

Biddulph Town Council



Date: Wednesday 8 May 2019

To: All Members of the Town Council

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of the Town Council** to be held in the Council Chamber at Biddulph Town Hall, High Street, Biddulph ST8 6AR, on **Tuesday 14 May 2019 at 6pm** at which the business set out below will be transacted.

Any Councillor unable to attend should forward their apologies either to the Chief Officer or the Mayor.

Sarah Haydon

Chief Officer

A G E N D A

1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

- a) Nomination, election and signature of Declaration of Acceptance of Office
- b) Presentation of Chains of Office to Mayor and Mayoress/ Consort
- c) Speech of Acceptance by Mayor
- d) Speech by outgoing Mayor
- e) Vote of thanks
- f) Presentations to outgoing Mayor

2. APOLOGIES

3. DECLARATIONS OF INTEREST

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



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4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 8 MAY 2018

Confirmation of the Minutes of the Meeting of 8 May 2018 (signed at the Ordinary Town Council meeting on 15 May 2018)

5. ELECTION OF DEPUTY MAYOR

- a) Nomination, election and signature of Declaration of Acceptance of Office
- b) Presentation of Chains of Office to Deputy Mayor and Mayoress/ Consort

6. CONSTITUTION

i. APPROVAL OF STANDING ORDERS

To **approve** Standing Orders containing updated advice from NALC (enclosed).

ii. APPROVAL OF MEMBERSHIP OF STANDING COMMITTEES

~ New Committee structure approved February 2019, to be implemented from May 2019.

Meeting dates for 2019/20 approved at Town Council meeting in March 2019.

~ Committee membership to be tabled; to **approve** membership for 2019/20:

- 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.

iii. APPROVAL OF MEMBERSHIP OF SUB-COMMITTEES

~ To **note** that there are no established Sub-Committees in May 2019.

Working Groups exist to cover the following business:

- Neighbourhood Plan (Planning Committee)
- Young People (Town and Community Committee)
- Christmas Lights (Town and Community Committee)



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- 93 Bus Service (Finance Strategy and Management Committee)

All Councillors are welcome to attend Working Groups, as voting members.

iv. FINANCIAL REGULATIONS

To **receive** the Town Council's Financial Regulations, which were approved at the Town Council meeting on 15 January 2019; no changes have been made since this approval.

v. CODE OF CONDUCT

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

vi. DISPENSATION FOR ALL COUNCILLORS

To **approve** that the Town Council grants a dispensation to Town Councillors that are resident within the town with regard to the annual approval of precept requirements.

vii. APPROVAL OF GENERAL POWER OF COMPETENCE

That the Town Council **resolves** from 14 May 2019, until the next relevant Annual Meeting of the Council (i.e. May 2023), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Please see briefing note attached.

7. FINANCIAL MANDATE

- a) **Signatories:** Current signatories for the current account being: The Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Committee plus the Chief Officer and Officer. **(Two members plus one officer to sign)**



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- b) **Mayor's Charity Account:** To give authority to the Chief Officer and Officer of the Council to be the two signatories for the Mayor's Charity Account. 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), 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.

i) **INTERNAL AUDITOR & MONITORING COUNCILLOR**

Appointment of independent Internal Auditor (currently Elizabeth Thompson) plus one councillor (currently Councillor D Hawley), to fulfil audit requirements.



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8. TO APPROVE THAT THE DRAFT NEIGHBOURHOOD PLAN AND DRAFT NEIGHBOURHOOD DEVELOPMENT ORDER WILL BE SUBMITTED TO STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL FOR SCREENING, BEFORE STARTING A PERIOD OF CONSULTATION

Please see report and documents attached.

Please note, Hannah Barter (Urban Vision) will be in attendance at this meeting and will be permitted to answer relevant queries as part of this agenda item.

9. ACCOUNTS & FINANCE

a) Accounts received for payment in May 2019

Staffordshire County Council Contribution to bus service 93 from January to end March 2019	7716.67
OS Homfray TA Hammer Design 3 interpretation boards at Biddulph Grange Country Park to be reimbursed by Staffordshire Moorlands District Council	2400.68
Ash Waste Services Empty 4 skips weekly at Biddulph Town Burial Ground Tidysite Skip Services Ltd	423.30
Empty 1 bin fortnightly at Woodhouse Burial Ground B Carter	23.10
Un/lock gates at Woodhouse Burial Ground	40.00
Market imprest For market stall construction and dismantling at Artisan Market	180.00
P and V Newton & Sons 4 x name plates for Mayoral photographs	14.00
Credit Card Open Spaces Annual Membership Facebook	45.00
Boosts for Fresh Food Friday, International Women's Day 2 x Election Briefing, Local Green Spaces Giff Gaff	15.40
	20.00



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Wifi connection	
Giff Gaff	25.00
Wifi connection	
Shutterstock	19.00
Electronic images	

b) Supplementary accounts

To be tabled

***Light refreshments will be served after the meeting
Partners and family are welcome.***



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