

Biddulph Town Council



Wednesday 4 September 2024

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm** on **Tuesday 10 September 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.

23. PUBLIC PARTICIPATION

Staffordshire Police (**five minutes**)



Biddulph Town Council
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24. TO RECEIVE A PRESENTATION FROM BEN PARRY FROM RESIDENTIAL ENERGY SERVICES

25. APOLOGIES

To receive apologies and approve reasons for absence.

26. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations
- b) To declare any Other Disclosable Interests

27. MINUTES

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

28. MAYORS COMMUNICATIONS

29. 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.

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



31. ITEM REQUESTED BY COUNCILLOR YATES: TO CONFIRM THAT THE TOWN COUNCIL SHOULD PAY FOR FOOTPATH WORK ON BEHALF OF STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL, TO BE REIMBURSED BY UK SHARED PROSPERITY FUNDING

32. FOLLOWING THE SUMMER BREAK, ALL COUNCILLORS TO RECEIVE A VERBAL UPDATE IN RELATION TO PROGRESS WITH:

- a) Town Hall frontage
- b) Bench on Station Road
- c) Lamps at St John's Road
- d) Overton Road trough
- e) Local Transport Plan - Parish Council Engagement Session and ongoing discussions

33. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in August and September 2024:

Expenditure over £500			
Octopus	Electricity – Town Hall	July	1404.35
Octopus	Electricity – Town Hall	August	1052.09
Opus Energy	Gas – Town Hall	July	1222.87
SMDC	Business Rates – TH	September	2389.00
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	August	648.00
Salaries	August		16650.10
HMRC	PAYE		4433.04
Staff Pensions	Pensions	August	6259.60
Clearway	Intruder Alarm replacement parts / Break Glass point installation	Town Hall	661.20
ctd Architects	Third Architects Fee, technical design drawings, project management fee	Garden of Remembrance	2382.00



Gary Smith	Electrical Test Reports and certificates Town Hall / Callout to Bus Hub	Inv 10685	2995.00
H.B Clews Ltd	Tarmac - Car Park Repair	Park Lane Allotments	5000.00
Protech Electrical Limited	300m of Festoon Cable transfer – lighting installation as per quote	INV 5800	5160.00
Prism Solutions	Software Licensing, Security & Support	August	1027.82
Prism Solutions	Software Licensing, Security & Support	September	1027.82
NWFE Limited	Fire Extinguisher Remedials	Town Hall- Inv 6355	753.60
Prism Solutions	Annual Gateway protection License	30.07.24 – 29.07.24	572.92
Moorland Contract Cleaning Ltd	Visitor Centre – Cleaning	July – INV 10998	1073.63
Moorland Contract Cleaning Ltd	Bus Hub – Cleaning	July – INV 10997	1670.53
R.G.S	Lengthsman Work	July 7 th – Aug 6 th 2024	2310.00
D&G Bus Ltd	Biddulph Bus Service	July – INV 9297	3573.80
ctd architects	Stage 4 – Technical design, review of drawings and construction for building reg submission	Town Hall Frontage	2400.00
ctd architects	Preparation of biodiversity baseline habitat plans; drawings for planning app submission, technical design drawings, design process meetings and project management,	Garden of Remembrance	2400.00
Philip Hardaker	Sculptural Bench Completion	Station Road	5000.00

Expenditure less than £500			
CASH	Vol Expenses August		200.00
CASH	Petty Cash	August	57.24
Standard Life	Voluntary Pension Payment	August	200.00
Standard Life	Pension Voluntary Contribution		200.00

Biddulph Town Council



Tidysite Skip Services	Bin Emptying w/c 15/7/24	INV 142806	148.86
Wain Marsh Tree Services	Tree Work – Moorland Road Allotments	INV 110724	400.00
EON Next	Christmas Lights Supply 1.6.24 – 30.6.24	Inv amount only (no payment due, account in credit)	9.45
Right Choice Domestic	Notice Board Construction, Bus Hub Baby Changing Unit Fix, Refix handrail Town Hall, Replace Toilet Door Lock	Town Hall and Bus Hub	350.00
Octopus Energy	Electricity – Bus Hub (DD)	July	103.89
Octopus Energy	Electricity – Bus Hub (DD)	August	119.42
K. Wood	Window Cleaning - July	Inv KW115	114.00
Prism	Phone Charges	June - INV 5795	265.79
CEF Electrical	5x RCDs	Town Hall	211.20
Culligan	Final amount due	Account closure and credits received	7.91
Reliance High Tech Ltd	Lone Worker Devices	July	77.52
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 3521	45.00
Octopus Energy	Electricity – Visitor Centre	July	331.72
Octopus Energy	Electricity – Visitor Centre	August	438.74
Myers & Co Solicitors	Employer Assist	20 th July – 19 th Aug	150.00
Myers & Co Solicitors	Employer Assist	12 th Aug – 11 th Sep	150.00
SMDC	Business Rates – Storage Unit - DD		182.00
Waterplus	Visitor Centre – Water Supply	July	55.31
Waterplus	TBG – Water Supply	12 June – 12 July	22.29
Euro Digital Systems	Printing	July	188.77
NatWest	Bank Charges DD	June Charges	11.20
Unity Trust Bank	Bank Charges	Service Charges	44.55
PHS Group	Visitor Centre – Sanitary Waste collection	16/09/24 – 15/09/25	339.92
PHS Group	Town Hall – Sanitary Waste collection	16/09/24 – 15/09/25	175.34



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PHS Group	Bus Hub – Sanitary Waste collection	16/09/24 – 15/09/25	411.37
SCC Biddulph Library	BWT – Summer Coffee Mornings	Invoice 1000131127	235.00
Biddulph Youth & Community Zone	BWT – Summer Community Café		100.00
Fifteen Group Limited	Phone Charges (DD)	01/07 -31/07	138.21
Biddulph Beer & Music Festival Group	Sponsorship for 2024 Biddulph Beer & Music Festival		100.00
Ridgeway Caterers	Mayors Civic Dinner Apr 2025	Deposit	150.00
Foxtails	Flowers For resident	Mayors Allowance	25.00
Toni's Treats	Dementia Café 08/08/24	Refreshments	30.00
<i>EON Next</i>	<i>Christmas Lights Supply 1.7.24 – 31.7.24</i>	<i>Inv amount only (no payment due, account in credit)</i>	<i>9.76</i>
NatWest	Bank Charges DD	July Charges	11.55
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 3555	14.40
Tidysite Skip Services	Bin Emptying w/c 05/08/24	INV 143721	92.58
Adrian Lawton	Deputy Mayor Expenses	Travel to Stone Town Council Civic Sunday	20.00
SPCA	Councillor Training	AL – Explore Chairmanship	90.00
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 3545	163.28
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 3543	54.18
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 3576	100.15
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall & Bus Hub	INV 3595	91.58
Mick Peers	Park Lane Allotments	Reimbursement – Postmix cement for notice board	6.00
HEADS (Congleton Chronicle)	Biddulph Arts Network	Advertising	396.00
BYCZ	BWT – Community Café		100.00
Barry Harrison	Park lane Allotments	Reimbursement – Groundcover x3	95.94

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Tidysite Skip Services	Bin Emptying w/c 22/07/24	INV 143141	92.58
Tidysite Skip Services	Bin Emptying w/c 29/07/24	INV 143396	205.14
Filmbankmedia	Family Film Screening	"Kung Fu Panda 4"	169.20
Electrical Installation Supplies	Coloured Bulbs	Town Hall	42.80
Electrical Installation Supplies	Bulbs	Town Hall	54.13
Tidysite Skip Services	Bin Emptying w/c 12/08/24	INV 144006	148.86
Waterplus	TBG – Water Supply	12 July – 12 August	39.40
Waterplus	WBG – Water Supply	05 Feb – 12 August	58.48
Sovereign Planned Services Ltd	Callout & Repair – Town Hall	Police Area & Reception – AC leaks	336.06
Tidysite	Bin Emptying w/c 19/08/24	INV 144268	92.58
Foxtail Florist	Flowers – Mayor Visit	Resident 100 years	25.00
Hanley Print Services Ltd	2 Vinyl Banners – Car Show	Inv 14502	204.00
Clearway	Callout – CCTV – 09.08.24	Bus Stop camera fault	224.26
Clearway	Callout – CCTV – 05.08.24	Bus Hub Toilet 2x camera fault	224.26
NWFE Limited	Fire Extinguisher Remedials	Visitor Centre – Inv 6356	150.00
K. Wood	Window Cleaning – TH	Inv KW116 – AUGUST	114.00
N&J Tree Services Ltd	Butterfly Garden	Tree Survey	259.20
Prism	Phone Charges	July - INV 5977	265.79
Fifteen Group Limited	Phone Charges (DD)	01/08 -31/08	138.21
Reliance High Tech Ltd	Lone Worker Devices	August	77.52
Flatpack Projects	Spotlight BTH graphic design	INV FP-5041	240.00
B Webster Plumbing & Heating	Visitor Centre – replace thermostat	Inv 23	170.00
Parish Online	Mapping Software – Annual fee	2024-2025	420.00
SMDC	Health & Safety Visit 21.08.24	Town Hall & Visitor Centre	291.63
Moorland Contract Janitorial	Cleaning Supplies	Bus Hub – INV 3608	18.06



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Tidysite Skip Services	Bin Emptying w/c 27.08	Inv 144546	205.14
Wayne Rogers	Travel Expenses - September	SPCA Meeting	27.20
Mark Edwards	Travel Expenses - May-Aug	VC – Legionella testing	5.40
Fenn	Drywipe Marker Pens, A3 Laminating Pouches	INV SINV00649601	62.72
Fenn	Copier Paper A4 10x boxes, Coper paper A3 5x	INV SINV00649602	280.56
AJ Environmental	Annual Mole Control	WBG	320.00
Waterplus	Visitor Centre – Water Supply	August	59.87
HEADS (Congleton Chronicle)	Biddulph Scratch Presents	Advertising	177.84
Tidysite Skip Services	Bin Emptying w/c 03/09/24	INV 144787	92.58
Euro Digital Systems	Printing	August	59.21

Credit Card			
GiffGaff	Mobile Phones	August	8.00
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Amazon	DVD	Biddulph Scratch	14.99
Amazon	Paintbrush & Masking Tape	Town hall	8.86
Amazon	Stanley Knife, Paintbrush	Town hall	5.71
Amazon	Hi-Vis Yellow Paint		5.30
Amazon	Lever Arch Files		10.44
Amazon	Files organiser, pens & notebooks		38.34
Amazon	Ring Binders & Post-It Notes		25.56
Amazon	Plastic Pockets & Ring Binders		21.98
Amazon	Folders		14.99
Amazon	Speaker Adapter	Town hall	9.89
HSQE Ltd	Vital Skills – Staff Training		96.00
Argos	Printer Ink		13.59
Sainsburys	Learners Forum 10/7/24 & Town Hall Cleaning Supplies	Refreshments	34.80
Wickes	Paint	Town Hall	86.00
Sainsburys	Mental Health Training 17/7/24 & Town Hall Cleaning Supplies	Refreshments	52.45

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Home Bargains	Mayors Civic Sunday	Refreshments	23.83
B&M	Family Film Day – Refreshments	& Cleaning Supplies	21.85
Foxtail Florist	Flowers	Gift – Family of Cllr Swift	35.00
Made by Cooper Ltd	BTC Civic Awards	Enamel Pin Badges x100	222.60
Sainsburys	Biddulph Scratch 02.08	Refreshments & Cleaning Supplies	12.80
Facebook Meta	Social Media Advertising	Civic Sunday, Summer Guide, Family Film, Biddulph Scratch	34.94
Argos	Microwave	TH – Office Kitchen	65.00
Renogy UK	Solar Marine kit	Mining Lamps – St Johns Road	368.97
Eventbrite	Event Listing Fee	Biddulph Prayer Breakfast	7.99
Marks & Spencer	DDAY Event – refreshments		16.60
Facebook	Social Media Advertising	Over 30's disco	0.01
Nisbets	Toilet Tissue Dispensers x3	Bus Hub	52.16
Nisbets	Toilet Seats x4	Bus Hub	60.43
SiteKing Safety Workwear	Caretaker MH Work trousers		28.97
SMDC	Planning Application fee	New GOR	359.00

b) To approve supplementary accounts (to be tabled)



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