

# Biddulph Town Council



**MEETING:** Finance Strategy and Management Committee  
**DATE:** Tuesday 7 July 2020  
**TIME:** 6pm  
**LOCATION:** Via Zoom- the link to participate in the meeting will be sent separately.

**Members of the public please note, the meeting will be available to view via the 'Biddulph Town Council' Facebook page or at [www.biddulph.co.uk](http://www.biddulph.co.uk)**

## AGENDA

### 1. ELECTION OF A CHAIR AND DEPUTY CHAIR

### 2. DECLARATIONS OF INTEREST

- i) Disclosable Pecuniary Interests
- ii) Other Interests

### 3. APOLOGIES

### 4. MINUTES

To **confirm** the Minutes of the meeting held on 9 June 2020 (agreed at the Town Council meeting on 16 June 2020)

### 5. TO CONSIDER THE DRAFT ACTION PLAN FOR THE TOWN COUNCIL FOR 2020-21 BEFORE FORMAL APPROVAL AT THE TOWN COUNCIL MEETING ON 14 JULY 2020 (DRAFT DOCUMENT ATTACHED)

### 6. TO APPROVE THE BANK RECONCILIATION FOR APRIL 2020

### 7. TO CONSIDER A REVIEW OF SIGNIFICANT EVENTS (ASSERTION 8 OF ANNUAL GOVERNANCE STATEMENT)

### 8. TO RECEIVE THE ATTACHED DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20 AHEAD OF APPROVAL AT TOWN COUNCIL ON 14 JULY 2020 (PLEASE NOTE THIS HAS BEEN SIGNED BY THE INTERNAL AUDITOR FOLLOWING COMPLETION OF THE 2019-20 INTERNAL AUDIT PROCESS)



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

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- 9. TO APPROVE ADDITIONAL SPEND ON THE REFURBISHED TOWN COUNCIL OFFICES:**
  - a) Purchase of slimline 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 (£580.20 inc. VAT from Howdens)
- 10. TO NOTE THAT NEW ROLES WITHIN THE TOWN COUNCIL WILL BE ADVERTISED W/C 6 JULY 2020**
- 11. TO NOTE THAT TOWN COUNCIL STAFF WILL BE COMPLETING ONGOING ROYAL SOCIETY FOR PROTECTION OF ACCIDENTS (ROSPA) TRAINING COURSES AS PART OF ONGOING PROFESSIONAL DEVELOPMENT (E-LEARNING BROCHURE ATTACHED)**
- 12. TO CONSIDER HOW PROJECTS WITHIN THE TOWN HALL WILL BE DEVELOPED AND APPROVED**

For example, there are a number of non-essential enhancements to be made. Would a Working Group be appropriate, or should all decision-making come directly to this Committee?
- 13. MOBILE PHONES: TO APPROVE THE PURCHASE OF A PHONE FROM ARGOS AND TO ENTER A CONTRACT WITH FIFTEEN FOR THE PROVISION OF A SIM (£12+VAT PER MONTH) FOR CARETAKING STAFF**
- 14. TO APPROVE A GDPR GAP ANALYSIS PACKAGE FROM STAFFORDSHIRE COUNTY COUNCIL DATA PROTECTION SERVICE (£150)- ATTACHED**
- 15. TO APPROVE DEVELOPMENT AT MOORLAND ROAD ALLOTMENTS:**
  - a) THE REPLACEMENT OF 15 FENCE PANELS
  - b) PURCHASE AND DISTRIBUTION OF HARDWARE AROUND BIN AREA
- 16. TO APPROVE WORK TO THE MAYOR'S CHAIN AND PURCHASE OF PAST MAYOR MEDALS (QUOTATION ATTACHED)**



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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**

- 17. TO RECEIVE AN UPDATE ON BIDDULPH ARTISAN MARKET AND FRESH FOOD FRIDAY AND FUNDING REQUEST MADE TO STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL**
- 18. TO APPROVE A QUOTATION FOR THE NEW IT SYSTEM FOR BIDDULPH TOWN COUNCIL, SPECIFICATION ATTACHED (QUOTATIONS TO BE SENT SEPARATELY)**
- 19. TO APPROVE A QUOTATION FOR ELECTRICAL WORK ON TOWN COUNCIL OFFICE SPACE, SPECIFICATION ATTACHED (QUOTATIONS TO BE SENT SEPARATELY)**
- 20. TO APPROVE A QUOTATION FOR TEMPORARY CLEANING CONTRACTORS AT WHARF ROAD TOILETS AND COUNTRY PARK VISITOR CENTRE (QUOTATIONS TO BE SENT SEPARATELY)**
- 21. TO APPROVE QUOTATIONS FOR TOURISM PRODUCTS (QUOTATIONS TO BE SENT SEPARATELY):**
  - a) Map**
  - b) 2021 Calendars**
- 22. TO REVISIT THE IDEA OF FOOTFALL ANALYSIS WITHIN THE TOWN CENTRE (PROPOSAL ATTACHED)**
- 23. TO RECEIVE AN UPDATE ON THE COUNTRY PARK VISITOR CENTRE LEASE**
- 24. TO RECEIVE AN UPDATE ON TOWN HALL MANAGEMENT**



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## **25. TO CONSIDER ADDITIONAL INFORMATION PROVIDED FOR DEFERRED GRANT APPLICATION IN JUNE 2020 (NOT PROVIDED AT TIME OF AGENDA SETTING)**

SM Haydon  
Chief Officer/ Responsible Financial Officer

copy to: the Mayor, the Deputy Mayor, Councillor Brady, Hall, Harper, Hart, Hawley, Jackson, McLoughlin, Perkin, Rogers, Salt, Sheldon MBE, Yates



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