

Biddulph Town Council



Wednesday 5 February 2025

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm** on **Tuesday 11 February 2025**, 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

A handwritten signature in black ink that reads 'SM Haydon'.

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.

67. PUBLIC PARTICIPATION

Staffordshire Police (**five minutes**)



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire
Moorlands ST8 6AR
Tel: 01782 498480
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www.biddulph.co.uk

68. APOLOGIES

To receive apologies and approve reasons for absence.

69. DECLARATIONS OF INTEREST

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

70. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 14 January 2025
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 14 January 2025
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 21 January 2025
- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 21 January 2025
- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 28 January 2025

71. MAYORS COMMUNICATIONS

72. 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.

73. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE JANUARY 2025 MEETING (Updates only from the following meetings: Biddulph in Bloom, Moorlands Assembly, Staffordshire Parish Councils Association, Moorlands Partnership Board, Twinning Association and Fairtrade)



74. TO RECEIVE AN UPDATE ON THE TOWN HALL FRONTAGE DEVELOPMENT
75. TO CONFIRM THE OUTCOME OF THE ADVERTISEMENT FOR A TOWN COUNCILLOR IN THE WEST WARD, AND TO AGREE NEXT STEPS
76. TO CONFIRM THAT A VACANCY HAS ARISEN IN THE EAST WARD; TO AGREE THAT STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL SHOULD BE CONTACTED IN ORDER TO ADVERTISE THE POSITION.
77. TO AGREE THE TRANSFER OF £100,000 FROM THE CCLA ACCOUNT INTO THE UNITY ACCOUNT
78. TO CONFIRM THAT COUNCILLOR HARPER WILL BECOME THE HEALTH AND SAFETY MONITORING COUNCILLOR FOLLOWING THE RESIGNATION OF THE PREVIOUS MONITORING COUNCILLOR
79. TO AGREE AN INSURANCE PROVIDER FROM 28 FEBRUARY 2025 FOR THE FOLLOWING 12-MONTHS, BASED ON THE ATTACHED ASSESSMENT OF RISK AND RISK MANAGEMENT POLICY
80. **ITEM REQUESTED BY COUNCILLOR PROUDLOVE:**
To mark the 80th anniversary of VE Day, Staffordshire Moorlands District Council is developing a veterans' project which will include an event which the council would like to see hosted in Biddulph. I call upon Biddulph Town Council to support the proposed event and work with the portfolio holder for Communities at the District Council in order to shape the programme and secure an appropriate venue.
81. **PRECEPT**
To confirm the recommendations from the Finance Strategy and Management Committee meeting:
- a) Committee budgets for 2025-26 (spreadsheet attached)
 - b) Fees and charges for 2025-26 (attached)
 - c) Precept requirement for 2025-26 of £481,920.00, based on tax base of 6401.
82. **ACCOUNTS & FINANCE**
- a) To **approve** accounts to be paid in February 2025:



| Expenditure over £500 | | | |
|--------------------------------------|---|--|---------|
| Octopus | Electricity – Town Hall | | |
| SMDC | Business Rates – TH | | |
| Sandyford Properties Investments Ltd | Rent & Service Charges – Brownlees Storage Unit | February | 648.00 |
| Prism Solutions | Software Licensing, Security & Support | | |
| Lifestyle Windows | Visitor Centre | Windows | 2575.00 |
| English Martyrs Church | BWT – Warm Spaces | 08/01/25 – 12/03/25 | 700.00 |
| Ignite Facilities | Town Hall | Boiler Service – strip down and replace seals, ignition & probes | 1389.42 |
| Starboard Systems Ltd (Scribe) | Annual Accounts Renewal | | 1490.40 |
| Moorlec Electrical Services | Emergency lighting remedial work | Town Hall | 1554.00 |
| Moorlec Electrical Services | Emergency lighting remedial work | Bus Hub | 546.00 |
| D&G Buses | Timetable Leaflet printing | 50% agreed contribution | 668.00 |
| Octopus Energy | Electricity – Visitor Centre | January | 508.78 |
| Moorland Contract Cleaning Ltd | Visitor Centre – Cleaning | January | 1024.21 |
| Moorland Contract Cleaning Ltd | Bus Hub– Cleaning | January | 1560.37 |

| Expenditure less than £500 | | | |
|-----------------------------------|--------------------------------|------------------|--------|
| Standard Life | Pension Voluntary Contribution | February | 250.00 |
| Unity Trust | Services Charges | | 22.05 |
| Tidysite Skip Services | Bin Emptying w/c 20/01/25 | Inv 150055 | 92.58 |
| Tidysite Skip Services | Bin Emptying w/c 13/01/25 | Inv 149813 | 205.14 |
| EDF Energy | Gas – Town Hall | | |
| Electrical Installation Supplies | Town Hall | Lightbulbs | 93.97 |
| Octopus Energy | Electricity – Bus Hub (DD) | January | 111.21 |
| NatWest | Bank Charges DD | November Charges | 8.75 |

Biddulph Town Council



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|----------------------------------|--|---|--------|
| Myers & Co | HR Assist | 12 th Jan – 11 th Feb | 150.00 |
| Waterplus | TBG – Water Supply | | |
| Waterplus | Brown Lees Storage Unit – Water Supply | 12 Dec – 12 Jan | 20.88 |
| K. Wood | Window Cleaning – TH | January | 114.00 |
| Prism | Phone Charges | December | 285.83 |
| Fifteen Group Limited | Phone Charges (DD) | December | 94.80 |
| Reliance High Tech Ltd | Lone Worker Devices | January | 77.52 |
| Euro Digital Systems | Printing | 26 Dec 24 – 25 Jan 25 | 74.47 |
| Moorland Contract Janitorial | Cleaning Supplies – Town Hall | Inv 4006 | 180.48 |
| Tidysite Skip Services | Bin Emptying w/c 27/01/25 | INV 150341 | 148.86 |
| Moorland Contract Janitorial Ltd | Cleaning Supplies – Bus Hub | | |
| Toni's Treats | BLPG Group | Refreshments 5/11/24 | 50.00 |
| Toni's Treats | Inv 61 | Refreshments 21/1/25 | 75.00 |
| Gary Smith's Electrical Limited | Routine Lighting Tests | Town Hall | 320.00 |
| Toni's Treats | Inv 66 | Refreshments | 30.00 |
| Toni's Treats | Inv 65 | Refreshments | 70.00 |
| Toni's Treats | Inv 64 | Refreshments | 30.00 |
| Margaret Warman | Staff Benefits | Eye Test and Glasses contribution | 79.95 |
| Unity Trust | Service Charges | December | 19.50 |
| Trade Sparky | Fluorescent Tubes Lights | Town Hall | 101.86 |
| The Green Tree House | BWT – Warm Places | Jan to March | 310.20 |
| Wayne Rogers | Travel Expenses | SPCA meeting – Feb | 25.20 |
| Tonis Treats | BLPG Refreshments 04/02 | Inv 69 | 75.00 |
| Sarah Haydon | Travel Expenses | Parish Charter Meeting | 11.56 |
| Evolve IT Support | Annual domain renewal | 2025 | 27.56 |
| | | | |
| Biddulph Chinese | Chinese New Year Event | Refreshments (Paid by CASH against cheque withdrawal) | 100.00 |



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|------|---|--|--------|
| CASH | Volunteer Expenses (£180.00), Petty Cash (£47.44) | December (omitted from January approvals) | 227.44 |
| | | | |

| Credit Card | | | |
|--------------------|----------------------------------|------------------------|--------|
| GiffGaff | Mobile Phones | | |
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| Sainsburys | Chinese New Year Event | Refreshments | 5.15 |
| eBay | Plug-In Circuit Breaker | | 64.95 |
| SurveyMonkey | Annual membership | | 408.00 |
| Majestic Metals | Memorial Bench Plaques x2 | | 113.14 |
| Sainsburys | Kettle & meeting Refreshments | | 64.35 |
| Biddulph Fish bar | Xmas Lights switch on event | Volunteer refreshments | 117.30 |
| Argos | Laminator | | 29.99 |
| Facebook | Advertising | 12 days | 26.34 |
| Amazon | Coffee & Tea Bags | | 16.85 |
| Amazon | Blu-Rays | Community Cinema | 24.98 |
| Amazon | Blu-Ray | Community Cinema | 14.99 |
| Amazon | Disposable Cutlery | Events | 6.98 |
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b) To approve supplementary accounts (to be tabled)