

# Biddulph Town Council



Wednesday 2 October 2024

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm on Tuesday 8 October 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.**

### **34. PUBLIC PARTICIPATION**

Staffordshire Police (**five minutes**)



**Biddulph Town Council**  
Town Hall, High Street, Biddulph, Staffordshire  
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**35. TO RECEIVE A PRESENTATION FROM STOKE ON TRENT FOODBANK ON CURRENT PROJECTS**

**36. APOLOGIES**

To receive apologies and approve reasons for absence.

**37. DECLARATIONS OF INTEREST**

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

**38. MINUTES**

- a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 10 September 2024
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 10 September 2024
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 17 September 2024
- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 17 September 2024
- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 24 September 2024

**39. MAYORS COMMUNICATIONS**

**40. 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.

**41. 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)



## 42. ACCOUNTS & FINANCE

a) To approve accounts to be paid in October 2024:

| Expenditure over £500                |   |  |                      |
|--------------------------------------|---|--|----------------------|
| Octopus                              | Electricity – Town Hall                         | August   | 1052.09              |
| Octopus                              | Electricity – Town Hall                         | September  | 1296.47              |
| SMDC                                 | Business Rates – TH                             | October  | 2389.00              |
| Sandyford Properties Investments Ltd | Rent & Service Charges – Brownlees Storage Unit | October  | 648.00               |
| Prism Solutions                      | Software Licensing, Security & Support          | October  | 1027.82              |
| Acorn Occupational Health            |   | Functional Capacity Assessment                                     | 756.00               |
| Westland Environmental Safety Ltd    | Asbestos Management Survey                      | Visitor Centre   | 540.00               |
| Profab uk Ltd                        | Manufacture of Miners Lanterns                  | <i>(£8000 to be reimbursed by the Moorlands Partnership Board)</i> | 28320.00<br>inc. VAT |
| Profab uk Ltd                        | Installation of Miners Lanterns                 | <i>(to be funded entirely by SMDC)</i>                             | 4494.00<br>inc VAT   |
| ctd Architects Ltd                   | Professional fees                               | Town Hall Frontage   | 3605.40              |
| Gary Smith Electrical Ltd            | Electrical Work                                 | Miners Lanterns & Repairs at Visitor Centre                        | 1625.00              |
| R.G.S                                | Lengthsman Work                                 | 6/9/24 – 1/10/24   | 3340.00              |
| Fifteen Group                        | Wifi Upgrade                                    |  | 969.60               |
|                                      |   |  |                      |



| <b>Expenditure less than £500</b> |  |  |        |
|-----------------------------------|--|--|--------|
| Standard Life                     | Pension Voluntary Contribution                 | October  | 200.00 |
| Tidysite Skip Services            | Bin Emptying w/c 16/09/24                      | INV 145322   | 92.58  |
| Octopus Energy                    | Electricity – Bus Hub (DD)                     | September  | 97.36  |
| Octopus Energy                    | Electricity – Visitor Centre                   | September  | 325.49 |
| Myers & Co Solicitors             | Employer Assist                                | 12 <sup>th</sup> September – 11 <sup>th</sup> October 2024 | 150.00 |
| SMDC                              | Business Rates – Storage Unit - DD             | October  | 182.00 |
| Unity Trust Bank                  | Bank Charges- cash & cheques                   | 4 June – 3 Sep 2024  | 47.20  |
| Unity Trust Bank                  | Bank Charges- account fee & debit transactions | 4 June – 3 Sep 2024  | 61.50  |
| Unity Trust Bank                  | Bank Charges- account fee & debit transactions | 4 Sep – 30 Sep 2024  | 17.55  |
| NatWest                           | Bank Charges DD                                | August Charges   | 5.60   |
| Waterplus                         | TBG – Water Supply                             | 12 Aug – 12 Sep 2024                                       | 26.02  |
| K. Wood                           | Window Cleaning – TH                           | September – INV KW117                                      | 114.00 |
| Prism                             | Phone Charges                                  | August – INV 6181  | 265.98 |
| Fifteen Group Limited             | Phone Charges (DD)                             | September  | 94.80  |
| Reliance High Tech Ltd            | Lone Worker Devices                            | September  | 77.52  |
| Euro Digital Systems              | Printing                                       | September  | 88.88  |
| CEF Electrical                    |  | Miners Lanterns  | 53.64  |
| Sophias Kitchen                   | Car Show                                       | Volunteer Refreshments                                     | 40.00  |
| B&M                               | Car Show                                       | Volunteer Refreshments                                     | 9.64   |
| Sainsburys                        | Car Show                                       | Volunteer Refreshments                                     | 6.00   |
| Grenkeleasing Ltd                 | Copier Lease                                   | Quarterly Period 01/10/24 – 31/12/24                       | 165.60 |
| Grenkeleasing Ltd                 | Copier Lease                                   | Quarterly Period 01/07/24 – 30/09/24                       | 165.60 |
| Grenkeleasing Ltd                 | Copier Lease                                   | Document Fee   | 168.00 |
| Hanley Print Services             | A1 Foamex Board                                | Station Road Bench Open Day                                | 105.60 |

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|                                     |                                  |                                |        |
|-------------------------------------|----------------------------------|--------------------------------|--------|
| Cornerstone Projects Ltd            | Utilities Searches               | Town Hall Frontage             | 438.05 |
| Jodie Hancock                       | Travel Expenses                  | September                      | 18.80  |
| HEADS (Congleton) Limited           | Classic Car Show                 | Advertising                    | 246.24 |
| Wayne Rogers                        | Travel Expenses                  | SPCA September                 | 8.10   |
| Moorland Contract Janitorial        | Cleaning Supplies – Bus Hub      | INV 3658                       | 54.18  |
| Hanley Print Services               | A1 Foamex Board                  | Classic Car Show               | 352.80 |
| Hanley Print Services               | 200x registration forms          | Classic Car Show               | 96.00  |
| Hanley Print Services               | A0 Plans                         | Burial Ground Project          | 60.00  |
| Hanley Print Services               | A1 Plans                         | Burial Ground Project          | 18.00  |
| TJB Pest Control Ltd                | Wasp Nest Treatment              | Moorland Rd Allotments         | 60.00  |
| Sarah Haydon                        | September                        | Travel Expenses/ Reimbursement | 60.68  |
| CEF Electrical                      | Cabling, parts                   | Miners Lanterns                | 112.74 |
| CEF Electrical                      | Electrical Repairs               | Visitor Centre                 | 189.53 |
| Cornerstone Projects Ltd            | Coal Search                      | Town Hall Frontage             | 176.62 |
| Moorland Contract Janitorial Ltd    | Cleaning Supplies                | Town hall                      | 28.80  |
| Time Assured Ltd                    | Clock Servicing                  | TBG, Tow Hall, Knypersley      | 420.00 |
| Mayors Volunteer & Community Awards | Prizes                           | 15x cheques                    | 350.00 |
| Zurich Municipal                    | Inspection Contract              | Insurance                      | 59.53  |
| SMDC                                | Lease of Land                    | Congleton Road                 | 90.00  |
| Clearway                            | Intruder Alarm Maintenance       | INV 84283                      | 342.00 |
| ICCM                                | Training – Cemetery management   | Admin Officer                  | 174.00 |
| Brian Porter                        | Return of Memorial Brick payment | Ref Humphries                  | 25.00  |
| Tidysite Skip Services              | Bin Emptying w/c 23/09           | INV 145621                     | 205.14 |
| Tidysite Skip Services              | Bin Emptying w/c 30/09           | INV 145931                     | 92.58  |



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|               |              |  |        |
|---------------|--------------|--|--------|
| Toni's Treats | Refreshments | Dementia Café /<br>Community Cinema w/c<br>02/10 | 60.00  |
| Toni's Treats | Refreshments | Mayors Civic Awards                              | 350.00 |
|               |              |  |        |

| <b>Credit Card</b> |                            |  |       |
|--------------------|----------------------------|--|-------|
| GiffGaff           | Mobile Phones              | October                                | 8.00  |
| GiffGaff           | Mobile Phones              | October                                | 8.00  |
| GiffGaff           | Mobile Phones              | October                                | 8.00  |
| Amazon             | Wireless Microphone system |  | 78.00 |
| Amazon             | Thermal Gloves             |  | 10.92 |
| Amazon             | Vacuum Power Cable         | Replacement part                       | 19.99 |
| Amazon             | USB Computer Mouse         |  | 8.89  |
| Amazon             | Privacy Window Film        |  | 12.98 |
| Amazon             | DVD                        |  | 14.99 |
| Amazon             | DVDs                       |  | 17.98 |
| Amazon             | Notebooks                  |  | 22.49 |
| Sainsburys         | Mayors Civic Awards        | Refreshments                           | 5.50  |
| Gov.UK             | Land Registry Search       | 1000006016689                          | 6.00  |
| B&M                | Town Hall Supplies         | Cleaning products,<br>spoons           | 16.49 |
| Argos              | Printer Ink                |  | 27.18 |
| Value Products Ltd | First Aid Supplies         |  | 78.42 |
| First Aid 4 Less   | Bleed Control Kit          | Town Hall                              | 57.60 |
| First Aid 4 Less   | Bandages / Eye Dressings   | Town Hall                              | 8.34  |
| First Aid 4 Less   | Bandages                   | Town Hall                              | 12.48 |
| Digital ID         | Proximity Key Fobs         |  | 44.58 |
| Sainsburys         | Refreshments               | Mental Health Training                 | 13.80 |
| Nisbets            | Urn – Pump                 | Town Hall                              | 29.97 |
| Microsoft          |                            | License                                | 70.56 |
| The Purple Guide   | Subscription Renewal       | Oct 24 – Oct 25                        | 30.00 |
| Facebook Meta      | Social media Advertising   | Open Arts Meeting                      | 0.02  |
| Screwfix           | Toilet Seats & Cabling     | Bus Hub                                | 80.55 |
| Facebook Meta      | Social media Advertising   | Biddulph Scratch,<br>Classic Car Show, | 50.32 |

# Biddulph Town Council



|            |  |  |       |
|------------|--|--|-------|
|            |  | Miners Lanterns, Open Arts Meeting, Biddulph Calendar, Health & Wellbeing Fair, Feast & Flicks |       |
| Iceland    | Mayor's Civic Volunteer Awards Evening | Refreshments   | 50.50 |
| Sainsburys | Mayor's Civic Volunteer Awards Evening | Refreshments   | 16.00 |
| Asda       | Mayor's Civic Volunteer Awards Evening | Refreshments   | 52.14 |
| Aldi       | Mayor's Civic Volunteer Awards Evening | Refreshments   | 79.83 |
| Nisbets    | Toilet Seat                            | Bus Hub  | 60.43 |
|            |  |  |       |

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



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