33.14)	MAY	193.14
Standard Life	Voluntary Pension Payment	May	200.00
Moorlec Electrical Services	Electrical Works	Town Hall	496.74
Tidysite Skip Services	Bin Emptying w/c 06/05/24	INV 139988	205.14
Toni's Treats	Refreshments	Community Cinema	30.00

		08/05	
Hanley Print Services	50 th Anniversary Booklets	INV 14380	279.00
Jodie Hancock	Travel Expenses	May – Bookers (Cinema refreshment stock items)	9.00
Sarah Haydon	Eye Test/Glasses	Reimbursement	89.00
Fifteen Group	Wifi an Telephone Charges	INV 121061 – May	138.21
Biddulph Old Hall	Garden Festival	Donation	200.00
Toni’s Treats	Garden Festival	Refreshments	45.00
Toni’s Treats	Dementia Approach	Refreshments 09/05	30.00
Katy Pugh Arts	Town Hall Window	Summer Display	175.00

Credit Card			
<i>Hachette UK</i>	<i>To note correction: purchase of Guest Speaker books (not seeds)</i>	<i>Biddulph Garden Festival</i>	<i>687.50</i>
SPCA	Councillor Training		105.00
Sainsburys	Biddulph Scratch	Refreshments	13.84
Sainsburys	Community Cinema/Dementia Cafe	Tablecloths, Refreshments	17.75
HSQE (Vital Skills)	Training		96.00
Sainsburys	Garden Festival	Refreshments	36.30
Argos	Polishing Cloth		3.99
Sainsburys	Garden Festival	Milk, Tea Bags, Duct Tape, Water Bottle for guest speaker	15.70

The accounts were **approved** on block. Proposed by Councillor Hart; seconded by Councillor Harper. All **agreed**.

The Meeting ended at 7.20pm

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