

Biddulph Town Council



Wednesday 16 June 2021

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm** on **Tuesday 22 June 2021**, at which the following business will be transacted.

Please note, this will be a face-to-face meeting. Business on the agenda below is essential. Please ensure you have read the guidance note before attending this meeting to ensure you have an understanding of the requirements. The meeting will also be available to view electronically.

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.



Biddulph Town Council
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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

4. MINUTES

- a) To **approve** the Minutes of the Annual Meeting of the Town Council held on 4 May 2021
- b) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 15 June 2021
- c) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 17 June 2021 (to be sent separately by email on 18 June 2021)

5. MAYOR'S COMMUNICATIONS

6. STANDING AGENDA ITEM- COVID RESPONSE UPDATE

7. STANDING AGENDA ITEM- TO RECEIVE AN UPDATE ON THE MANAGEMENT OF BIDDULPH TOWN HALL

8. STANDING AGENDA ITEM- UPDATE ON HEALTH AND SAFETY

9. 2020-21 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.

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10. TO NOTE THAT THE ANNUAL TOWN MEETING WILL TAKE PLACE ON 6 JULY 2021 AND TO RECEIVE AN UPDATE FROM THE CHIEF OFFICER ON THE PROPOSED FORMAT OF THIS MEETING

11. ACCOUNTS & FINANCE

a) The following accounts were paid in **June 2021**:

Expenditure over £5000

Staff Salaries £11994.18
June 2021

Moorlec Electrical Services Ltd £6580.80
Electrical Works, Visitor Centre, Biddulph Grange Country Park

Expenditure between £5000 and £500

Charltons Solicitors £4656.40
Purchase of Station Road land

Staffordshire Pension Fund £4886.40
Staff Pensions June 2021

HMRC £3657.72
Staff PAYE June 2021

D&G Bus Ltd £3076.00
93 Bus April 2021

D& G Bus Services £2922.20
93 Bus May 2021

Staffordshire Moorlands District Council £2027.00
Business Rates, Town Hall - May



Staffordshire Moorlands District Council Business Rates, Town Hall - June	£2027.00
Moorland Contract Cleaning Bus Hub Cleaning, April 2021	£1315.32
Moorland Contract Cleaning Bus Hub Cleaning, May 2021	£1315.32
Moorland Contract Cleaning Visitor Centre Cleaning, April 2021	£1178.63
Moorland Contract Cleaning Visitor Centre Cleaning, May 2021	£1178.63
R G Standell Lengthsman Work April 2021	£684.00
Rialtas Year End Closedown 25/05/2021	£672.00
Prism IT Support May - June 2021	£534.37
Ash Waste Services Town Burial Ground Bins June 2021	£515.88
Expenditure below £500	
Npower BT Kiosk Electricity Supply 04.2020-03-2021	£485.43
Brian Webster Plumbing and Heating Installation of Water Heater, Visitor Centre	£470.00
Rialtas Annual Support and Maintenance 21/22	£464.40
Applied Logo Services Fleeces, Trousers, Poloshirts	£390.54

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Sovering Planned Services Ltd Routine AirCon Maintenance	£280.99
Moorlands Contract Janitorial Cleaning Products	£198.90
Prism Telephone Costs April 2021	£189.77
Prism Telephone Costs May 2021	£189.77
Cash Market Stall Erection June 2021	£180.00
Staffordshire Moorlands District Council Business Rates, Bus Hub Toilets	£166.00
Staffordshire Moorlands District Council Business Rates, Bus Hub Toilets	£166.00
Business Products Paper	£150.00
Myers and Co Employer Assist May-June 2021	£150.00
Myers and Co Employer Assist Jun -Jul 2021	£150.00
Fifteen Group Wifi and Mobile phone costs, Jun 2021	£102.00
Fifteen Group Wifi and Mobile phone costs, May 2021	£102.00



Business Products	£100.87
Photocopier Usage May 2021	
Moorside Memorials	£80.00
Returfing, St Lawrences Church Yard	
Brian Carter	£80.00
Volunteer Expenses, April 2021	
Katelyn Ball	£80.00
Volunteer Expenses, June 2021	
SLCC	£78.00
Staff Training	
Tidysite	£70.50
24/05/2021 Town Hall Bin Empties	
Countrywide Grounds Maintenance	£61.40
Springfield Road Grass Cutting June 2021	
Water Plus	£61.40
Water charges Bus Hub toilets	
Countrywide Grounds Maintenance	£61.40
Springfield Road Grass Cutting May 2021	
Water Plus	£59.52
Water Supply, Town Burial Ground	
Clarke's Safety Mirrors	£58.08
Stainless Steel Mirror	
Jodie Hancock	£35.00
Reimbursement, frames, cutlery	
TidySite	£26.70
Town Hall Bin Empties 01/06/2021	
Tidysite	£26.70
Town Hall Bins 17/05/2021	

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Water Plus Water Supply, Woodhouse Burial Ground	£22.89
Tidysite Town Hall Bin Empty 30/04/2021	£20.70
Moorside Memorials Rodding	£18.00
Scottish Power Electricity, Station Road	£17.62
E.On Next Electricity, Town Hall Christmas Lights Acc April 2021	£8.44
WaterLogic Cooler Rental May 2021	£6.00
Sarah Haydon Reimburse: Meter Cabinet Keys	£5.28
Susan Booth Travel Expenses	£2.15
Natwest – Credit Card May 2021	£587.05
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Staffordshire County Council Highways Search - Station Road	£92.40
Amazon Stationery	£87.96
Amazon Desk equipment - Monitor Risers	£61.47



Shelter Training - Universal Credit	£60.00
OpenSpaces 2021/22 Subscription Cost	£45.00
Stationery Office Health and Safety Posters	£45.00
Amazon DSE equipment - back supports	£41.06
SP Services First Aid Refills	£40.72
Amazon DSE equipment - back supports	£28.99
Post Office Counter Agenda Postage	£21.51
Shuttershock Subscription Cost	£19.00
192.com 192.com search credits	£17.94
Giff Gaff Office Mobile Phone	£8.00
Giffgaff Caretakers Mobile phone	£8.00
Land Registry Title Search	£6.00
Facebook Advert boost	£4.00

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Natwest – Credit Card June 2021

£910.98

HSQE Staff Training - Health & Safety	£384.00
Zoom Annual Subscription	£143.88
A J Philpott Timber and Steel	£129.43
SLCC Enterprisses StaffTraining	£90.00
Eventbrite NALC Training	£38.93
Amazon Varnish	£37.59
Spvices First Aid Refills	£27.54
Arco Respirator	£22.61
Shutterstock Monthly Subscription May 2021	£19.00
Giffgaff Caretaker Mobile Phone May 21	£8.00
Giffgaff Office Mobile	£8.00
Facebook	£2.00



Advert

Petty Cash **£45.69**

Snelsons £21.95

Keysafe

Pound Store £8.99

Stationery

Sainsbury's £7.25

Cleaning Supplies

Sainsbury's £5.00

Gardening Gloves

Sainsbury's £2.50

Cleaning Supplies

To note that the following payments will be issued to address a shortfall in payments already approved, in April 2021; to include VAT.

ADT £336.04

Payment to cover shortfall of Intruder Alarm Contracts

ADT £59.65

Payment to cover shortfall of CCTV Maintenance Contract

ADT £228.03

Payment to cover shortfall of Fire Alarm Maintenance Contract

To note the following payment approved in May 2021 will be paid this month due to delays in receiving the application form.

Biddulph Cannons £225.00

Councillor Grant, Cllr McLoughlin Councillor Harper.

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b) To approve **additional accounts**

Expenditure greater than £500

ADT £564.32
Grange Country Park Visitor Centre Intruder Alarm

ADT £542.93
CCTV repair attendance 10/05 and 14/05/2021

Expenditure below £500

Rob Standell £459.00
Lengthsman Work may - Jun 2021

Prism £192.25
Telephones, May 2021

Market Stall Erectors £180.00
Market Stall Erection July 2021

William Freer £149.40
Attendance for boiler error

Broxap £144.90
Replacement Straps for Benches

Staffordshire Moorlands District Council £70.00
Premises License 23/06/2021 - 22

Tidysite £47.40
Town Hall Bin Empty 10/05/2021

Tidysite £47.40
Town Hall Bin Empty 07/06/2021



Moorland Contract Janitorial	£7.80
Cleaning Products	

Matthew Hall	£7.00
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Reimbursement for hinges

Reimbursement for timber supplies	£30.60
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To note a corrected amount for the following invoice

Applied Logo Services	£392.62
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Branded clothing

- c) To approve payment of grants as awarded at the Finance Strategy and Management Committee, Thursday 17 June 2021