

Biddulph Town Council



Wednesday 8 July 2020

Dear Councillor

You are summoned to attend a virtual meeting of the Town Council at **6.00 pm** on **Tuesday 14 July 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

A G E N D A

1. PUBLIC PARTICIPATION

To receive verbal or written representations from:

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

The Mayor to confirm that attendees will be named in the Minutes, unless otherwise instructed.

2. APOLOGIES

To receive apologies and approve reasons for absence.

3. DECLARATIONS OF INTEREST

- To declare any Disclosable Pecuniary Interests & Dispensations
- To declare any Other Disclosable Interests



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

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4. MINUTES

- a) To **approve** the Minutes of the Annual Meeting of the Town Council held on 16 June 2020 (Minutes to be **signed** when restrictions on social distancing have been relaxed)
- b) To **receive** the Minutes of the Planning Committee meeting held on 23 June 2020
- c) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 7 July 2020 (Minutes to be **signed** when restrictions on social distancing have been relaxed)

5. MAYOR'S COMMUNICATIONS

6. ITEM REQUESTED BY COUNCILLOR REDFERN- HIGHWAYS RECOMMENDATION

To **resolve** that the Town Council will support a request for the installation of double-yellow lines on the single-track road on Conway Road.

7. ITEM REQUESTED BY COUNCILLOR JACKSON- PARKING CHARGES IN BIDDULPH

To **resolve** that the Town Council should write to Staffordshire Moorlands District Council to ask them to suspend car park charges in an endeavour to help High Street businesses.

To **consider and approve** any other alternative Town Council intervention.

8. TO NOTE THAT A REVIEW OF CIVIC ALLOWANCES HAS COMMENCED; THE OUTCOME WILL BE REPORTED TO TOWN COUNCIL IN SEPTEMBER

9. TO RESOLVE THAT THE EVENTS AND PARTNERSHIPS OFFICER SHOULD BE AN ADDITIONAL SIGNATORY ON THE MAYOR'S CHARITY ACCOUNT

10. TO APPROVE THE ACTION PLAN FOR 2020-21 (CONSIDERED AT THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING)

11. 2019-20 ANNUAL RETURN (PROFORMA ATTACHED, FOR INFORMATION)

- a) To complete Section 1 of the Annual Return – the Annual Governance Statement (assertions to be read aloud), confirming that there is a sound system of internal control including arrangements for the preparation of the Accounting Statements.
- b) To approve and sign Section 2 of the Annual Return.

12. TO RECEIVE AN UPDATE ON THE MANAGEMENT OF BIDDULPH TOWN HALL

Biddulph Town Council



13. TO RECEIVE AN UPDATE ON THE BIDDULPH GRANGE COUNTRY PARK VISITOR CENTRE LEASE

14. ACCOUNTS & FINANCE

To approve expenditure in July and August. Additional expenditure to be sent via email in advance of the meeting.

JULY

Expenditure above £5000

None

Expenditure above £500 and below £5000

Salaries (in total)	4091.99
Pension contributions (Local Government Pension Scheme)	1893.79
HMRC	1689.63
D&G Bus Provision of the 93 service	3383.60
Howdens Kitchen for new Office space	573.75

Expenditure below £500

Contribution to 'Over the Garden Gate' competition prizes	100.00
Mileage and expenditure associated with Coronavirus volunteers support: Councillor Nigel Yates	81.90
Councillor Wayne Rogers	133.20
ASH Waste Services Town Burial Ground bins	358.74
Fifteen Group Mobile phone contracts x2 (estimate)	£57.67
Tidysite Provision of bins at Woodhouse Burial Ground	23.10



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Countrywide Mowing at Springfield Road	61.40
Business Products Photocopier copies	37.54
Moorside Memorials Levelling and turfing	180.00
Jodie Hancock Tiles for kitchen area	79.96
Sarah Haydon Travel expenses (audit travel to and from Buxton)	36.00
Business Products Stationery	20.99
SLCC Membership renewal	363.00
Barry Harrison Drainage at Park Lane Allotment site	25.00
Staffordshire Moorlands District Council Premises License- High Street (part)	70.00
Staffordshire Moorlands District Council Lease at Congleton Road	90.00
Grenke Photocopier lease (quarterly payment)	439.67
Elizabeth Thompson Internal Auditor	160.00
Information Commissioner's Office Annual fee	40.00
Brian Carter Opening/ closing Woodhouse Burial Ground gates	40.00
Petty Cash	44.56
<u>Credit Card</u>	
Buck and Hickman (purchase of hand sanitiser)	97.06
Shutterstock image licensing	19.00
Facebook (promotion of Coronavirus actions and bus changes)	7.04
Amazon (files and labels)	23.39
Congleton Glass (replacement safety glass in roof- new office space)	47.00

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Abode Window Films (added to safety glass)	15.00
Amazon (paint for office area)	38.00
Amazon (PPE)	35.53

AUGUST

Expenditure above £5000

None

Expenditure above £500 and below £5000

Salaries (in total)	4091.79
Pension contributions (Local Government Pension Scheme)	1893.79
HMRC	1689.83
D&G Bus Provision of the 93 service (estimate)	3383.60

Expenditure below £500

ASH Waste Services Town Burial Ground bins	358.74
Fifteen Group Mobile phone contracts x2 (estimate)	£57.67
Tidysite Provision of bins at Woodhouse Burial Ground	23.10
Countrywide Mowing at Springfield Road	61.40
Brian Carter Opening/ closing Woodhouse Burial Ground gates	40.00
Petty Cash	



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Exclusion of the Press and Public

The Chair to move: -

“That, pursuant to Section 100A(2) and (4) of the Local Government Act, 1972, the public be excluded from the meeting in view of the nature of the business to be transacted or the nature of the proceedings whereby it is likely that confidential information as defined in Section 100A (3) of the Act would be disclosed to the public in breach of the obligation of confidence or exempt information as defined in Section 10 I (1) of Part 1 of Schedule 12A of the Act would be disclosed to the public by virtue of the Paragraphs indicated.”

CONFIDENTIAL ITEMS

15. FOLLOWING ADDITIONAL INVESTIGATION, TO APPROVE ADDITIONAL SPEND ON:

- a) Purchase of a dishwasher for upstairs kitchen
- b) Floor covering for office, corridor, kitchen and bathroom spaces
- c) Purchase of toilet, sink and unit for Town Council bathroom
- d) Purchase of a mobile phone and contract for caretaking staff
- e) To enter into a contract for the provision of IT equipment and services in the Town Council office space.