

# Biddulph Town Council



Tuesday 19 May 2020

Dear Councillor

You are summoned to attend a virtual meeting of the Town Council at **6.00 pm** on **Tuesday 26 May 2020** held via Zoom, at which the following business will be transacted. The Zoom link to participate in the meeting will be sent separately.

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

Yours sincerely

SM Haydon  
CHIEF OFFICER

**Members of the public and press are welcome to view the meeting via the 'Biddulph Town Council' Facebook page or at [www.biddulph.co.uk](http://www.biddulph.co.uk)**

## A G E N D A

### 1. PUBLIC PARTICIPATION

*To receive written representations from:*

- *Staffordshire County Council representative(s)*
- *Staffordshire Police*
- *Others*

**Statements to be received in advance to ensure these can be circulated to Town Councillors and made available on the website.**

### 2. APOLOGIES

To receive apologies and approve reasons for absence.

### 3. DECLARATIONS OF INTEREST

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



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#### **4. TO APPROVE THE VIRTUAL MEETINGS POLICY AND GUIDANCE (ATTACHED)**

#### **5. MINUTES**

- a) To **approve** the Minutes of the meeting the Town Council held on 10 March 2020 (Minutes to be **signed** when restrictions on social distancing have been clarified)
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on 10 March 2020

#### **6. MAYOR'S COMMUNICATIONS**

To **receive** the resignation of the Officer to the Council and **note** that the Finance Strategy and Management Committee will undertake a review of current and future staffing requirements.

#### **7. INSTALLATION AND ONGOING COSTS OF WIFI**

At the Finance Strategy and Management Committee meeting in January 2020, three quotations were considered in relation to the installation and ongoing charge for WIFI in Biddulph Town Hall. At this time, two quotations were fairly similar, and it was agreed that the Town Council would seek approval from Staffordshire Moorlands District Council (SMDC) to commence the installation of WIFI in Biddulph Town Hall.

SMDC has confirmed that they will pay for the installation of WIFI; this can commence as soon as practicable. The work would be commissioned by the Town Council, who will have the ongoing relationship with the provider.

It is proposed that the Town Council will pay for the ongoing cost of the WIFI. SMDC's preferred provider is Fifteen, which means the Town Council will pay £47.50 per month. Please note that the current 'dongle' WIFI provision is £25 per month, which will be ended when the new service commences.

To **approve** that WIFI will be installed in Biddulph Town Hall; Biddulph Town Council will be responsible for the ongoing cost.

#### **8. SAINSBURY'S LAND PURCHASE**

At the Town Council meeting in September 2019, Councillors approved that land at Station Road would be purchased from Sainsburys. Sainsbury's has recently confirmed that they wish to proceed with this sale.

To **approve** that the Town Council will transfer £6000 (inc. VAT) to Charlton's Solicitors to enable them to confirm that they are holding the funds on account in respect of Sainsburys' solicitor's fees. The legal process will commence when this formal undertaking has been given. Further purchase costs will be released at a later date.

#### **9. MANAGEMENT OF BIDDULPH TOWN HALL**

At the Special Town Council meeting in February 2020, Councillors voted to accept the draft Management Agreement for Biddulph Town Hall. This document contained information about the financial contribution that would be paid by Staffordshire Moorlands District Council (SMDC) and

# Biddulph Town Council



the transfer of caretaking staff to Biddulph Town Council. The latter issue had been discussed at the January 2020 Town Council meeting and within the Asset Transfer Working Group.

To **approve** the Management Agreement for Biddulph Town Hall, effective 1 June 2020. This will include the transfer of caretaking staff to Biddulph Town Council.

Please note, this document will be sent separately as it is commercially sensitive and contains information about the TUPE transfer of staff.

Ongoing support with this process has been provided by Charlton's Solicitors. The lease document for the Town Hall will be considered at a later meeting, when received.

## 10. OFFICE AND STORAGE SPACE WITHIN THE TOWN HALL

- a) To **approve** the purchase of kitchen units, sink, worktop and fittings for the new office space (est. £500+VAT)
- b) To **approve** the purchase of a new desk and three new chairs for caretaking staff (est. £500+VAT)
- c) To **note** that a specification has been developed for electrical work in the new office space; quotations to be received at the next meeting.

## 11. CONFIRMATION OF INTERNAL AUDIT ARRANGEMENTS USUALLY CONSIDERED AT THE CLOSE OF THE FINANCIAL YEAR AND DELAYED DUE TO CORONAVIRUS PANDEMIC.

Internal Audit arrangements are approved annually. Within the November 2019 Finance Strategy and Management Committee Annual Finance Report, the Chief Officer undertook to carry out benchmarking of internal audit provision.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide notes that the following conditions in relation to the internal auditor must be considered annually. They shall:

- be competent and independent of the financial operations of the council;
- report to council in writing with a minimum of one annual written report during each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

The current internal auditor has provided the following statement:

*I worked in various local government roles, both audit and accountancy, since 1987. I qualified with the Chartered Institute of Public Finance and Accountancy in 1997; and worked in a professional role finishing in 2009 as Deputy Head of Finance with High Peak Borough Council. I have provided some teaching on the Association of Accounting Technicians course for Buxton College up to 2014.*



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The Chief Officer can confirm that the internal auditor meets the above criteria, having an excellent understanding of the Town Council whilst ensuring a professional and objective relationship. It is not considered appropriate to consider alternative arrangements at this time.

To **approve** that the current Internal Auditor should be confirmed for the 2019-20 audit.

## **12. UPDATE ON BIDDULPH GRANGE COUNTRY PARK VISITOR CENTRE LEASE**

Lease not received from Staffordshire Moorlands District Council as agendas were circulated. If received before meeting, this will be sent out to aide discussion. Expected to be in line with approved Heads of Terms (February 2020 Town Council).

## **13. ACCOUNTS & FINANCE**

To approve expenditure in April and May, sent out for consideration previously, and paid under powers within the Financial Regulations and Scheme of Delegation.

### **APRIL**

#### **Expenditure above £5000**

There are two items that exceed £5000. These items of expenditure are incurred as a result of contracts which have previously been approved by the Town Council. As such, this expenditure is pre-approved and anticipated.

#### **RGS- Burial Grounds' Maintenance contract**

Six-monthly payment	7,100.00
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#### **Urban Vision**

Neighbourhood Plan	
Regulation 14 consultation and preparation for Regulation 16 consultation	5,700.00

#### **Expenditure above £500 and below £5000**

#### **RGS- Burial Grounds' Maintenance contract**

Removing soil from Woodhouse Burial Ground	554.00
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#### **RGS- Lengthsman work**

Installing dead hedge at Springfield Road and tidy up of area	962.00
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#### **Raymond Gibson**

Storage of Artisan Market equipment and other items (six months)	1300.00
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#### **Salaries**

5569.30

#### **Pension contributions (Local Government Pension Scheme)**

2380.75

#### **HMRC**

2086.25

#### **D&G Bus**

Provision of the 93 service	3383.60
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# Biddulph Town Council



## Urban Vision

Neighbourhood Development Order  
Regulation 14 consultation and preparation for Regulation 16 consultation 3,000.00

## Urban Vision

Local Plan Main Modification representations letter 1,269.36

## ASH Waste Services

Town Burial Ground bins 580.20

## Expenditure below £500

### RGS- Lengthsman

Removing and storing blue nose bricks for Gillow Heath project 72.00

### Mileage and expenditure associated with Coronavirus volunteers support:

Councillor Paul Barlow 27.90

Councillor Nigel Yates 48.15

Councillor Wayne Rogers 59.84

Jodie Hancock 2.52

Councillor Chris Perkin 5.85

### Jodie Hancock

Purchase of Dementia Cinema film 7.13

### SMDC Non-Domestic Rates, Burial Ground

439.12

### Councillor Jim Garvey

Travel to Stafford for Councillor training 25.20

### Fifteen Group

Mobile phone contracts x2 37.00

### Tidysite

Provision of bins at Woodhouse Burial Ground 23.10

### Countrywide

Mowing at Springfield Road 61.40

### Grenke

Photocopier lease 439.67

### SMDC- Lease of land at Congleton Road (allotments)

90.00

### Business Products

46.74



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Photocopier copies

**NABMA (National Association of British Market Authorities)**

Annual Membership 358.00

**Brian Carter**

Opening/ closing Woodhouse Burial Ground gates 60.00

**Credit Card**

Facebook promotion- Dementia Cinema 2.00

Amazon- two water vessels for meetings 53.98

Giff Gaff- WIFI for office use 25.00

Shutterstock image licensing 19.00

Argos- purchase of two mobile phones 239.98

Amazon- two heavy duty storage boxes with wheels, mobile phone covers/ protectors 63.45

Monster Racking- office storage 126.97

**MAY**

**Expenditure above £5000**

None

**Expenditure above £500 and below £5000**

**Salaries (in total)** 5567.90

**Pension contributions (Local Government Pension Scheme)** 2380.75

**HMRC** 2086.65

**D&G Bus**

Provision of the 93 service 3076.00

**Expenditure below £500**

**Mileage and expenditure associated with Coronavirus volunteers support:**

Councillor Paul Barlow 39.60

Councillor Nigel Yates 169.20

Councillor Wayne Rogers 187.20

**ASH Waste Services**

Town Burial Ground bins 358.74

**AMENDED FIGURE**

**Fifteen Group**

Mobile phone contracts x2

Figure shown in April accounts should have been for six-week period (start of contract) 66.48

# Biddulph Town Council



Collected by Direct Debit on 30 April 2020

## **Tidysite**

Provision of bins at Woodhouse Burial Ground 23.10

## **Countrywide**

Mowing at Springfield Road 61.40

## **Npower**

Energy Supply for Christmas Lights 28.01

Administration cost for Christmas Lights account 31.69

## **Npower**

Energy supply at BT Kiosk, Biddulph Town Hall (full year, March 2019-April 2020) 306.52

## **Business Products**

Photocopier copies 11.44

## **Brian Carter**

Opening/ closing Woodhouse Burial Ground gates 40.00

## **LCR Subscription**

17.00

## **Moorside Memorials**

Repair of graves that were damaged when lime tree fell at Burial Ground 240.00

## **Institute of Cemetery and Crematorium Management (ICCM)**

Annual membership 95.00

## **Petty Cash**

46.89

## **Credit Card**

**Giff Gaff**- WIFI for office use 25.00

**Shutterstock** image licensing 19.00

**Open Spaces** membership 45.00

**Post Office**- stamps 91.19

**Microsoft Office 365** for laptop 79.99

**Wickes**- paint, filler, sealant for office and storage space 95.85



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